



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

December 18, 2018

To: Jerome D. Schad, Chair
Mark S. Carney, Vice Chair
E. Thomas Jones, Treasurer

Cc: Terrence D. McCracken, Secretary

From: Margaret A. Murphy, Attorney

Subject: Promotion of Jacqueline Mattina

On November 1, 2018, the Board adopted the 2019 Operating and Maintenance Budget ("OM Budget"). In the OM Budget, the Board approved the funding of two, full-time Associate Attorneys, and eliminated one, full-time Deputy Associate Attorney. Jacqueline Mattina currently holds the full-time Deputy Associate Attorney position that will be eliminated, effective January 1, 2019.

One of the two newly funded Associate Attorney positions is presently in the Authority's job position inventory and is available to be filled immediately. The second position needed to be created and approved by Erie County Personnel Department, acting as the local Civil Service Commission, prior to being filled.

Today, we received notice from the Personnel Department that the second position has been created and added to the Authority's inventory. This vacant position has been posted on the Authority's website and interviews will be conducted once we have reviewed resumes. We expect to have a recommendation to the Board shortly after the first of the New Year.

As I told the Board during budget hearings, part of my restructuring plan for the Legal Department included promoting Jacqueline Mattina from the position of Deputy Associate Attorney to the position of Associate Attorney. Ms. Mattina has worked in the Legal Department for the past four years and has been an invaluable resource to me, since my appointment as the Authority's Attorney.

I would like to request and recommend a Board resolution promoting Jacqueline Mattina to the full-time position of Associate Attorney effective January 1, 2019. A copy of her resume is attached for your information and review.