



AGENDA
WAYS & MEANS COMMITTEE
Tuesday, August 17, 2021, 5:30PM
Live Link: <https://youtu.be/-Lk8im3PKDw>

CALL TO ORDER: By Hon. Keith Batman, Chair

MEMBERS: Legislators Elane Daly, Ryan Foley, Christopher Petrus, Paul Pinckney, Ben Vitale, and Tucker Whitman

MINUTES TO APPROVE: July 20, 2021

APPOINTMENTS: None

PRESENTATION: re: Water and Sewer Map Plan – Ben Vitale

DEPARTMENT UPDATES FOR COMMITTEE:

- **Kelly Anderson (Real Property) –**
 - School tax processing is well underway. Aug. 31 is the target date to mail tax bills.
 - NYS has released additional STAR exemption reports that our office has processed.
 - Data collection ongoing in the Town of Moravia
 - Continued working with the Attorney for Aurelius on the process for River Road subdivision and sale of 80 lots.
 - Article 7 Assessment Challenge cases are being reviewed, and wherever possible, settled. Current year Small Claims Assessment cases are wrapping up this month as well.
 - Ongoing training with staff on all of the various duties and responsibilities of the Real Property Office as it relates to Assessment Administration and Tax Preparation processes.
 - My last day as Real Property Director of Cayuga County is Friday, September 3, 2021.

- **Jim Orman (Treasurer) –**
 - A. We have finished collection of the second installments of county and town taxes. This is the busiest time of year for tax collection in our office. They went very smoothly. Jen Indelicato, Stacy Morehouse, Lori Thurston and Sally Bronson are to be commended for their professionalism (and patience) during this process.
 - B. The Finance Committee recommended and the Legislature approved a resolution creating the Office of Cayuga County Finance Director. This is a large step forward for the future of County Government and all are to be commended for their involvement and support. We are hoping to wrap up this process very soon to allow implementation of this new office and move forward.
 - C. Those that did not pay their second installment are now delinquent. Five years ago Jen Indelicato initiated a policy to send out reminders to those people. Prior to that the process was not in place. Since then the number of delinquencies has decreased by 29% meaning more taxpayers are making timely payments.

• **Colleen Lombardi (Human Resources/Civil Service) –**

YEAR-TO-DATE COMBINED TRANSACTIONS:

County Departments: 805
 Total Transactions: 2,277

COUNTY APPLICATIONS:

	<u>2021</u>	<u>2020</u>
Male	28	4
Female	33	28
No Response	4	0
White	52	29
Minorities	9	2
No Response	4	1

TOWN/VLG./SCHOOL DIST. APPLICATIONS:

	<u>2021</u>	<u>2020</u>
Male	7	11
Female	33	18
No Response	60	5
White	33	27
Minorities	2	1
No Response	65	6

EXAM JULY 17, 2021:

Business Manager, Purchasing Clerk, Transportation Supervisor, Sr. Computer Systems Tech.

Male	2
Female	14
No Response	8
White	10
Minorities	1
No Response	13

- Experiencing a time of transition departmentally and the Team is working efficiently and effectively
- Efficiencies and utilization of the HR Team are further developing and evolving nicely
- Working on several legal items with outside counsel
- COVID pandemic operational and related sick leave protocols are being reviewed and updated with a team of core staff
- New Hire Orientation delivery and content being reviewed with an improvement plan being drafted
- **Don Carr (Purchasing) -**
 - 2nd Quarter 2021
 - Awarded 20 bids for highway materials/services
 - Expanded use of Amazon Business further to the departments
 - Completed 3 sealed Bids
 - 2021-22 HPO Masonry Project \$100,000 difference between low bid and 2nd lowest bid
 - 2021-23 Electric Power Cable for PSB and former County Nursing Home \$20,000 difference between low bid and 2nd lowest bid
 - 2021-24 Live Bottom Trailer only one bid submitted
 - Developed the County Restaurant voucher program

RESOLUTIONS:

WAYS & MEANS:

- 8-21-WM-1 Authorizing the Settlement of the Matter of First Niagara (e2016-0521) and Key Bank vs. the Assessor for the City of Auburn, New York; and the City of Auburn (Index Nos. E2017-0507, E2018-0648, E2019-0724, E2020-0417, E2021-0642) and the Execution of a Stipulation of Settlement
- 8-21-WM-2 Authorizing the Purchase of Tax-Delinquent Property Owned By Cayuga County
- 8-21-WM-3 Resolution authorizing the cancellation of penalty and interest of \$556.90 on Tax Map Number 123.04-1-3 in the Town of Owasco
- 8-21-WM-4 Amending the Cayuga County Compensation Plan for Non-Bargaining Employees
- 8-21-WM-5 Enter into HR contract with Consultant

HEALTH & HUMAN SERVICES:

- 8-21-HH-1 Authorizing the Chairman of the Legislature and the Public Health Director to enter into contract with New York State Department of Health for provision of the Early Intervention Administration grant.
- 8-21-HH-2 Authorizing the Chairman of the Legislature and the Public Health Director to enter contract with HRI (working in collaboration with NYSDOH) to participate in the New York State Public Health Corps. Fellowship Program and accept funding
- 8-21-HH-3 Authorizing the Chairman of the Legislature and the Public Health Director to enter into a 1-Year Contract with NYS Department of Health to Participate in the 100% Funded “Childhood Lead Poisoning Prevention Program” for the Period 10/1/20 – 9/30/21
- 8-21-HH-4 Authorizing the Chairman of the Legislature and the Public Health Director to enter into the Public Health Preparedness Contract with HRI (Working in Collaboration with NYSDOH) and Accept Funding for the time period of 7/1/21-6/30/22
- 8-21-HH-5 Authorizing the Director of Community Services to fill 3 FT Caseworker Positions in the Child Welfare Services Units of the Department of Social Services.
- 8-21-HH-6 Authorize the filling of the Administrative Assistant Position at the Cayuga County Mental Health Center due to a retirement.

