



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

November 6, 2023

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

From: Terrence D. McCracken, Secretary to the Authority

Subject: Recommendation for the Upgrade of Chief Account Clerk Position

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The Finance Department has recently experienced some transitions. This has given us the time to evaluate the positions currently assigned to the Accounting Department. It has also created an opportunity to restructure the department to provide room for growth and strength.

In a restructured Accounting Department, the role of the Chief Account Clerk will be assigned matters of a more complex nature and the added responsibility of supervising subordinate staff. Therefore, it is recommended that the Chief Account Clerk position be upgraded from Salary Grade 16 with a starting salary of \$61,314.24 to a Salary Grade 19 with a starting salary of \$65,156.00.

A resolution to approve the upgrade of the Chief Account Clerk position has been included for your consideration at the meeting of November 16, 2023.

TDM:alh

ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Amend the CSEA Wage Schedule Changing the Salary Grade for  
Chief Account Clerk

**Item Description:**

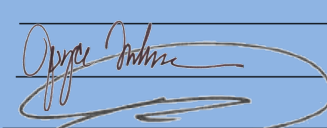
- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement  | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD  | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract                 | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                                |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Amend the CSEA Wage Schedule</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Amend the CSEA Wage Schedule</u> |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |   |                         |
|---|---|-------------------------|
| <input type="checkbox"/> Other (if Applicable)              | _____   | Date: _____             |
| <input type="checkbox"/> Chief Operating Officer            | _____   | Date: _____             |
| <input type="checkbox"/> Executive Engineer                 | _____   | Date: _____             |
| <input type="checkbox"/> Director of Administration         | _____   | Date: _____             |
| <input type="checkbox"/> Risk Manager                       | _____   | Date: _____             |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>11/07/2023</u> |
| <input checked="" type="checkbox"/> Legal                   | _____   | Date: <u>11/7/23</u>    |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                      |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>11/7/23</u> |
|--|--|----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_