

**COUNTY OF WARREN
LOCAL LAW NO. 5 OF 2012**

**"A LOCAL LAW AMENDING LOCAL LAW NO. 3 OF 1971 ENTITLED A LOCAL LAW
ESTABLISHING THE DEPARTMENT OF PERSONNEL AND PERSONNEL OFFICER IN THE
COUNTY OF WARREN"**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. Title. This Local Law shall be entitled, "A Local Law Amending Local Law No. 3 of 1971 Entitled A Local Law Establishing the Department of Personnel and Personnel Officer in the County of Warren".

SECTION 2. Purpose. The purpose of this Local Law is to amend and continue Local Law No. 3 of 1971 as said Local Law was previously amended by Local Law No. 11 of 2006 and to refine and expand certain provisions of Local Law No. 3 of 1971.

SECTION 3. The County of Warren hereby elects that the provisions of the Civil Service Law be administered in the County of Warren under and by a Personnel Officer as provided in paragraph (b) of subdivision one of section fifteen of the Civil Service Law.

SECTION 4. Effective January 1, 1973 the office of Personnel Officer in and for the County of Warren is hereby created and established. The term of office of the Personnel Officer shall be six years unless otherwise required by law.

SECTION 5. Department of Personnel. There shall be a Department of Personnel under the direction of a Personnel Officer, who shall be appointed by the Board of Supervisors. The personnel officer shall be appointed on the basis of their administrative experience and other qualifications for the responsibilities of the office. The personnel officer shall be directly responsible to the Board of Supervisors.

SECTION 6. Powers and duties of the Personnel Officer. Except as may otherwise be provided in this Local Law the Personnel officer shall:

(a) Have all of the powers and perform all of the duties of a municipal civil service commission and Personnel officer as prescribed by the Civil Service Law;

(b) Maintain and administer a salary plan for County employees and periodically resurvey prevailing salaries and recommend amendments to the Board of Supervisors to eliminate inequities, recruiting difficulties and employee turnover problems;

© Establish, in cooperation with the other department heads of County government, a program of employee recruitment designed to acquaint interested persons with the opportunities for employment in County government, and to provide County government with a steady influx of qualified employees to fill vacancies in established positions;

(d) Maintain in cooperation with the other department heads of County government, a central file of job opportunities in County government, and make provisions for the dissemination of such information to the public;

(e) Establish and maintain a roster of all County officers and employees. Such roster shall show for each County officer and employee the date of appointment or election, the title of the position, the rate of pay and rate changes, promotions, demotions, transfers the time and cause of separations from County employment and any other information the Personnel officer considers necessary for a proper personnel record;

(f) Institute programs to insure that each incoming and current County employee is properly advised of the characteristics and practices of County employment and receives necessary orientation and pre-work-assignment training;

(g) Assure compliance with equal employment opportunity programs, and agreements with recognized employee representatives concerning conditions of employment, wages, employee sick leave, vacation, health insurance, retirement plans and such other matters as may come before the Personnel officer, and recommend necessary action to the Warren County Administrator;

(h) Supervise assigned and departmental staff;

(I) Provide advice and recommendation to the Board of Supervisors and the Warren County Administrator with respect to the adoption of human resources policies and programs, compliance with employment

law mandates, disposition of matters relating to the Board of Supervisors role as the appointment authority (such as employee discipline);

(j) Oversee administration of employee compensation and benefit programs, and retirees employee services;

(k) Direct development and implementation of employee orientation programs;

(l) Be the resource department to other departments for purposes of providing initial and basic guidance to department heads and supervisors within those departments with regard to the handling of routine daily workplace employee related questions as well as employee performance issues, including initial department response to union grievances, and to further advise and assist in matters of employee corrective action and initial disciplinary action as necessary and/or requested by the Warren County Administrator.

(m) Perform such other and related duties and tasks as may be required by the Board of Supervisors and/or the Warren County Administrator.

SECTION 7. Certifications of Payrolls. No payroll, estimate or account providing for the payment of wages or salaries shall be approved for payment unless it bears the certificate of the personnel officer and the persons named therein have been, during the period specified, employed in their respective positions in accordance with law and rules made pursuant thereto.

SECTION 8. Cooperation with department heads. It shall be the duty of each department head to furnish the Personnel officer with such information and aid as may be necessary for the performance of the Personnel officer's duties.

SECTION 9. Impact of Local Law No. 5 of 2012 on other Local Laws. Insofar as the provisions of this Local Law are inconsistent with the provisions of any previously enacted Local Law, including Local Law No. 3 of 1971 as originally adopted, and as amended by Local Law No. 11 of 2006, this Local Law shall be controlling. However, nothing in this Local Law shall be deemed to modify or expand the appointed term of the Personnel officer prior to the enactment of this Local Law.

SECTION 10. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 11. This Local Law shall take effect immediately upon filing with the Secretary of State.