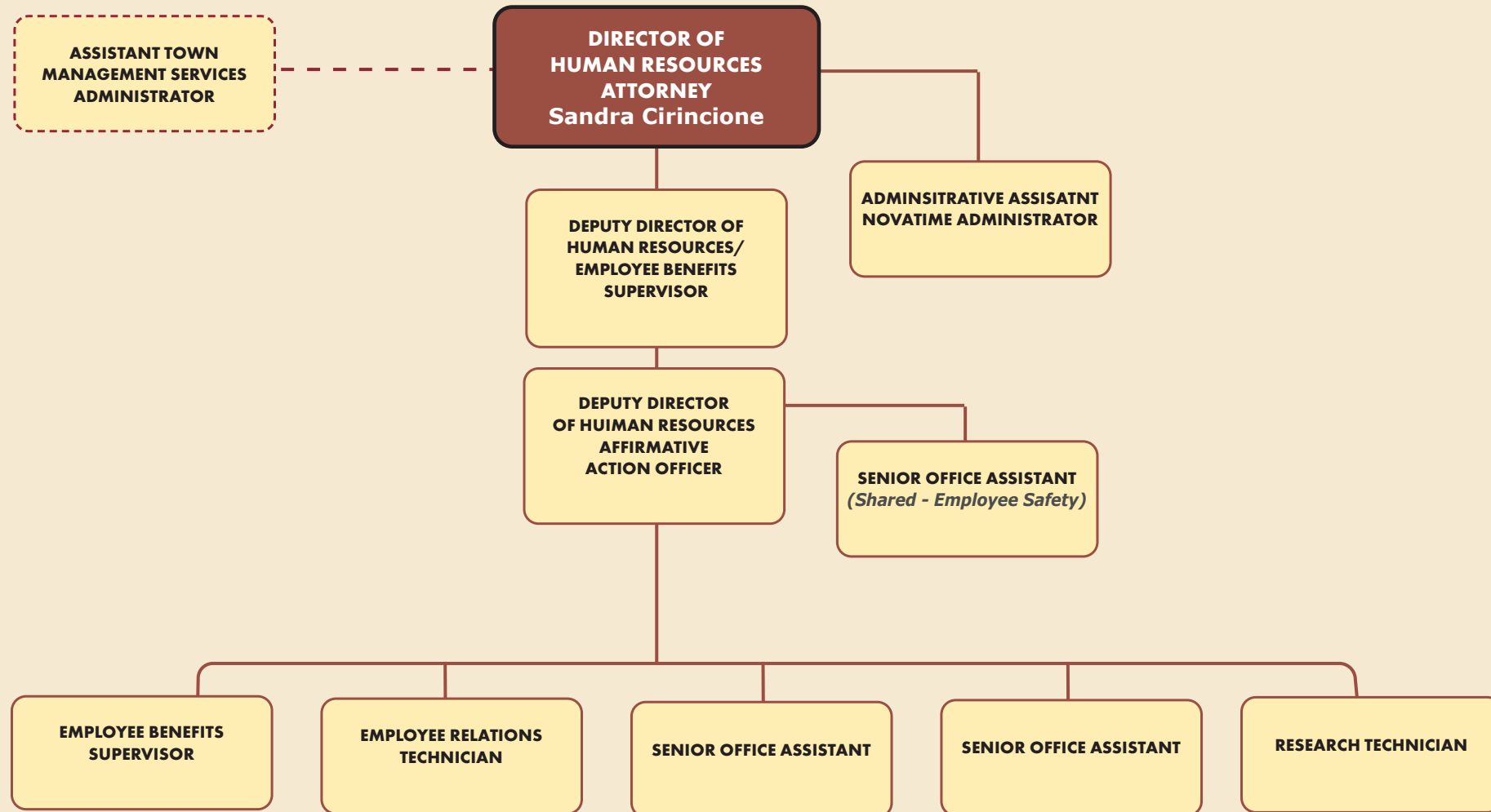


# HUMAN RESOURCES

## 2024 ORGANIZATIONAL CHART

Main Line: 287-5715

Fax: 287-5721



# HUMAN RESOURCES - SUMMARY

Department: Human Resources

**Budget Year:** 2024

**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, along with the department's Deputy Director for Compliance/Affirmative Action Officer, both serve on the Town's Civilian Labor-Management Committee (which is concerned with administration of the Town's civilian union contract) and serve on and act as lead investigators of incidents reported to the Town's Workplace Violence Prevention Committee. 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 liaisons with the General Services division to manage processing of employee workers compensation claims and 207-c claims and to provide guidance to the Employee Safety, which is now under the oversight of General Services. Safety activities coordinated between General Services and HR include management of COVID-19 related issues, accident investigation, annual in-service training, and maintenance of the Town's PPE inventory. Presently, the HR office continues to be responsible for processing non-Police FOIL requests.

The Department of Human Resources:

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

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

Administers employee benefits including: coordinating, maintaining, implementing and ensuring compliance with regulations relating to employee health insurance, dental/vision insurance, disability, FMLA, retirement, workers' compensation, wellness reimbursement, etc.;

Prepares periodic bulletins to employees, administrators and retirees regarding changes in benefit programs;

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

# Department Summary

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*Department: Human Resources*

**Budget Year:** 2024  
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**NOTES:**

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Oversees recruitment and hiring, including Civil Service administration and reporting (including but not limited to canvassing Civil Service eligible lists and processing and reporting all list and provisional appointments); posting and advertising for position openings; scheduling interviews; preparing resolutions for appointments; conducting orientation and exit interviews; providing photo ID cards and Novatime profiles for all Town employees; arranging initial new employee training; etc.;

Prepares, distributes, and collects annual employee performance evaluations;

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

Responds (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;

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

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

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

Conducts 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

Advances 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.

