

PUTNAM COUNTY LEGISLATURE

Resolution #194

Introduced by Legislator: Mary Conklin on behalf of the Personnel Committee at the Regular Meeting held on July 6, 2010.

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APPROVAL/STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS

WHEREAS, the New York State and Local Retirement System has recommended that the County establish a standard workday for elected and appointed officials; and

WHEREAS, the Personnel Director has prepared a completed listing of all such positions in accordance with the Retirement System's recommendation and which includes the standard workday delineated as required and which is made a part of this resolution; and

WHEREAS, the Personnel Director and the Personnel Committee recommend its adoption; now therefore be it

RESOLVED, that Putnam County hereby establishes a standard workday for elected and appointed officials as delineated in the attached Schedule "A":

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

Vote:
State Of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 6, 2010.

Dated: July 8, 2010

Signed: M. Chris Marrone

M. Chris Marrone
Clerk Of The Legislature Of Putnam County



SCHEDULE "A"

Position Title	Standard Workday (Hrs/Day)
Administrative Assistant	7
Administrative Assistant (Legislature)	7
Administrator, Children's Health Programs	7
Archivist	7
Assistant Coordinator, Office for Disabled	7
Assistant District Attorney	7
Assistant Records Management Officer	7
ATI Program Worker	7
Audit Manager	7
CAC Coordinator	7
Certified Lab Instructor	7
Chief Assistant District Attorney	7
Chief Criminal Inv/Inspect	8
Chief Deputy Commissioner of Finance	7
Chief of Staff	7
Clerk to Legislature	7
Code Enforcement Officer, Plumbing & Mechanical	7
Commissioner of Emergency Services	7
Commissioner of Highways & Facilities	8
Commissioner of Elections	7
Commissioner of Finance	7
Commissioner of Health	7
Commissioner of Planning, Development & Public Transportation	7
Commissioner of Social Services & Mental Health	7
Confidential Advisor to Sheriff	8
Position Title	Standard Workday (Hrs/Day)
Confidential Secretary to County Attorney	7
Confidential Secretary to County Clerk	7
Confidential Secretary to County Executive	7
Confidential Secretary to District Attorney	7
Confidential Secretary to Personnel Director	7
SPOA Coordinator, Children's Services	7
Coordinator of Child Support Enforcement Unit	7
Coordinator of Coroners	7
Coordinator of Examinations & Transactions	7
Coordinator of Services for the Aging	7
Coroner	7
Correction Captain	8
Correction Lieutenant	8

County Attorney	7
County Auditor	7
County Clerk	7
County Executive	7
County Historian	7
County Sheriff	8
County Veteran Director	7
CPR Instructor	7
Criminal Investigator (DA's Office)	7
Criminal Justice Captain	8
Deputy Clerk to Legislature	7
Deputy Commissioner, Board of Elections	7
Deputy Commissioner, Highways & Facilities	8
Deputy Commissioner of Finance	7
Deputy Commissioner, Emergency Services	7
Deputy County Attorney	7
Deputy County Attorney Intern	7
Deputy County Auditor	7
Deputy Youth Director	7
Deputy County Clerk	7
Deputy County Executive	7
Director of Emergency Medical Services	7
Director of Children & Family Services	7
Director of Eligibility	7
Director of Emergency Management & IT	7
Director of Engineering	7
Director of Environmental Health	7
Director of Purchasing & Central Services	7
Director, Office For Aging	7
Position Title	Standard Workday (Hrs/Day)
Director, Real Property Tax Services	7
Director of Weights & Measures, Consumer Affairs, Trades Licensing	7
District Attorney	7
Election Specialist	7
Election Worker	7
Emergency Services Coordinator	7
Emergency System Planning Administrator	7
Evaluation Helper	7
Examination Monitor	7
Fire Instructor	7
First Deputy County Clerk	7
Fiscal Manager	7
Inspector General	8

Interpreter	7
Lab Instructor	7
Legislative Chairman	6
Legislative Counsel	6
Legislator	6
License Enforcement Officer/Gas Inspector	7
License Enforcement Officer	7
Lifeguard	7
Medical Reserve Coordinator	7
Nutrition Service Coordinator	7
Office Manager	7
OMRDD Coordinator	7
Operations Captain	8
Park Attendant	8
Park Superintendent	8
Payroll Manager	7
Personnel Director	7
Personnel Specialist	7
Personnel Technician	7
Principal Assistant to the Undersheriff	7
Principal Office Assistant	7
Probation Director II	7
Program Manager (Keep Putnam Beautiful)	7
Project Administrator/Coordinator	7
Project Director RSVP	7
Risk Manager	7
Road Patrol Captain	8
Secretary to Electrical Board	7
Secretary to Plumbing Board	7
Position Title	Standard Workday (Hrs/Day)
Senior Center Manager	7
Skills Evaluator	7
Social Services Attorney	7
Social Services Attorney Intern	7
Special Assistant to County Attorney	7
Special Patrol Officer	8
Senior Deputy County Attorney	7
Senior Personnel Administrator	7
Senior Personnel Specialist	7
Septic Repair Program Project Coordinator	7
Staff Development Coordinator	7
Stop DWI Program Admin	7
Student Worker	7

Supervisor, Construction & Maintenance	8
Supervising Legal Assistant	7
Supervisor of Facilities	8
Supervisor of Planning & Design	8
Undersheriff	8
Veterans Assistant	7
Victim/Witness Assistant	7
Voting Machine Technician	7
Watershed Information Coordinator	7
Youth Director	7