

**COUNTY OF WARREN
LOCAL LAW NO. 2 OF 2024**

**A LOCAL LAW TO CONSOLIDATE THE DEPARTMENT OF HUMAN RESOURCES AND
THE DEPARTMENT OF CIVIL SERVICE ADMINISTRATION AND ITS FUNCTIONS IN
THE COUNTY OF WARREN INTO A SINGLE DEPARTMENT OF HUMAN RESOURCES
AND REPEALING AND REPLACING LOCAL LAW NO. 5 OF 2015**

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 to Consolidate the Department of Human Resources and the Department of Civil Service Administration and its functions in the County of Warren into a Single Department of Human Resources and Repealing and Replacing Local Law No. 5 of 2015.”

SECTION 2: PURPOSE. The purpose of this Local Law is to:

- 1) Continue the election made by the County of Warren under Local Law No. 3 of 1971 that the provisions of the Civil Service Law be administered under and by the personnel officer as provided by paragraph (b) of subdivision one of section fifteen of the Civil Service Law, effective January 1, 1973; and
- 2) Consolidate the Department of Human Resources and Department of Civil Service Administration and set forth the powers and duties for the Director of Human Resources; and
- 3) Designate the Director of Human Resources as the County Personnel Officer; and
- 4) Discontinue the Department of Civil Service Administration with all personnel reassigned to the Department of Human Resources.

SECTION 3: PERSONNEL FORM OF CIVIL SERVICE ADMINISTRATION. Effective January 1, 1973 the office of Personnel Officer in and for the County of Warren was created and established. The term of office of the Personnel Officer is six years unless otherwise required by law. The County of Warren hereby continues to elect that the provisions of the Civil Service Law be administered in the County of Warren under and by a Personnel Officer who shall be the Director of Human Resources, as provided in paragraph (b) of subdivision one of section fifteen of the Civil Service Law. The Personnel Officer shall be appointed by the Warren County Board of Supervisors.

SECTION 4: DEPARTMENT OF CIVIL SERVICE ADMINISTRATION IS DISCONTINUED. The Department of Civil Service Administration as established by Local Law No. 5 of 2015 is hereby discontinued and all employees are reassigned to the Department of Human Resources.

SECTION 5: DEPARTMENT OF HUMAN RESOURCES CONSOLIDATED WITH DEPARTMENT OF CIVIL SERVICE ADMINISTRATION. There shall be established a Department of Human Resources under the leadership of the Director of Human Resources, which shall include the duties and responsibilities over the County’s Human Resources functions and the designation, duties and responsibilities of the County Personnel Officer, as set forth under New York State Civil Service Law.

The Director of Human Resources shall be: (1) Appointed by the Board of Supervisors on the basis of qualifications and experience determined appropriate for the responsibilities of the office for a term of office equal to six years, or for the unexpired portion of the term for the vacating officer thereof, in accordance with the provisions of New York State Civil Service Law, and (2) Report to the Board of

Supervisors.

SECTION 6: POWERS AND DUTIES OF THE DIRECTOR OF HUMAN RESOURCES. Except as may otherwise be provided for in this Local Law, the Director of Human Resources:

- 1) Shall have all of the powers and perform all the duties of the Personnel Officer as prescribed by paragraph (b) of subdivision one of section fifteen of the Civil Service Law and as otherwise set forth in New York State and/or local Civil Service law, rules and regulations; and further, perform all such powers, duties and activities for the County of Warren and all the municipalities, school districts, special districts and/or other appointing authorities within its jurisdiction, and
- 2) Shall have the responsibility for managing the core areas of human resource management, labor relations, and health benefit administration for the County of Warren and the authority to appoint, supervise, discipline and remove all employees of the Department of Human Resources, in accordance with applicable Civil Service Law and Rules, collective bargaining agreements, other County policies/procedures, federal and state laws, and subject to annual budget appropriations.

SECTION 7: IMPACT OF THIS LOCAL LAW ON OTHER LOCAL LAWS-REPEALING AND REPLACING LOCAL LAW NO. 5 OF 2015. Insofar as the provisions of this Local Law supercede or 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, Local Law No. 5 of 2012, and Local Law No. 1 of 2014, and Local Law No. 5 of 2015, this Local Law No. 2 of 2024 shall be controlling. Local Law No. 5 of 2015 is hereby repealed and replaced in its entirety. 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 8: 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, this 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 9: EFFECTIVE DATE. This Local Law shall take effect immediately upon filing with the Secretary of State.