# Department Summary

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*Department: Human Resources*

**Budget Year:** 2024  
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**NOTES:**

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## Goals & Objectives:

1. Continue ongoing scanning and archiving of personnel records; explore paperless technology and document management systems with IT;
2. Work on developing new and additional ways to attract qualified candidates the Town needs to fill critical vacancies;
3. Hold diversity and inclusion training for all Town staff;
4. Ensure unbiased, fair, and consistent treatment of all employees, regardless of title, employee class, or any other factor. Foster an atmosphere of fairness, respect, and sensitivity between and among managers, supervisors, and staff.
5. Research training and development opportunities to enhance managerial and supervisory skills, and to develop performance management strategies and metrics;
6. Conduct on-going monitoring for compliance with Town policies related to remote work, flexible schedules, and timekeeping, to ensure the Town receives the full benefits of its employees' work efforts, and that staff are properly compensated for all hours worked;
7. Conduct on-going monitoring to ensure the Town is fully compliant with federal and state employment-related laws and regulations, e.g., FMLA, FLSA, ADA, Pregnancy Fairness Act, Equal Pay Act, Older Workers Benefits Protection Act, etc.
8. 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.

# 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 1/1/24	Alloc. %
<b>Human Resources Department</b>													
<b>Human Resources</b>													
<b>Human Resources - 1430</b>													
Director of Human Resources	ADMINISTRATIVE	146,309	7,000	5,628	158,937	17,244	8,936	17,873	1,204	45,256	204,193	17.1	100.0
Affirmative Action Officer	ADMINSUPPORT	87,750	1,756	0	89,506	36,756	6,877	10,068	709	54,410	143,916	9.3	100.0
Employee Benefits Supervisor	ADMINSUPPORT	100,316	0	0	100,316	17,244	7,708	11,285	802	37,038	137,354	20.2	100.0
Administrative Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 3	70,156	0	0	70,156	16,560	5,391	7,892	566	30,409	100,565	1.6	100.0
Employee Relations Technician	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 7	61,262	2,450	0	63,712	16,560	4,895	7,166	505	29,125	92,837	6.2	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2	57,233	0	0	57,233	36,756	4,398	6,438	465	48,057	105,290	2.5	100.0
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	56,396	0	0	56,396	36,756	4,333	6,344	458	47,892	104,287	0.5	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	24,638	1,971	3,144	29,752	686	2,284	3,344	217	6,532	36,285	17.8	40.0
Office Assistant PT	PART-TIME	16,000	0	0	16,000	0	1,229	0	143	1,372	17,372		100.0
Research Technician	PART-TIME	19,000	0	0	19,000	0	1,460	0	166	1,626	20,626		100.0
<b>Total Human Resources - 1430</b>		<b>639,058</b>	<b>13,178</b>	<b>8,772</b>	<b>661,008</b>	<b>178,562</b>	<b>47,510</b>	<b>70,411</b>	<b>5,235</b>	<b>301,717</b>	<b>962,725</b>		

