Board of Legislators
County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

Meetings are being livestreamed right on our website now:
https://alleganyco.gov

PERSONNEL COMMITTEE AGENDA
November 4, 2026, 11:00 a.m.

1. **Pledge of Allegiance**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes**
   - October 28, 2026

5. **Director of Veterans' Service Agency Michael Middaugh**
   - Monthly Report

6. **County Administrator Carissa Knapp**
   - Amendment of Classification, Compensation and Evaluation Plan for Department Heads and Non-Unit Members
   - Part-time Positions Benefits Package – Amendment of Res. No. 258-85, as further amended

7. **Clerk of the Board Sarah Decker**
   - Appointment of Commissioner of Elections

8. **Position Requests**
   - Request to Fill Senior Caseworker in the Department of Social Services
   - Request to Fill Senior Caseworker in the Department of Social Services
   - Request to Fill Heavy Motor Equipment Operator I in Department of Public Works
   - Request to Fill Heavy Motor Equipment Operator II in Department of Public Works
   - Request to Fill Motor Equipment Operator in Department of Public Works
   - Request to Fill Probation Officer Trainee in Probation
   - Request to Fill Coordinator of Services in the Office for the Aging

9. **Unfinished Business**

10. **New Business**

11. **Good of the Order**

12. **Adjournment**

Revised: 11/3/2026 2:39 PM

Allegany COUNTY New York

Veterans' Service Agency

6085 State Route 19N
Belmont, NY 14813
ph: 585-268-9387
fax: 585-268-5921
www.alleganyco.com

PERSONNEL COMMITTEE – MONTHLY REPORT

November 4, 2026

Old Business:

- NA

New Business:

- Director was asked to serve on the newly formed NYSAC President's Task Force on Veterans Services. Director accepted the appointment and at Inaugural Meeting was appointed to serve as Vice-Chair of the Task Force. (See Attached Letter)

Dwyer Program/Onward Ops/Community Outreach: Upcoming Events

- November 3-6, MHFA Training in Syracuse & Watertown, NYS DVS
- November 15-18, Onward Ops @ Ft. Drum
- November 19, Veterans Legal Advice Law Clinic – Cornell School of Law
- November 20, Harvest Dinner for Vets & Guests – Wellsville VFW
- December 7-9, MHFA Training in Albany, NYS DVS
- December 12 – Army/Navy Game Watch Party @ Cuba VFW
- December 13-16, Onward Ops @ Ft. Drum
- December 19, Holiday Party for Vets & Guests – Wellsville Country Club

Veterans Office 2026 Statistics:

- See Attached Reports

Middaugh, Michael

From: Chancey Young <cyoung@nysac.org>
Sent: Friday, October 9, 2026 12:41 PM
To: Middaugh, Michael
Cc: Peter Gallagher; Alexandra Regan
Subject: NYSAC's Veterans Services Task Force

Follow Up Flag: Follow up
Flag Status: Flagged

NYSAC
NEW YORK STATE ASSOCIATION OF COUNTIES

515 Broadway, Suite 402, Albany, New Yo
Phone:(518)465-1473 Fax:(518)46
www.n

President: Kevin Darnell Watkins, M.D., M.P.H., Cattaraugu
Executive Director: Stephen J. Acqu

Dear Mr. Michael Middaugh,

I am writing to formally invite you to serve on the New York State Association of Counties (NYSAC)'s new Presidential Task Force on Veterans Services. NYSAC is establishing this task force to bring together county leaders and veterans service professionals from across the state to identify opportunities to strengthen services for New York's veterans and their families. This task force will focus on four key areas: recognition, outreach, employment, and advocacy.

The Task Force on Veterans Services will be composed of county officials and veterans service leaders who bring a range of perspectives and experience to this work. We hope this diverse group will provide a forum for sharing best practices, identifying common challenges, and developing recommendations that can benefit counties and veterans across New York State.

The Task Force's initial priorities will include:

1. **Connecting veterans across New York State with available services, resources, and their local communities.**
2. **Expanding NYSAC's Operation Green Light initiative and identifying additional opportunities to recognize veterans during the month of November and throughout the year.**
3. **Expanding employment resources and opportunities for veterans at the county level.**
4. **Identifying and advocating for state and federal policies that strengthen county veterans' services and improve outcomes for veterans and their families.**

NYSAC plans to convene the Task Force for its first virtual meeting on Thursday, October 29 from 10:30am to 12pm, with additional details and meeting information to follow. We are excited about the opportunity to bring county leaders and veterans service professionals together around this important work and hope you will be able to participate.

