

PERSONNEL COMMITTEE MEETING AGENDA

February 2, 2012

Immediately following
Finance Meeting

Page
No.

- | | | |
|---|----|--|
| 2 | 1. | Ordinance Number , 2012, "2012 Public Safety Fund Budget Supplemental Appropriation Of \$11,887 For 911 Coordinator/Deputy Director" |
| 9 | 2. | Ordinance Number , 2012, "2012 General Fund Budget Supplemental Appropriation Of \$11,887 For Transfer To Public Safety Fund" |

ORDINANCE NUMBER , 2012

**_____ 2012 Public Safety Fund Budget Supplemental Appropriation Of \$11,887
For 911 Coordinator/Deputy Director**

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B (1), 3B (2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter and certified by the County Executive that this 2012 Public Safety Fund Budget supplemental appropriation in the amount of \$11,887, for a change in position from a Coordinator/Program Specialist/MI to a Coordinator/Deputy Director/MI is hereby approved as outlined on the attached Exhibits A and B.

BE IT FURTHER ENACTED should changes in state funding patterns occur bringing more monies to Erie County for Public Safety, that reimbursement for this additional expenditure would be taken from those funds.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

Phil Fatica, Chairman

Date: _____

Joseph F. Giles, Vice Chairman

Ebert Beeman

Approved by:

Ronald G. Cleaver

Barry Grossman
County Executive

Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

Certificate of the County Executive

I, Barry Grossman, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$11,887.00 which are available for supplemental appropriation for 911 Coordinator/Deputy Director.

Barry Grossman,
County Executive

Date

Exhibit A
2012 Public Safety Fund Budget
Supplemental Appropriation of \$11,887
For 911 Coordinator / Deputy Director

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Transfer from General Fund	063-012020-099010	(11,887)
Total Revenue		<u><u>(11,887)</u></u>
<u>Total Expenditures</u>		
Non-Reimbursable - Nonbargaining Wages	063-012020-001010	9,966
Non-Reimbursable - Fica	063-012020-001200	762
Non-Reimbursable - Workers Compensation	063-012020-001230	38
Non-Reimbursable - Retirement	063-012020-001240	1,121
Total Expenditures		<u><u>11,887</u></u>

Exhibit B
2012 Public Safety Fund Budget
Change 911 Coordinator/Program Specialist
to 911 Coordinator / Deputy Director

Effective March 1, 2012

Change from:

Title	Grade	Position Number	2012 Wages	Annual Salary	Hourly Rate
911 Coordinator/Program Specialist	M-I	012010-025	55,162	55,162	26.52

To:

Title	Grade	Position Number	2012 Wages	Annual Salary	Hourly Rate
911 Coordinator/Deputy Director	M-II	012010-025	65,128	67,122	32.27
Total Increase			<u>9,966</u>	<u>11,960</u>	

TITLE: Deputy Director of Public Safety / 9-1-1 Coordinator
DEPARTMENT: Public Safety
REPORTS TO: Director of Public Safety
GRADE: M-II
JOB NO: XXXXXX

DEFINITION OF CLASS:

The Deputy Director of Public Safety assists in managing the 9-1-1 Operations, Information Technology, and Emergency Management Divisions, to include the administrative functions of fiscal management and human resources, in support of the goals and objectives of the Erie County Department of Public Safety.

DUTIES AND RESPONSIBILITIES:

The following statements reflect the necessary principal functions of the job and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

1. Plan, coordinate, and manage the County Public Safety Answering Point (PSAP) in compliance with state-mandated requirements.
2. Ensure official records of 9-1-1 transactions are safeguarded, and accurately copied/transcribed and duly certified for use in official and judicial actions.
3. Develop and maintain up-to-date, accurate records of the County Triennial 9-1-1 Plan as approved by Erie County and the Pennsylvania Emergency Management Agency as defined by Chapter 53 of Title 35.
4. Plan, coordinate, and manage current and future departmental information technology needs in concert with the Chief Information Officer.
5. Plan, coordinate, and manage departmental emergency management policies and procedures in concert with the Emergency Management Coordinator.
6. Assist Director in the development of disaster plans and procedures, the coordination of operational plans, and the response of county and other agencies to natural or man-made disasters.
7. Maintain 24-hour on-call status for significant community emergency incidents or extraordinary circumstances affecting Erie County communities and/or public safety agencies.

8. Serve as the Communications and Warning Officer in the Erie County Emergency Operations Center.
9. Attend and participate in meetings of area public safety and emergency service providers and their associations when public safety issues are to be discussed.
10. Attend local, regional, state, and national conferences, workshops, and meetings to maintain currency in public safety (9-1-1, Emergency Management, HazMat) operational, training, and quality assurance issues.
11. Assist Director in long-term strategic planning and execution.

Fiscal Management:

1. Assist in creating and monitoring the annual departmental budget.
2. Manage the financial aspects of the Department and in the Director's absence, review and authorize expenditures.
3. Prepare and submit annually the Wireless Funding Application for eligible wireless deployment costs & associated shared costs as defined by Act 56 of 2003.
4. Manage department payroll functions.

Human Resources:

1. Recommend hiring, firing, and discipline of employees.
2. Manage employee evaluation system.
3. Manage travel program.
4. Manage training program.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Comprehensive knowledge of public safety communications/9-1-1 operations, including police, fire, EMS, emergency management, and hazardous material operations.
2. Comprehensive knowledge of 9-1-1 computer and emergency dispatch systems, such as computer aided dispatch, CLEAN/NCIC, public safety two-way and paging communications systems, and 9-1-1 telephone networks.
3. Knowledge of Pennsylvania Consolidated Statutes, Title 35, Health and Safety.

4. Ability to present ideas effectively, to analyze complex problems, and formulate sound conclusions.
5. Proven leadership, supervisory, and organizational skills; sound judgment, integrity, and reliability; and strong business acumen.
6. Experience working in a team-oriented, collaborative environment.
7. Familiarity with the principles of personnel management in both union and non-union environments.
8. Knowledge of budget development and control methodologies.
9. Experience working with the public and applying resolution skills in conflict situations.
10. Strong communication skills, both oral and written.
11. Ability to establish effective working relationships with emergency response professionals, community organizations, and elected and appointed officials.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Bachelor's degree in a related field with a minimum of 10 years experience in public safety communications / 9-1-1, of which 3 years must be in supervision, or an equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities required for the job.

ORDINANCE NUMBER , 2012

**_____ 2012 General Fund Budget Supplemental Appropriation Of \$11,887
For Transfer To Public Safety Fund**

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B (1), 3B(2)(f) and Article VIII, Section 7 of the Erie County Home Rule Charter, and certified the County Executive that this 2012 General Fund Budget supplemental appropriation of \$11,887 for transfer to the Public Safety Fund, a companion action to a Personnel ordinance, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

Phil Fatica, Chairman

Date: _____

Joseph F. Giles, Vice Chairman

Ebert Beeman

Approved by:

Ronald G. Cleaver

Barry Grossman
County Executive

Kyle Foust

Date: _____

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Carol J. Loll

Certificate of the County Executive

I, Barry Grossman, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$11,887.00 which are available for supplemental appropriation for transfer to Public Safety Fund.

Barry Grossman,
County Executive

Date

Exhibit A
2012 General Fund Budget
Supplemental Appropriation of \$11,887
For Transfer to Public Safety Fund

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriated	001-000990-099500	(11,887)
Total Revenue		<u>(11,887)</u>
<u>Total Expenditures</u>		
Transfer to Public Safety Fund	001-020000-008630	11,887
Total Expenditures		<u>11,887</u>