



## 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: August 8, 2024

Subject: Creation of One (1) Analytical Chemist Position

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During many recent discussions of the Authority's current and upcoming projects, it has come to my attention that an additional position of Analytical Chemist would be of great value to the Authority and the Water Quality Department.

Currently, we have two Analytical Chemist positions in our inventory. However, I see a benefit in having an additional position placed in our inventory to assist in the current and future demands of the Water Quality Department. We have requested and received authorization from the Erie County Personnel Department to add the position to our inventory.

The title of Analytical Chemist is Salary Grade 13 with a starting salary of \$61,484.80 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.

A resolution has been included for your consideration at the meeting of August 15, 2024.

Thank you.

TDM/alh

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Creation of one (1) Analytical Chemist Position

**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 one (1) Analytical Chemist Position</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 one (1) Analytical Chemist Positions</u> |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

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

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                         |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>08/08/2024</u> |
|--|--|-------------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_