GOVERNMENT OPERATIONS:

- 8-21-GO-1 Cayuga Community College Capital Project
- 8-21-GO-2 Authorizing the approval of the purchase and sale agreement between Cayuga Community College (The “College”) and Bowtak, Inc. for the 83-87 Wall St., Auburn, NY (The “Property”); Authorizing the County to accept the property, to be held in trust for Cayuga Community College; Authorizing the Chairman of the Legislature to sign documents necessary to effectuate the acquisition of the property.
- 8-21-GO-3 Authorizing the Chair to execute a contract with NYS to secure Grant Funding for the Board of Elections to expand Early Voting
- 8-21-GO-4 Accepting Board of Elections Grant Funds from NYS for Technology upgrades to Election Software, Equipment, and Infrastructure
- 8-21-GO-5 Acceptance of Shared Services Revenue from the City of Auburn.

PLANNING:

- 8-21-PL-1 Authorizing Professional Services Contract award for Electronic Waste Recycling Services under the Cayuga County Solid Waste Management Program

PUBLIC WORKS:

- 8-21-PW-1 Amending Resolution 130-21 authorizing the hiring of up to four (4) PT Laborers increasing the pay rate from \$13.00/hour to \$15.00/ hour and extending the authorization to fill date to December 31, 2021 (2/3 Required)
- 8-21-PW-2 Amending Resolution 197-21 to identify the source of funds for the electrical work at the PSB
- 8-21-PW-3 Fixing day and notice of public hearing pursuant to NY Gen. Mun. Law § 6-d to make appropriations from the Buildings Repair Reserve
- 8-21-PW-4 Authorize expenditure of funds from Reserve Account No. A-18838 Pavilion Building and Equipment for replacement of a refrigeration unit
- 8-21-PW-5 Authorization to fill Motor Equipment Operator Medium position in the County Highway Department due to the resignation
- 8-21-PW-6 Authorization to amend the estimated expenditure for Snow & Ice Agreement with NYS

JUDICIAL & PUBLIC SAFETY:

- 8-21-JP-1 Adopting updated FEMA 2020 Hazard Mitigation Plan for Cayuga County.

EXECUTIVE SESSION: re: Employment history of particular persons

ADJOURNMENT: Tuesday, September 21, 2021

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

Authorizing the Settlement of the Matter of First Niagara (e2016-0521) and Key Bank vs. the Assessor for the City of Auburn, New York; and the City of Auburn (Index Nos. E2017-0507, E2018-0648, E2019-0724, E2020-0417, E2021-0642) and the Execution of a Stipulation of Settlement

By: Hon. Keith Batman Chair Ways & Means Committee

WHEREAS, Petitioner Key Bank (previously First Niagara), commenced tax certiorari proceedings under New York State Real Property Tax Law, Article 7, for the 2016, 2017, 2018, 2019, 2020 and 2021 assessment years, challenging the assessment on properties it owns in the City of Auburn within Cayuga County, located at 115 Genesee Street and 4 Brookside Drive, known respectively as Tax Map Nos. 116.45-2-21 and 109.57-1-25; and

WHEREAS, the City, County and School District duly and timely appeared in these proceedings; and

WHEREAS, the parties have since engaged in settlement discussions and have fully agreed to resolve their differences without further litigation as proposed and outlined in a Stipulation of Settlement, which the County’s Special Counsel, the County Attorney and attorneys for the City and School District believe is preferable to the risk and expense of a trial in this instance; and

WHEREAS, the parties have agreed to discontinue the proceedings, reduce the assessments and grant refunds as indicated below:

Tax Map Parcel ID	Original Assessment	Reduced Assessment	Difference	Assessment/ Tax Years	County Refund
116.45-2-21	1,000,000	1,000,000	-0-	2016-2017	-0-
116.45-2-21	1,000,000	1,000,000	-0-	2017-2018	-0-
116.45-2-21	1,925,000	1,200,000	725,000	2018-2019	\$6,164.23
116.45-2-21	1,925,000	1,200,000	725,000	2019-2020	\$6,164.18
116.45-2-21	1,925,000	1,200,000	725,000	2020-2021	\$6,070.16
109.57-1-25	1,425,600	1,425,600	-0-	2016-2017	-0-
109.57-1-25	1,425,600	1,425,600	-0-	2017-2018	-0-
109.57-1-25	1,900,000	1,500,000	400,000	2018-2019	\$3,400.95
109.57-1-25	1,900,000	1,500,000	400,000	2019-2020	\$3,400.93
109.57-1-25	1,900,000	1,500,000	400,000	2020-2021	\$3,349.05

WHEREAS, Real Property Tax Law Section 727 shall apply to this settlement, as well as the exceptions contained therein; and

WHEREAS, the City and School Attorneys have advised that the proposed settlement is acceptable to the City Council and Board of Education, respectively; now, therefore, be it

RESOLVED, that the Cayuga County Legislature authorizes its Special Counsel to settle these tax assessment review proceedings; and be it further

RESOLVED, that the Cayuga County Treasurer and Director of Real Property Tax Services shall cause the necessary entries to be made to tax and assessment records required to implement the intent of the Stipulation of Settlement once fully executed; and be it further

RESOLVED, That this resolution shall take effect immediately.

