

HUMAN RESOURCES

2019 ORGANIZATIONAL CHART

**DEPARTMENT OF
HUMAN RESOURCES**
(Director of Human Resources)

**DIVISION HEAD/DEPARTMENTAL
ATTORNEY**
Sandra Cirincione

- Works with the Supervisor, Town Council, Town Management Services Administrator, and Suffolk County Department of Civil Service to ensure Town compliance with civil service law and rules;
- Maintains official records for all personnel transactions;
- Receives, reviews, investigates and reports on complaints received from management and staff regarding employee performance issues, disputes between employees, workplace violence, harassment, and/or discrimination claims, referring same to outside counsel where appropriate;
- Provides counsel and direction to support staff on personnel matters, including but not limited to unemployment insurance, disability, and workers compensation claims; and Title II ADA compliance;
- Confers with department heads regarding appointments and other personnel transactions.

ADMINISTRATIVE ASSISTANT
Juan Becerra

- Acts as assistant to the Attorney/Director of Human Resources in statutory and regulatory workplace compliance (FMLA, ADA, NYS Human Rights Law, EEOC, Town's Anti-Harassment Policy).
- Member of and administrative support to Town Workplace Violence Prevention Committee
- Assists the Attorney/Director of HR in preparation for disciplinary hearings, court proceedings, and hearings before State Division of Human Rights.
- Undertakes special research projects on behalf of the Town Board, Town Management Services Administrator, and/or HR Director on employment and related matters (e.g., hiring, personnel management, salaries, labor relations matters, policies); prepares reports.

OFFICE APPLICATION SPECIALIST
William Sacher

- Establishes user profiles and configures new employees in HR Software.
- Trains new users and new supervisors / administrators in the entry, audit, and approval function and serves as the resource person for technical problems.
- Prepares reports for regular time auditing, FMLA leave usage analysis, accrual usage analysis, sick leave donation and records and tracks debit and credit employee time.
- Implements absence control point based system and other system extrapolation as needed by management.
- Interfaces with AsureForce provider to solve technical problems, install patches, develops and implements specific requirements
- Assist in the completion of Human Resource and Payroll functions using Great Plains to generate canvas letters, recording of performance evaluations and probationary reports.
- Imports recorded time data from AsureForce into Great Plains
- Develops and maintains procedural manuals for users and administrators of the Asureforce electronic timekeeping system.
- Creates and maintains manuals documenting Human Resource's systems and procedures for creating and modifying employee records.

EMPLOYEE BENEFITS SUPERVISOR
Janeen Cevasco

- Oversees benefits programs for Town employees and retirees, including all administrative functions related thereto;
- Requests and receives from Civil Service certifications of lists for appointments/promotions;
- Conducts canvases of lists and interviews with appropriate Department staff;
- Posts jobs as required by Civil Service and/or union contracts;
- Prepares resolutions to effect personnel actions; and
- Processes new employees and employees leaving Town service.

EMPLOYEE RELATIONS TECHNICIAN
Jacqueline Thornton

- Prepares personnel action notifications for Suffolk County Civil Service, and tracks receipt and response
- Administers the Town's Random Drug and Alcohol Testing program
- Administers the Town's Elected and Appointed Officials Retirement Reporting
- Receives and responds to Unemployment Charge Notifications, and processes quarterly invoices
- Prepares FT and PT payroll certifications, and makes required corrections
- Prepares the Town's EEO 4 mandatory Federal report to the EEOC
- Performs data analyses on personnel and time/leave records as requested
- Performs special research project and prepares reports as requested

**EMPLOYEE SAFETY
AND TRAINING**

**INSURANCE AND
RISK MANAGEMENT**

Department Summary

Department: Human Resources

Budget Year: 2019
Division: Human Resources Department
Tax District: Full Town

Cost Center #: 1430
Manager: Sandra Cirincione

NOTES:

Departmental Mission & Responsibilities:

It is the mission of Human Resources to provide all Town employees with the most accurate information and guidance, to ensure employees' awareness of their rights and obligations and to provide information regarding employment and advancement opportunities, career growth and benefits, as well as identify and retain human capital to achieve Town's goals.