If you have any questions or are unable to serve on this Task Force, please contact NYSAC Legislative Policy Analyst Peter Gallagher at pgallagher@nysac.org or 518-463-1473 ext. #212.

Thank you for considering this invitation and for your continued work on behalf of New York's veterans and their families.

Sincerely,

Dr. Kevin D. Watkins
President, New York State Association of Counties

Committed to counties since 1925

Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, Nev Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Sar Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming,

Month-to-Month Veteran Services Comparisons by Year

* Others: Family Members/Agencies

** Services: Any type of assitance we provide to a veteran or family members

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Veterans											74	117	191
*Others											31	36	67
New Vets											6	4	10
**Services Provided											387	474	861

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Veterans	96	109	109	98	69	55	60	69	59	104			828
*Others	25	45	26	35	30	24	26	24	23	30			288
New Vets	9	8	6	6	28	30	23	26	17	23			176
**Services Provided	422	459	440	437	438	370	340	369	315	439			4029

Year-to-Year Veteran Services Comparisons (Totals)

Totals	2025	2026	2027	Totals						
Veterans	191	828		1019						
*Others	67	288		355						
New Vets	10	176		186						
**Services Provided	861	4029		4890						

Year-to-Year Outreach (these totals are separate from monthly stats)

*Outreach is conducted as a way to provide non-clinical peer-to-peer support through various mediums (# of events)

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals			
*Outreach											6	2	8			
Attendees											113	156	269			
2026	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Totals**			
*Outreach	7	10	12	6	7	6	6	9	6	13			82			
Attendees	326	208	320	167	176	405	806	357	219	307			3291			

M E M O R A N D U M O F E X P L A N A T I O N

COMMITTEE: Ways & Means DATE: 11/4/2026

Requesting a resolution to amend the Classification, Compensation and Evaluation Plan for Department Heads and Non-Unit Members.

Amendments for Board consideration:

1. Updating the Legal Salay Chart.
2. Establishing a rate for part-time attorneys, working under the Legal Salary Chart. Part-time attorneys shall be paid bi-weekly based on the rate established for their corresponding title, Proficiency table, Grade 1.
3. Updating the established Cost of Living Adjustment (COLA) Legal Salary Chart annually as follows:
    a. January 1, 2028 – January 1, 2031.

Resolutions for consideration: 1-69, 297-75, 340-22, 441-23, 491-24, 427-25 and 320-26.

Fiscal Impact:

For further information, contact: Carissa M. Knapp, County Administrator 585-268-9217

For Board Resolution on: _____ (Board)

Hiring Band **2027 Legal Salary Charts**

Grade	Base	1	2
I	$ 95,964	$ 98,868	$ 101,838
III	$ 98,868	$ 101,838	$ 104,940
IV	$ 123,024	$ 126,720	$ 130,548

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 104,940	$ 108,108	$ 111,342	$ 114,708	$ 118,140	$ 121,704	$ 125,334	$ 129,096	$ 132,990	$ 136,980	$ 141,089
III	$ 108,108	$ 111,408	$ 114,774	$ 118,272	$ 121,836	$ 125,532	$ 129,294	$ 133,188	$ 137,214	$ 141,372	$ 145,662
IV	$ 134,508	$ 138,600	$ 142,824	$ 147,114	$ 151,536	$ 156,090	$ 160,776	$ 165,594	$ 170,610	$ 175,758	$ 181,038

Hiring Band **2028 Legal Salary Charts**

Grade	Base	1	2
I	$ 98,843	$ 101,834	$ 104,893
III	$ 101,834	$ 104,893	$ 108,088
IV	$ 126,715	$ 130,522	$ 134,464

3%
Additional Percentage Added

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 108,088	$ 111,351	$ 114,682	$ 118,149	$ 121,684	$ 125,355	$ 129,094	$ 132,969	$ 136,980	$ 141,089	$ 145,322
III	$ 111,351	$ 114,750	$ 118,217	$ 121,820	$ 125,491	$ 129,298	$ 133,173	$ 137,184	$ 141,330	$ 145,613	$ 150,032
IV	$ 138,543	$ 142,758	$ 147,109	$ 151,527	$ 156,082	$ 160,773	$ 165,599	$ 170,562	$ 175,728	$ 181,031	$ 186,469