RESOLUTION NO. _____

8/24/2021

RPS Repurchase Parcel August, 2021

Authorizing the Purchase of Tax-Delinquent Property Owned By Cayuga County

By: Keith Batman, Chair, Ways & Means Committee

WHEREAS, policies and procedures have been established for the sale, disposition and use of certain real property owned by Cayuga County, as approved in Resolution 109-18 and Policy No. 80; and

WHEREAS, the Director of Real Property Tax Services has received a request to purchase tax foreclosed property and, in accordance with said policies and procedures, is presenting the same for consideration by the Ways and Means Committee of the Cayuga County Legislature; and

WHEREAS, as required by policy, certified funds are being held in trust with the County Treasurer; all title search documentation has been updated and items listed under mortgages, judgments and liens have been satisfied or reinstated where applicable; and

WHEREAS, the Director of Real Property Tax Services recommends approval of the following purchase requests:

Muni	Map #	Location	Amount	Name of Purchaser
Brutus	77.00-1-50.21	State Route 31	\$977.56	Joseph Smith

NOW, THEREFORE BE IT,

RESOLVED, that the Ways & Means Committee hereby approves the recommendations as set forth above and directs the Office of Real Property Tax Services and the Chair of the County Legislature to take whatever steps necessary to fully execute the sale of real property.

RESOLUTION NO. _____

8/24/21

LEG cancel penalty & interest

Resolution authorizing the cancellation of penalty and interest of \$556.90 on Tax Map Number 123.04-1-3 in the Town of Owasco

By: Aileen McNabb-Coleman, Legislator, District #6
Keith Batman, Chair, Ways and Means Committee

WHEREAS, New York State Real Property Tax Law Section 1182 permits the cancellation or reduction of interest, penalties and other charges if the governing body determines that it is in the best interests of the tax district and passes a resolution to authorize the enforcing officer to permit the cancellation in part or in whole of any interest, penalty or other charges; and

WHEREAS, extenuating circumstances have come to light regarding a parcel in the Town of Owasco, Tax Map Number 123.04-1-3, commonly known as 6796 East Lake Rd; and

WHEREAS, the owner, Samuel Vasile, has requested the penalty and interest be canceled and refunded; and

WHEREAS, the 2021 Town & County property taxes were paid in full on May 28, 2021, including penalty and interest of \$556.90; now therefore be it

Tax Year	Penalty	Interest	Total
2021 DLQT	\$302.62	\$254.28	\$556.90

RESOLVED, that the Cayuga County Legislature finds it to be in the best interests of the county to cancel penalty and interest in the amount of \$556.90 on Tax Map Number 123.04-1-3 in the Town of Owasco; and be it further

RESOLVED, that the Cayuga County Legislature authorizes the Cayuga County Treasurer to refund payment of the aforementioned penalty and interest.

RESOLUTION NO. _____ 8/24/21

HR Amend Comp Plan

Amending the Cayuga County Compensation Plan for Non-Bargaining Employees

BY: Mr. Keith Batman, Chair, Ways and Means

WHEREAS, the Board of Legislators has heretofore adopted a Compensation Plan for all its employees, consisting of Part I for employees who are members of a collective bargaining unit, Part II for part-time employees, Part III for elected and term appointees, and Part IV for managerial employees, both full and part-time; and

WHEREAS, the Board of Legislators has conducted a comprehensive study over a period of two years to evaluate the County's existing compensation plan for Part IV, full-time employees, including the use of a compensation consultant, conducting a market comparison, as well as a thorough internal review process; and

WHEREAS, having completed that review, the Legislature finds and determines that it is in the best interests of the County to amend the County's compensation plan for Part IV full-time employees; now therefore it is hereby

RESOLVED, that the Board of Legislators amends the Cayuga County Compensation Plan for Part IV full-time employees by adopting the following policy setting documents:

1. Cayuga County Grade Level Plan for full-time Part IV employees, consisting of the General Government Group, and the Legal Group;
2. Cayuga County Pay Structure; consisting of two pay groups: General Government and Legal Group; each group having designated hiring bands set for each grade level; and
3. Cayuga County Compensation Guidelines.

RESOLVED, that the Human Resources Administrator is hereby authorized and directed to utilize the Cayuga County Pay Structure for determining the appropriate salaries for all employees hired on or after the date of adoption of this Resolution; and it is further

RESOLVED, that the Human Resources Administrator is hereby authorized and directed to follow the Compensation Guidelines and to develop and utilize a Position Rating Manual and Grade Level Characteristics to assist the Human Resources Department in implementing this Plan; and it is further

RESOLVED, that the Human Resources Administrator is further directed to periodically to conduct a market review of compensation paid to full-time managerial staff among comparable counties, but in no event less than every five years, and to recommend to the Legislature such amendments to the Compensation Plan as may be appropriate at the time; and it is further

RESOLVED, that all previous resolutions, policies and/or guidelines pertaining to or describing the establishment of starting salaries for non-bargaining employees are hereby rescinded; and it is further

RESOLVED, that except as specifically amended by the documents attached hereto, the Compensation Plan for Cayuga County remains in all other respects in full force and effect; and it is further

RESOLVED, that this Resolution shall take effect immediately.

