



**ST. LAWRENCE COUNTY
OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, JULY 8, 2024
BOARD ROOM AND VIA YOUTUBE
5:30 PM**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

3. BOARD OF ELECTIONS – JENNIE BACON AND TOM NICHOLS

- A. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for the 2024 Absentee Ballot Pre-Paid Postage Grant for the Board of Elections
- B. Authorizing the Chair to Sign Grant Amendments for the Early Voting Expansion (EVE) Grant Contract Extension and Modifying the 2024 Budget for the Board of Elections
- C. Authorizing the Chair to Sign Contracts Amending Terms for the Cybersecurity Remediation Grant and Modifying the 2024 Budget for the Board of Elections
- D. Authorizing the Chair to Sign Contracts Requesting Grant Extensions for Technology Innovation and Election Resource (TIER) Grant Program and Modifying the 2024 Budget for the Board of Elections

4. DISTRICT ATTORNEY – GARY PASQUA

- A. Modifying the 2024 Budget for the Office of the District Attorney for Discovery Grant Funds

5. HUMAN RESOURCES – JONNIE DOROTHY

- A. Authorizing the Chair to Sign Successive Annual Facilities Use Permits with the State University of New York College of Technology at Canton, NY

6. INFORMATION TECHNOLOGY – RICK JOHNSON

- A. Authorizing the Chair to Sign a Contract with FirstLight for SIP Telephone Trunk Service for St. Lawrence County
- B. Authorizing the Chair to Sign a Contract with Geocove for the Acquisition of GIS Services to Upgrade ESRI Enterprise Software and Modifying the 2024 Budget for Information Technology

7. PLANNING – JASON PFOTENHAUER

- A. Authorizing the Chair to Sign a Contract with Adirondack Techs to Build Broadband Infrastructure with NYS ConnectALL County Partnership Program Funds
- B. Recognizing St. Lawrence County as having some of the Best Freshwater Fisheries in the Nation

8. PROBATION – TIM LEPAGE

- A. Modifying the 2024 Budget for Probation for Funding from The New York State Division of Criminal Justice Services

9. SHERIFF – PATRICK ENGLE

- A. Modifying the 2024 Budget for the Sheriff's Office for Prescription Costs at the Correctional Facility

10. VACANCY REVIEW COMMITTEE - RUTH DOYLE

- A. Vacancy Review Summary (Info)
- B. Public Defender
 - a. Fill Keyboard Specialist, Position No. 003100079
- C. Sheriff's Office
 - a. Fill Detective, Position No. 605500002
 - b. Fill Sheriff Deputy, Position No. 6050000xx
- D. District Attorney's Office
 - a. Fill Legal Secretary, Position No. 005300012
- E. Information Technology
 - a. Fill Computer Technician, Position No. 202700002
 - b. Fill Senior Programmer/Analyst, Position No. 203200001

11. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

12. OLD/NEW BUSINESS

13. EXECUTIVE SESSION

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments:

14. ADJOURNMENT – If there is no further business.

August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT
EXTENSIONS FOR THE 2024 ABSENTEE BALLOT PRE-PAID POSTAGE GRANT
FOR THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 329-2022 authorized the Chair to sign grant applications for New York State Absentee Ballot Pre-paid Postage Grant Program, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2025, for those grants that have an unexpended balance, and are increasing the amount available to the St. Lawrence County Board of Elections for 2024, and

WHEREAS, the unexpended balance for Absentee Ballot Pre-paid Postage Grant Program is \$10,142 (E1030895 56000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for Absentee Ballot Prepaid Postage Grant for the Board of Elections, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that any remaining funds will be rolled over to the future budgets until the grant is fully expended.

August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN GRANT AMENDMENTS FOR THE EARLY VOTING EXPANSION (EVE) GRANT CONTRACT EXTENSION AND MODIFYING THE 2024 BUDGET FOR THE BOARD OF ELECTIONS

By Ms. Curran, Chair, Operations Committee

WHEREAS, Resolution No. 202-2021 authorized the Chair to sign grant applications for the Early Voting Expansion Grant, and also allowed for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2025, for those grants that have an unexpended balance, and

WHEREAS, the unexpended balance for the Early Voting Expansion Grant is \$19,653,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign grant amendments for the Early Voting Expansion (EVE) Grant Contract Extension, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislature authorizes the Treasurer to modify the 2024 Budget for the Board of Elections, as follows, and to roll over any remaining funds until the Grant is fully expended:

INCREASE APPROPRIATIONS:

E1Z14502 25000	Technical Equipment	\$19,653
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INCREASE REVENUE:

E1Z30895 56000	State Aid	\$19,653
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS AMENDING TERMS FOR THE
CYBERSECURITY REMEDIATION GRANT AND MODIFYING THE 2024 BUDGET
FOR THE BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Elections has been awarded a Cybersecurity Remediation Grant Program for expenses related to Cybersecurity, and

WHEREAS, Resolution No. 231-2020 authorized the Chair to sign a contract with New York State for the NYS Cybersecurity Remediation Grant Program for the Board of Elections, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2025, for those grants that have unexpended balances, and

WHEREAS, the unexpended balance for the Cybersecurity Remediation Grant Program is \$42,275,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts amending terms for the Cybersecurity Remediation Grant, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Board of Elections, as follows, and to roll over any remaining funds until the Grant is fully expended,

INCREASE APPROPRIATIONS:

E1Z14502 25000	Technical Equipment	\$42,275
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INCREASE REVENUE:

E1Z30895 56000	State Aid	\$42,275
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS REQUESTING GRANT
EXTENSIONS FOR TECHNOLOGY INNOVATION AND ELECTION RESOURCE
(TIER) GRANT PROGRAM AND MODIFYING THE 2024 BUDGET FOR THE
BOARD OF ELECTIONS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators approved Resolution No. 203-2021, authorizing the Chair to sign grant applications for the New York State Technology Innovation and Election Resource (TIER) Grant Program, and allowing for the rollover of these funds annually, and

WHEREAS, New York State has notified the Board of Elections that they are extending the grant deadlines to March 31, 2025, for those grants that have unexpended balances, and that they are increasing the amount available to the St. Lawrence County Board of Elections, and

WHEREAS, the unexpended balance for the State Technology Innovation and Election Resource (TIER) Grant Program is \$219,823.28,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts requesting grant extensions for the Technology Innovation and Election Resource (TIER) Grant Program, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Board of Elections, as follows, and to roll over any remaining funds to future budgets until the Grant is fully expended:

INCREASE APPROPRIATIONS:

E1Z14502 25000 TIER	Technical Equipment	\$219,824
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INCREASE REVENUE:

E1Z30895 56000 TIER	State Aid	\$219,824
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE OFFICE OF THE DISTRICT
ATTORNEY FOR DISCOVERY GRANT FUNDS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Discovery Grant Funds have been received in 2024 for use in the years of 2022-2024 to cover the cost of an Ogdensburg Police Officer, and

WHEREAS, it is necessary to modify the 2024 Office of the District Attorney Budget to reflect this change,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Office of the District Attorney for Discovery Grant Funds, as follows:

INCREASE REVENUE:

J1030895 56000	J State Aid Special Items	\$92,362
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INCREASE APPROPRIATIONS:

J1011654 43007	J Other Fees and Services	\$92,362
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN SUCCESSIVE ANNUAL FACILITIES USE
PERMITS WITH THE STATE UNIVERSITY OF NEW YORK COLLEGE OF
TECHNOLOGY AT CANTON, NY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, due to space constraints at County facilities, the County utilizes the State University of New York College of Technology at Canton for Civil Service tests on an as needed basis, and

WHEREAS, the State University of New York College of Technology at Canton requests that St. Lawrence County sign a facilities use permit for a cost of \$150/hour (CP014304 40700),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign successive annual facilities use permits with the State University of New York College of Technology at Canton, NY, upon approval of the County Attorney.

August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH FIRSTLIGHT FOR SIP
TELEPHONE TRUNK SERVICE FOR ST. LAWRENCE COUNTY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the current telephone system service for St. Lawrence County Government is an out-of-date service called PRI Trunks, which is based on an analog system, and

WHEREAS, telephone service providers are phasing out support for PRI Service, and

WHEREAS, Session Initiation Protocol (SIP) Service, which is digital, is more cost-efficient, modern, scalable, and easily supported, and

WHEREAS, thorough comparison and vetting has been performed by communication industry experts, and

WHEREAS, the term of the contract will be three (3) years at a monthly rate of \$1,580 plus taxes and fees (CS016104 42302),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with FirstLight for SIP Telephone Trunk Service for St. Lawrence County, upon approval of the County Attorney.

