



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
July 27, 2022

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 Paralegal (ECWA) position

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As you are aware, the position of Paralegal (ECWA) was created on October 14, 2021, at a Salary Grade of 4E with a starting salary of \$51,000 of the Authority's Career and Salary Plan.

Subsequently, the Authority posted this position on the Authority's website, the Erie County Bar Association, the Women's Bar Association, the Minority Bar Association, Bryant and Stratton and the Western New York Paralegal Association (WNYPA).

Despite all the postings, only a total of two (2) resumes were received. Both applicants were offered the opportunity to interview and subsequently, did participate in an interview with the Interview Committee. Of those applicants only one was found to be an acceptable candidate. That candidate was offered the Paralegal (ECWA) position which she declined.

After consulting with General Counsel, we feel that with the combination of the current salary and the provisional nature of the position, there has been a reluctance on the part of potential applicants to apply. Therefore, we are recommending the Paralegal (ECWA) position be upgraded to 6E with a starting salary of \$60,557.08 with the hope that a higher salary will be more appealing.

There is a resolution on for the August 4, 2022 meeting amending the Non-Rep/Managerial Career and Salary Plan moving Paralegal (ECWA) to Step 6E with a starting salary of \$60,557.08. Thank you.

TDM/tg

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

<b>Contract:</b>	<b>Project No.:</b>
<b>Project Description:</b> <u>Amend the Non-Rep/Managerial Career and Salary Plan Changing the</u>	
<u>Salary Grade of Paralegal</u>	

<b>Item Description:</b>			
<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 Non-Rep/Managerial Career and Salary Plan</u>			

<b>Action Requested:</b>	
<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 Non-Rep/Managerial Career and Salary Plan</u>	

<b>Approvals Needed:</b>	
<b>APPROVED AS TO CONTENT:</b>	
<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 <u>Karen A. Bendugast</u>	Date: <u>08/03/2022</u>
<input checked="" type="checkbox"/> Legal <u>[Signature]</u>	Date: <u>8/2/2022</u>
<b>APPROVED FOR BOARD RESOLUTION:</b>	
<input checked="" type="checkbox"/> Secretary to the Authority <u>[Signature]</u>	Date: <u>08/03/22</u>

<b>Remarks:</b> _____
_____

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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