

St. Lawrence County
BOARD OF LEGISLATORS
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Canton, New York 13617-1169
(315) 379-2276
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, JANUARY 22, 2024
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES** – December 11, 2023
- 3. PUBLIC HEALTH – CARLY ZIMMERMAN**
 - A. Lead-Based Paint Hazardous Reduction Program (Info)
 - B. Authorizing the Chair to Sign Contracts with Providers and Organizations for the Children and Youth with Special Health Care Needs (CYSHCN) Program for Community Events (Res)
 - C. Modifying the 2023 Budget for Public Health for the COVID-19 Vaccine Response Grant (Res)
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign the Stop-DWI 2024 Plan for the New York State Governor’s Traffic Safety Committee (Res)
 - B. Mental Health, Addiction Services, and Opioid Treatment Program (OTP) Services Statistics Updates (Info)
- 5. SOCIAL SERVICES – JOE SEEBER**
 - A. Modifying the 2023 Budget for Social Services for Year End Expenses (Res)
 - B. Social Services Finance Update (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
 - B. Social Services
 1. Fill, Caseworker, Grade B, Position No. 816100013
 - C. Community Services
 1. Fill Mental Health Services Coordinator, Position 506300001
 2. Abolish Administrative Services Manager, and Create and Fill Senior Fiscal Officer, Position No. 099600004
 3. Abolish Fiscal Manager, and Create and Fill Senior Account Clerk, Position No. 100200046

D. Public Health

1. Fill, Administrative Assistant, Position No. 005200009

E. Emergency Services

1. Fill Deputy Director/Emergency Services Coordinator, Position No. 614200002

7. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

8. COMMITTEE REPORTS

A. Board of Health (Curran)

B. CDP Board of Directors (Burke)

C. Community Services Board (Haggard)

D. Office for the Aging Advisory Board (Denesha)

E. Youth Advisory Board (Terminelli)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

A. Litigation

B. Negotiations

C. Personnel

D. Appointments

11. ADJOURNMENT – If there is no further business.

St. Lawrence County Lead-Based Paint Hazard Reduction Program
U.S. Department of Housing & Urban Development - \$1,000,000
4/15/2019 – 10/14/2023
January 2024

Overview

This program was St. Lawrence County's first experience running a lead-based paint hazard reduction program. The program delivery method and standard operating procedures were based upon many years of experience running Community Development Block Grant-funded housing rehabilitation programs. The program was a partnership of the St. Lawrence County Planning Office (SLCPO), the St. Lawrence County Public Health Department (SLCPHD), and the North Country Housing Council (NCHC).

Target Area

The program area was all of St. Lawrence County, with target areas of the Villages of Gouverneur and Massena, and the City of Ogdensburg. These population centers were identified as target areas due to concentrations of children with elevated blood lead levels (EBLL) being monitored by the SLCPHD on its State-mandated Lead Poisoning Prevention caseload.

Impact

- 25 Lead Inspection and Risk Assessments were conducted and completed lead hazard control work on 23 housing units.
 - Cumulatively home to four pregnant women, 35 children under six, 25 children six to seventeen years old, and three visiting children under six years old.
 - Two visiting children under six and 17 resident children under six had EBLL (>5mg/dL).
 - Eight units were located in the target area of the City of Ogdensburg; two were in the target area of Gouverneur; and one in the target area of Massena. The remainder were distributed throughout the rural areas and smaller Villages and hamlets of the County.
 - 17 of 23 were built before 1920 five were built from 1920 to 1945, and only one from 1946 to 1979.
- 7 Lead abatement contractor trainings, with 67 individuals total in attendance.
- Salary support for SLPCO, SLCPHD, and NCHC staff

Complications

- This was a new program in the County; marketing and outreach was modest at the outset of the program. The COVID-19 pandemic halted much of the marketing for a significant period of time. Equating to a slow applicant pipeline.
- High per-unit costs (inflation, many homes were large, older farmhouses)
- Limited contractor availability
- COVID-19 pandemic-induced supply chain issues kept production at a relatively low rate for much of the period of performance.

Financial Summary

Community Development Block Grant Coronavirus Aid, Relief, and Economic Security (CDBG CARES) funds were available on a one-time basis for the improvement of indoor environments for low and moderate income persons. A total of \$241,445 in CDBG CARES funds were applied to four units, in addition to HUD funds. The average unit cost for lead hazard control work conducted was \$38,089; per-unit costs ranged from \$13,550 to \$115,200.

February 5, 2024

Services Committee: 1-22-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH PROVIDERS AND ORGANIZATIONS FOR THE CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS (CYSHCN) PROGRAM FOR COMMUNITY EVENTS

By Mr. Hull, Chair, Services Committee

WHEREAS, the Children and Youth with Special Health Care Needs Program (CYSHCN) provides education and resources to families, providers, and the community as a whole, and

WHEREAS, the opportunity to contract with various providers and/or organizations to share this essential information at community events would be beneficial for all involved, and

WHEREAS, providers and/or organizations who sign contracts to take part in these community events would receive a rate of \$250 (PE040594 43007) per event,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Chair to sign contracts with providers and/or organizations for the Children and Youth with Special Health Care Needs (CYSHCN) Program for community events, upon approval of the County Attorney.

February 5, 2024

Services Committee: 1-22-2024

RESOLUTION NO.