August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH GEOCOVE FOR THE ACQUISITION OF GIS SERVICES TO UPGRADE ESRI ENTERPRISE SOFTWARE AND MODIFYING THE 2024 BUDGET FOR INFORMATION TECHNOLOGY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the current St. Lawrence County GIS Enterprise, installed in 2020, is no longer supported by its software manufacturer ESRI, and

WHEREAS, Microsoft Edge and Google Chrome have released plans for July of this year, which will impact all the GIS web applications within the GIS enterprise of the County, and while ESRI is releasing patches to address web browser updates, the version the County is currently running will not be available to have an update installed, and

WHEREAS, additionally, in 2023 St. Lawrence County began transitioning from *.org* to *.gov* for the County website and email addresses; in August 2024 New York State will require County governments to use the *.gov* domain on County websites, and the current GIS portion of the website still uses *.org*, and

WHEREAS, Geocove, an ESRI-approved professional service vendor, has already completed a number of successful initiatives for the County, and has offered the following quote to perform the services described at a cost not-to-exceed cost of \$15,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Geocove for the acquisition of GIS Services to upgrade ESRI Enterprise Software, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Information Technology, as follows:

INCREASE APPROPRIATIONS:

CD016804 43007	C IT Other Fees	\$15,000
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$15,000
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ADIRONDACK TECHS
TO BUILD BROADBAND INFRASTRUCTURE WITH NYS CONNECTALL COUNTY
PARTNERSHIP PROGRAM FUNDS**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators is committed to the expansion of and accessibility to broadband services throughout the County, and has applied to the New York State ConnectALL County Partnerships Program for \$428,872 to build out broadband infrastructure to seventy-seven (77) previously un-served locations in areas of the Towns of Fowler and Parishville, and

WHEREAS, Adirondack Techs was the sole internet service provider that submitted a viable proposal for these areas in response to St. Lawrence County RFP 2023-04, Expanding Access to Broadband in St. Lawrence County, and

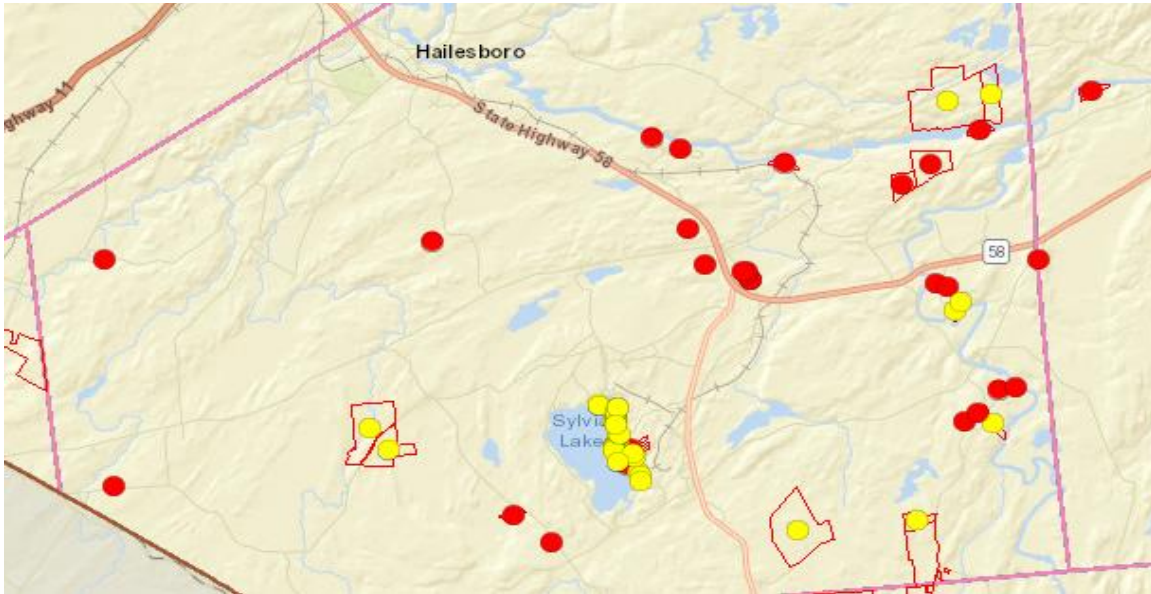
WHEREAS, New York State has indicated its intent to make conditional awards under the County Partnerships Program in July 2024 and a prompt start will facilitate potential completion of construction in 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Adirondack Techs to build broadband infrastructure with New York State ConnectALL County Partnerships Program Funds, and

