



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

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

FROM: Jennifer Hibit, Secretary to the Authority

DATE: October 13, 2025

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

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As you are aware, the Stores Department has recently undertaken the enormous tasks associated with the new barcoding and scanning project. These new responsibilities combined with their previous work tasks create a need for additional support. In an effort to provide the necessary support to the Stores Department, I recommend creating another position of Stores Clerk.

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

The title of Stores Clerk is Salary Grade 6 and has a starting salary of \$59,945.60. I have requested and received authorization from the Erie County Personnel Department to add this position to our inventory.

A resolution to approve the creation of one (1) position of Stores Clerk (55A) has been included for your consideration at the meeting of October 16, 2025.

JH:alh

**ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Board Meeting Documents**

**Document Name:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Item Description:**

Choose one: \_\_\_\_\_

Other: \_\_\_\_\_

**Action Requested:**

Choose one \_\_\_\_\_

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer	_____	Date: _____
Chief Operating Officer	_____	Date: _____
Claims Rep. – Risk Manager	_____	Date: _____
Comptroller	_____	Date: _____
Director of Administration	_____	Date: _____
Director of Distribution	_____	Date: _____
Director of Human Resources	_____	Date: _____
Director of IT	_____	Date: _____
Director of Operations	_____	Date: _____
Director of Planning & Water Supply	_____	Date: _____
Director of Production	_____	Date: _____
Director of Water Quality	_____	Date: _____
Executive Engineer	_____	Date: _____
General Counsel (Legal)	_____	Date: _____
Other: _____	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority \_\_\_\_\_  Date: 10/13/2025

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

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