**NOTES:**

# Town of Southampton

## 2024 Adopted Budget

### Human Resources - 1430

Account Code	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Amended Budget	2023 Dec YTD Actual	2024 Requested Budget	2024 Tentative Budget	2024 Preliminary Budget	2024 Adopted Budget	2024 Adopted / 2023 Amended Difference	2024 Adopted / 2023 Amended % of Change	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	942,669	931,448	989,225	989,225	989,225	1,044,113	1,061,125	1,061,125	1,061,125	71,900	7.27%	1,061,206	1,078,282	1,078,282	1,078,282
	<b>Total Real Property Taxes</b>	<b>942,669</b>	<b>931,448</b>	<b>989,225</b>	<b>989,225</b>	<b>989,225</b>	<b>1,044,113</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>71,900</b>	<b>7.27%</b>	<b>1,061,206</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>1,078,282</b>
<b>Other Revenue:</b>																
2770	Miscellaneous	0	47	0	0	185	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue</b>	<b>942,669</b>	<b>931,495</b>	<b>989,225</b>	<b>989,225</b>	<b>989,411</b>	<b>1,044,113</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>71,900</b>	<b>7.27%</b>	<b>1,061,206</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>1,078,282</b>
<b>Salaries:</b>																
6100	Salaries	539,924	540,922	583,874	587,980	483,766	604,058	604,058	604,058	604,058	(16,079)	(2.73%)	622,174	622,174	622,174	622,174
6103	Accumulated Sick/Personal Days	3,511	3,614	3,101	5,421	5,420	5,628	5,628	5,628	5,628	(207)	(3.82%)	5,628	5,628	5,628	5,628
6105	Part Time Salaries	37,330	18,354	35,000	27,283	14,499	35,000	35,000	35,000	35,000	(7,717)	(28.29%)	35,000	35,000	35,000	35,000
6110	Longevity	18,394	14,245	14,531	14,531	12,627	13,178	13,178	13,178	13,178	1,353	9.31%	13,302	13,302	13,302	13,302
6127	Cash in Lieu of Health Benefits	8,487	7,240	2,760	2,760	0	2,760	3,144	3,144	3,144	(384)	(13.92%)	2,760	3,144	3,144	3,144
6150	Human Resources-Wellness Reimbursement	800	0	800	800	0	800	800	800	800	0	(0.01%)	800	800	800	800
	<b>Total Salaries</b>	<b>608,446</b>	<b>584,374</b>	<b>640,065</b>	<b>638,774</b>	<b>516,312</b>	<b>661,424</b>	<b>661,808</b>	<b>661,808</b>	<b>661,808</b>	<b>(23,034)</b>	<b>(3.61%)</b>	<b>679,663</b>	<b>680,047</b>	<b>680,047</b>	<b>680,047</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	66,113	66,357	70,366	71,115	57,789	68,456	70,411	70,411	70,411	704	0.99%	70,452	72,462	72,462	72,462
6830	FICA Tax Expenditure	44,411	43,713	46,379	46,873	38,350	47,465	47,510	47,510	47,510	(637)	(1.36%)	48,638	48,683	48,683	48,683
6835	MTA Tax	2,074	1,939	2,182	2,204	1,581	2,255	2,257	2,257	2,257	(53)	(2.41%)	2,317	2,319	2,319	2,319
6840	Worker's Compensation	2,367	2,416	2,476	2,502	2,298	2,556	2,812	2,812	2,812	(310)	(12.41%)	2,629	2,892	2,892	2,892
6860	Medical Insurance - Active Employees	119,460	103,562	116,904	116,904	118,374	147,948	165,864	165,864	165,864	(48,960)	(41.88%)	147,948	165,864	165,864	165,864
6865	Dental & Optical	11,633	10,670	11,988	11,988	9,313	16,243	12,698	12,698	12,698	(710)	(5.93%)	16,243	12,698	12,698	12,698
6875	Disability	166	29	166	166	31	166	166	166	166	0	0.00%	166	166	166	166
	<b>Total Employee Benefits - Current</b>	<b>246,224</b>	<b>228,688</b>	<b>250,460</b>	<b>251,751</b>	<b>227,736</b>	<b>285,089</b>	<b>301,717</b>	<b>301,717</b>	<b>301,717</b>	<b>(49,966)</b>	<b>(19.85%)</b>	<b>288,393</b>	<b>305,085</b>	<b>305,085</b>	<b>305,085</b>
	<b>Total Employee Costs</b>	<b>854,669</b>	<b>813,062</b>	<b>890,525</b>	<b>890,525</b>	<b>744,048</b>	<b>946,513</b>	<b>963,525</b>	<b>963,525</b>	<b>963,525</b>	<b>(73,000)</b>	<b>(8.20%)</b>	<b>968,056</b>	<b>985,132</b>	<b>985,132</b>	<b>985,132</b>
<b>Contractual:</b>																
6401	Contracts	51,500	57,262	60,000	60,000	54,746	60,000	60,000	60,000	60,000	0	0.00%	66,000	66,000	66,000	66,000
6411	Printing and Stationery	0	0	0	2,200	138	0	0	0	0	2,200	100.00%	0	0	0	0
6412	Publications	500	200	500	500	96	400	400	400	400	100	19.96%	400	400	400	400
6416	Travel, Dues and Related	1,200	806	1,200	1,800	1,760	1,800	1,800	1,800	1,800	0	0.00%	500	500	500	500
6425	Office Supplies	500	738	700	700	269	700	700	700	700	0	0.00%	700	700	700	700
6426	Supplies - Other	1,200	1,191	1,200	1,200	480	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	583	3,000	2,400	1,655	2,400	2,400	2,400	2,400	0	0.00%	3,000	3,000	3,000	3,000
6459	Background Investigations	500	0	1,000	1,000	0	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6466	Telephone - Wireless	450	375	450	450	250	450	450	450	450	0	0.00%	450	450	450	450
6468	Advertising	1,000	2,534	3,000	3,000	399	3,000	3,000	3,000	3,000	0	0.00%	3,000	3,000	3,000	3,000
6477	Copier Leases	2,000	1,142	2,500	300	284	1,500	1,500	1,500	1,500	(1,200)	(400.00%)	2,500	2,500	2,500	2,500

