



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: February 8, 2022

SUBJECT: Creation of Two Positions of Instrumentation Electrical and Electronics Technician

Sr. Staff of the Engineering Department has advised that they anticipate the retirement of two (2) Instrumentation Electrical and Electronics Technicians in the near future. As you are aware, it is important that replacements for these vacancies receive the proper training prior to pending retirements. Additionally, in the future, the Authority may need to expand this department, therefore, there would be a need for additional technicians. However, the Authority does not have enough Instrumentation Electrical and Electronics Technician positions inventoried in its civil service inventory to accommodate the growth of the department. Therefore, I am requesting the Board approves the creation of two (2) Instrumentation Electrical and Electronics Technicians titles to its civil service inventory.

Per Policy No. 92 Employment Opportunity, if these creations are approved by the Board, the Secretary's Office will post the vacancies on the Authority's website and subsequently conduct interviews. Once a candidate is selected, the division head will provide the Board with an appointment notice for review. This will be a provisional appointment, as a civil service list does not currently exist for the position of Instrumentation Electrical and Electronics Technician.

The Authority's 2022 O&M budget includes funds for these vacancies under Unit 1025 Instrumentation, Item No. 01 Salaries. The title of Instrumentation Electrical and Electronics Technician is Salary Grade 26 at a starting salary of \$66,067.04 of the Authority's Career and Salary Plan CSEA Wage Schedule. This position is classified as competitive and is subject to a civil service examination. On January 20, 2022, the Erie County Department of Personnel approved creating two new positions of Instrumentation Electrical and Electronics Technicians.

A resolution creating the positions of Instrumentation Electrical and Electronics Technician is on today's agenda for the Board's approval. Thank you.

TDM:tg

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

Contract: _____	Project No.: _____
Project Description: <u>Creation of Two (2) Positions for Instrumentation</u> <u>Electrical & Electronics Technician</u>	

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 Two Positions</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 Two Positions</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Russell Fiedl</i></u>	Date: <u>2/2/2022</u>
<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	<u><i>Karen A Prudenkast</i></u>	Date: <u>02/02/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>TCD</i></u>	Date: <u>2/2/22</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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