CAYUGA COUNTY
AMENDED COMPENSATION PLAN
PART IV, FULL-TIME, MANAGERIAL EMPLOYEES

Adopted: 8/24/21

General Government Group		
Grade	Hiring Pay Bands	
	Minimum	Maximum
1	\$36,472	\$42,054
2	\$44,272	\$51,078
3	\$52,350	\$60,362
4	\$60,240	\$69,460
5	\$64,139	\$73,956
6	\$69,642	\$80,301
7	\$82,824	\$95,501
8	\$92,903	\$107,123

Legal Group		
Grade	Hiring Pay Bands	
	Minimum	Maximum
1	\$66,096	\$76,011
2	\$75,047	\$86,304
3	\$80,319	\$92,367
4	\$110,254	\$126,792



Cayuga County, New York Compensation Plan

Position Rating Manual

**Revised Draft – 4/30/21
For Adoption 8/24/21**

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INTRODUCTION

The Compensation Plan for Non-Bargaining Employees is comprised of several component parts. The intent of this Manual is to provide the tools necessary to identify, evaluate and grade the essential characteristics (category) of each employment position within the non-bargaining group of County employees. Each job characteristic (category) is broken down to various degree levels, which describe the relative complexity or scope of responsibility within each category. A compilation of the points for each position will establish the appropriate Grade Level for that position.

Organizational Definitions:

Department – an administrative unit of county government that provides specified services to the public or to other departments within the government.

Large Department – a department with approximately 40 employees or has a departmental budget of approximately \$1 million or more. May include two or more departments under a single supervisory structure. Also, may include a department with County-wide policy-influencing authority regardless of department size.

Department Head – the leader/manager of a department who is accountable to the County Legislature for department policy, goals, budget, and personnel.

Deputy Department Head – the employee appointed by a Department Head and designated to assist with the administration of the department and to fill in for the Department Head in his or her absence. May have oversight of one or more supervisors, or one or more units within the department.

Department Head (Large Department) – the leader/manager of a Large Department.

Deputy Department Head (Large Department) – the employee appointed by the Department Head of a Large Department to assist with managing two or more units within the Department, and having direct oversight of two or more supervisors within the department or unit.

1. EDUCATION/BASIC KNOWLEDGE

Education and Basic Knowledge measures the knowledge acquired through either formal education and/or specialized training that is essential to successfully perform the essential functions of the position.

Degree Level	Points
<p><i>1st Degree</i> Basic knowledge of business writing and communication. Ability to perform simple bookkeeping including payroll and accounts payable and filing functions. Operational ability with office equipment such as computers, scanners, printers. Equivalent to a High School Diploma or an equivalent combination of training and experience.</p>	10
<p><i>2nd Degree</i> Duties involve application of semi-complex procedures requiring special knowledge or ability, e.g., advanced bookkeeping or billing procedures, Equivalent to high school plus additional training equal to one to two years of college, attainment of an Associate degree or specialized certification/license.</p>	30
<p><i>3rd Degree</i> Intensive knowledge of a specialized field (e.g., civil engineering, public health, library science, specific trade) as well as general knowledge of related fields; or broad knowledge of major municipal function activities. Equivalent to a Bachelor's degree at a college or university.</p>	60
<p><i>4th Degree</i> Work requires advanced theoretical or technical knowledge of a broad-based professional field (e.g. business administration or public administration). Equivalent to a Master's degree (advanced or specialized) level of education.</p>	80
<p><i>5th Degree</i> Duties demand knowledge equivalency of a doctoral degree (i.e. juris doctorate, PhD.).</p>	100

2. EXPERIENCE

Experience measures the length of time usually required by someone with the specified education background or knowledge to perform the duties of the position effectively.

Degree Level	Points
<p><i>1st Degree</i> Up to and including 2 years prior work experience.</p>	20

<i>2nd Degree</i> Minimum of 3 years prior work experience.	40
<i>3rd Degree</i> Minimum of 5 years prior work experience.	60
<i>4th Degree</i> Minimum of 7 years prior work experience.	80
<i>5th Degree</i> Minimum of 10 years prior work experience.	100

3. ACCOUNTABILITY

Accountability measures the degree to which the employee is responsible for preventing errors and the magnitude of those potential errors. In applying this rating factor, please consider the following: the likelihood of errors; the possibility of error detection; and the probable impact of errors based on the degree to which the work is checked by the procedures themselves, either by supervision, or by succeeding operations. Consequences of errors, missed deadlines or poor judgment may result in damage to buildings or equipment, increased labor and material costs, jeopardy to municipal programs, monetary loss, personal injury, danger to public health and safety, etc.

Degree Level	Points
<i>1st Degree</i> The nature of work means that the employee can easily detect errors. Consequences of errors, missed deadlines or poor judgment may result in minor work disruption, involving minimal time and expense for correction, such as bookkeeping or data entry.	10
<i>2nd Degree</i> The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time lost caused by others checking the work and slowdowns in the processing of the work. Errors are generally confined to a single department such as billing or accounting errors.	20
<i>3rd Degree</i> The nature of work increases the probability that errors could be serious and go undetected. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, and damage to buildings, equipment or personal injuries.	40
<i>4th Degree</i> The nature of the work is of such technical or specialized nature, means that errors in analysis, techniques or recommendations maybe difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the County.	60

<p><i>5th Degree</i></p> <p>Duties include (i) department level responsibility, or (ii) supervision of a large unit within a department for technical processes, service delivery, and contribution to County-wide plans, policies and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the County.</p>	80
<p><i>6th Degree</i></p> <p>Duties include department level responsibility for technical processes, service delivery, and/or contribution to County-wide plans, policies, objectives and fiscal responsibility for the department and/or County, including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the County and/or loss of life to the public or employees or have far reaching effects on the department's and/or County's ability to deliver services and the public's confidence.</p>	100

4. JUDGMENT

Judgment considers the degree of independent judgment exercised by the employee. This factor involves consideration of how much discretion and application of professional knowledge and experience an employee exercises in carrying out work assignments. The more that an employee's functions are directed by either supervision or relevant guidelines, the less independent judgment is required.