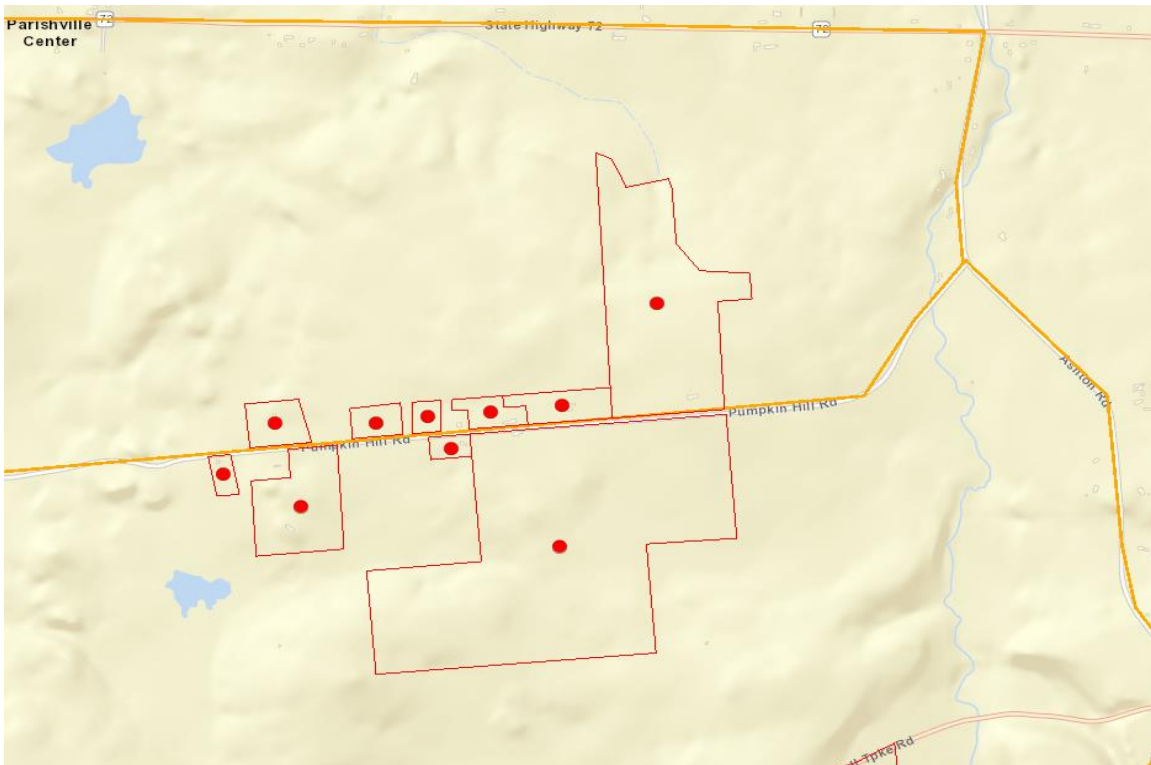
BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign any documentation necessary for the application, administration, reporting and close-out of this project.

Proposed Buildout Areas for NYS ConnectAll County Partnership Program Funds

Lot 10, Fowler – 67 Addresses



Lot 18, Parishville – 10 Addresses



August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**RECOGNIZING ST. LAWRENCE COUNTY AS HAVING SOME OF THE BEST
FRESHWATER FISHERIES IN THE NATION**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County has consistently ranked among the top in the Nation in quality, diversity, and bounty of its freshwater fisheries, and

WHEREAS, fishing tournaments draw hundreds of participants to the area each year, which has important widespread economic benefits, and

WHEREAS, many entities, including local municipalities, fishing clubs, sportsman and hunting clubs, lake associations, university researchers, the Chambers of Commerce, the SLC Environmental Management Council, the SLC Fisheries Advisory Board, SLC Soil and Water Conservation District, Cornell Cooperative Extension, Partnership for Regional Invasive Species Management, New York State Department of Conservation, United States Fish and Wildlife Service, and numerous passionate individuals support, promote, and preserve the quality of the fisheries in our County, and

WHEREAS, the national recognition of the area as a premier sports fishing destination is something to be proud of, valued, and encouraged,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators recognizes and celebrates St. Lawrence County as having some of the best freshwater fisheries in the Nation, and

BE IT FURTHER RESOLVED in collaboration with local, state, and federal partners, the Board of Legislators will work to protect its fisheries, and

BE IT FURTHER RESOLVED that the Board of Legislators recognizes all the individuals who support the fisheries in St. Lawrence County.

