



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

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

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: March 12, 2024

SUBJECT: Creation of one (1) position of Clerk Typist (55A)

The Information Services Department has experienced some transitions recently and their need for back up support is critical. It is the Authority's responsibility to ensure that departments have the necessary resources to ensure a positive workflow. In an effort to provide the necessary support to the Information Services Department, I recommend assigning a Clerk Typist to assist in their daily tasks.

With the Information Services Department needs in mind, one applicant has the qualifications to fill the Clerk Typist position. The applicant is eligible for appointment under New York State Civil Service Law, Section 55A and has been approved for the position of Clerk Typist (55A). With those thoughts in mind, I respectfully request the Board's consideration to create one (1) position of Clerk Typist (55A).

The title of Clerk Typist is Salary Grade 2 and has a starting salary of \$48,674.08. On March 12, 2024, the Erie County Department of Personnel approved creating one position of Clerk Typist (55A).

A resolution to approve the creation of one (1) position of Clerk Typist (55A) has been included for your consideration at the meeting of March 21, 2024.

TDM:alh

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

Contract: _____ **Project No.:** _____
Project Description: Creation of One (1) Clerk Typist (55a) Position

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>Creation of One (1) Clerk Typist (55a) Position</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>Creation of One (1) Clerk Typist (55a) Position</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 type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>03/12/2024</u> |
|--|--|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____