There is a direct correlation between this factor and the Complexity factor.

Degree Level	Points
<p><i>1st Degree</i></p> <p>Well-defined or detailed rules, instructions and procedures cover all aspects of the work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.</p>	10
<p><i>2nd Degree</i></p> <p>Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.</p>	40
<p><i>3rd Degree</i></p> <p>The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining which actions should be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee must weigh</p>	60

efficiency and relative priorities in conjunction with procedural concerns in decision-making. Requires understanding, interpreting and applying federal, state and local regulations.	
<i>4th Degree</i> Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department of the County. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.	80

5. COMPLEXITY

Complexity considers the degree to which the duties are complicated or involved. Jobs are made more complex by the range and variety of assignments and the availability of specific guidelines, laws or regulations governing regular essential functions of the position.

Degree Level	Points
<i>1st Degree</i> The work consists of routine or repetitive tasks and/or operations with few variations in well-known or established procedures.	10
<i>2nd Degree</i> The work consists of a variety of duties, which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.	30
<i>3rd Degree</i> The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.	50
<i>4th Degree</i> The work consists of employing many different concepts, theories, principles, techniques and practices relating to a technical or administrative field for the County. Assignments typically concern such matters as planning, organizing, controlling, coordinating, evaluating, integrating activities, studying trends in the field for application to the work, assessing services and recommending improvements.	80

6. NATURE AND PURPOSE OF PERSONAL CONTACTS

Nature and Purpose of Personal Contacts measures the communication and interpersonal skills required and their importance to the success of the work. Contacts with supervisors are not considered here. This factor also measures the degree of human interaction and the responsibility for meeting, dealing with and influencing other persons (either individually or the public at large). In rating this factor, consider how often the contacts are made and whether they involve furnishing or obtaining information only, or whether they involve influencing others. Please note that the higher degrees include those contacts listed in the lower degrees.

Degree Level	Points
<p><i>1st Degree</i> Contacts are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public may be required on an occasional basis.</p>	10
<p><i>2nd Degree</i> Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/contractors. Tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.</p>	20
<p><i>3rd Degree</i> Contacts are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of a division in matters of substance or considerable importance. The employee, on behalf of a division, is required to communicate established standard operating practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.</p>	30
<p><i>4th Degree</i> As a Department Head, contacts are constantly with co-workers, the public, state agencies, vendors, contractors and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, acceptance or compliance. The employee typically represents the department to the public on matters of policy and procedure in connection with achieving departmental goals and objectives.</p>	40

<p><i>5th Degree</i> Duties involve constant contact with local, state, and/or federal government officials, community leaders and any other individuals to protect and promote the County's overall interest. Employees must possess a high degree of diplomacy, judgment and negotiating skill in order to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the County effectively in critical and important situations, which may influence the well-being of a department as well as the County.</p>	50
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7. SUPERVISORY RESPONSIBILITY

Supervisory Responsibility measures the extent and nature of supervisory and managerial responsibilities in terms of the degree of involvement in work planning and organization, work assignment and review, and personnel functions. Positions are classified according to their relative scope of duties and responsibilities. Those employees who have no supervisory responsibility receive no points under this category.

Degree Level	Points
<p><i>1st Degree:</i> The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and performs non-supervisory work that is usually of the same kind and level as is done by the group led. The employee is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out.</p>	30
<p><i>2nd Degree:</i> Employee, as a regular and continuing part of the job, supervises subordinate employees and is accountable for the quality and quantity of work done and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; recommends promotions, reassignments; advises employees of performance requirements and prepares formal evaluations of performance (if applicable); resolves employee complaints and may implement certain disciplinary actions at the direction of the Department Head, such as oral warnings to improve performance.</p>	40
<p><i>3rd Degree:</i> Assists the Department Head with the administration and workflow of the department in order to achieve departmental goals, including assisting with the preparation of departmental budgets and staffing plans, recommending and implementing results oriented work plans, delegating tasks to subordinate supervisors or employees and monitors for timely completion of assignments; advises and instructs employees in office policies and procedures and holds them accountable for same; recommends to the Department Head disciplinary issues for resolution and may participate in disciplinary actions at the direction of the Department Head;</p>	60

