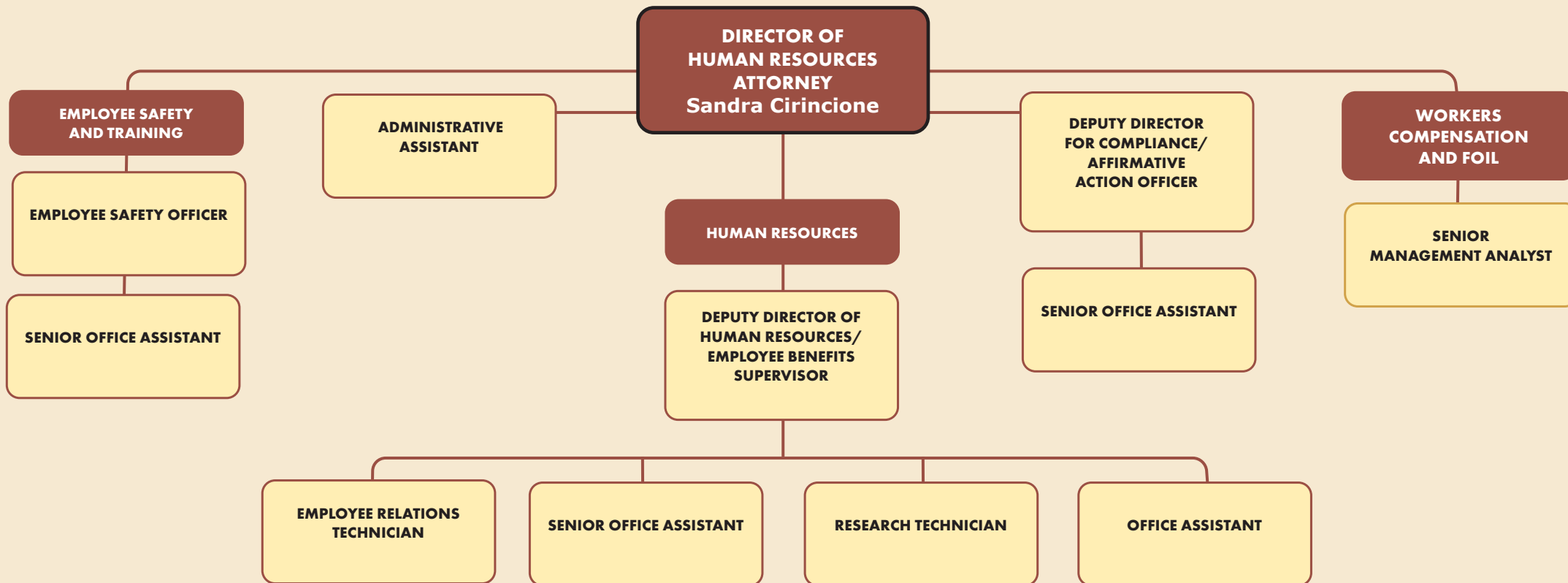


HUMAN RESOURCES

2023 ORGANIZATIONAL CHART

Main Line: 287-5715

Fax: 287-5721



HUMAN RESOURCES - SUMMARY

Department: Human Resources

Budget Year: 2023

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 regarding their Town employment; to ensure employees' awareness of their obligations as Town employees, as well as their rights; and to educate employees regarding advancement opportunities, career growth, and benefits. HR is also concerned with recruiting and retaining a skilled and diverse workforce to meet the Town's needs in providing excellent service to its citizens.

Workload:

Human Resources is responsible for the administration of Town personnel matters, providing information, assistance, and updates to approximately 500 active full time employees, 400 part time/seasonal employees, and 200 retirees. The Department's work includes, but is not limited to, civil service administration, employee processing, employee training, civilian employee timekeeping administration (via the Novatime system), employee counseling and discipline, development of employee policies and procedures, and Town/employee compliance with Federal and State employment-related laws and regulations. The HR Director serves on the Labor-Management Committee (which is concerned with administration of the Town's civilian union contract); serves on and acts as lead investigator of incidents reported to the Town's Workplace Violence Prevention Committee; and, in conjunction with the Town's Affirmative Action Officer, trains employees on anti-harassment and anti-discrimination law and investigates complaints brought pursuant to the Town's Anti-Harassment Policy.

