

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Timothy Julian
Minority Leader

EXPEDITED COMMUNICATIONS FOR DISTRIBUTION FOR THE FEBRUARY 14, 2024 MEETING

(Correspondence relating to upcoming legislation, appointments, petitions, etc.)

<u>FILE NO.</u>	<u>COMMITTEE</u>	<u>PAGES</u>
2024-099 . . .	Government Operations, Ways & Means	1-6
2024-100 . . .	Ways & Means.....	7
2024-101 . . .	Ways & Means.....	8
2024-102 . . .	Ways & Means.....	9
2024-103 . . .	Ways & Means.....	10

AVAILABLE ON WEBSITE ONLY
www.ocgov.net



Anthony J. Picente Jr.
County Executive

Oneida County Department of Personnel

Charles P. Klein, Commissioner

800 Park Avenue – Utica, NY 13501

Phone: (315) 798-5726 Fax: (315) 798-6490

E-mail: personnel@ocgov.net Website: www.ocgov.net/personnel

FN 20 24-099

January 29, 2024

Hon. Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

GOVERNMENT OPERATIONS

Re: Audit and Control Department Restructuring Plan

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from Comptroller, Enessa M. Carbone, that provides details regarding a proposed restructuring plan that includes creation of a new title, creation of a new position and a salary restructure. As is more fully detailed in Comptroller Carbone's letter, the goal of this plan is to provide staffing to perform increased duties in the Comptroller's office as a result of programs such as the Traffic Diversion Program and the School Bus Crossing program, assist in attracting qualified candidates to all positions in the department as they have experienced significant recruitment difficulty, and address pay discrepancies between titles with comparable duties and responsibilities.

In accordance with Comptroller Carbone's request, I am recommending the following actions:

1. Addition of the title Supervising Payroll clerk to the Oneida County Classification Plan. I have attached the job specification for said title and request that the County adopt it and set the salary at Grade 28W, Step 1, with a starting salary of \$52,131.00. No new position is requested at this time in connection with the adoption of this title. This title will be used to create promotional opportunities within the payroll clerk series.
2. Creation of one (1) Principal Clerk position at Grade 21 W, Step 1, with a starting salary of \$40,042.
3. Salary reallocations as follows:

Auditor I – from Grade 23W, Step 1, \$43,231 to Grade 32W, Step 1, \$59,648

Auditor II – from Grade 32W, Step 1, \$59,648 to Grade 34W, Step 1, \$63,887



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Auditor III – from Grade 34W, Step 1, \$63,887 to Grade 36W, Step 1, \$68,585

Deputy Comptroller – from Grade 43M, Step 1, \$89,026 to Grade 45M, Step 1, \$96,249

Deputy Comptroller – Administration – from Grade 40M, Step 1, \$79,375 to Grade 42M, Step 1, \$85,694

Director of Administrative Services – from Grade 36M, Step 1, \$68,584 to Grade 38M, Step 1, \$73,744

Principal Accounting Supervisor – from Grade 36W, Step 1, \$68,585 to Grade 38W, Step 1, \$73,745

Senior Payroll Clerk – from Grade 22W, Step 1, \$41,639 to Grade 25W, Step 1, \$46,690

If you concur, I respectfully request that you forward this request to the Board of Legislators for consideration at their next meeting. I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Respectfully submitted,

Charles P. Klein

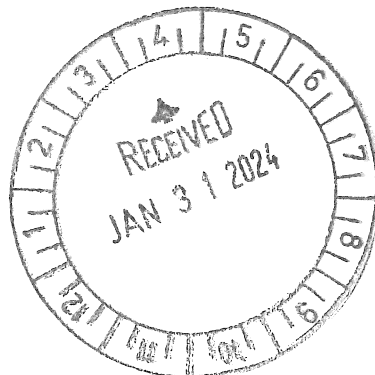
Attachment

cc: Comptroller
Budget Director
County Attorney

Reviewed and Approved for submittal to the
Oneida County Board of Legislator by

Anthony J. Picente, Jr.
County Executive

Date 1/31/24



ENESSA M. CARBONE
Comptroller



SHERYL A. BROWN
Deputy Comptroller

DEBORAH S. JOANIS
Deputy Comptroller - Administration

ONEIDA COUNTY DEPARTMENT OF AUDIT & CONTROL

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501
315-798-5780 ♦ Fax: 315-798-6415
Email: ecarbone@ocgov.net

January 17, 2024

Amanda Cortese-Kolasz
Commissioner of Personnel
800 Park Ave
Utica, NY 13501

Dear Mrs. Cortese-Kolasz:

As I begin my tenure as Comptroller, it has become evident that the existing job titles and accompanying salaries in my department need to be reevaluated. The current pay scales have proven inadequate to attract qualified candidates for the 2 vacant positions in the department. Additionally, recent upgrades throughout the County have created further discrepancies between titles with comparable duties and responsibilities. After much discussion and review, we have come up with what we believe is a fair, realistic proposal.