**MODIFYING THE 2023 BUDGET FOR PUBLIC HEALTH
FOR THE COVID-19 VACCINE RESPONSE GRANT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department was awarded \$313,036 (PPZ44895 57000 VAC) with objectives and goals to focus primarily on COVID-19 vaccine implementation, and

WHEREAS, there have been higher than anticipated operating expenses and fringe benefits within the COVID-19 Vaccine Response Grant, and a decrease in salary expense within the COVID-19 Vaccine Response Grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Public Health for the COVID-19 Vaccine Response Grant, as follows:

DECREASE APPROPRIATIONS:

PPZ40101 19000 VAC	P CVD Vaccine Temp and Part Time	\$24,353
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INCREASE APPROPRIATIONS:

PPZ40104 43005 VAC	P CVD Vaccine Advertising Fees & Expense	\$24,353
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

February 5, 2024

Services Committee: 1-22-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN THE STOP-DWI 2024 PLAN FOR THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE

By Mr. Hull, Chair, Service Committee

WHEREAS, Vehicle and Traffic Law §1197 requires the Chair of the Board of Legislators to approve the STOP-DWI 2024 Plan which has been submitted to the New York State Governor's Traffic Safety Committee, and

WHEREAS, the STOP-DWI Plan was requested by the Governor's Traffic Safety Committee for the time period of January 1, 2024 through December 31, 2024, and

WHEREAS, the STOP-DWI Program Budget was approved by the Board of Legislators on December 4, 2023,

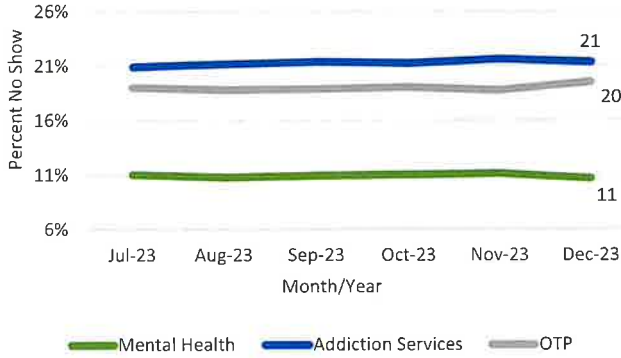
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the STOP-DWI 2024 Plan for the New York State Governor's Traffic Safety Committee, and any other documents necessary to carry out the terms of the program, upon approval of the County Attorney.