Workload:

Human Resources is responsible for the administration of personnel issues, providing information, assistance and updates to approximately 500 active employees, 400 part time/seasonal employees and approximately 200 retirees. The department performs all employee processing; drug / alcohol testing; unemployment billing; Legiant/timekeeping issues; ongoing disciplinary/counseling efforts; responding to FOILs, Workplace Violence Prevention committee, Labor Management committee (and response to requests); coordinates with Risk Management on Workers Compensation / Employee Safety / 207-c matters

The Department of Human Resources is responsible to:

Maintain personnel files for approximately 500 full time employees and over 400 part time/seasonal employees.

Assist in establishing policies pertaining to personnel issues and employee benefits for active and retired employees.

Administration of employee benefits including: coordinating, maintaining, implementing and ensuring compliance with the following employee benefits including: health insurance, dental/vision insurance, disability, FMLA, retirement, workers' compensation, wellness reimbursement, etc.

Prepare periodic bulletins to employees, administrators and retirees regarding changes in benefit programs.

Provide information to employees, department heads and the general public concerning Civil Service rules and policies as they pertain to personnel transactions.

Civil service processing and reporting including canvassing Civil Service eligible lists; advertising for position openings, when applicable; scheduling interviews; preparing resolutions for appointments; conducting orientation and exit interviews; providing photo ID cards for all Town employees.

Prepare position and salary surveys for the Public Employees Relations Bureau (PERB) and other various reports and surveys for the Federal, State and local jurisdictions and related agencies.

Link the diversity of an inclusive work environment to employee development, succession planning, retention strategies and organizational performance.

Organizational development and growth will occur with recruitment of a diverse and representative workforce, professional development training, and fair and

Department Summary

Department: Human Resources

Budget Year: 2019
Division: Human Resources Department
Tax District: Full Town

Cost Center #: 1430
Manager: Sandra Cirincione

equitable treatment of all employees through compliance with the policies of the Town of Southampton, as well as State and Federal Equal Employment Opportunity (EEO) laws and regulations.

Coordinate the Workplace Violence Prevention Committee; respond to employee concerns and provide Conflict Resolution Training.

Perform investigations, manage counseling and disciplinary matters, and represent the Town in disciplinary hearings and negotiations.

Provide Responses to discovery demands/assist in preparation of papers for multiple Litigation cases.

Provide training opportunities such as, Coordinated Active Shooter training with NYS, Sexual Harassment/Cultural Diversity training for all employees, Supervisory/Managerial training, Drug/alcohol use awareness training for CDL drivers (online; Sept through Dec)

Affirmative Action and Equal Employment Opportunity

Investigate discrimination and harassment claims

Work with employees to educate, mentor, and develop opportunities for advancement for persons in under represented classes.

- Provide an opportunity for employees to resolve workplace issues
- Anti Bias Task Force
- Provide sensitivity, bias and hate crime training
- Promote zero tolerance for bias/hate crimes
- Employee Assistance
- Counsel and assist employees with identifying qualified practitioners through the Town's health insurance program to provide substance abuse counseling, treatment or mental health counseling
- Assist employees not covered by the Town's insurance with identifying local practitioners or programs that might be able to provide services as reduced or means adjusted rates.
- Performance Appraisals
- Hold performance management training
- Develop performance improvement plans

NOTES:

Department Summary

Department: Human Resources

Budget Year: 2019

Division: Human Resources Department

Tax District: Full Town

Cost Center #: 1430

Manager: Sandra Cirincione

Goals & Objectives:

1. Continue ongoing scanning of PT/Seasonal cards and scanning/archiving personnel folders of former employees, personnel folders.
2. Hold performance management training and develop performance improvement plans.
3. Procure and provide targeted training to improve management and supervisory performances and provide managers and supervisors with skill sets to more effectively manage their employees and operations.
4. Ensure fairness and consistency in the treatment of all employees.
5. Foster an atmosphere of fairness, respect, and sensitivity between and among managers, supervisors, and staff to reduce or prevent Equal Employment Opportunity Commission (EEOC), Suffolk County Division of Human Rights (SCDHR), and New York State Division of Human Rights (NYSDHR) complaints.
6. Continue Development of the Performance Management.

Legal Authority:

Town Code Chapter 27.

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Human Resources Department													
Human Resources													
Human Resources - 1430													
Departmental Attorney	ADMINISTRATIVE	125,705	5,000	0	130,705	13,344	8,517	16,783	462	39,105	169,810	12.1	100.0
Director of Human Resources	ADMINISTRATIVE	104,167	0	0	104,167	23,620	7,969	13,375	369	45,332	149,499		100.0
Employee Benefits Supervisor	ADMINSUPPORT	81,600	3,264	9,140	94,004	1,332	7,360	12,353	2,548	23,593	117,597	15.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 5	59,200	0	0	59,200	28,344	4,651	7,807	1,823	42,624	101,824	4.3	100.0
Employee Relations Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	49,486	0	6,002	55,488	1,332	4,347	7,296	1,547	14,522	70,010	1.2	100.0
Office Applications Specialist	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2	53,082	0	0	53,082	28,344	4,061	6,816	198	39,418	92,500	1.3	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 4	20,746	1,245	0	21,991	5,722	1,725	2,896	644	10,986	32,977	12.8	40.0
Research Technician	PART-TIME	15,300	0	0	15,300	0	1,202	0	484	1,686	16,986		100.0
Total Human Resources - 1430		509,286	9,509	15,142	533,937	102,038	39,832	67,325	8,073	217,267	751,203		

NOTES:

Town of Southampton

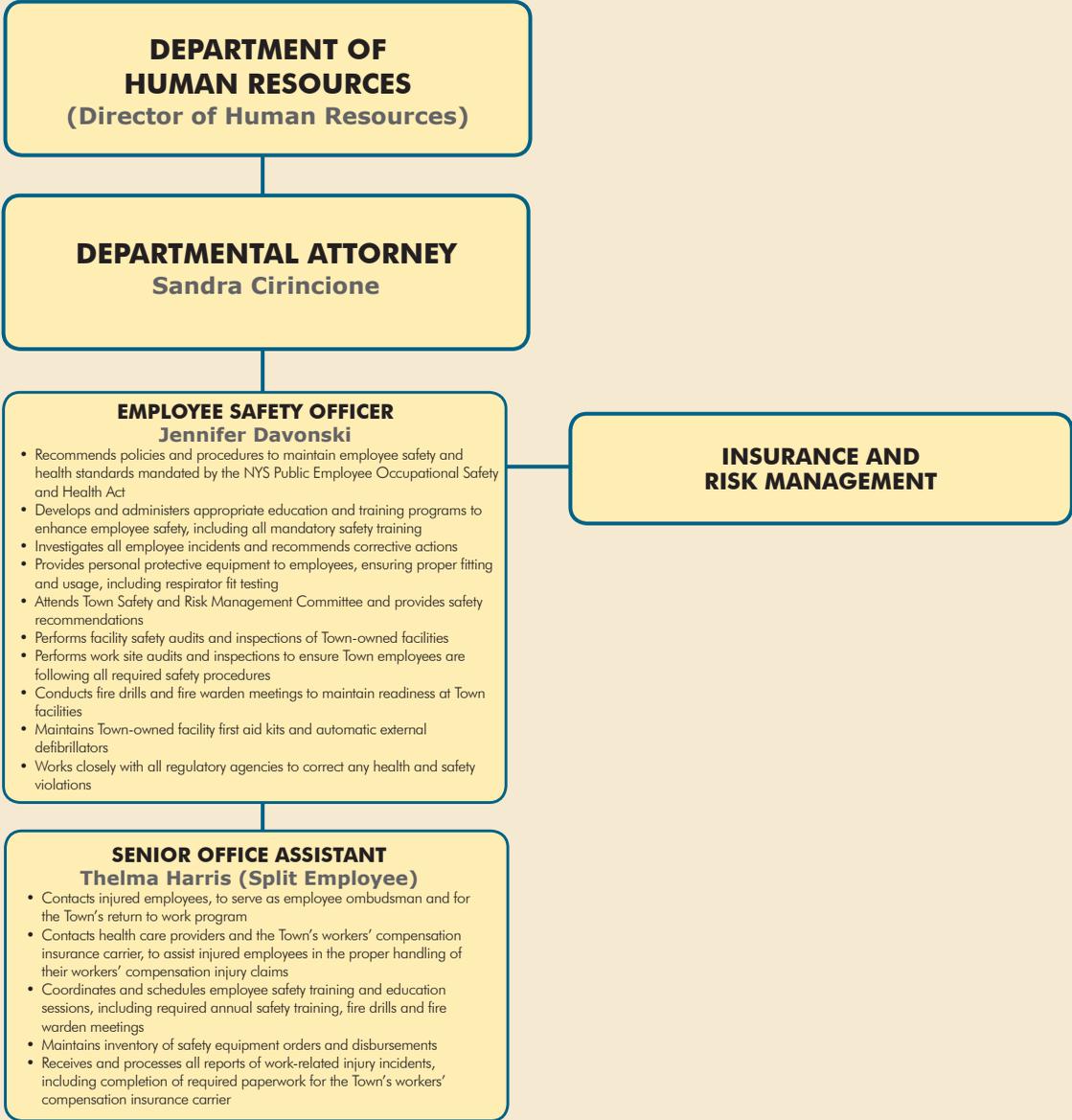
2019 Adopted Budget

Human Resources - 1430

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 Amended % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	621,249	587,551	612,677	594,498	594,498	618,437	618,437	790,653	790,653	196,155	33.00%	609,497	609,497	813,815	813,815
	Total Real Property Taxes	621,249	587,551	612,677	594,498	594,498	618,437	618,437	790,653	790,653	196,155	33.00%	609,497	609,497	813,815	813,815
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	40	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	15	0	0	18	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	15	0	0	58	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	621,249	587,566	612,677	594,498	594,556	618,437	618,437	790,653	790,653	196,155	33.00%	609,497	609,497	813,815	813,815
Salaries:																
6100	Salaries	373,012	313,609	382,219	375,583	318,468	384,819	384,819	493,986	493,986	(118,403)	(31.53%)	395,326	395,326	527,934	527,934
6103	Accumulated Sick/Personal Days	2,400	2,047	2,630	2,630	2,069	3,138	3,138	3,138	3,138	(508)	(19.32%)	3,138	3,138	3,138	3,138
6105	Part Time Salaries	10,000	15,935	15,000	4,800	230	0	0	15,300	15,300	(10,500)	(218.75%)	0	0	15,606	15,606
6110	Longevity	13,415	7,927	7,450	7,477	6,385	9,509	9,509	9,509	9,509	(2,032)	(27.17%)	9,559	9,559	9,559	9,559
6127	Cash in Lieu of Health Benefits	0	5,186	5,637	5,637	5,166	12,004	12,004	12,004	12,004	(6,367)	(112.95%)	12,004	12,004	12,004	12,004
6150	Human Resources-Wellness Reimbursement	800	115	800	800	20	800	800	800	800	0	(0.02%)	800	800	800	800
	Total Salaries	399,627	344,817	413,736	396,927	332,337	410,270	410,270	534,737	534,737	(137,809)	(34.72%)	420,827	420,827	569,042	569,042
Employee Benefits - Current:																
6810	Employee Retirement - Active	55,019	55,286	55,036	55,101	46,029	53,308	53,308	67,325	67,325	(12,224)	(22.18%)	54,685	54,685	71,712	71,712
6830	FICA Tax Expenditure	29,801	26,090	30,817	29,532	24,708	30,588	30,588	39,832	39,832	(10,299)	(34.87%)	31,259	31,259	41,030	41,030
6835	MTA Tax	1,356	1,159	1,412	1,355	1,107	1,412	1,412	1,836	1,836	(481)	(35.46%)	1,448	1,448	1,953	1,953
6840	Worker's Compensation	3,850	3,821	2,496	2,432	2,062	5,698	5,698	6,111	6,111	(3,679)	(151.24%)	5,867	5,867	6,288	6,288
6860	Medical Insurance - Active Employees	96,634	56,617	67,030	67,030	52,979	71,225	71,225	93,735	93,735	(26,705)	(39.84%)	71,225	71,225	98,237	98,237
6865	Dental & Optical	7,029	5,317	7,115	7,115	4,941	7,193	7,193	8,303	8,303	(1,188)	(16.69%)	7,193	7,193	8,525	8,525
6875	Disability	184	76	184	155	32	94	94	126	126	29	18.97%	94	94	129	129
	Total Employee Benefits - Current	193,872	148,367	164,091	162,721	131,858	169,517	169,517	217,267	217,267	(54,546)	(33.52%)	171,770	171,770	227,873	227,873
	Total Employee Costs	593,499	493,184	577,827	559,648	464,196	579,787	579,787	752,003	752,003	(192,355)	(34.37%)	592,597	592,597	796,915	796,915
Contractual:																
6401	Contracts	6,500	7,356	6,500	6,500	6,107	10,000	10,000	10,000	10,000	(3,500)	(53.85%)	6,500	6,500	6,500	6,500
6412	Publications	500	382	500	500	276	500	500	500	500	0	0.00%	400	400	400	400
6416	Travel, Dues and Related	750	1,080	750	850	634	1,000	1,000	1,000	1,000	(150)	(17.65%)	500	500	500	500
6425	Office Supplies	400	179	500	500	101	500	500	500	500	0	0.00%	400	400	400	400
6426	Supplies - Other	500	483	500	500	101	500	500	500	500	0	0.00%	500	500	500	500
6444	Mileage Reimbursement	100	66	100	100	47	150	150	150	150	(50)	(50.00%)	100	100	100	100
6450	Schools & Training	2,000	2,264	4,000	4,000	2,102	4,000	4,000	4,000	4,000	0	0.00%	2,000	2,000	2,000	2,000
6459	Background Investigations	500	0	500	500	0	500	500	500	500	0	0.00%	500	500	500	500
6468	Advertising	1,500	619	1,500	6,382	723	1,500	1,500	1,500	1,500	4,882	76.50%	1,000	1,000	1,000	1,000
6490	Consultants	15,000	9,498	20,000	15,018	1,360	20,000	20,000	20,000	20,000	(4,982)	(33.17%)	5,000	5,000	5,000	5,000
	Total Contractual	27,750	21,928	34,850	34,850	11,451	38,650	38,650	38,650	38,650	(3,800)	(10.90%)	16,900	16,900	16,900	16,900
	Total Expenditures	621,249	515,112	612,677	594,498	475,646	618,437	618,437	790,653	790,653	(196,155)	(33.00%)	609,497	609,497	813,815	813,815
	Net Surplus (Deficit)	0	72,453	0	0	118,910	0	0	0	0			0	0	0	0