<p>assists with the development of short-term and long-term strategic planning; guides supervisors and team leaders in best practices within the department to maximize office efficiencies and meet departmental goals; may assist with certain personnel functions such as hiring and training of new employees.</p> <p>Alternatively, this may include a department head who has ten or less employees within the department, in which event the employee would be appointed by the County Legislature and accountable to that body for the success of department programs.</p>	
<p><i>4th Degree:</i></p> <p>The employee assists the Department Head of a Large Department (more than 40 employees) in the administration of the workflow of the department by overseeing one or more departmental units; has similar duties and responsibilities as a department head in terms of scope of oversight, but reports to and is accountable to the Department Head for the unit's achievement of its goals and objectives; may delegate management duties to two or more supervisors within the department; assists with the development and implementation of departmental mission, budgets, personnel management, and long and short-term strategies; may assist with certain personnel functions such as hiring and training of new employees, and/or employee discipline.</p>	80
<p><i>5th Degree:</i></p> <p>The employee is accountable for the direction and success of all department programs. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure; operating guidelines and work operations; delegates authority to subordinate supervisors and holds them responsible for their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and is responsible for the personnel function within the department, including hiring, training, and disciplining of employees.</p>	85
<p><i>6th Degree</i></p> <p>This employee is accountable to the County Legislature for the oversight and management of a Large Department and/or several departments. Same duties and responsibilities as outlined in the Fifth Degree, but the scope of duties is more complex due to the size and complexity of the department.</p>	100

Factors	Degrees						Maximum Points
	1st	2nd	3rd	4th	5th	6th	
1. Education or Minimum Level of Trade Knowledge	10	30	60	80	100		100
2. Experience	20	30	60	80	100		100
3. Accountability	10	20	40	60	80	100	100
4. Judgment or Independence	10	40	60	80			80
5. Complexity	10	30	50	80			80
6. Nature and Purpose of Personal Contacts	10	20	30	40	50		50
7. Supervisory Responsibility	30	40	60	80	85	110	110
Total Points							620

Cayuga County Amended Compensation Plan Guidelines

Part IV, FT Managerial

Adopted August 24, 2021

Part IV of the Cayuga County Compensation Plan for non-bargaining, managerial, full-time employees is hereby amended and re-stated to substitute the attached documents for the grading plan previously in place for these positions. See, the following exhibits:

1. Cayuga County Grade Level Plan for Part IV, full-time, managerial employees, consisting of the General Government Group and the Legal Group;
2. Grade Level Characteristics Chart for each of the Groups in the Grade Level Plan;
3. Position Rating Manual;
4. Cayuga County Pay Structure, dated 08/24/21; consisting of two pay groups: General Government and Legal Group.

The Amended Compensation Plan provides the Human Resources Department with the tools necessary to evaluate and assign each position in this group an appropriate grade level consistent with Cayuga County employment practices. The Pay Structure then provides guidance on the range of compensation that may be offered to new hires in these positions.

It is the policy of the County of Cayuga to compensate its employees in a fair and equitable manner, without regard to race, creed, nationality, age, familial status, marital status, military or veteran status, sex, disability, sexual orientation, gender, gender identity, gender expression, or any other protected status under federal or state law and consistent with sound economic policy as set forth in the budget established by the Legislature.

Accordingly, the Legislature has established the attached Grade Level Plan for each full-time position in Part IV of the Compensation Plan. Using the Grade Level Plan as a guide, the Pay Structure establishes a hiring pay band minimum and maximum. The compensation for all new hires shall fall within the minimum and maximum hiring band for the position. The specific salary for a new hire shall be established by the Legislature upon the recommendation of the Human Resources Administrator at the time of hiring. No employee shall be hired at a salary above the hiring pay band maximum without the express written approval of the Cayuga County Legislature.

If and when a new job title is created, the Human Resources Administrator shall use the Position Rating Manual, the Grade Level Characteristics, and such other information as may be relevant to assess the duties and responsibilities of the new position and assign the position to an appropriate Grade Level. This assessment will determine the Grade Level for such position and therefore, the hiring pay bands for that position.

The Human Resources Administrator may modify or amend the Position Rating Manual or the Grade Level Characteristics Chart as deemed necessary or appropriate to improve the process for evaluating new or existing positions. Provided however, once a position is assigned a particular Grade, any change in the Grade Level for that position may not be modified without the approval of the Legislature.

The Legislature may modify the compensation plan for full-time, managerial positions at any time as it deems necessary and appropriate. Further, the Legislature may modify the hiring pay bands from time to time as it deems appropriate to keep up with market conditions or other economic factors. The Human Resources Administrator is also directed to conduct a market analysis of the Part IV, full-time, managerial compensation at least once every five (5) years to assure that the compensation levels at Cayuga County are competitive within the marketplace. Upon completion of such analysis, the recommendations of the HR Administrator shall be delivered to the Ways & Means Committee for further action by the Legislature.

Nothing contained in these Guidelines nor in the Amended Compensation Plan as described in the attached exhibits creates or is intended to create a contract of any kind or nature whatsoever. Nor does the attached Amended Compensation Plan create an expectation of continued employment for any employee. The Legislature retains its rights to fix the compensation of employees paid from County funds pursuant to County Law § 205.

**Cayuga County Grade Level Plan
General Government
Part IV Full-time Managerial
For Adoption: 8/24/21
Last Modified: 8/5/2021**

Grade Level I

Deputy Clerk to Legislature
Confidential Secretary (CA)
Confidential Secretary (DA)
Confidential Secretary (Sheriff)
Confidential Secretary to Chairperson

Grade Level 2

Admin Assistant (DA)
Deputy County Clerk II
Deputy County Clerk III
Project Manager
Admin Assistant (Planning)
Admin Assistant (Mental Health)
Executive Assistant (DA)
Dir Sealer of Weights/Measures

Grade Level 3

Clerk to the Legislature
Highway Supervisor
Fiscal Officer (Sheriff)
Deputy Director of EMO
Park Maintenance Supervisor
WIC Program Supervisor
Confidential Investigator (DA)