August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR PROBATION FOR FUNDING FROM THE
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES**

By Ms. Curran, Chair, Operations Committee

WHEREAS, Probation has received unique funding from The New York State Division of Criminal Justice Services (DCJS) for pretrial services in the amount of \$206,976, and

WHEREAS, the State has approved \$20,000 to be used for data management,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Probation for funding from the New York State Division of Criminal Justice Services, as follows:

INCREASE APPROPRIATIONS:

Q1031404 43007	Q Other Fees & Services	\$20,000
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INCREASE REVENUE:

Q1033105 56000 ATI	Q SA ATI Pre Trial	\$20,000
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August 5, 2024

Operations Committee: 7-8-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR
PRESCRIPTION COSTS AT THE CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

WHEREAS, the cost of prescriptions associated with general medical care has exceeded the 2024 Budget, and

WHEREAS, the challenges of pharmaceutical prices rising, along with the challenge of predicting the population in the jail and medications that may be needed throughout the year, make establishing an annual budget difficult, and

WHEREAS, the law mandates that incarcerated people receive health care, but prohibits the use of Medicaid funds for services provided to an inmate of a public institution,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office for prescription costs at the Correctional Facility, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$200,000
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INCREASE APPROPRIATIONS:

S4031504 45100	S JAIL Medical Supplies	\$200,000
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VACANCY REVIEW SUMMARY

Via Zoom

July 2, 2024

Legislators Attending: Margaret Haggard, Nicole Terminelli, Rick Perkins

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert

11:00 A.M.

<u>Summary: January-July</u>	<u>Summary: July 2, 2024</u>	<u>Reason Vacated:</u>
Request: 80	Request: 10	Retirement: 2
Approved: 78	Approved: 9	Resignation: 3
Denied: 0	Denied: 0	Promotion: 2
Request/Hold: 2	Request/Hold: 1	Internal Transfer:
Withdrawn: 0	Withdrawn: 0	New Position: 1
		Abolished:
		Terminated:
		Other: 1

POSITIONS REVIEWED:

Public Defender:

Request: 1

Request: Fill, Keyboard Specialist
Position No. 003100079, Immediate

Recommendation: Fill, Immediately

Highway:

Request: 3

Request: Fill, Motor Equipment Operator
Position No. 310000034, Immediate

Recommendation: Fill, Immediately

Request: Fill, Sign Fabricator
Position No. 312800001, Immediate

Recommendation: Fill, Immediately

Request: Abolish Senior Account Clerk, Create and Fill, Fiscal Officer
Position No. 100800007, Immediate

Recommendation: HOLD

Solid Waste:

Request: 1

Request: Fill, Site Crewleader
Position No. 332300005, Immediate

Recommendation: Fill, Immediately

Sheriff:

Request: 2

Request: Fill, Detective
Position No. 605500002, Immediate

Recommendation: Fill, Immediately

Request: Fill, Deputy
Position No. 6050000xx

Recommendation: Fill, Immediately

District Attorney:

Request: 1

Request: Fill, Legal Secretary
Position No. 005300012, 90 Days

Recommendation: Fill, Immediately

Information Technology:

Request: 2

Request: Fill, Computer Technician
Position No. 202700002, Immediate

Recommendation: Fill, Immediately

Request: Fill Senior Programmer/Analyst
Position No. 203200001, Immediate

Recommendation: Fill, Immediately

	Legislators Attending	
1.9 Perkins	5.7 Perkins, Sheridan	9.10
2.6 Denesha, Fay	6.4 Denesha, Smithers, Perkins	10.8
3.5 Lightfoot, Curran	7.2 Haggard, Terminelli, Perkins	11.5
4.9 Webster, Hull	8.6	12.3

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Public Defender's Office



Type: Fill



Keyboard Specialist

Subunit (If Applicable):

Date Submitted: June 19, 2024

Reason Vacated: New Position



Position Number: 003100079

Date Vacated: June 20, 2024

Position # Abolished: N/A

Position Status: Fulltime



Last Fill Date: August 27, 2019

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent



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

Budget

Salary of Person Leaving: \$39,714

Fill Request Timeline: Immediately



Benefits: Yes (52.94%) \$21,025

Revenue Generating: Yes 0 %

Base Salary: \$38,499

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

Base Hourly:

Grade: 16

Net County Cost: \$60,739

*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 Keyboard Specialist position in the Public Defender's Office is very important. They are responsible for answering phones; opening and closing criminal and family court files; handling court correspondence and emails; and sending out attorney letters.