In addition to Human Resources functions, the HR Department also oversees processing of employee workers compensation claims and 207-c claims (in conjunction with Risk Management); oversees Employee Safety (including management of COVID-19 related issues, accident investigation, annual in-service training, and maintenance of the Town's PPE inventory); and processing of non-Police FOIL requests.

The Department of Human Resources is responsible to:

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

Develop and draft policies pertaining to personnel issues and employee benefits for active and retired employees;

Administer 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;

Perform Civil Service processing and reporting including canvassing Civil Service eligible lists; posting and advertising for position openings, when applicable;

Department Summary

Department: Human Resources

Budget Year: 2023
Division: Human Resources Department
Tax District: Full Town

Cost Center #: 1430
Manager: Sandra Cirincione

scheduling interviews; preparing resolutions for appointments; conducting orientation and exit interviews; providing photo ID cards and Novatime profiles for all Town employees;

Prepare, distribute, and collect annual employee performance evaluations;

Prepare bi-annual position and salary report (EEO-4) for the Equal Employment Opportunity Commission;

Respond (in conjunction with the Town Attorney's office and outside Labor counsel) to actions filed against the Town at the Public Employees Relations Bureau (PERB), or at Federal, State, and/or local agencies;

Develop methodologies and initiatives to enhance the diversity of of the Town's work force and improve opportunities for employee development and advancement; develop succession plans and retention strategies;

Enforce the Town's Anti-Harassment and Discrimination Policy and the Town's Workplace Violence Prevention Policy;

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

Conduct annual mandatory training (workplace violence prevention, anti-harassment, safety) and non-mandatory training (diversity and inclusion, active shooter, supervisory/managerial training, drug and alcohol use and abuse awareness training for supervisors); and

Advance the Town's goals with respect to Affirmative Action and Equal Employment Opportunity, which is comprised of

- Investigating discrimination and harassment claims
- Working with employees to educate, mentor, and develop opportunities for advancement for persons in underrepresented classes; and
- Working with supervisors to develop a more diverse workforce, as well as methods to ensure all voices are welcome and represented in discussions regarding the Town's provision of services to its citizens.

NOTES:

Department Summary

Department: Human Resources

Budget Year: 2023
Division: Human Resources Department
Tax District: Full Town

Cost Center #: 1430
Manager: Sandra Cirincione

Goals & Objectives:

1. Continue ongoing scanning and archiving of personnel records; explore paperless technology and document management systems with IT.
2. Hold diversity and inclusion training for all Town staff.
3. Develop and administer alternative work policies and methodologies for monitoring and ensuring performance and productivity.
4. Ensure unbiased, fair, and consistent treatment of all employees, regardless of title, employee class, or any other factor.
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 to explore opportunities to develop and enhance managerial and supervisory skills, and to develop performance management strategies and metrics.
7. Work in conjunction with Department heads to evaluate unit/employee structure, to improve processes, develop efficiencies, and enhance the level of service provided from all Town offices to the Town's citizens and visitors.

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 1/1/23	Alloc. %
Human Resources Department													
Human Resources													
Human Resources - 1430													
Director of Human Resources	ADMINISTRATIVE	142,740	6,987	278	150,005	15,588	8,805	17,467	1,101	42,960	192,965	16.1	100.0
Affirmative Action Officer	ADMINSUPPORT	85,610	1,713	0	87,323	32,664	6,706	10,169	658	50,198	137,520	8.3	100.0
Employee Benefits Supervisor	ADMINSUPPORT	97,869	3,915	2,823	104,607	15,588	8,032	12,180	766	36,566	141,173	19.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 2	67,244	0	0	67,244	1,620	5,165	7,832	516	15,132	82,376	0.6	100.0
Employee Relations Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 6	58,798	0	0	58,798	15,060	4,516	6,848	454	26,877	85,676	5.2	100.0
Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 2	47,805	0	0	47,805	32,664	3,672	5,568	372	42,275	90,080	1.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 8	59,863	0	0	59,863	15,060	4,598	6,972	461	27,091	86,954	1.2	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	23,945	1,916	2,760	28,620	648	2,197	3,331	200	6,376	34,997	16.8	40.0
Office Assistant PT	PART-TIME	16,000	0	0	16,000	0	1,229	0	136	1,365	17,365		100.0
Research Technician	PART-TIME	19,000	0	0	19,000	0	1,459	0	159	1,618	20,618		100.0
Total Human Resources - 1430		618,874	14,531	5,861	639,265	128,892	46,379	70,366	4,823	250,460	889,725		

