

Other Business
#7b,

Committee: **Other Business** Resolution # _____
Introduced By _____ Regular Mtg: **September 1, 2026**
Seconded By _____ Special Mtg _____

APPROVAL – RATIFICATION OF PCSEA – MOA SPECIFIC TO THE RECLASSIFICATION OF PCSEA SENIOR OFFICE ASSISTANT TO ACCOUNT CLERK (SPANISH SPEAKING)

WHEREAS, there exists a vacant position of Senior Office Assistant – Spanish Speaking within the Office of the Putnam County Sheriff; and

WHEREAS, the Putnam County Sheriff, Brian M. Hess, has determined that the operational needs of the Office of the Sheriff would be better served by reclassifying said vacant position to the title of Account Clerk/Account Clerk Spanish Speaking; and

WHEREAS, the Putnam County Sheriff’s Employees’ Association, Inc. (PCSEA) and the Putnam County Sheriff, Brian M. Hess, have entered into and executed a Memorandum of Agreement to the reclassification of the position to Account Clerk /Account Clerk (Spanish Speaking), together with the associated salary steps; and

WHEREAS, the Putnam County Personnel Department has reviewed and approved the proposed reclassification of the position from Senior Office Assistant – Spanish Speaking to Account Clerk /Account Clerk (Spanish Speaking); and

WHEREAS, at the September 1, 2026, meeting of the Full Legislature the terms of the MOA specific to the said reclassification were discussed; and

WHEREAS, the Legislature is in agreement with the Administration and the negotiating teams of the attached fully executed Memorandum of Agreement, therefore, be it

RESOLVED, that the Putnam County Legislature hereby approves the reclassification of the vacant position within the Office of the Putnam County Sheriff from the title of Senior Office Assistant – Spanish Speaking to the title of Account Clerk /Account Clerk (Spanish Speaking); and be it further

ROLL CALL VOTE	YES	NO	YES	NO	YES	NO	YES	NO
Legislator Addonizio								
Legislator Crowley								
Legislator D’Angelo								
Legislator Gouldman								
Legislator Montgomery								
Legislator Regan								
Legislator Russo								
Legislator Sayegh								
Chairman Birmingham								

RESOLVED, that the Memorandum of Agreement executed by and between the Putnam County Sheriff's Employees' Association, Inc. (PCSEA) and the Putnam County Sheriff, Brian M. Hess, is hereby ratified and approved; and be it further

RESOLVED, that this Resolution shall take effect immediately.



BRIAN M. HESS
SHERIFF

PUTNAM COUNTY SHERIFF'S OFFICE

Three County Center
Carmel, New York 10512
(845) 225-4300



JAMES T. MENTON
UNDERSHERIFF

Revised
CE: 411
Full mtg
9.1.26
Other
Business
#76
#76

DATE: September 1, 2026
TO: Daniel Birmingham, Chairman
FROM: Sheriff Brian M. Hess
SUBJECT: Letter of Necessity, Title Change within the Civil Unit to Allow for Filling Vacancy

This letter is being sent as a request, to place on the September 1, 2026, Full Legislative Meeting Agenda, prior to the September Personnel Meeting, our request to make a title change within the Civil Unit. It is imperative that we complete the finishing steps to post this position and waiting for the October Full Legislative Meeting will negatively impact the agency. Our request that has been ongoing for months was to change the current vacant position of Senior Office Assistant (Spanish Speaking) in the Civil Unit to an Account Clerk (Spanish Speaking) within the Civil Unit. We seek the legislature's approval.

Respectfully submitted.

