

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:	July 12, 2023
Subject:	Creation of Three (3) Senior Engineer Assistant Positions

During a review of our current Job Descriptions in our inventory of positions as authorized by Erie County Personnel Department (Civil Service), I have found the title Senior Engineer Assistant to be of value to the Authority. The duties are more in line with many of the daily tasks necessary to perform various aspects of our operation. That said, a person with this title could be assigned to several different duties allowing for extreme flexibility for managers.

At this point we have one Senior Engineer Assistant in our inventory, and it is currently vacant. However, I see value in having three additional placed in our inventory for the future as to assist the many needs of our Engineers.

A resolution creating three positions has been included for your consideration at the meeting of July 20, 2023. Thank you.

Thank you for your consideration in this matter.

TDM/alh

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

Item Description: Agreement Professional Service Contract Amendment Change Order BCD NYSDOT Agreement Contract Documents Addendum Recommendation for Award of Contract Recommendation to Reject Bids Request for Proposals X Other Creation of Three(3) Senior Engineer Assistant Positions Action Requested: Board Authorization to Execute Legal Approval Board Authorization to Award Execution by the Chairman Board Authorization to Advertise for Bids Execution by the Secretary to the Authority Board Authorization to Solicit Request for Proposals X Other Creation of Three(3) Senior Engineer Assistant Positions Approvals Needed: APPROVED AS TO CONTENT: Other (if Applicable) Date: Chief Operating Officer Date: Director of Administration Date: Director of Administration Date: Risk Manager Date: Legal Date: APPROVED FOR BOARD RESOLUTION: Date: X Secretary to the Authority Mathematical Secondary Context Secondary Context Secondary Context Secondary Context Secondary Context Secondary Context Secondary Secondary Secondary Seconda	Contract: Project No.: Project Description: Creation of Three(3) Senior Engineer Assistant Positions			
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Remarks:	X Secretary to the Authority	Date: <u>7/13/2023</u>		
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Resolution Date: Item No:				