NOTES:

Town of Southampton

2023 Adopted Budget

Human Resources - 1430

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	935,810	932,942	942,669	931,448	872,628	998,016	989,225	989,225	989,225	57,777	6.20%	1,004,480	1,003,874	1,003,874	1,003,874
	Total Real Property Taxes	935,810	932,942	942,669	931,448	872,628	998,016	989,225	989,225	989,225	57,777	6.20%	1,004,480	1,003,874	1,003,874	1,003,874
Other Revenue:																
2770	Miscellaneous	0	6	0	0	47	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	6	0	0	47	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	935,810	932,948	942,669	931,448	872,674	998,016	989,225	989,225	989,225	57,777	6.20%	1,004,480	1,003,874	1,003,874	1,003,874
Salaries:																
6100	Salaries	541,329	475,621	539,924	528,703	442,517	580,874	583,874	583,874	583,874	(55,170)	(10.44%)	597,792	600,867	600,867	600,867
6103	Accumulated Sick/Personal Days	3,442	3,442	3,511	3,616	3,614	3,101	3,101	3,101	3,101	515	14.24%	3,101	3,101	3,101	3,101
6105	Part Time Salaries	36,598	17,737	37,330	37,330	13,696	38,077	35,000	35,000	35,000	2,330	6.24%	38,077	35,000	35,000	35,000
6110	Longevity	14,389	17,263	18,394	18,394	0	14,531	14,531	14,531	14,531	3,863	21.00%	14,579	14,579	14,579	14,579
6127	Cash in Lieu of Health Benefits	8,432	8,240	8,487	8,382	5,361	5,746	2,760	2,760	2,760	5,622	67.08%	5,746	2,760	2,760	2,760
6150	Human Resources-Wellness Reimbursement	800	0	800	800	0	800	800	800	800	0	0.00%	800	800	800	800
	Total Salaries	604,990	522,302	608,446	597,225	465,187	643,128	640,065	640,065	640,065	(42,840)	(7.17%)	660,094	657,107	657,107	657,107
Employee Benefits - Current:																
6810	Employee Retirement - Active	79,869	77,678	66,113	66,113	56,813	70,363	70,366	70,366	70,366	(4,253)	(6.43%)	72,339	72,350	72,350	72,350
6830	FICA Tax Expenditure	44,528	39,173	44,411	44,411	34,789	46,800	46,379	46,379	46,379	(1,968)	(4.43%)	47,845	47,425	47,425	47,425
6835	MTA Tax	2,063	1,742	2,074	2,074	1,543	2,192	2,182	2,182	2,182	(108)	(5.20%)	2,250	2,240	2,240	2,240
6840	Worker's Compensation	2,658	2,448	2,367	2,367	2,044	2,476	2,476	2,476	2,476	(109)	(4.60%)	2,543	2,543	2,543	2,543
6860	Medical Insurance - Active Employees	102,744	80,860	119,460	119,460	82,959	116,904	116,904	116,904	116,904	2,556	2.14%	116,904	116,904	116,904	116,904
6865	Dental & Optical	10,212	9,338	11,633	11,633	8,500	11,988	11,988	11,988	11,988	(355)	(3.05%)	11,988	11,988	11,988	11,988
6875	Disability	146	38	166	166	26	166	166	166	166	0	0.00%	166	166	166	166
	Total Employee Benefits - Current	242,220	211,277	246,224	246,224	186,674	250,889	250,460	250,460	250,460	(4,236)	(1.72%)	254,035	253,617	253,617	253,617
	Total Employee Costs	847,210	733,578	854,669	843,448	651,862	894,016	890,525	890,525	890,525	(47,076)	(5.58%)	914,130	910,724	910,724	910,724
Contractual:																
6401	Contracts	52,500	46,550	51,500	57,500	56,292	65,500	60,000	60,000	60,000	(2,500)	(4.35%)	66,000	66,000	66,000	66,000
6412	Publications	500	599	500	500	84	500	500	500	500	0	0.00%	400	400	400	400
6416	Travel, Dues and Related	1,200	1,800	1,200	1,200	216	1,200	1,200	1,200	1,200	0	0.00%	500	500	500	500
6425	Office Supplies	500	994	500	750	491	500	700	700	700	50	6.67%	400	700	700	700
6426	Supplies - Other	800	335	1,200	1,200	984	1,200	1,200	1,200	1,200	0	0.00%	500	500	500	500
6444	Mileage Reimbursement	150	0	150	150	0	150	150	150	150	0	0.00%	100	100	100	100
6450	Schools & Training	4,000	450	4,000	3,750	498	4,000	3,000	3,000	3,000	750	20.00%	2,000	3,000	3,000	3,000
6459	Background Investigations	500	0	500	500	0	500	1,000	1,000	1,000	(500)	(100.00%)	500	1,000	1,000	1,000
6466	Telephone - Wireless	450	376	450	450	281	450	450	450	450	0	0.00%	450	450	450	450
6468	Advertising	1,000	3,570	1,000	3,200	2,388	2,500	3,000	3,000	3,000	200	6.25%	2,000	3,000	3,000	3,000
6477	Copier Leases	2,000	2,387	2,000	2,000	1,065	2,500	2,500	2,500	2,500	(500)	(25.00%)	2,500	2,500	2,500	2,500
6490	Consultants	25,000	4,700	25,000	16,800	3,100	25,000	25,000	25,000	25,000	(8,200)	(48.81%)	15,000	15,000	15,000	15,000
	Total Contractual	88,600	61,760	88,000	88,000	65,400	104,000	98,700	98,700	98,700	(10,700)	(12.16%)	90,350	93,150	93,150	93,150
	Total Expenditures	935,810	795,339	942,669	931,448	717,261	998,016	989,225	989,225	989,225	(57,776)	(6.20%)	1,004,480	1,003,874	1,003,874	1,003,874
	Net Surplus (Deficit)	0	137,609	0	0	155,413	0	0	0	0			0	0	0	0