Sincerely,

Brian M. Hess, Sheriff

Cc: Diane Trabulsky, Legislative Clerk
Michelle Sharkey, Auditor

2026 SEP - 1 PM 5:06
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

ADRIENE IASONI
ACTING PERSONNEL OFFICER



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

August 28, 2026

Daniel Birmingham
Chairman of the Legislature
40 Gleneida Ave
Carmel NY 10512

Dear Chairman Birmingham,

Our office reviewed a request for reclassification of the position of Senior Office Assistant (Spanish Speaking) in the Putnam County Sheriff's Office. Based upon the needs of the department we have reclassified this position to Account Clerk/Account Clerk (Spanish Speaking) PCSEA grade 30.

A Memorandum of Agreement was executed August 13, 2026, adding these two new titles to the existing PCSEA Collective Bargaining Agreement. This Memorandum of Agreement is subject to ratification by the County Legislature.

The Personnel Department will be in attendance at the September 8th Personnel Committee meeting to answer any questions related to this matter. Please place this item on the agenda.

Thank you.

A handwritten signature in black ink, appearing to read "Adriene Iasoni", is written over a horizontal line.

Adriene Iasoni
Acting Personnel Officer

CC: Toni Addonizio, Chairwoman Personnel Committee
Alexandra Gordon, Acting Commissioner of Finance
Michele Alfano-Sharkey, County Auditor
Brian Hess, Putnam County Sheriff

Attachments: PCSEA MOA 8/13/26

Resolution PCSEA Account Clerk/Account Clerk (Spanish Speaking)

ACCOUNT CLERK (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for financial recordkeeping, requiring analysis and compilation of figures in support of regular reporting requirements and to fulfill departmental objectives. Supervisors are available for consultation on problems and provide instructions on all new or difficult assignments. Work is performed under general direction, requiring exercise of independent judgment in the application of prescribed practices and procedures. Additionally, this position requires the ability to speak, write and understand Spanish as well as English. Supervision over the work of others is typically not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts figures relative to appropriation, expense invoice, payroll, receipts, voucher records and other original entry media to hardcopy or electronic journal or ledger accounts;
Receives remittances by mail or in person, verifies amount, computes interest and penalties, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts to appropriate ledgers;
Assists in maintaining labor, material and operational cost records;
Reconciles account balances, including all entries, both credits and debits, according to defined procedures and policies;
Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Reviews and checks routine account keeping records, including all calculations and codes on documents and reports, for arithmetical and clerical accuracy, completeness and proper extension;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Issues receipts of monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Operates a personal computer, peripheral equipment, calculator and other related office equipment;
May compile, balance and audit payroll time records or other payroll data;
May prepare payrolls.
May prepare correspondence, documents, records and other written material in draft form;
May perform incidental typing;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

ACCOUNT CLERK (SPANISH-SPEAKING) (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records, including computer financial software; working knowledge of office terminology, procedures and equipment; working knowledge of business English, ability to make arithmetic computations rapidly and accurately; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to speak English and Spanish fluently and to understand, read, write and translate both in English and Spanish; ability to understand and interpret oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; integrity; tact and courtesy; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of clerical experience maintaining financial accounts and records; or
- b) Three (3) years of clerical experience maintaining financial accounts and records; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENT: Fluency in understanding, speaking, reading, writing and translating Spanish and English.

PLEASE NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**RECLASSIFICATION OF PCSEA SR OFFICE ASSISTANT TO
ACCOUNT CLERK/ACCOUNT CLERK (SPANISH SPEAKING)**

WHEREAS, there exists a vacant position of Senior Office Assistant – Spanish Speaking within the Office of the Putnam County Sheriff; and

WHEREAS, the Putnam County Sheriff, Brian M. Hess, has determined that the operational needs of the Office of the Sheriff would be better served by reclassifying said vacant position to the title of Account Clerk/Account Clerk Spanish Speaking; and

WHEREAS, the Putnam County Sheriff's Employees' Association, Inc. (PCSEA) and the Putnam County Sheriff, Brian M. Hess, have entered into and executed a Memorandum of Understanding agreeing to the reclassification of the position to Account Clerk /Account Clerk (Spanish Speaking), together with the associated salary steps; and