Hiring Band **2029 Legal Salary Charts**

Grade	Base	1	2
I	$ 101,808	$ 104,889	$ 108,040
III	$ 104,889	$ 108,040	$ 111,331
IV	$ 130,516	$ 134,437	$ 138,498

3%
Additional Percentage Added

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 111,331	$ 114,692	$ 118,123	$ 121,694	$ 125,335	$ 129,116	$ 132,967	$ 136,958	$ 141,089	$ 145,322	$ 149,681
III	$ 114,692	$ 118,193	$ 121,764	$ 125,475	$ 129,256	$ 133,177	$ 137,168	$ 141,299	$ 145,570	$ 149,982	$ 154,533
IV	$ 142,700	$ 147,041	$ 151,522	$ 156,073	$ 160,765	$ 165,596	$ 170,567	$ 175,679	$ 181,000	$ 186,462	$ 192,063

Hiring Band **2030 Legal Salary Charts**

Grade	Base	1	2
I	$ 104,862	$ 108,036	$ 111,281
III	$ 108,036	$ 111,281	$ 114,671
IV	$ 134,432	$ 138,470	$ 142,653

3%
Additional Percentage Added

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 114,671	$ 118,133	$ 121,666	$ 125,345	$ 129,095	$ 132,989	$ 136,956	$ 141,067	$ 145,322	$ 149,681	$ 154,172
III	$ 118,133	$ 121,739	$ 125,417	$ 129,239	$ 133,133	$ 137,172	$ 141,283	$ 145,538	$ 149,937	$ 154,481	$ 159,169

IV	$ 146,981	$ 151,452	$ 156,068	$ 160,755	$ 165,587	$ 170,564	$ 175,684	$ 180,949	$ 186,430	$ 192,056	$ 197,825

Hiring Band **2031 Legal Salary Charts**

Grade	Base	1	2
I	$ 108,008	$ 111,277	$ 114,620
III	$ 111,277	$ 114,620	$ 118,111
IV	$ 138,465	$ 142,624	$ 146,933

3%
Additional Percentage Added

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 118,111	$ 121,677	$ 125,316	$ 129,105	$ 132,968	$ 136,979	$ 141,065	$ 145,299	$ 149,681	$ 154,172	$ 158,797
III	$ 121,677	$ 125,391	$ 129,179	$ 133,116	$ 137,127	$ 141,287	$ 145,522	$ 149,904	$ 154,436	$ 159,115	$ 163,944
IV	$ 151,390	$ 155,996	$ 160,750	$ 165,578	$ 170,555	$ 175,681	$ 180,955	$ 186,378	$ 192,023	$ 197,817	$ 203,760

M E M O R A N D U M O F E X P L A N A T I O N

COMMITTEE: Personnel DATE: 11/4/2026

Requesting a Resolution amending 258-85, as further amended, to establish guidance for benefits package for Allegany County positions designated as part-time.

The amendment shall incorporate a new subsection (1)(11) that reads as follows: Part-time employees hired as an attorney shall be eligible for health insurance coverage under the High Deductible Plan at a 0% monthly premium cost regardless of whether they participate in the County's Time and Attendance system.

Fiscal Impact:

None.

For further information, contact: Carissa M. Knapp, County Administrator 585-268-9217

For Board Resolution on: _____ (Board)

Allegany COUNTY New York

Board of Legislators
County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

Memorandum

TO: Personnel Committee

FROM: Sarah M. Decker, Clerk of the Board

DATE: November 2, 2026

RE: APPOINTMENT OF COMMISSIONER OF ELECTIONS

Attached please find a NYS Election Commissioner Certification from Karen Ash, Chairman of the Allegany County Democrat Committee. At a meeting of the Democrat Committee on September 21, 2026, Michael J. McCormick of 839 NYS Route 417, Andover, NY 14806, was recommended by majority vote for appointment to the Office of Commissioner of Elections for a four-year term commencing January 1, 2027, and expiring December 31, 2030.

If the Committee approves of this appointment, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition the Chairman should sign the attached pink appointment form, where indicated, and return it to me.

Thank you.