Community Services Clinic Update

December 2023

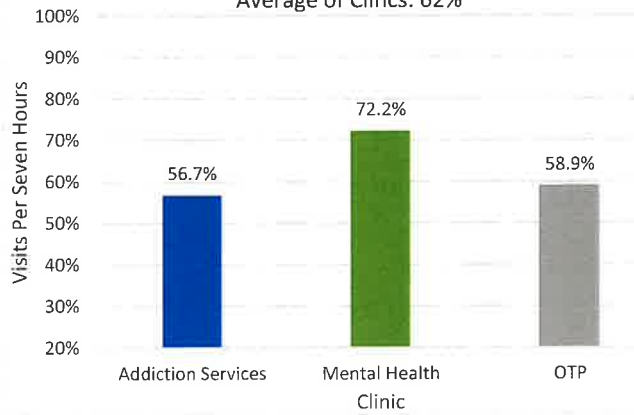
No Show Appointment Rates

Six Month Average: 17.1%



Clinic Counselor Visits Average

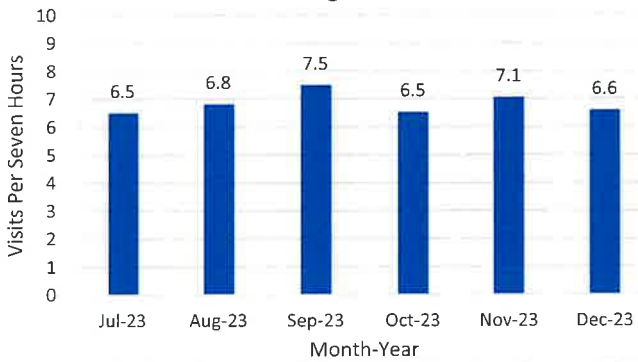
Average of Clinics: 62%



Addiction Services & OTP Visits

Per Seven Hours

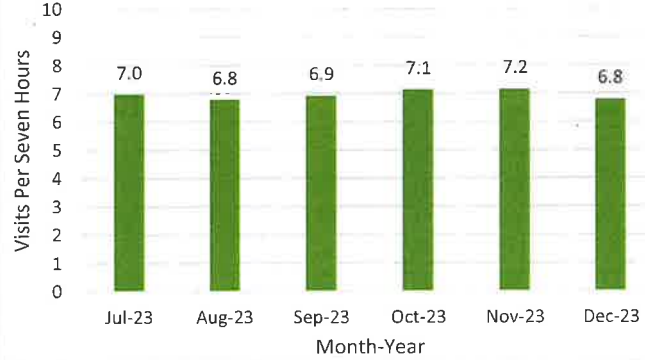
Average: 6.8



Mental Health Services Visits

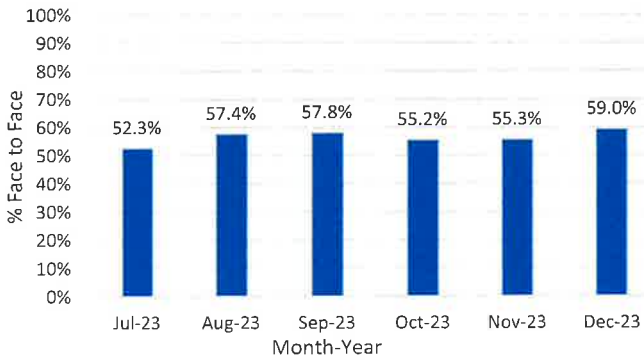
Per Seven Hours

Average: 7.0



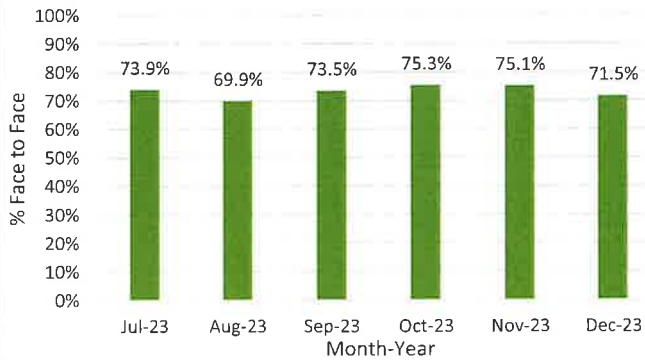
Addiction Services/OTP Face to Face %