EMPLOYEE SAFETY AND TRAINING - SUMMARY

Department: Employee Safety and Training

Budget Year: 2023

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, as well as providing guidance and support to Town Departments addressing new health and safety challenges (e.g., COVID-19). The Division investigates and processes all non-Police work-related employee injuries, recommends (and provides) in-service/remedial training for employees where appropriate, and evaluates work places/processes and recommends modifications to enhance employee safety where appropriate. The Division maintains the Town's supply of safety and personal protective equipment, distributes same to Town employees. The Division also provides required annual safety training, and monitors and ensures the Town's compliance with NYS Department of Labor, Office of Public Employee Safety and Health (PESH) and Federal DOL Occupational Safety and Health (OSHA) standards and requirements.

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
- 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, responds to PESH inquiries and audits, and ensures Town compliance with PESH/OSHA requirements

Department Summary

Department: Employee Safety and Training

Budget Year: 2023

Division: Human Resources Department

Tax District: Full Town

Cost Center #: 3015

Manager: Sandra Cirincione

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.
7. Finalize and adopt updated Employee Safety Manual.
8. Using experience of 2020 PESH audit of Parks and Recreation Department, evaluate each Department to ensure regulatory compliance (e.g., confirm presence of SDS books, HazCom Program documentation, etc.).

Legal Authority:

Established as part of the 2010 Adopted Budget.

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 1/1/23	Alloc. %
Human Resources Department													
Human Resources													
Employee Safety and Training - 3015													
Safety Officer	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 4	73,143	0	7,456	80,599	32,664	6,188	9,383	585	48,821	129,419	3.2	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	35,918	2,873	4,139	42,931	972	3,295	4,997	301	9,565	52,495	16.8	60.0
Total Employee Safety and Training - 3015		109,060	2,873	11,595	123,529	33,636	9,483	14,380	886	58,385	181,915		

NOTES:

Town of Southampton

2023 Adopted Budget

Employee Safety and Training - 3015

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Preliminary Budget	2023 Adopted Budget	2023 Adopted / 2022 Amended Difference	2023 Adopted / 2022 % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	194,083	194,083	201,862	201,862	189,266	215,915	211,415	211,415	211,415	9,553	4.73%	207,158	206,658	206,658	206,658
	Total Real Property Taxes	194,083	194,083	201,862	201,862	189,266	215,915	211,415	211,415	211,415	9,553	4.73%	207,158	206,658	206,658	206,658
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	114	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	114	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	194,083	194,197	201,862	201,862	189,266	215,915	211,415	211,415	211,415	9,553	4.73%	207,158	206,658	206,658	206,658
Salaries:																
6100	Salaries	99,779	99,781	102,740	102,740	92,137	109,060	109,060	109,060	109,060	(6,320)	(6.15%)	112,814	112,814	112,814	112,814
6103	Accumulated Sick/Personal Days	0	505	516	526	523	557	557	557	557	(31)	(5.89%)	557	557	557	557
6110	Longevity	2,001	2,668	2,721	2,721	0	2,873	2,873	2,873	2,873	(152)	(5.60%)	2,945	2,945	2,945	2,945
6127	Cash in Lieu of Health Benefits	9,637	9,417	9,699	9,689	5,306	11,038	11,038	11,038	11,038	(1,349)	(13.92%)	11,038	11,038	11,038	11,038
	Total Salaries	111,417	112,371	115,676	115,676	97,966	123,529	123,529	123,529	123,529	(7,853)	(6.79%)	127,355	127,355	127,355	127,355
Employee Benefits - Current:																
6810	Employee Retirement - Active	15,674	15,244	13,407	13,407	11,521	14,380	14,380	14,380	14,380	(973)	(7.26%)	14,826	14,826	14,826	14,826
6830	FICA Tax Expenditure	8,559	8,551	8,881	8,881	7,313	9,483	9,483	9,483	9,483	(602)	(6.78%)	9,777	9,777	9,777	9,777
6835	MTA Tax	380	380	395	395	325	421	421	421	421	(27)	(6.78%)	435	435	435	435
6840	Worker's Compensation	459	423	421	421	364	436	436	436	436	(15)	(3.56%)	451	451	451	451
6860	Medical Insurance - Active Employees	27,108	55	27,288	27,288	201	31,044	31,044	31,044	31,044	(3,756)	(13.76%)	31,044	31,044	31,044	31,044
6865	Dental & Optical	2,208	2,429	2,515	2,515	2,242	2,592	2,592	2,592	2,592	(77)	(3.05%)	2,592	2,592	2,592	2,592
6875	Disability	28	0	28	28	0	28	28	28	28	0	0.00%	28	28	28	28
	Total Employee Benefits - Current	54,416	27,081	52,935	52,935	21,965	58,385	58,385	58,385	58,385	(5,450)	(10.30%)	59,153	59,153	59,153	59,153
	Total Employee Costs	165,833	139,453	168,612	168,612	119,931	181,915	181,915	181,915	181,915	(13,303)	(7.89%)	186,508	186,508	186,508	186,508
Contractual:																
6403	Gasoline	250	642	250	750	643	1,000	500	500	500	250	33.33%	1,000	500	500	500
6423	Small Equipment (Non-Capital)	10,000	2,841	10,000	9,800	755	10,000	8,000	8,000	8,000	1,800	18.37%	7,500	7,500	7,500	7,500
6433	Safety Equipment	13,000	13,932	13,000	13,000	11,376	13,000	13,000	13,000	13,000	0	0.00%	12,000	12,000	12,000	12,000
6445	Food	0	0	0	0	0	0	0	0	0	0	0.00%	150	150	150	150
6490	Consultants	5,000	3,014	10,000	9,700	6	10,000	8,000	8,000	8,000	1,700	17.53%	0	0	0	0
	Total Contractual	28,250	20,429	33,250	33,250	12,781	34,000	29,500	29,500	29,500	3,750	11.28%	20,650	20,150	20,150	20,150
	Total Expenditures	194,083	159,882	201,862	201,862	132,712	215,915	211,415	211,415	211,415	(9,553)	(4.73%)	207,158	206,658	206,658	206,658
	Net Surplus (Deficit)	0	34,315	0	0	56,554	0	0	0	0			0	0	0	0