Attachments

cc: Allison B. Carrow, County Attorney

STATE OF NEW YORK
STATE BOARD OF ELECTIONS

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the Board of Legislators, County of Allegany:

I certify that at a meeting of the Allegany County Democratic Committee, held on the 21st day of September, 2026 at Election Headquarters, 22 W. Main St., Angelica, New York, under the provisions of the election Law and rules of the County Committee, a quorum being present (name) Michael J. McCormick residing at 839 State Rte. 417 Andover, NY 14806 was recommended by majority of said committee as a suitable and qualified person for appointment to the Office of Commissioner of Elections:

__X__ for a term beginning January 1, 2027, and

_____ to fill an existing vacancy in said office for the remainder of the current term, and

said designee is a registered voter of the of the County of Allegany and a duly enrolled member of the Democratic Party.

Dated at Belmont, New York, this
29th day of October.

(Chairman or Secretary of Party)

Sworn to before me this 2 day
of November, 2026.

Notary Public

Briana M Calcote
Notary Public, State of New York
Reg. No. 01CA6334839
Qualified in Allegany County
Commission Expires December 21, 27

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/18/26

Department: Social Services **Committee of Jurisdiction:** Human Services

Title of Position: Sr. Caseworker **Requesting subsequent backfills?** ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No **If yes, which position(s):** _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

- ☒ This title exists in my department
- ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☒ Union Title – Included in the AFSCME bargaining unit.

Grade: 17 **Step:** Base - Step 7 **Hourly Pay Rate:** $26.9229 - $ 33.8029

Annual Salary: $49,188.14 - $61,757.90 **Cost of Benefits:** $21,696.89 - $27241.41

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 7 % County 30 % State 63 % Federal ____ % Other

Source of funding for benefits: 7 % County 30 % State 63 % Federal ____ % Other

Does this position support a mandated grant/program? ☒ Yes ☐ No

If yes, legal citation of mandate: CPS

Justification for creating and/or filling the position:
This position will replace Kayela Dishaw's position in CPS.

Department Head Signature: _____ **Date:** 10/30/26

Personnel Officer Signature: _____ **Date:** 11/3/2026

County Administrator Signature: _____ **Date:** 11/3/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☑ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☑ 7 ☐ 8

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/18/26

Department: Social Services

Committee of Jurisdiction: Human Services

Title of Position: Sr. Caseworker

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

☒ This title exists in my department

☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☒ Union Title – Included in the AFSCME bargaining unit.

Grade: 17 **Step:** Base - Step 7 **Hourly Pay Rate:** $26.9229 - $ 33.8029

Annual Salary: $49,188.14 - $61,757.90 **Cost of Benefits:** $21,696.89 - $27241.41

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 7 % County 30 % State 63 % Federal ____ % Other

Source of funding for benefits: 7 % County 30 % State 63 % Federal ____ % Other

Does this position support a mandated grant/program? ☒ Yes ☐ No

If yes, legal citation of mandate: CPS

Justification for creating and/or filling the position:
This position will replace Bethany Geisel's position in CPS

Department Head Signature: _____ **Date:** OCT 26, 2026

Personnel Officer Signature: _____ **Date:** 10/26/2026

County Administrator Signature: _____ **Date:** 10/26/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☑ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☑ 7 ☐ 8

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/4/26

Department: Public Works

Committee of Jurisdiction: ~~Public Works~~ Public Works Personnel

Title of Position: HMEO I

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

- ☐ This title exists in my department
- ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☐ Union Title – Included in the AFSCME bargaining unit.

Grade: 13 **Step:** 1-7 **Hourly Pay Rate:** $21.4487- $25.8512

Annual Salary: $44.784.89 - $53,977.31 **Cost of Benefits:** $19,754.61 to $23,809.39

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Justification for creating and/or filling the position:
Maintenance and operation of specialized Heavy Motor Equipment necessary for the County's Highway Department

Department Head Signature: _____ **Date:** 10/26/2026

Personnel Officer Signature: _____ **Date:** 10/26/2026

County Administrator Signature: _____ **Date:** 10/26/2026

County Administrator Recommendation: ☐ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☒ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☐ 7 ☐ 8

REQUEST TO FILL VACANT POSITION FORM

(Per Res. XXX-XX)

Meeting Date: 11/4/26

Department: Public Works **Committee of Jurisdiction:** ~~Personnel~~ Public Works

Title of Position: Heavey Motor Equipment Operator 2 **Requesting subsequent backfills?** ☐ Yes ☒ No

Will any position(s) be eliminated? ☐ Yes ☒ No **If yes, which position(s):** _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

☐ This title exists in my department

☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☐ Union Title – Included in the ~~Choose One~~ AFSCME bargaining unit.