Average 56%



Mental Health Face to Face %

Average 73.1%



Community Services Clinic Update

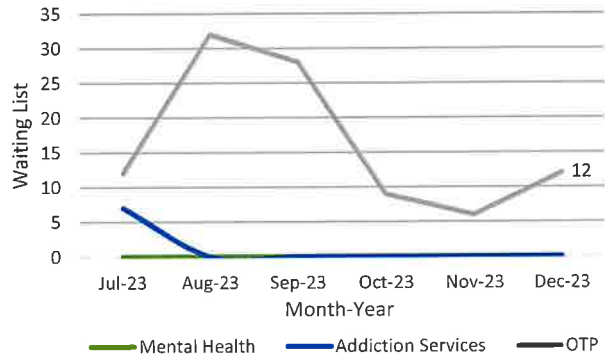
December 2023

Prescribers Visits Per Seven Hours
Average 9.1



Wait Lists

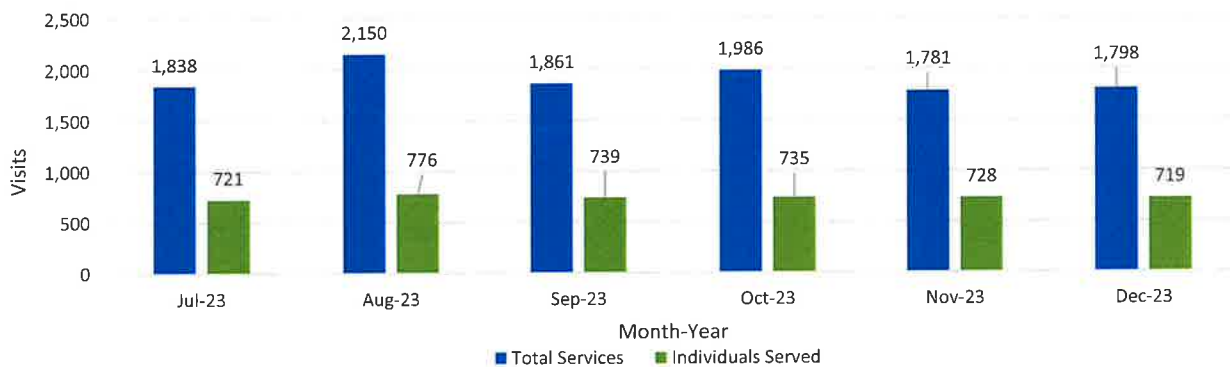
Six Month Average: 1



Services Provided - All Clinics

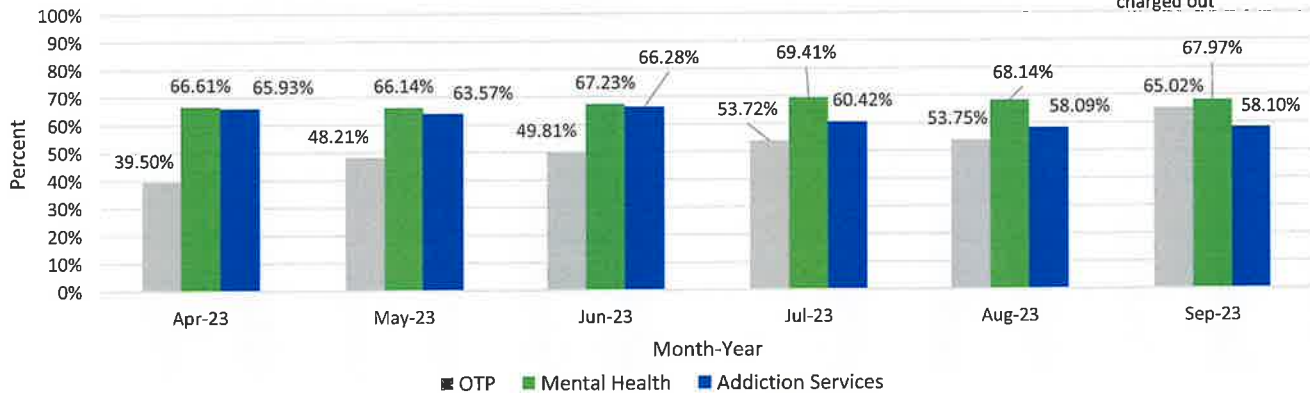
Total Services Average: 1,902

Individuals Average: 736



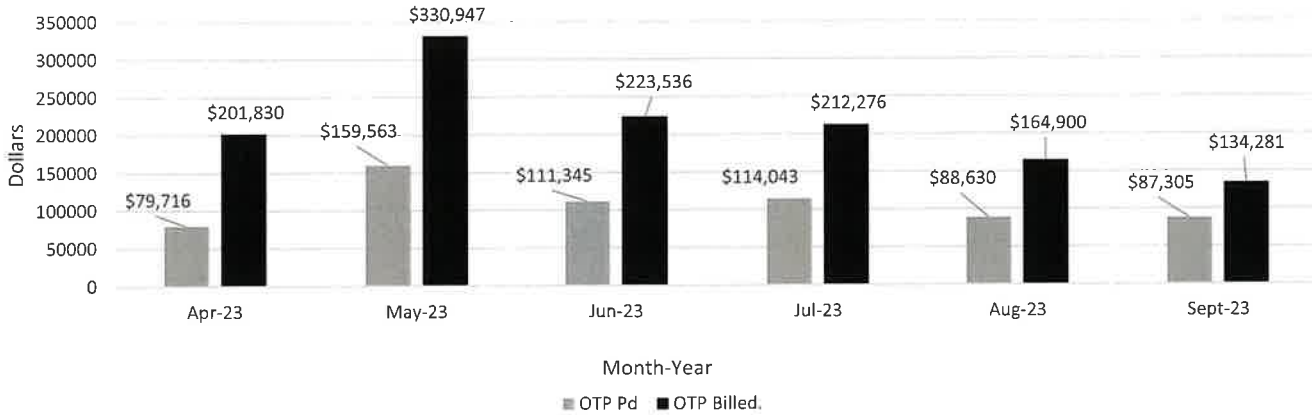
Percentage of Dollars Paid of Billed Services

