



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 5, 2024

Subject: Creation of Three (3) Account Clerk Positions

In looking into the future needs of the Authority, I believe it is in the best interest of the Authority to add three (3) Account Clerk positions to the Authority's current inventory. This title is utilized in many departments and serves as a foundation for the Authority. These additional titles are being requested to fill current vacancies in multiple departments as well as for housekeeping purposes.

The title of Account Clerk is Salary Grade 5 at a starting salary of \$52,139.36 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. On July 25, 2024, the Erie County Department of Personnel approved creating three additional positions of Account Clerk.

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 three (3) Account 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 three (3) Account 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 three (3) Account Clerk 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>08/05/2024</u> |
|--|--|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____