Grade: 14 **Step:** Base - 7 **Hourly Pay Rate:** 22.1053 - 26.8513

Annual Salary: 46,156 - 56,066 **Cost of Benefits:** 20,359 - 24,730

Is this position fully budgeted for the current year? ☐ Yes ☐ No

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Per Resolution No. 192-10, check all applicable criteria and describe how this position meets at least one:

☐ The position is vital to the health and safety of Allegany County residents.

☐ The position is one that Allegany County is legally obligated to fill.

☐ Filling the position will be financially beneficial to Allegany County.

☒ Necessary for the continued operation of essential programming and/or services.

This HMEO 2 position ison the bridge construction crew and has been unfilled for over a year. This position runs heavy equipment necessary to rehab and build bridges.

Department Head Signature: _____ **Date:** 10/28/2026

Personnel Officer Signature: _____ **Date:** 10/28/2026

County Administrator Signature: _____ **Date:** 10/28/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☑ Personnel ☐ Legislative Board

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/18/26

Department: Public Works

Committee of Jurisdiction: ~~Personnel~~ Public Works

Title of Position: Motor Equipment Operator (MEO)

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

- ☐ This title exists in my department
- ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☒ Union Title – Included in the AFSCME bargaining unit.

Grade: 10 **Step:** Base to 7 **Hourly Pay Rate:** $19.5832 to $23.7322

Annual Salary: $40,889.72 to $49,552.83 **Cost of Benefits:** $18,036.46 to $21,857.75

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Justification for creating and/or filling the position:

This position is responsible for the driving of trucks for the purpose of hauling materials, plowing snow, operates stone crusher, roller, performing road side maintenance such as clearing brush, mowing, cleaning ditches, etc...

Department Head Signature: _____ **Date:** 11/3/2026

Personnel Officer Signature: _____ **Date:** 11/3/2026

County Administrator Signature: _____ **Date:** 11/3/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☒ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☐ 7 ☐ 8

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/4/26

Department: Probation **Committee of Jurisdiction:** Public Safety

Title of Position: Probation Officer Trainee **Requesting subsequent backfills?** ☐ Yes ☒ No

Will any position(s) be eliminated? ☐ Yes ☒ No **If yes, which position(s):** _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

- ☐ This title exists in my department
- ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☐ Union Title – Included in the AFSCME bargaining unit.

Grade: 16 **Step:** base **Hourly Pay Rate:** $26.22

Annual Salary: $47,907-$59,767 **Cost of Benefits:** $21,132-$26,363

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Justification for creating and/or filling the position:
Filling this POT position will bring the Department to full staff, which will help in efficiently managing our daily operations for Probation, Pre-Trial, and STOP DWI.

Department Head Signature: _____ **Date:** 10/23/26

Personnel Officer Signature: _____ **Date:** 10/26/2026

County Administrator Signature: _____ **Date:** 10/26/2026

County Administrator Recommendation: ☐ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☑ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☐ 7 ☐ 8

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: 11/4/26

Department: Office for the Aging

Committee of Jurisdiction: Human Services

Title of Position: Coordinator of Services, Aging

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

☒ Vacant position

☐ New position: requesting to create ____ position(s) and fill ____ position(s)

- ☐ This title exists in my department
- ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☒ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☒ Union Title – Included in the PEF bargaining unit.

Grade: 7 **Step:** Base - 11 **Hourly Pay Rate:** $29.0109 - $40.1579

Annual Salary: $53,003 - $73,368 **Cost of Benefits:** $23,380 - $32,363

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 10 % County 44 % State 46 % Federal ____ % Other

Source of funding for benefits: 10 % County 44 % State 46 % Federal ____ % Other

Does this position support a mandated grant/program? ☐ Yes ☐ No

If yes, legal citation of mandate: _____

Justification for creating and/or filling the position:

Department Head Signature: Anita Mattison **Date:** 10/23/2026

Personnel Officer Signature: [signature] **Date:** 10/26/2026

County Administrator Signature: C.M.K. **Date:** 10/26/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

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