Grade Level 4

Director of Purchasing
Director Emergency Services
Director of Veterans Services
Deputy HR Administrator
Deputy Treasurer II

Coordinator of Services for Special Needs Children
Deputy County Clerk I
General Highway Supervisor
Grade 5
Director of Admin Services (Health)
Director of Admin Services (DSS)
Deputy 911 Administrator
Employment and Training Director
Compliance Officer
Director of Comm. Health Services
Sr. Public Health Engineer
Director Office of the Aging
Grade 6
Corrections Facility Administrator
Operations Officer
Supt of Buildings and Grounds
Director of Real Property
E-911 Administrator
Undersheriff
Director of Probation
Deputy Treasurer I
Deputy Director of DSS
Grade 7
Human Resources Administrator
Director of Planning and Economic Dev.
Deputy Director of Mental Health
Grade 8
Chief Information Officer
Public Health Director
Director of Finance
Highway Superintendent

Cayuga County Grade Level Plan Legal Group For Adoption: 8/24/21
Grade Level 1
Social Services Attorney
Assistant District Attorney
Assistant County Attorney
Grade Level 2
Supervising Social Services Attorney
Sr Assistant District Attorney
Grade Level 3
Chief Assistant County Attorney
Chief Assistant District Attorney
Deputy Chief Assistant District Attorney
Grade Level 4
County Attorney

Cayuga County, New York

Part IV, Full-time, General Government Positions

Grade Plan Characteristic Chart Part IV, Full-time Managerial

This Characteristic Chart provides general overview of the characteristics that are used to distinguish the various responsibilities of the Part IV, full-time, non-bargaining positions at Cayuga County. The following are the characteristics which were reviewed in defining the Grade levels:

Education
Experience
Accountability
Judgement
Complexity
Personal Contacts
Supervisory Responsibility

The characteristics described herein should serve as a guideline for making relative comparisons among job responsibilities. **These descriptions are not intended to capture individual job duties, but rather, to illustrate broad differences in the nature of work, scope of duties and levels of responsibility.** A position might not incorporate every bulleted statement within a particular category. Also, different elements of a particular position might be found in more than one category. In either case, this Characteristic Chart should be used in conjunction with the Position Rating Manual to assign a position to the most appropriate category. Note that each category builds upon the previous category.

Grade Level 1

Employees in this category:

- Exercise a limited degree of independent judgment in following instructions, established policies, and procedures to perform a variety of routine and some non-routine tasks.
- Perform functions that may typically affect their own unit and/or succeeding operations.

Cayuga County, New York

Part IV, Full-time, General Government Positions

- Require specific instruction, but may occasionally work autonomously with a supervisor available to answer questions or handle unusual situations.
- Interact with others primarily to communicate non-controversial information or data.
- Demonstrate basic oral and written communication skills and use basic desktop computer technology (e.g., word processing software, spreadsheets), telephone systems and/or laboratory techniques (e.g., equipment setup, solution preparation, or other activities).
- May be responsible for maintaining a variety of records and/or monitoring some expenses.
- Work under the general supervision of the department head but have no supervisory responsibility themselves.

Positions in this category generally require a High School Degree plus additional specialized training, coursework or skill acquisition related to the position plus up to three years of relevant experience.

Grade Level 2

Employees in this category:

- Exercise some independent judgment and discretion within established policies, procedures and general instructions to analyze facts and circumstances and determine appropriate policy or procedure to follow.
- Work under the general supervision of a department head – anything unusual or out of the ordinary, the employee must check with supervisor before proceeding.
- Organize their own work and manage their own time; work is checked largely for progress toward completion of assignments.
- Are proficient in the use of techniques, tools and software (e.g., research and compose correspondence, create graphics files or other activities) that are appropriate to their area(s) of specialization. In-depth knowledge of a particular

Cayuga County, New York

Part IV, Full-time, General Government Positions

topic may be required (e.g., advanced bookkeeping or billing procedures or other topics).

- Have well-developed oral and written communication skills.
- May provide direction and guidance to other employees.

Positions in this category generally require a two-year degree, or a business school or trade school degree or certification in a specialized field plus up to three years of relevant experience.

Grade Level 3

Employees in this category:

- Exercise some independent judgment and discretion within established policies, procedures and general instructions to analyze facts and circumstances and determine appropriate policy or procedure to follow.
- Use well-developed analytical, technical, computer and/or oral and written communication skills.
- May make decisions/recommendations that affect activities, programs, groups and/or departmental operations.
- May work under the general direction of the department head or County Administrator or Board of Legislators and may participate in setting work objectives; guidance limited to results expected.
- May provide direction and guidance to other employees.

Positions in this category generally require a two or four year degree or equivalent combination of education and experience plus up to five years of relevant experience.

Grade Level 4

Employees in this category:

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Part IV, Full-time, General Government Positions

- Interpret, plan and execute their activities within general guidelines to achieve departmental goals.
- Generally interact with others to analyze information/data, provide advice, opinions, and counsel utilizing problem solving skills.
- Make decisions/recommendations that affect activities, programs, groups and/or departmental operations.
- Use well-developed analytical, technical, computer and/or oral and written communication skills.
- May have input into the budget planning process and/or responsibility for controlling and recommending budget expenditures within their own area.
- Supervisors in this category:
 - Oversee routine operations for a unit(s), program(s) or project(s);
 - Provide input to personnel decisions (hiring, promotion, termination).

Positions in this category generally require a four-year degree or an equivalent combination of education and experience plus up to three years relevant experience.