As you know, Oneida County implemented new accounting software in 2023 with greatly enhanced capabilities and more available data than ever before. With this new software came a shifting of duties and the addition of positive pay for all checks issued by the County. This provides the greatest levels of protection against check fraud. My accounting staff reviews every County check presented for payment on a daily basis to determine its validity. While highly successful, it's very labor intensive. The addition of programs such as Traffic Diversion and School Bus Crossing, and their accompanying credit card receipts, have also resulted in the need for increased manpower. For these reasons, we are requesting the creation of an entry level Principal Clerk position to help alleviate the strain on the accounting staff. Our vacant Auditor III position will be downgraded to Auditor I in the hopes of expanding the field of potential candidates. These requests would bring our accounting section up to a staffing level of 4 full-time positions.

The requested changes include the following:


<u>Title</u>	<u>Grade</u>	<u>Starting Salary</u>
Senior Payroll Clerk	W22 to W25	\$46,690
Create Supervising Payroll Clerk title (replacing existing Senior Payroll Clerk position)	W28	\$52,131
Auditor I	W23 to W32	\$59,648
Auditor II	W32 to W34	\$63,887
Auditor III	W34 to W36	\$68,585

Principal Accounting Supervisor	W36 to W38	\$73,745
Director of Administrative Services	M36 to M38	\$73,745
Deputy Comptroller – Administration	M40 to M42	\$85,694
Deputy Comptroller	M43 to M45	\$96,249
Add Principal Clerk position	W21	\$40,042

The changes requested above will enable us to attract new employees while retaining those that have served the County for years.

Thank you for your consideration and assistance in this matter. Please feel free to contact my office if you have any questions or concerns.

Sincerely,



Enessa M. Carbone

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: XX/XX/XXXX

Supervising Payroll Clerk

DISTINGUISHING FEATURES OF THE CLASS: This is high level technical payroll work which primarily involves responsibility for the processing of payroll data and computerized records requiring a high degree of accuracy. Work is performed in accordance with prescribed procedure under the general supervision of an administrator, and involves meeting strict deadlines. Duties include responsibility for managing accurate and timely payroll processing, ensuring compliance with tax laws, garnishment procedures, and other regulations.. The incumbent assists in ensuring that bargaining unit requirements relative to appropriate salaries and rates of pay are upheld. Supervision may be exercised over clerical or payroll personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the distribution, correction and reconciliation of the bi-weekly payroll and the reporting and disbursement to Federal and State agencies;
Computes gross wages and posts wage data to payroll records;
Prepares a list of all changes (i.e., pay, new hires, deductions, etc.) occurring each payroll;
Proves gross payroll totals after changes have been processed;
Coordinates payroll reports with the data processing section;
Operates computer using specialized payroll software;
Acts independently to resolve all payroll inconsistencies in a timely and accurate fashion;
Manages quarterly and year-end activities including wage reconciliation and W-2 production;
Prepares bank deposits and breakdowns on payrolls as to proper amounts for State Tax, Federal Tax, Social Security, Bonds, Group Insurance and Union Dues;
Prepares salary information for Workers' Compensation and Disability Forms;
Prepares various reports such as Retirement, Social Security, Federal Withholding, State Withholding, Hospitalization, Group Insurance, Union dues and agency fees, NYS Department of Labor, Disability, Credit Union, etc.;
Works integrate data to ensure best overall organizational practices;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Operates a check-signing machine;
May do incidental typing;
May distribute pay checks;
Performs a variety of related activities as required.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and procedures of processing and preparing payroll records and accounts; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; ability to operate a computer keyboard; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately, both manually and with a calculating device; ability to maintain payroll records and related reports; ability to plan and supervise the work of clerical employees engaged in payroll activities, if called for in the office organization.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree **AND** two (2) years of account clerical experience, one (1) of which must have been in a payroll department using an automated payroll system; **OR**
- (B) Associates Degree **AND** three (3) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system; **OR**
- (D) An equivalent combination of education and experience as indicated in a), b), and c) above.