Department Head:

Jones Am. Aragon

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Sheriff's Office



Type: Fill



Detective

Subunit (If Applicable):

Date Submitted: 6/6/2024

Reason Vacated: Promotion



Position Number: 605500002

Date Vacated: 5/10/24

Position # Abolished: N/A

Position Status: Fulltime



Last Fill Date: 9/15/2011

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent ☐

Hrs Per Week: 40

Shift Length: 8

FTE: 1.00

Budget

Salary of Person Leaving: \$71,355

Fill Request Timeline: Immediately ☐

Benefits: Yes (52.94%)

\$37,775

Revenue Generating: No ☐ 0 %

Base Salary: \$52,713

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

Base Hourly: \$25.35

Grade: CS11

Net County Cost: \$109,130*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 Detective position is crucial to the operation of the Sheriff's Criminal Division. This Detective investigates major crimes associated to the Drug Task Force. Vacating this position would create a risk to the people of our county. The Detectives division caseload would become nearly unmanageable with the current staffing.

This position is a provisional appointment due pending results of an exam for Detective Sergeant .

Department Head:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Currently employed with the St. Lawrence County Sheriff's Department and two (2) years of experience as a competitive Police Officer or Deputy Sheriff.

SPECIAL REQUIREMENT: Possession of a current valid New York State driver's license.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

District Attorney's Office



Type: Fill

Legal Secretary

Subunit (If Applicable):

Date Submitted: 06/12/2024

Reason Vacated: Resignation

Position Number: 005300012

Date Vacated: 06/28/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 01/30/20

Jurisdictional Class: Labor

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 8 FTE: 0.88

Budget

Salary of Person Leaving: \$52,071

Fill Request Timeline: 90 Days

Benefits: Yes (52.94%) \$27,566

Revenue Generating: Yes 0 %

Base Salary: \$49,172

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

Base Hourly:

Grade: 23

Net County Cost: \$70,081

*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 position is vital to the day to day operations of the department. The position is responsible for all appellate filings, preparing Superior Court Informations, drafting subpoenas and preparing other legal documents. This position also performs many other administrative duties as well. While this position remains vacant, the work falls to other staff, who are already at max capacity.

Department Head:

Submit to Human Resources

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 with a Bachelor's Degree in Secretarial Science or Legal Studies or closely related field and one (1) year of clerical experience; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Secretarial Science or Legal Studies or closely related field and two (2) years of clerical experience preparing a variety of legal documents, using word processing software; OR
- C) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and four (4) years of clerical experience preparing a variety of legal documents, using word processing software.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Information Technology



? Type: Fill

Computer Technician

Subunit (If Applicable):

Date Submitted: 6/19/2024

? Reason Vacated: Resignation

? Position Number: 202700002

Date Vacated: 7/3/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date:

? Jurisdictional Class: Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$27,053

Revenue Generating: No 0 %

? Base Salary: \$51,102

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

? Base Hourly: \$27.02

? Grade: 23

? **Net County Cost: \$78,155**

*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 Computer Technician plays a critical role in the IT Department. This position is responsible for the majority of the front-line interactive support of over 600 county staff in the ordering, setup, installation, configuration, maintenance and support of their computers, printers, and phones. They maintain an inventory of replacement parts for equipment malfunction. They assist users with a variety of hardware and software issues when they occur. There would be no support without them.

Department Head: Rick Johnson

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Information Technology

Type: Fill ☐

Senior Programmer/Analyst

Subunit (If Applicable):

Date Submitted: 06/17/2024

Reason Vacated: Other ☐

Position Number: 20310001

Date Vacated: 06/12/2024

Position # Abolished: 20320001

Position Status: Fulltime ☐

Last Fill Date:

Jurisdictional Class: Competitive ☐Appointee Will Be: Permanent ☐Hrs Per Week: 35 Shift Length: 7 ☐ FTE: 1.00

Budget

Salary of Person Leaving: \$76,188

Fill Request Timeline: Immediately ☐

Benefits: Yes (52.94%) \$40,334

Revenue Generating: No ☐ 0 %

Base Salary: \$62,046

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

Base Hourly: \$34.09

Grade: 29

Net County Cost: \$116,522

*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 Programmer/Analyst performs a number of critical functions in the IT Department. First, they provide primary support to the Munis financial and payroll system which is used to administer the County's finances and budget. They also do database support and can provide programming assistance when needed, as well as overseeing database systems and major applications for all county departments. Application project management and user account maintenance are also important functions. The need is critical and not filling this would affect operations considerably.

Department Head: Rick Johnson

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here: