

# Livingston County Board of Supervisors Geneseo, New York



Resolution No. **2022-296**

## **ESTABLISHING STANDARD WORK DAY**

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by the Clerk of the Board.

<b>Dept.</b>	<b>Title</b>	<b>FT/PT</b>	<b>Standard Work Day</b>
<b>DEPARTMENT HEAD SALARY SCHEDULE POSITIONS</b>			
BOS	Chairman of the Board	PT	6
BOS	Vice Chairman of the Board	PT	6
BOS	Committee Chairpersons	PT	6
BOS	Members of the Board	PT	6
BOS	Clerk to the Board of Supervisors	FT	7
BOS	Confidential Secretary to the Clerk	FT	7
BOS	Coroners	PT	6
BOS	County Auditor	FT	7
BOS	Grants & Public Information Coordinator	FT	7
BOS	Assistant Public Information Coordinator	PT	7
ADM	County Administrator	FT	7
ADM	Deputy County Administrator	FT	7
ADM	Administrative Assistant to the County Administrator	PT	7
ADM	Administrative Secretary	FT	7
ADM	Intern	PT	7
ADM	Secretary to the County Administrator	FT	7
ADM	Records Inventory Supervisor	PT	7
AGIN	Office for the Aging Director	FT	7
AGIN	Aging Services Caseworker	FT	7
AGIN	Case Manager	FT	7
AGIN	Finance Supervisor	FT	7
AGIN	Nutrition Coordinator	FT	7
ATNY	County Attorney	FT	7
ATNY	Assistant County Attorney	FT	7
BOE	Commissioner	FT	7
BOE	Deputy Commissioner	FT	7
CLER	County Clerk	FT	6
CLER	Deputy County Clerk	FT	7
CNR	Director of Long Term Care	FT	7
CNR	Deputy Director of Long Term Care	FT	8
CNR	Administrative Secretary	FT	8
CNR	Assistant Director of Nursing	FT	8
CNR	Confidential Secretary to the Director of Long Term Care	FT	8
CNR	Director of Fiscal Services	FT	8
CNR	Director of Nursing Services	FT	8
CNR	Director of Rehabilitative Services	FT	8
CNR	Director of Social Work Services	FT	8
CNR	Finance Supervisor	FT	8

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CNR	Housekeeper	FT	8
CNR	Leisure Time Activities Director	FT	8
CNR	Medical Director	PT	8
CNR	Staffing Services Specialist	FT	7
CD	Conflict Defender	FT	7
CD	Confidential Secretary to the Conflict Defender	FT	7
CD	Assistant Conflict Defender	FT	7
CD	Assistant Conflict Defender	PT	7
CS	Buildings & Grounds Working Foreperson	FT	8
DA	District Attorney	FT	6
DA	Assistant District Attorney	FT	7
DA	Assistant District Attorney	PT	7
DA	Criminal Investigator	PT	7
DA	Secretary to the District Attorney	FT	7
DA	Victim/Witness Assistant Coordinator	FT	7
DOH	Public Health Director	FT	8
DOH	Deputy Director of Public Health	FT	7
DOH	Director of Environmental Health	FT	7
DOH	Director of Patient Services	FT	8
DOH	Director of Patient Services	3/5	8
DOH	Director of Patient Services	PD	8
DOH	Dog Control Officer	FT	8
DOH	Finance Supervisor	FT	7
DOH	Financial Manager	FT	7
DOH	Physician	PT	8
DOH	Physician	PT	7
DOH	Secretary to the Public Health Director	FT	7
DOH	Director of Community Mental Health Services	FT	7
DOH	Nurse Practitioner	PT	8
DOH	WIC Program Coordination	FT	7
DSS	Commissioner of Social Services	FT	7
DSS	Director of Administrative Services	FT	7
DSS	Secretary to the Commissioner of Social Services	FT	7
DSS	Senior Social Services Attorney	FT	7
DSS	Social Services Attorney	FT	7
DSS	Social Services Division Director	FT	7
ECOD	Economic Developer	FT	7
ECOD	Deputy Economic Developer	FT	7
EMEDS	Emergency Medical Services Director	FT	7
EMEDS	Supervising ALS Technician	FT	7
HIST	County Historian	FT	7
HWAY	County Highway Superintendent	FT	8
HWAY	Deputy Highway Superintendent	FT	8
HWAY	Highway Administrative Manager	FT	8
ITS	Director of I.T.S.	FT	8
ITS	Deputy Director of I.T.S.	FT	8

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ITS	Records Inventory Supervisor	FT	8
OEM	Office of Emergency Management Services Director	FT	7
OEM	Office of Emergency Management Services Deputy Director	FT	7
PD	Public Defender	FT	7
PD	Assistant Public Defender	FT	7
PD	Assistant Public Defender	PT	7
PD	Confidential Secretary	FT	7
PERS	Personnel Officer	FT	7
PERS	Deputy Personnel Officer	FT	7
PERS	Administrative Secretary	FT	7
PERS	Benefits Specialist I	FT	7
PERS	Personnel Clerk	FT	7
PLAN	Planning Director	FT	7
PLAN	Deputy Planning Director	FT	7
PROB	Probation Director II	FT	7
RPTS	Director of Real Property Tax Services I	FT	7
SHER	Sheriff	FT	6
SHER	Stop DWI Coordinator	PT	6
SHER	Corrections Captain	FT	8
SHER	D.S./Captain (Road Patrol)	FT	8
SHER	D.S./Major (Corrections)	FT	8
SHER	D.S./Major (Investigations)	FT	8
SHER	Police Services Commander	FT	8
SHER	Secretary to the Sheriff	FT	8
SHER	Undersheriff	FT	8
SHER	Emergency Communications Director	FT	8
SHER	Victim/Witness Assistant Coordinator	PT	8
TRAF	Traffic Safety Board Executive Secretary	PT	8
TREA	County Treasurer	FT	6
TREA	Deputy County Treasurer	FT	7
VET	Director of Veterans Service Agency	FT	7
VET	Deputy Director of Veterans Services	FT	7
WDS	Workforce Development Services Director/Youth Bureau Director	FT	7
WDS	Workforce Development Deputy Director	FT	7
<b>FULL TIME CBU POSITIONS</b>			
AGIN	Account Clerk/Typist	FT	7
AGIN	Aging Services Caseworker Assistant	FT	7
AGIN	Clerk/Typist	FT	7
AGIN	Personal Care Aide	FT	8
AGIN	Senior Typist	FT	7
CLER	Index Clerk	FT	7
CLER	Motor Vehicle Clerk	FT	7
CLER	Motor Vehicle Supervisor	FT	7
CLER	Senior Index Clerk	FT	7
CLER	Senior Motor Vehicle Clerk	FT	7
CLER	Telephone Operator	FT	7

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CNR	Account Clerk	FT	7
CNR	Activities Aide	FT	8
CNR	Admissions Coordinator	FT	8
CNR	Certified Occupational Therapy Assistant	FT	8
CNR	Charge Nurse	FT	8
CNR	Clerk/Typist	FT	7
CNR	Licensed Practical Nurse	FT	8
CNR	Medical Typist	FT	8
CNR	Neighborhood Assistant	FT	8
CNR	Nursing Assistant	FT	8
CNR	Nursing Assistant-Transport	FT	8
CNR	Occupational Therapist	FT	8
CNR	Physical Therapist	FT	8
CNR	Registered Professional Nurse	FT	8
CNR	Scheduler	FT	8
CNR	Senior Account Clerk	FT	7
CNR	Senior Account Clerk/Typist	FT	7
CNR	Senior Typist	FT	8
CNR	Social Work Assistant	FT	8
CNR	Speech Pathologist	FT	8
CNR	Telephone Operator	FT	7
CNR	Supply Clerk	FT	7
CS	Building Maintenance Mechanic	FT	8
CS	Building Maintenance Person	FT	8
CS	Courier	FT	8
CS	Electrician	FT	8
CS	Laborer	FT	8
CS	Plumber	FT	8
CS	Principal Account Clerk	FT	7
CS	Senior Account Clerk	FT	7
DA	Senior Legal Typist	FT	7
DOH	Account Clerk/Typist	FT	7
DOH	Assistant Dog Control Officer	FT	8
DOH	Clerk/Typist	FT	7
DOH	Clinical Aide	FT	7
DOH	Community Mental Health Nurse	FT	7
DOH	Forensic Mental Health Therapist	FT	7
DOH	Hospice Services Coordinator	FT	7
DOH	Intensive Case Manager	FT	7
DOH	Licensed Practical Nurse	FT	8
DOH	Medical Billing Specialist	FT	7
DOH	Medical Typist	FT	7
DOH	Mental Health Clinical Supervisor	FT	7
DOH	Mental Health Clinical Therapist	FT	7
DOH	Mental Health Licensed Therapist	FT	7
DOH	Nurse Practitioner	4/5	8

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Resolution No. **2022-296**

DOH	Nutrition Aide	FT	7
DOH	Outreach Worker	FT	7
DOH	Outreach Worker-Spanish Speaking	FT	7
DOH	Principal Account Clerk	FT	7
DOH	Public Health Educator	FT	7
DOH	Public Health Sanitarian	FT	7
DOH	Registered Professional Nurse w/ BS	FT	8
DOH	Registered Professional Nurse	3/5	8
DOH	Registered Professional Nurse w/ BS	4/5	8
DOH	Senior Account Clerk/Typist	FT	7
DOH	Senior Medical Billing Specialist	FT	7
DOH	Senior Public Health Educator	FT	7
DOH	Senior Public Health Sanitarian	FT	7
DOH	Senior Typist	FT	7
DOH	Supervising Public Health Nurse	FT	8
DOH	Supportive Case Manager	FT	7
DOH	WIC Program Nutritionist	FT	7
DSS	Account Clerk/Typist	FT	7
DSS	Accounting Supervisor (Grade B)	FT	7
DSS	Case Management Aide	FT	7
DSS	Case Supervisor - Gr. A	FT	7
DSS	Case Supervisor - Gr. B	FT	7
DSS	Caseworker	FT	7
DSS	Caseworker Trainee	FT	7
DSS	Clerk/Typist	FT	7
DSS	Coordinator - Child Support Unit	FT	7
DSS	Courier	FT	7
DSS	Data Management Analyst	FT	7
DSS	Eligibility Clerk	FT	7
DSS	Home Energy Assistance Examiner	FT	7
DSS	Housing Assistance Representative	FT	7
DSS	Housing Programs Coordinator	FT	7
DSS	Legal Assistant	FT	7
DSS	Principal Social Welfare Examiner	FT	7
DSS	Principal Typist	FT	7
DSS	Senior Account Clerk	FT	7
DSS	Senior Caseworker	FT	7
DSS	Senior Clerk	FT	7
DSS	Senior Social Welfare Examiner	FT	7
DSS	Senior Support Investigator	FT	7
DSS	Senior Typist	FT	7
DSS	Social Welfare Examiner	FT	7
DSS	Staff Development Coordinator	FT	7
DSS	Support Investigator	FT	7
DSS	Telephone Operator	FT	7
ECOD	Economic Development Assistant	FT	7

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ECOD	Economic Development Specialist	FT	7
ECOD	Senior Account Clerk/Typist	FT	7
EMEDS	Advanced Life Support Technician	FT	8
EMEDS	Emergency Medical Shift Supervisor	FT	8
EMEDS	Emergency Medical Technician	FT	8
EMEDS	Senior Typist	FT	7
HIST	Deputy Historian	FT	7
HWAY	Account Clerk/Typist	FT	8
HWAY	Automotive Mechanic	FT	8
HWAY	Bridge Construction Supervisor	FT	8
HWAY	Engineering Tech.	FT	8
HWAY	Motor Equipment Operator I	FT	8
HWAY	Motor Equipment Operator II	FT	8
HWAY	Motor Equipment Operator III	FT	8
HWAY	Principal Clerk	FT	8
HWAY	Road Maintenance Worker	FT	8
HWAY	Senior Account Clerk/Typist	FT	8
HWAY	Senior Engineering Technician	FT	8
HWAY	Senior Sign Technician	FT	8
HWAY	Shop Manager	FT	8
HWAY	Sign Shop Technician	FT	8
HWAY	Welder/ Fabricator	FT	8
ITS	Computer Training Coordinator/Operator	FT	8
ITS	Network Administrator	FT	8
ITS	Programmer	FT	8
ITS	Records Inventory Clerk	FT	8
ITS	Senior Computer Services Assistant	FT	8
PD	Clerk/Typist	FT	7
PD	Senior Account Clerk/Typist	FT	7
PD	Senior Legal Typist	FT	7
PD	Legal Administrative Assistant	FT	7
PLAN	Administrative Secretary	FT	7
PLAN	Community Development Specialist	FT	7
PLAN	Planner	FT	7
PLAN	Planning Assistant	FT	7
PLAN	Principal Account Clerk	FT	7
PLAN	Senior Planner	FT	7
PROB	Principal Typist	FT	7
PROB	Probation Officer	FT	7
PROB	Probation Officer Trainee	FT	7
PROB	Probation Supervisor	FT	7
PROB	Senior Probation Officer	FT	7
PROB	Senior Typist	FT	7
RPTS	County Assessor	FT	7
RPTS	Principal Typist	FT	7
RPTS	Real Property Tax Service Aide	FT	7

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RPTS	Senior Tax Map Technician	FT	7
RPTS	Senior Typist	FT	7
SHER	Civilian Dispatcher	FT	8
SHER	Clerk/Typist	FT	8
SHER	Cook (Corrections)	FT	8
SHER	Corrections Corporal	FT	8
SHER	Corrections Officer	FT	8
SHER	Corrections Sergeant	FT	8
SHER	Deputy Sheriff/ Investigator	FT	8
SHER	Deputy Sheriff/ Road Patrol	FT	8
SHER	Deputy Sheriff/ Sergeant (ID Division)	FT	8
SHER	Deputy Sheriff/ Sergeant (Rd. Patrol)	FT	8
SHER	Emergency Communications Specialist	FT	8
SHER	Principal Clerk	FT	8
SHER	Senior Account Clerk	FT	8
SHER	Senior Civilian Dispatcher	FT	8
SHER	Senior Typist	FT	8
TREA	Senior Account Clerk	FT	7
TREA	Senior Account Clerk/Typist	FT	7
VET	Account Clerk/Typist	FT	7
VET	Veterans Service Officer	FT	7
WDS	Account Clerk/Typist	FT	7
WDS	Employment & Training Counselor	FT	7
WDS	Mobile Work Crew Supervisor	FT	8
WDS	Recruitment Specialist	FT	7
WDS	Principal Account Clerk	FT	7
WDS	Senior Account Clerk	FT	7
WDS	Workforce Development Assistant	FT	7
WDS	Workforce Development Services/Youth Bureau Coord.	FT	7
<b>PART TIME CBU POSITIONS</b>			
AGIN	Account Clerk	PT	7
AGIN	Aging Services Caseworker Assistant	PT	7
AGIN	Cleaner	PT	8
AGIN	Courier	PT	8
AGIN	Courier	sub	8
AGIN	Food Service Helper	PT	8
AGIN	Health Promotion & Activities Coordinator	PT	7
AGIN	Senior Typist	PT	7
AGIN	SNP Site Manager	PT	8
AGIN	SNP Site Manager	sub	8
AGIN	Typist	sub	7
AGIN	Typist	PT	7
BOE	Elections Inspector: Adult Care Facility Voter Assistance	PT	8
BOE	Elections Inspector: BOE Office Coverage	PT	8
BOE	Elections Inspector: General Elections	PT	8
BOE	Elections Inspector: Special Elections, Federal	PT	8

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BOE	Elections Inspector: Special Elections, Other	PT	8
BOE	Elections Inspector: Training	PT	7
BOE	Elections Inspector: Village & Primary Elections	PT	8
BOE	Elections Operations Specialist	PT	8
BOE	Poll Site coordinator: General Election	PT	8
BOE	Poll Site coordinator: Primary	PT	8
CLER	Index Clerk	PT	7
CNR	Activities Aide	PT	8
CNR	Certified Occupational Therapy Assistant	PT	8
CNR	Charge Nurse	PD	8
CNR	Charge Nurse	PT	8
CNR	Clerk/Typist	PT	7
CNR	Laundry Worker	PT	8
CNR	Licensed Practical Nurse	PT	8
CNR	Licensed Practical Nurse	PD	8
CNR	Neighborhood Assistant	PT	8
CNR	Nursing Assistant	PD	8
CNR	Nursing Assistant	PT	8
CNR	Occupational Therapist	PT	8
CNR	Personal Care Assistant	PT	7
CNR	Physical Therapist	PT	8
CNR	Physical Therapist Assistant	PT	8
CNR	Registered Professional Nurse	PD	8
CNR	Speech Pathologist	PT	8
CNR	Telephone Operator	PT	7
CS	Building Maintenance Person	PT	8
CS	Custodial Worker	PT	8
CS	Electrician	Temp/FT	8
CS	Laborer	PT	8
CS	Intern	Temp/FT	7
CS	Summer Laborer	seas	8
DOH	Assistant Dog Control Officer	PT	8
DOH	Clerk/Typist	PT	7
DOH	Clinical Aide	PT	7
DOH	Community Mental Health Nurse	PT	7
DOH	Home Health Aide	PT	7
DOH	Medical Typist	PT	7
DOH	Mental Health Licensed Therapist	PT	7
DOH	Midwife	PT	8
DOH	Nurse Practitioner	PD	8
DOH	Nursing Team Assistant	PT	8
DOH	Nutrition Aide	PT	7
DOH	Outreach Worker	PT	7
DOH	Public Health Educator	PT	7
DOH	Public Health Social Worker	PT	7
DOH	Registered Professional Nurse	PD	8



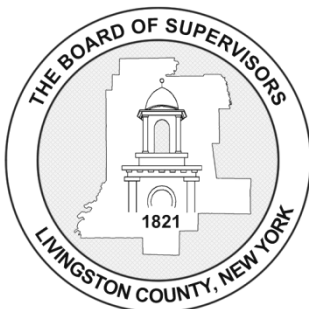
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DOH	Registered Professional Nurse w/ BS	PD	8
DOH	Registered Professional Nurse	PT	8
DOH	Registered Professional Nurse w/ BS	PT	8
DOH	Senior Typist	PT	7
DOH	Social Work Assistant Public Health Department	PT	7
DOH	Summer Youth Worker	PT	7
DSS	Home Energy Assistance Examiner	seas	7
DSS	Summer Camp Worker	seas	7
EMEDS	Advanced Life Support Technician	PT	8
EMEDS	Emergency Medical Technician	PT	8
HIST	Typist	PT	7
HWAY	Laborer	seas	8
OEM	Deputy Fire Coordinator	PT	7
PERS	Exam Monitor	PT	7
PLAN	Conesus Lake Water Shed Manager	PT	7
PLAN	Planner	PT	7
PLAN	Solar Coordinator	PT	7
RPTS	Assessor	PT	7
SHER	Civilian Dispatcher	PT	8
SHER	Clerk	PT	8
SHER	Cook (Corrections)	PT	8
SHER	Corrections Officer	PT	8
SHER	Courier	PT	4
SHER	Deputy Sheriff/ Road Patrol	PT	8
SHER	Deputy Sheriff/ Sergeant (Rd.Patrol)	seas	8
WDS	Account Clerk/Typist	PT	7
WDS	Employment & Training Activities Supervisor	seas	7
WDS	Employment & Training Counselor	seas	7
WDS	Summer Youth Worker	seas	7
WDS	Tutor	PT	7

Dated at Geneseo, New York  
August 24, 2022  
Ways and Means Committee



*This is to Certify that I, the undersigned, Clerk of the Board of Supervisors of the County of Livingston, have compared the foregoing copy of resolution with the original resolution now on file in this office and which was duly adopted by the Board of Supervisors of said County on the 24<sup>th</sup> day of August, 2022 and that the same is a true and correct transcript of said resolution and of the whole thereof.*

*In Witness Whereof I have hereunto set my hand and the official seal of the Board of Supervisors of the County of Livingston, this 24<sup>th</sup> day of August, 2022.*

*Michele R. Rees*  
Michele R. Rees, Clerk of the Board