Grade Level 5

Employees in this category:

- Work under the administrative direction of a Department Head, the County Administrator or Board of Legislators, in order to manage a function within the County.
- Employees perform their assignments independently; work is evaluated on results achieved.
- Make decisions/recommendations that impact departmental or unit outcomes.

Cayuga County, New York

Part IV, Full-time, General Government Positions

- Are a resource to help resolve complex issues and generally work with other areas/departments/work units to achieve objectives.
- May have input into the budget planning process and may be responsible for controlling and recommending budget expenditures within their own area of responsibility.

Individual contributors in this category:

- Apply or impart their own experience and the advanced concepts, practices and procedures of their specialty field to achieve objectives.

Supervisors in this category:

- Are responsible for the performance outcomes of their subordinate employees.
- May participate in employment decisions such as hiring and terminating employees.

Department heads in this category:

- Work under the administrative or budgetary direction of the County Administrator or Board of Legislators and are responsible for the performance of a County department.
- Are responsible for personnel decisions regarding the employees within the department.

Positions in this category generally require a four-year degree or an equivalent combination of education and experience with up to five years of relevant experience.

Grade Level 6

Employees in this category:

Cayuga County, New York

Part IV, Full-time, General Government Positions

- Interpret and apply County policies, manage resources and initiate actions to achieve broadly defined objectives.
- Are responsible for strategic decisions that affect planning, policies, practices and operations for a department, division or unit of the County.
- May be accountable for budget planning and controlling expenditures for a department, division or unit of the County.

Department heads in this category:

- Work under the administrative or budgetary direction of the County Administrator or Board of Legislators and are responsible for the performance of a County department.
- Are responsible for personnel decisions regarding the employees within the department.

Supervisors in this category:

- May manage a Division or a unit within a Large Department.

Positions in this category generally require a four-year degree or an equivalent combination of education and experience with up to seven years of relevant experience.

Grade Level 7

Employees in this category:

- Typically lead a County department or a unit within a Large Department.
- May be responsible for the performance of a department on a temporary basis in the absence of the department head.
- Serve as a spokesperson of a County department.

Cayuga County, New York

Part IV, Full-time, General Government Positions

- May make decisions that affect more than one department and sometimes the entire County.
- Apply highly developed creative and problem solving skills and use high-level persuasion and negotiation skills.
- Are accountable for budget planning and controlling expenditures.
- Have substantial latitude for independent action.

Positions in this category generally require a four year degree, possibly an advanced degree, or an equivalent combination of education and experience plus seven or more years of relevant experience.

Grade Level 8

Employees in this category:

- Lead a Large Department or multiple departments; develop strategies, design policies and deploy resources to achieve objectives.
- May make decisions that affect more than one department and sometimes the entire County.
- Apply highly developed creative and problem solving skills and use high-level persuasion and negotiation skills.
- Are accountable for budget planning and controlling expenditures.
- May be a spokesperson for the County with respect to policies and procedures within their department's scope of responsibility.

Positions in this category generally require either a four year degree or an advanced degree or an equivalent level of education and experience and seven to ten years of prior work experience, including experience in a senior management position.

Cayuga County, New York Legal Group

Grade Plan Characteristic Chart

Grade Level 1

- Minimum education – Juris Doctorate
- Minimum years prior work experience: **(0-5)** years prior work experience
- Works under the general direction of a major department head – the employee is required to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions to determine what actions to be taken
- Regular access as the department level to a wide variety of confidential information
- No regular level of supervisory responsibility

Grade Level 2

- Minimum education: Juris Doctorate
- Minimum years prior work experience: **(5-7)** years prior work experience
- Works under the general direction of a major department head – the employee is required to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions to determine what actions to be taken.
- Regular access at the department level to confidential information
- Work leader level of supervisory responsibility: provides direction and guidance

Cayuga County, New York Legal Group

Grade Level 3

- Minimum education: Juris Doctorate
- Minimum years of relevant work experience: **(7-10)** years' experience
- Works under the administrative direction of a major department head – responsible for the performance of a County department in the event of the temporary absence of the department head.
- Serves as a spokesperson of a department in the event of temporary absence of department head
- Access to any and all confidential information on a department or organization-wide basis
- Supervisor level of supervisory responsibility holds employees accountable

Grade Level 4

- Minimum education: Juris Doctorate
- Minimum years of work experience: minimum of **10** years experience
- Works under the administrative direction of the County Administrator or Legislature – responsible for the performance of all employees and that of a major County department
- Serves as a spokesperson of a major department; represents the County
- Access to any and all confidential information on a department or organization-wide basis
- Managerial level of supervisory responsibility for a major department

RESOLUTION NO. _____

8/24/21

HR Services Contract

Enter into HR contract with Consultant

BY: Honorable Keith Batman, Chair, Ways & Means Committee

WHEREAS, the Human Resources Department plays a critical role in the day to day operations of County Government; and

WHEREAS, the Director of Human Resources position is currently vacant, which has resulted in the decrease in resources within that department; and

WHEREAS, the County would like to enter into an hourly contract with a consultant to provide HR assistance to the department, until the vacant HR Director position is filled; and

WHEREAS, a consultant with significant HR experience has been identified to fill this role; now therefore be it

RESOLVED, that Cayuga County enters into a contract with an HR consultant for \$ per hour; and be it further

RESOLVED, that the Treasurer's office is authorized to transfer funds from Account A14301 51001 to A14304 54059 to cover the contract costs, as needed.