**Town of Southampton**  
**2024 Adopted Budget**  
**Human Resources - 1430**

Account Code	Description	2022	2022	2023	2023	2023	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	
		Adopted Budget	Actual	Adopted Budget	Amended Budget	Dec YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Adopted / 2023 Amended Difference	Adopted / 2023 % of Change
6490	Consultants	25,000	6,000	25,000	25,000	188	25,000	25,000	25,000	25,000	0	0.00%	15,000	15,000	15,000	15,000	0	0.00%	15,000	15,000	15,000	15,000	0	0.00%
	<b>Total Contractual</b>	88,000	70,832	98,700	98,700	60,264	97,600	97,600	97,600	97,600	1,100	1.11%	93,150	93,150	93,150	93,150	1,100	1.11%	93,150	93,150	93,150	93,150	1,100	1.11%
	<b>Total Expenditures</b>	<b>942,669</b>	<b>883,894</b>	<b>989,225</b>	<b>989,225</b>	<b>804,312</b>	<b>1,044,113</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>1,061,125</b>	<b>(71,901)</b>	<b>(7.27%)</b>	<b>1,061,206</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>(71,901)</b>	<b>(7.27%)</b>	<b>1,061,206</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>1,078,282</b>	<b>(71,901)</b>	<b>(7.27%)</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>47,601</b>	<b>0</b>	<b>0</b>	<b>185,099</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		