

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

Contract: _____ **Project No.:** 201900109

Project Creation Chief Financial Officer (ECWA)

Description: _____

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 type="checkbox"/> Other <u>Creation Chief Financial Officer (ECWA)</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 type="checkbox"/> Other <u>Creation Chief Financial Officer (ECWA)</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|--|--------------|
| <input checked="" type="checkbox"/> Department Head |  | Date: 5/7/19 |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |

APPROVED AS TO FORM:

- | | | |
|--------------------------------|-------|-------------|
| <input type="checkbox"/> Legal | _____ | Date: _____ |
|--------------------------------|-------|-------------|

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|--------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 5/7/19 |
|--|--|--------------|

Remarks: _____

Resolution
Date:

Item No:



Erie County Water Authority

295 Main Street • Room 350 • Buffalo, NY 14203-2494
716-849-8484 • Fax 716-849-8463

Board of Commissioners

May 16, 2019

Mindy Czechowski
Chief of Classification and Compensation Specialist
Erie County Department of Personnel
95 Franklin Street
Buffalo, New York 14202

RE: Written Statement of Justification to Classify the Position of Chief Financial Officer (ECWA) as Exempt

Dear Ms. Czechowski:

Pursuant to Public Authorities Law § 2824, the Board of Commissioners (the “Board”) of the Erie County Water Authority (the “Authority”) must execute direct oversight over its Executive Staff to ensure the effective and ethical management of the Authority. The Board has determined the most effective means to execute direct oversight over the Authority’s operation is by creating four divisions under the charge of four division heads who have equal rank and who serve at the pleasure of the Board.

Prior to May 2018, only the Secretary of the Authority and the Executive Director reported directly to the Board. At that time, the Secretary oversaw the Legal Department and the Executive Director oversaw the Administrative and Finance Departments. The Board has come to realize such a structure created a bottleneck, placing too much power in the hands of two individuals and restricting the flow of information to the Board. The Board has now addressed this problem.

On May 16, 2019, the Board adopted a new organizational structure and created the position of Chief Financial Officer (ECWA). Under this new organizational structure, the Authority will be divided into the following four divisions: the Office of the Secretary under the charge of the Secretary of the Authority, the Legal Division under the charge of the Authority’s Attorney, the Financial & Administration Division under the charge of the Chief Financial Officer, and the Operation Division under the charge of the Chief Operating Officer (whose job duties and responsibilities are defined under the job specifications of the Executive Director).

The four division heads represent the Senior Executive Staff of the Authority, who advise the Board on all issues relating to governance, finance, and operations and who assist the Board in development and implementation of policy. Each division acts as a check and balance over the operation of the other divisions in the running of the day-to-day activities of the Authority. The Authority, under the direction of the Secretary, reassign staff positions within these four division to better address function and workload and to encourage opportunities for career advancement.

The position of Executive Director serving as the Authority’s Chief Operating Officer has

been classified as exempt. The positions of Secretary of the Authority and the Attorney for the Authority have also been classified as exempt. The Chief Financial Officer is the only position among the four division heads, which has yet to be classified. The Board requests the position of Chief Financial Officer be classified as exempt so that position can continue to have the same rank and status as the other three division heads. The Board has already accorded equal status and rank to these four division heads by placing them in the same salary grade. These division heads are held to the high professional and ethical standards and are responsible for actions and conduct of the Authority employees under their charge. Division heads have the authority to exercise their independent professional judgment in carrying out their duties and responsibilities, so long as they exercise duties and responsibilities consistent with the Authority's enabling statute, other applicable state law, and the Authority's By-laws and policies, procedures, and resolutions duly adopted by the Board.

To support the Board's request to classify the position of Chief Financial Officer as exempt, we have enclosed the following documents for your information and review:

- (1) A certified copy of the resolution adopting this organization structure;
- (2) A copy of the Authority's Organizational Chart, which is posted on the Authority's website;
- (3) A certified copy of the resolution creating the position of the Chief Financial Officer (ECWA);
- (4) The PO 17 for the Chief Financial Officer (ECWA);
- (5) A copy of the job specifications for the position of Chief Financial Officer (ECWA) previously approved by the Personnel Department and classified as "PJC;"
- (6) A certified copy of the resolution appointing Karen A. Prendergast, on a temporary basis pending classification, to the position of Chief Financial Officer; and
- (7) The PO-1M relating to the appointment of Ms. Prendergast as Chief Financial Officer.

If you have any questions or require any additional information, please contact either Attorney Margaret Murphy (849-8433) or Associate Attorney Jackie Mattina (849-8452) at the Authority. As always, we thank you for any prompt assistance you are able to give to this matter.

Sincerely,

ERIE COUNTY WATER AUTHORITY

Jerome D. Schad
Chair of the Authority

JS:tf
Enc.