*3 Month Lag
Total % of dollars received of what was charged out

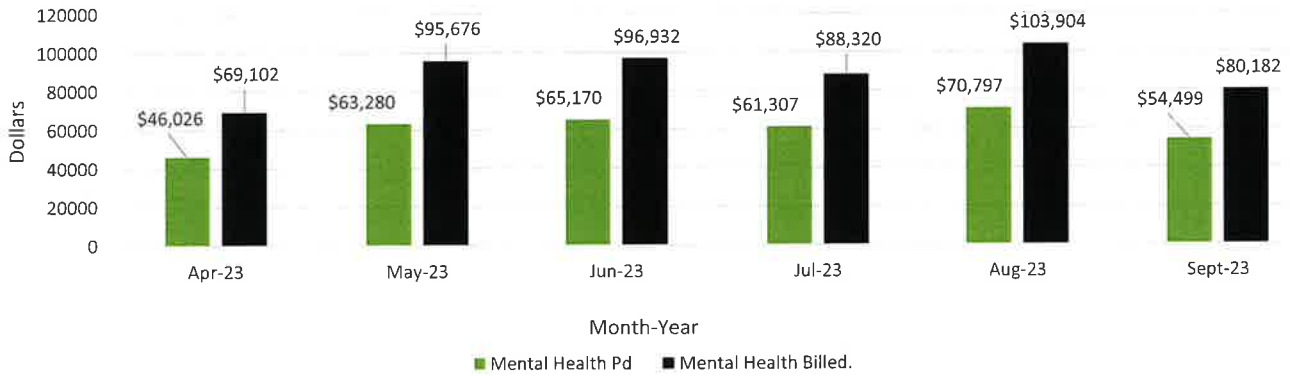


Community Services Clinic Update December 2023

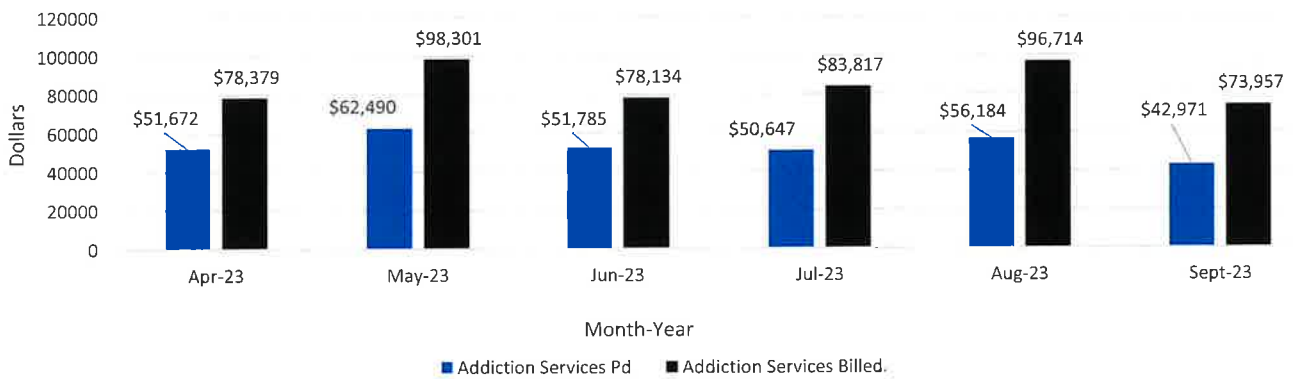
OTP Dollars Paid vs OTP Dollars Billed



MH Dollars Paid vs MH Dollars Billed



SA Dollars Paid vs SA Dollars Billed

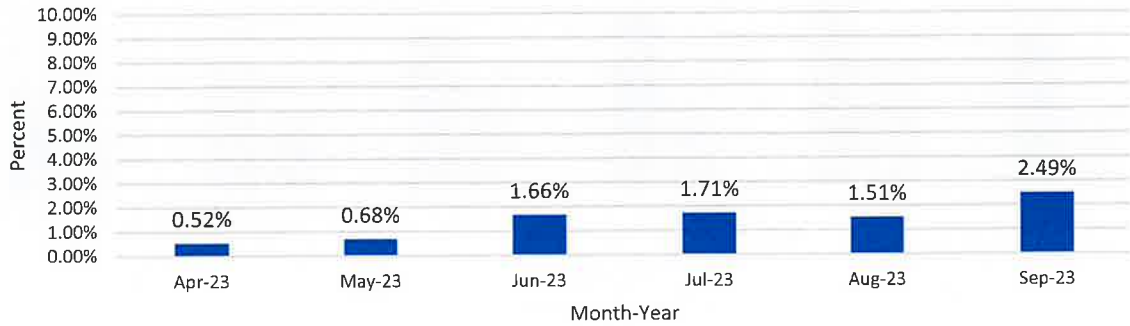


Community Services Clinic Update

December 2023

Percent of Services Provided But Not Billed

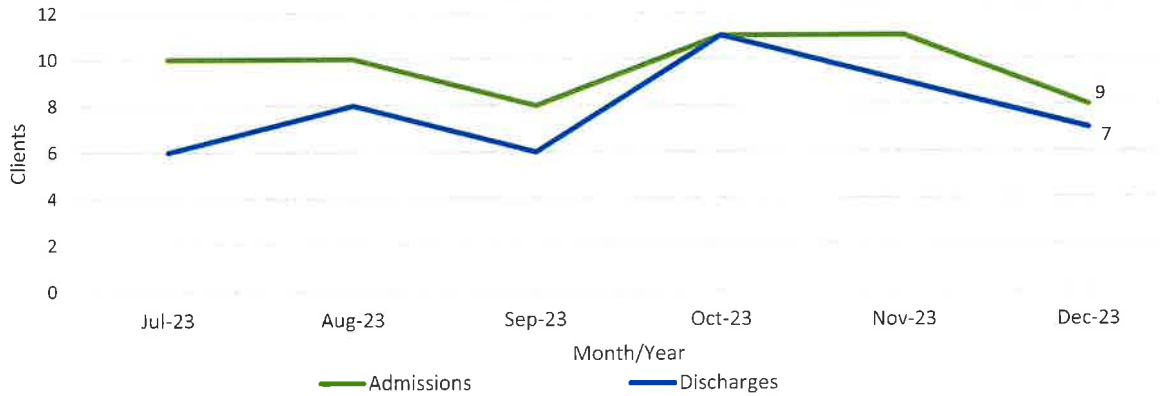
*Indicates % of services, not dollars.



OTP Admissions & Discharges

Net Change: 1

Total: 169



Opioid Treatment Program (OTP) Population Source

Total: 170



February 5, 2024

Services Committee: 1-22-2024

RESOLUTION NO.

MODIFYING THE 2023 SOCIAL SERVICES BUDGET FOR YEAR END EXPENSES

By Mr. Hull, Chair, Services Committee

WHEREAS, due to higher than anticipated costs in some areas such as Safety Net and reduced spending in Preventive, it is necessary to modify the 2023 Social Services Budget to cover the final expenses for 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2023 Social Services Budget as follows:

INCREASE APPROPRIATIONS:

DPS61404 46100	D HR Directs	\$9,000
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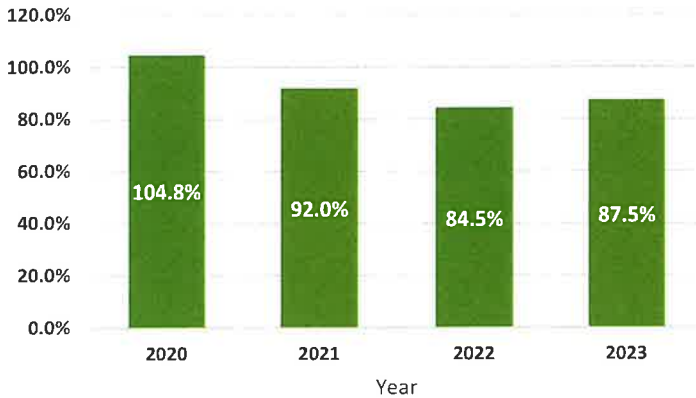
DECREASE APPROPRIATIONS:

DSC61094 465YA PRP	D PRP Prevent/Reunification	\$9,000
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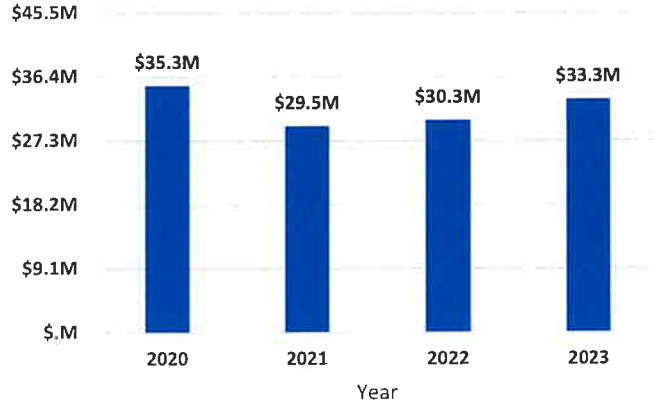
2023 Social Services Quarterly Update

Financials - Quarter 4

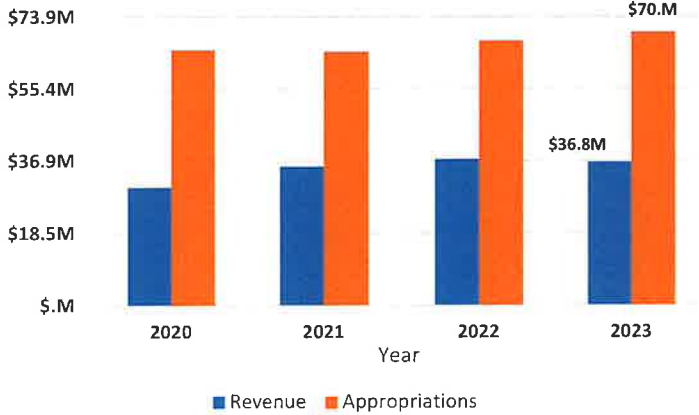
County Cost Percent of Budget



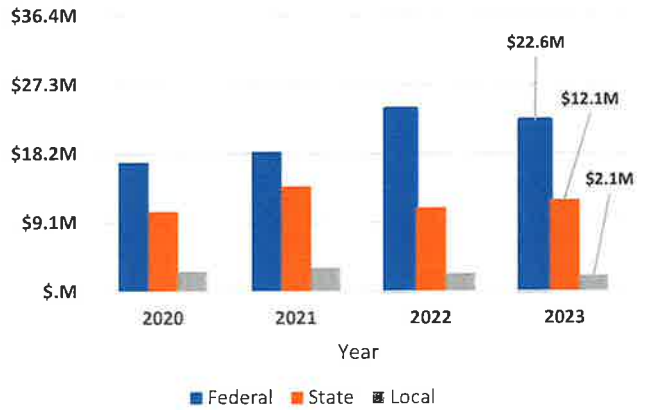
County Cost



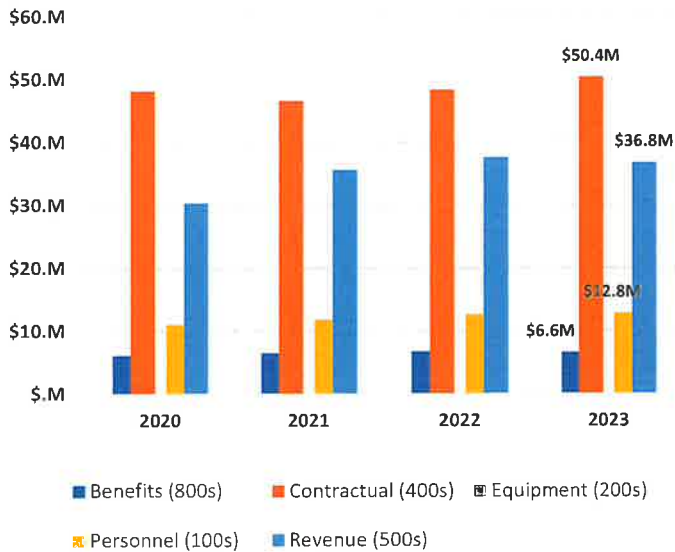
Appropriations & Revenue



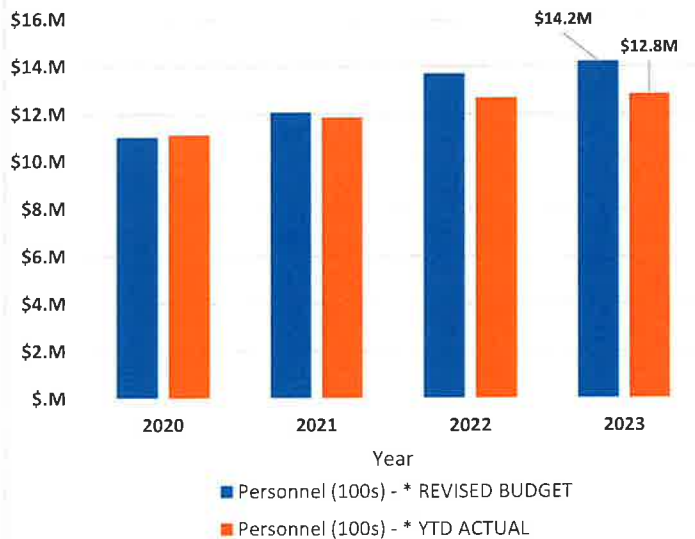
Revenue Source



Actuals by Category



Budget vs Actuals: Personnel



* NOTE: 2023 figures above are as of 1/13/24 and are subject to change with the completion of year-end work

VACANCY REVIEW SUMMARY

Via Zoom

January 9, 2024

Legislator Attending: Rick Perkins

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert
10:00 A.M.