NOTES:

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: xx/xx/xxxx



ONEIDA COUNTY BOARD OF LEGISLATORS

Gerald J. Fiorini, Chairman ♦ 800 Park Avenue ♦ Utica, New York 13501
Work Phone: 315-798-5900 ♦ Home Phone: 315-337-9045

January 31, 2024

FN 20 24-100

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Dear Mr. Picente:

According to the Bi-Laws of the Fire Advisory Board, there shall be seven (7) members appointed to serve from the Oneida County Board of Legislators. I am recommending to you for appointment the names of the following legislators to serve on this Board through December 31, 2025.

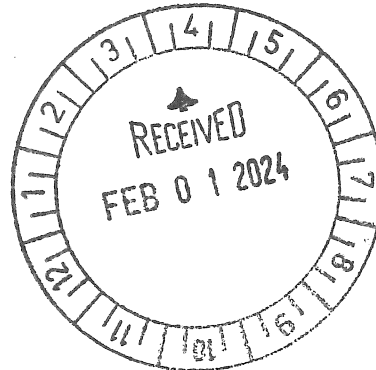
- Cynthia Rogers-Witt 401 E. Garden Street, Rome, NY 13440
- Robert Koenig 5585 Westmoreland Rd, Whitesboro, NY 13492
- Brenda McMonagle 1001 Union Street. Rome, NY 13440
- Christopher Newton 20 Devereux Lane, Whitesboro, NY 13492
- Stephen DiMaggio 7065 Stokes Westernville Rd., Rome, NY 13302
- David Buck 5423 Croissant Circle, Deerfield, NY 13502
- Lori Washburn 910 Symonds Place, Utica, NY 13502

If you concur, I ask that you send your appointment letter to the Board for confirmation at your earliest opportunity.

Respectfully,

Gerald J. Fiorini
Chairman of the Board of Legislators

Cc: Appointees
Ed Stevens, Emergency Services



Reviewed and Approved for submittal to the
Oneida County Board of Legislator by

Anthony J. Picente, Jr.
County Executive

Date 2-1-24



ONEIDA COUNTY BOARD OF LEGISLATORS

Gerald J. Fiorini, Chairman ♦ 800 Park Avenue ♦ Utica, New York 13501
Work Phone: 315-798-5900 ♦ Home Phone: 315-337-9045

FN 20 24-101

January 22, 2024

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Honorable Members:

The term for Oneida County Soil and Water Conservation District Board members George Joseph and Norm Leach has expired.

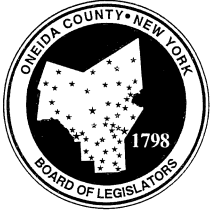
I recommend that Norman Leach be re-appointed, and I request that David Buck be appointed to replace George Joseph on the Board.

Their terms will start January 1, 2024 and expire December 31, 2024.

I respectfully refer this request to Ways & Means and the full Board for consideration at the February 14, 2024 meeting

Respectfully submitted,

Gerald J. Fiorini
Chairman Board of Legislators



ONEIDA COUNTY BOARD OF LEGISLATORS

Gerald J. Fiorini, Chairman ♦ 800 Park Avenue ♦ Utica, New York 13501
Work Phone: 315-798-5900 ♦ Home Phone: 315-337-9045

FN 20 24-102

WAYS & MEANS

January 14, 2020

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

Honorable Members:

Pursuant to the Rules of the Board, I hereby appoint County Legislator Michael B. Waterman to serve as Parliamentarian of the Oneida County Board of Legislators for the 2024-2025 term.

This appointment is effective immediately and will expire on December 31, 2025.

Respectfully submitted,

Gerald J. Fiorini
Chairman of the Board



ONEIDA COUNTY BOARD OF LEGISLATORS

Gerald J. Fiorini, Chairman ♦ 800 Park Avenue ♦ Utica, New York 13501
Work Phone: 315-798-5900 ♦ Home Phone: 315-337-9045

FN 20 24-107

January 22, 2024

Board of Legislators
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Honorable Members:

Pursuant to the Rules of the Board of Legislators, I hereby appoint Mary Pratt as Vice Chair for the 2024-2025 term of this Board.

Said appointment is effective immediately and shall expire on December 31, 2025.

Respectfully submitted,

Gerald J. Fiorini
Chairman of the Board