

Amending The 2018 Ulster County Budget To Create The Position Of Administrative Assistant In The Office Of The Comptroller

Referred to: The Laws and Rules, Governmental Services Committee (Chairman Roberts and Legislators Donaldson, Haynes, Heppner, and James Maloney), and The Ways and Means Committee (Chairman Gerentine and Legislators Archer, Bartels, Lopez, James Maloney, Joseph Maloney, and Petit)

Chairman Kenneth J. Ronk, Jr. offers the following:

WHEREAS, pursuant to § C-58 of the Ulster County Charter (“Charter”) and § A9-3 of the Ulster County Administrative Code (“Code”), the Comptroller “shall have the power to appoint such Deputy Comptrollers, assistants and employees in his or her office as shall be authorized by the County Legislature”; and

WHEREAS, the 2017 Ulster County Budget entirely defunded the position of Confidential Secretary to the Office of the Comptroller (“Office”); and

WHEREAS, the Comptroller has operated the Office for approximately a year and a half without such position; and

WHEREAS, the Comptroller has requested the defunded position be restored to perform various administrative and operational duties within the Office; and

WHEREAS, the job description provided by the Comptroller for this position closely matches the description of the civil service position of Administrative Assistant; and

WHEREAS, there are various benefits to creating a civil service position to perform the duties requested by the Comptroller; and

WHEREAS, the Ulster County Legislature has determined that the Ulster County Budget should be amended accordingly to reflect the creation of an Administrative Assistant position at a 35 hour weekly work schedule, providing an annual salary of \$41,802 and \$24,663 in related fringe expenses (total expenses of \$66,465); now, therefore, be it

RESOLVED, the 2018 Ulster County Budget is hereby amended as follows:

	<u>CREATE</u>	<u>AMOUNT</u>
1315.1250 (PL #)	Administrative Assistant *Salary to year end (Effective April 30, 2018) (Benefits to year end: \$16,525)	\$28,188.00*

Resolution No. 151 April 17, 2018

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	<u>INCREASE</u>	<u>AMOUNT</u>
AA.1315.1082-1300.1300	Regular Pay	\$28,188.00
AA.1315.1082-8000.8000	Retirement	\$ 4,457.00
AA.1315.1082-8010.8010	SS/FICA	\$ 2,157.00
AA.1315.1082-8020.8000	Health Insurance	\$ 9,911.00
	<u>DECREASE</u>	<u>AMOUNT</u>
AA.1990.1331-4600.4660	Contingency	\$44,713.00

and move its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

Defeated in Committee: Laws and Rules, Governmental Services on April 16, 2018

Petition to Discharge not executed.

Passed Committee: Ways and Means on _____.

FINANCIAL IMPACT:

\$44, 713.00– 2018 COUNTY DOLLARS- CONTINGENCY