<u>Summary: January</u>		<u>Summary: January 9th</u>		<u>Reason Vacated:</u>	
Request:	7	Request:	7	Retirement:	1
Approved:	7	Approved:	7	Resignation:	2
Denied:	0	Denied:	0	Promotion:	3
Request/Hold:	0	Request/Hold:	0	Internal Transfer:	0
Withdrawn:	0	Withdrawn:	0	New:	3
				Abolished:	3
				Terminated:	1

POSITIONS REVIEWED:

SOCIAL SERVICES:

Request: 1

Request: Fill, Case Supervisor, Grade B – Unit/Children’s Prevent
Position No. 816100013, Immediately

Recommendation: Fill, Immediately

COMMUNITY SERVICES:

Request: 3

Request: Create and Fill, Mental Health Services Coordinator
Position No. 506300001, Immediately

Recommendation: Fill, Immediately

Request: Abolish Administrative Services Manager, Create and Fill Senior Fiscal Officer
Position No. 099600004, Immediately

Recommendation: Fill, Immediately

Request: Abolish Fiscal Manager, Create and Fill Senior Account Clerk
Position No. 100200046, Immediately

Recommendation: Fill, Immediately

REAL PROPERTY:

Request: 1

Request: Abolish Account Clerk, Create and Fill, Secretary 1
Position No. 005100039, Immediately

Recommendation: Fill, Immediately

EMERGENCY SERVICES:

Request: 1

Request: Fill, Deputy Director/Emergency Services Coordinator
Position No. 614200002, Immediately

Recommendation: Fill, Immediately

PUBLIC HEALTH:

Request: 1

Request: Fill, Administrative Assistant
Position No. 005200009, 30 Days

Recommendation: Fill, 30 Days

	Committee Members	
1.9 Perkins/	5.7	9.10
2.6	6.4	10.8
3.5	7.2	11.5
4.2	8.6	12.3

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Case Supervisor, Grade B

Subunit (If Applicable): Children's Services

Date Submitted: 12/22/2023

Reason Vacated: Promotion

Position Number: 816100013

Date Vacated: 11/24/2023

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 10/4/2021

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$65,502

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,677

Revenue Generating: Yes 0 %

Base Salary: \$59,583

Reimbursed by Local,
State or Federal Funds: Yes 72 %

Base Hourly: \$32.74

Grade: 28

Net County Cost: \$28,351

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This supervisory position would be responsible for a unit comprised of 5 to 6 Foster Care/Preventive Caseworkers carrying an average of 11 cases/worker. This unit works with families identified by child protective services as high risk based upon abuse or neglect concerns. The unit helps to identify family resources, services and planning for children and parents in need of community based services. The unit helps to identify resources should a placement outside of the home be necessary for health/safety. The Grade B Supervisor reviews and approves all court work prior to filing, reviews and approves service plans, creates adoption and kinship guardianship subsidy cases and payment resource contacts, conducts bi-weekly case conferences with Caseworkers to discuss safety and permanency on all cases, reviews dictation, correspondence, and service authorization forms for accuracy, tracks court orders, dates, and annual subsidy letters, and assists with and reviews caseworker compliance with connections. If this position were not filled, it would not be possible to administer the St. Lawrence County Foster Home program and the timeliness and accuracy of services to families would be negatively impacted. Caseworkers would not have the supervisory guidance needed to make appropriate case decisions and the safety and permanency of children in the custody of the Commissioner of the Department of Social Services and children placed with relatives would be adversely affected. This position is necessary to ensure we maintain the current workload levels and ensure OCFS regulatory processes/mandates are being adhered to, as well as compliance with the legal statutes for child welfare. This position will be instrumental in ensuring the mandates of the federal legislation in the Family First Preventive Services Act.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience in social work with a public or private agency adhering to acceptable standards.

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Create & Fill

Mental Health Services Coordinator

Subunit (If Applicable):

Date Submitted: 12/18/23

Reason Vacated: Other

Position Number: 506300001

Date Vacated: 2/4/2023

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/24/2014

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,201

Revenue Generating: No 0 %

Base Salary: \$64,604

Reimbursed by Local,
State or Federal Funds: Yes 100 %

Base Hourly: \$24.44

Grade: 30

Net County Cost: \$0

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The Mental Health Services Coordinator is responsible for implementing and maintaining a single point of accountability for case management and residential services provided to both adults and children struggling with behavioral health. Additionally, this position will ensure continuity of care, coordination and best practices for high risk clients. The Mental Health Services Coordinator will also assist in the development of Systems of Care and other projects as needed within the Community Services Department This work will be performed under the supervision of the Deputy Director of Community Services.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Sociology, Psychology or a related Human Services field AND four (4) years of full-time paid experience involving counseling and interviewing children for social work or related activities.