EMPLOYEE SAFETY AND TRAINING

2019 ORGANIZATIONAL CHART



Department Summary

Department: Employee Safety and Training

Budget Year: 2019
Division: Human Resources Department
Tax District: Full Town

Cost Center #: 3015
Manager: Sandra Cirincione

NOTES:

Departmental Mission & Responsibilities:

The Division of Employee Safety and Training is responsible for ensuring a work environment free from recognized hazards. The Division provides training, education and safety equipment to employees as well as recommending improvements to facilities and work processes. The Division is also responsible for the investigation and processing of all work related employee injury reports.

Workload:

- Develops and provides appropriate Education and Training programs to enhance employee safety
- Creates and disseminates educational materials to safe work sites
- Coordinates the Town's Return To Work Program activities
- Receives and processes all reports of work related injury incidents
- Maintains records of all reports of work related injuries
- Investigates all employee safety related incidents and recommends corrective actions
- Conducts In-Service safety training classes
- Recommends safe work practices and procedures
- Reviews all employee safety related incidents and recommends corrective actions
- Assists in researching and investigating safety concerns and violations
- Prepares Reports to demonstrate compliance with health and safety regulations
- Recommendations the purchase of Personal Protective Equipment and First Aid Supplies
- Completes annual Town-wide required PESH 900 reporting documentation

Goals & Objectives:

1. Increase by 20% the number of training and specialized opportunities.
2. Provide analysis of each employee injury report.
3. Recommend and implement improvements to work processes and procedures.
4. Coordinate the updating of Job Hazard Analysis.
5. Finalize the documentation of enhanced standardized procedures.
6. Formulate and implement a compliance audit schedule.

Legal Authority:

Established as part of the 2010 Adopted Budget.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Human Resources Department													
Human Resources													
Employee Safety and Training - 3015													
Safety Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3	64,763	0	0	64,763	28,344	5,088	8,540	1,992	43,964	108,727	1.7	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 4	31,120	1,867	0	32,987	8,582	2,588	4,343	966	16,479	49,466	12.8	60.0
Total Employee Safety and Training - 3015		95,882	1,867	0	97,749	36,926	7,676	12,883	2,958	60,444	158,193		

NOTES:

Town of Southampton

2019 Adopted Budget

Employee Safety and Training - 3015

Account Code	Description	2017 Adopted Budget	2017 Actual	2018 Adopted Budget	2018 Amended Budget	2018 Dec YTD Actual	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget	2019 Adopted / 2018 Amended Difference	2019 Adopted / 2018 % of Change	2020 Requested Budget	2020 Tentative Budget	2020 Preliminary Budget	2020 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	180,969	194,969	172,307	193,173	193,173	182,843	180,843	180,843	180,843	(12,330)	(6.38%)	183,273	183,273	183,273	183,273
	Total Real Property Taxes	180,969	194,969	172,307	193,173	193,173	182,843	180,843	180,843	180,843	(12,330)	(6.38%)	183,273	183,273	183,273	183,273
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	10	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	10	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	180,969	194,969	172,307	193,173	193,183	182,843	180,843	180,843	180,843	(12,330)	(6.38%)	183,273	183,273	183,273	183,273
Salaries:																
6100	Salaries	101,777	73,911	91,849	92,511	81,688	95,882	95,882	95,882	95,882	(3,371)	(3.64%)	99,378	99,378	99,378	99,378
6110	Longevity	3,151	1,715	1,755	1,795	2,992	1,867	1,867	1,867	1,867	(72)	(4.00%)	1,943	1,943	1,943	1,943
	Total Salaries	104,928	75,625	93,605	94,307	84,680	97,749	97,749	97,749	97,749	(3,443)	(3.65%)	101,321	101,321	101,321	101,321
Employee Benefits - Current:																
6810	Employee Retirement - Active	14,847	14,919	13,016	13,114	10,886	12,883	12,883	12,883	12,883	230	1.76%	13,354	13,354	13,354	13,354
6830	FICA Tax Expenditure	8,027	5,674	7,242	7,297	6,289	7,676	7,676	7,676	7,676	(379)	(5.20%)	7,956	7,956	7,956	7,956
6835	MTA Tax	357	252	322	325	280	341	341	341	341	(16)	(5.02%)	354	354	354	354
6840	Worker's Compensation	3,220	3,196	1,056	1,064	873	2,589	2,589	2,589	2,589	(1,525)	(143.25%)	2,683	2,683	2,683	2,683
6860	Medical Insurance - Active Employees	30,062	21,859	32,762	32,762	28,788	34,795	34,795	34,795	34,795	(2,033)	(6.20%)	34,795	34,795	34,795	34,795
6865	Dental & Optical	2,082	1,463	2,108	2,108	1,867	2,131	2,131	2,131	2,131	(23)	(1.09%)	2,131	2,131	2,131	2,131
6875	Disability	46	3	46	46	0	28	28	28	28	18	39.58%	28	28	28	28
	Total Employee Benefits - Current	58,641	47,367	56,552	56,716	48,981	60,444	60,444	60,444	60,444	(3,727)	(6.57%)	61,302	61,302	61,302	61,302
	Total Employee Costs	163,569	122,992	150,157	151,023	133,661	158,193	158,193	158,193	158,193	(7,170)	(4.75%)	162,623	162,623	162,623	162,623
Contractual:																
6403	Gasoline	500	124	500	500	92	500	500	500	500	0	0.00%	1,000	1,000	1,000	1,000
6423	Small Equipment (Non-Capital)	3,000	6,365	7,500	16,932	10,064	7,500	7,500	7,500	7,500	9,432	55.71%	7,500	7,500	7,500	7,500
6433	Safety Equipment	12,750	12,818	13,000	29,700	20,223	15,000	13,000	13,000	13,000	16,700	56.23%	12,000	12,000	12,000	12,000
6445	Food	150	37	150	150	101	150	150	150	150	0	0.00%	150	150	150	150
6490	Consultants	1,000	72	1,000	4,300	932	1,500	1,500	1,500	1,500	2,800	65.12%	0	0	0	0
	Total Contractual	17,400	19,415	22,150	51,582	31,412	24,650	22,650	22,650	22,650	28,932	56.09%	20,650	20,650	20,650	20,650
	Total Expenditures	180,969	142,408	172,307	202,605	165,074	182,843	180,843	180,843	180,843	21,762	10.74%	183,273	183,273	183,273	183,273
	Net Surplus (Deficit)	0	52,561	0	(9,432)	28,109	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	9,432	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	52,561	0	0	28,109	0	0	0	0			0	0	0	0