WHEREAS, the Putnam County Personnel Department has reviewed and approved the proposed reclassification of the position from Senior Office Assistant – Spanish Speaking to Account Clerk /Account Clerk (Spanish Speaking); now, therefore, be it

RESOLVED, that the Putnam County Legislature hereby approves the reclassification of the vacant position within the Office of the Putnam County Sheriff from the title of Senior Office Assistant – Spanish Speaking to the title of Account Clerk /Account Clerk (Spanish Speaking); and be it further

RESOLVED, that the Memorandum of Understanding executed by and between the Putnam County Sheriff's Employees' Association, Inc. (PCSEA) and the Putnam County Sheriff, Brian M. Hess, is hereby ratified and approved; and be it further

RESOLVED, that the following budgetary amendment be made:

Decrease:

15311000 51000 15109 10138	Senior Office Assistant (Spanish Speaking)	37,382
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Increase:

10311000 51000 10138	Account Clerk/Account Clerk (Spanish Speaking)	37,782
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2026- Fiscal Impact- \$0

2027- Fiscal Impact- \$0

RESOLVED, that this Resolution shall take effect immediately.

MEMORANDUM OF AGREEMENT

By and Between the

County of Putnam, Putnam County Sheriff

and the

Putnam County Sheriff's Employees Association, Inc.

WHEREAS, the County of Putnam, the Putnam County Sheriff ("County") and the Putnam County Sheriff's Employees Association, Inc. ("PCSEA") are signatories to a Collective Bargaining Agreement for the term January 1, 2024 through December 31, 2028; and

WHEREAS, the County has reclassified a position in the Sheriff's Office to Account Clerk; and

WHEREAS, the parties hereto agree to add the position of Account Clerk to the collective bargaining unit represented by PCSEA; and

NOW, AS AND FOR A MEMORANDUM OF AGREEMENT, the parties hereto agree as follows:

1. Article 2.A of the Collective Bargaining Agreement shall be modified to include the titles of Account Clerk and Account Clerk (Spanish Speaking) to the Collective Bargaining Agreement represented by PCSEA.

2. Appendix A annexed to the Collective Bargaining Agreement shall be modified to include at Grade 30 the position of Account Clerk and Account Clerk (Spanish Speaking). The 2026 salary for said Grade 30 positions shall be as follows:

STEP 1	STEP 2	STEP 3
\$53,458	\$58,302	\$64,118

7/13/26

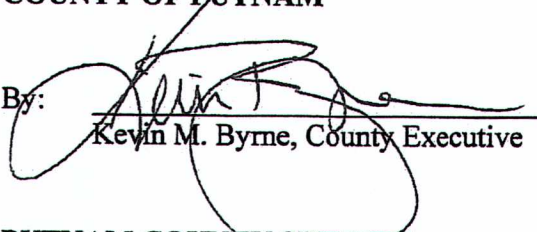
3. The salaries set forth above shall be adjusted in 2027 and 2028 as provided in Article 9 of the Collective Bargaining Agreement by and between the parties.

4. All other provisions of the Collective Bargaining Agreement shall remain unchanged.

5. This Memorandum of Agreement is subject to ratification/approval by the County Legislature and the membership of the PCSEA.

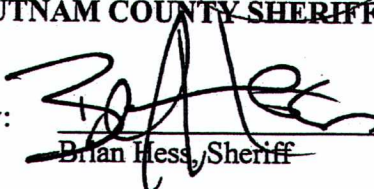
Dated: August 13, 2026

COUNTY OF PUTNAM

By: 
Kevin M. Byrne, County Executive

Dated: August 12, 2026

PUTNAM COUNTY SHERIFF

By: 
Brian Hess, Sheriff

Dated: August 12, 2026

**PUTNAM COUNTY SHERIFF'S
EMPLOYEES ASSOCIATION, INC.**

By: 
Evan Fieldale, President