



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: June 9, 2022

SUBJECT: Creation of Two Positions of Principal Clerk

As retirements are impending and the need for back up support is critical, it is the Authority's responsibility to ensure that proper training is achieved for smooth transitions. There is currently an existing list for the title of Principal Clerk which may be used to accomplish this. However, the Authority does not have enough Principal Clerk positions inventoried.

With those thoughts in mind, I respectfully request the Board's consideration to create two (2) Principal Clerk titles to its civil service inventory.

The title of Principal Clerk is Salary Grade 5E and a starting salary of \$58,793.28 of the Authority's Career and Salary Plan Non-Rep/Managerial Wage Schedule. On June 7, 2022, the Erie County Department of Personnel approved creating two new positions of Principal Clerk.

A resolution creating the positions of Principal Clerk 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: Creation of Two (2) Principal Clerk Positions

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 Principal Clerk 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 Principal Clerk Positions</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|---------------------------|-------------------------|
| <input type="checkbox"/> | _____ | 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. Pendugast</u> | Date: <u>06/09/2022</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|---------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TED</u> | Date: <u>6/9/22</u> |
|--|------------|---------------------|

Remarks: _____

Resolution Date: _____

Item No: _____