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Abolish & Create

Senior Fiscal Officer

Subunit (If Applicable):

Date Submitted: 12/18/23

Reason Vacated: New Position

Position Number: 099600004

Date Vacated: na

Position # Abolished: 102600001

Position Status: Fulltime

Last Fill Date: na

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$62,875

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$33,286

Revenue Generating: No 0 %

Base Salary: \$53,044

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$29.15

Grade: 25

Net County Cost: \$96,161

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The duties of Senior Fiscal Officer involve responsibility for the performance of complex professional accounting and related business administration related to fiscal management of funds and expenditures for Addiction Services, Mental Health and the OTP clinic within Community Services. The work entails responsibility for independently maintaining all accounts in proper balance, tracking and modifying department budget and reports. This job is vital to the success of the Community Services Department.

As a result this position should be filled immediately.

**Abolish Administrative Services Manager - Grade 30

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business administration or a closely related field and one (1) years of full time, paid experience in accounting or finance work which shall have included maintaining or auditing double entry books of a business including general ledger, or maintaining government agency books involving appropriation accounting and the preparation of budget and financial reports, OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business administration or a closely related field and three (3) years of full time, paid experience as described in (A) above, OR

C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and five (5) years of full time, paid experience as described in (A) above.

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Abolish & Create

Senior Account Clerk

Subunit (If Applicable):

Date Submitted: 12/28/2023

Reason Vacated: Termination

Position Number: 100200046

Date Vacated: 01/05/2024

Position # Abolished: 101200003

Position Status: Fulltime

Last Fill Date: 09/20/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$61,211

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$32,405

Revenue Generating: No 0 %

Base Salary: \$42,488

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$23.35

Grade: 19

Net County Cost: \$93,616

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The Senior Account Clerk position is necessary for the fiscal operations of the Department. The Senior Account Clerk will ensure revenue maximization, maintain and check financial accounts of the Addiction and Mental Health Clinics, aid in the collection processes of self pay, co-pay, and past due balances and to handle routine office tasks in the clinics, such as answering phones, scheduling appointments, and facilitating tele-practice services.

The Department is asking to abolish the Fiscal Manager position and create an Senior Account Clerk position. (2023 band III, 2024 band IV)

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS; Either:

- A) Possession of an Associate's Degree in Accounting or Business Administration; OR
- B) Completion of sixty (60) credit hours at a New York State regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; OR
- C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience maintaining financial accounts and records.

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill



Administrative Assistant

Subunit (If Applicable):

Date Submitted: 1/4/24

Reason Vacated: Retirement



Position Number: 005200009

Date Vacated:

Position # Abolished: N/A

Position Status: Fulltime



Last Fill Date: 3/14/2016

Jurisdictional Class: Competitive



Appointee Will Be: Permanent



Hrs Per Week: 35

Shift Length: 7



FTE: 1.00

Budget

Salary of Person Leaving: \$57,988

Fill Request Timeline: 30 Days

Benefits: Yes (52.94%)

\$30,699

Revenue Generating: No 0 %

Base Salary: \$49,172

Reimbursed by Local,
State or Federal Funds: Yes 36 %

Base Hourly: \$27.02

Grade: 23

Net County Cost: \$56,760

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The Administrative Assistant primarily serves as the main assistant to the head of the department, resolving day to day operational problems, prepares required contracts, resolutions, and paperwork related to onboarding and offboarding staff. Additionally, this position plays a key role in communication within the department, organizing logistics for pragmatic and department wide meetings as well as supervising support staff.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science or related field and two (2) years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience as stated in (A) above.

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Deputy Director / EMS Coordinator

Subunit (If Applicable):

Date Submitted: 1/04/2024

Reason Vacated: Resignation

Position Number: 614200002

Date Vacated: 1/04/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 4/14/2020

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$65,497

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,674

Revenue Generating: Yes 0 %

Base Salary: \$71,347

Reimbursed by Local,
State or Federal Funds: Yes 0 %

Base Hourly: \$39.20

Grade: IIII

Net County Cost: \$100,171


*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The recent resignation of the Deputy Director will shift that workload to the Director of Emergency Services, so immediate fill is requested.

St Lawrence County is the largest County in New York State geographically. SLC Emergency Services is regularly requested to assist one of the 52 fire departments, 13 law enforcement agencies at anytime. Without this position filled, the citizens of the County would be affected as one person cannot provide the services needed, and it is also important to have coverage when the Director is not available.

Department Head: 

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and (3) three years of full-time, paid experience in emergency preparedness, fire fighting or emergency medical services, (1) one year of which shall have been in a supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE), OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and (5) five years of full-time paid experience in emergency preparedness, fire fighting or emergency medical services, (1) one year of which shall have been in supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE) OR

(C) Graduation from high school or possession of a New York State high school equivalency diploma and (7) seven years of full-time paid experience in emergency preparedness, fire fighting or emergency medical services, (1) year of which shall have been in supervisory capacity. (SEE NOTE BELOW TO EQUATE VOLUNTEER EXPERIENCE TO PAID EXPERIENCE)

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.

NOTE: Volunteer experience will be allowed to be substituted for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position. Equivalent volunteer service shall be defined as actual time spent in emergency medical services training, attending official departmental functions excluding fund-raising, sporting and social events, or in responding to emergency situations as a member of an emergency services department. Said time must be equivalent in quantity to that of full time paid experience (based upon a 40 hour week) and must be verified by the submission of copies of official department documents or a letter from the department chief substantiated by official department documents.