AGENDA

PERSONNEL COMMITTEE

JANUARY 30, 2019

PREVIOUS BUSINESS:

APPROVING PREVIOUS MEETING MINUTES

1. RESOLUTION NO. 231: REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

2. RESOLUTION NO. 283: PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

3. RESOLUTION NO. 497: ADOPTING A POLICY REGARDING THE LEGISLATIVE SUMMER INTERNSHIP PROGRAM

4. RESOLUTION NO. 499: AMENDING THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES REGARDING LONGEVITY PAY FOR ELECTED OFFICIALS

CURRENT BUSINESS:

5. AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF REGISTERED NURSE (RN)

6. AUTHORIZING THE PUBLIC DEFENDER'S OFFICE TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF ASSISTANT ALBANY COUNTY PUBLIC DEFENDER
Honorable Andrew Joyce and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Personnel Committee of the Albany County Legislature met on November 28, 2018. Chairperson Grimm, Mss. Lekakis, McKnight, McLean Lane, Messrs. R. Joyce, O'Brien, Touchette, Stevens and Ward were present. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. Resolution No. 231: Requiring the Department of Human Resources to Initiate a Pay Equity study for all employees of Albany County to ensure Equity among Gender, Race and Ethnicity: Tabled at Request of Sponsor.

2. Resolution No. 283: Promoting Albany County Employment And Promoting A Diverse Workforce By Requiring Department Of Civil Service To Conduct Outreach And Training About Available Civil Service Job Opportunities: Tabled At Request of Sponsor.

3. Resolution No. 495: Amending and Updating the Affirmative Action Policy for the County of Albany In Order To Strengthen the County’s Commitment to Eliminating Discrimination in the Workplace. Ms. McKnight addressed the committee on the proposal. Ms. McKnight indicated that over the past twenty years many changes have taken place and that the Affirmative Action Policy should be updated in order to better reflect the needs of the County and its workforce. After a brief discussion, the committee voted unanimously to move the proposal forward with a favorable recommendation.


Respectfully Submitted,
THE PERSONNEL COMMITTEE

MARK E. GRIMM, Chairperson
SEAN E. WARD
RICHARD N. TOUCHETTE
RAYMOND F. JOYCE
ALISON MCLEAN LANE

LUCILLE M. McKNIGHT
LYNNE LEKAKIS
JOSEPH E. O’BRIEN
TRAVIS D. STEVENS
RESOLUTION NO. 231

REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

Introduced: 5/14/18
By Messrs. Fein, A. Joyce, Ms. Cunningham, Messrs. Higgins and Signoracci:

WHEREAS, The Albany County Legislature unanimously passed Local Law P for 2016 on October 10, 2017, a Local Law aimed at closing the wage gap between women and men, and

WHEREAS, In passing Local Law P for 2016, the Albany County Legislature recognized the importance of all people being paid to their ability, regardless of gender, race, or ethnicity, and

WHEREAS, The Albany County Legislature strongly believes that all people should be treated equally regardless of gender, race, ethnicity, national origin, religion, sexual orientation, and

WHEREAS, The Albany County Legislature believes in leading by example and ensuring that we are paying our employees in an equitable manner, now, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Human Resources is requested to conduct a study or seek proposals from outside agencies to analyze the salaries of all employees of Albany County and determine whether each employee is being paid equitably in relation to employees of other genders, races, and ethnicities, and, be it further

RESOLVED, That at the conclusion of the study, a final report shall be presented to the Albany County Legislature that includes suggestions on specific recommended salary adjustments that the Albany County Legislature shall consider enacting through resolution, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee – 5/14/18
RESOLUTION NO. 283

PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

Introduced: 6/11/18
By Mr. Fein:

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to attract the most qualified candidates for employment with the County and to have a diverse and highly skilled workforce, and

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to promote opportunities with the County to a geographically, racially, and culturally diverse groups of potential applicants, and

WHEREAS, According to the 2010 census, 21.8% of the population of Albany County is nonwhite and according to the 3rd Quarter 2017 Albany County EEO Report, 18.31% of the employees of Albany County are nonwhite, and

WHEREAS, Employment with local and state government have traditionally been a path to the middle class for many families, and

WHEREAS, The Albany County Legislature recognizes that County has made progress in diversifying its workforce and expanding opportunities to traditionally underrepresented groups, as 33.06% of new hires in the 3rd Quarter 2017 were nonwhite and 32.20% of new hires in the 2nd Quarter 2017 were nonwhite, and

WHEREAS, The Albany County Legislature recognizes that the County should strive to improve upon past progress and ensure that it is actively recruiting individuals that have traditionally been underrepresented in the government workforce, and

WHEREAS, The Albany County Legislature believes that it would benefit the County to implement a focused recruitment effort to all communities, and especially to communities that have been traditionally underrepresented in the County workforce, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required hold a minimum of five (5) employment opportunity outreach
events each year, of which three must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to invite and coordinate with the Department of Human Resources, Division of Affirmative Action, and other County Departments when holding employment opportunity outreach events, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to host a minimum of three (3) free civil service training courses each year, of which two (2) must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with educational institutions and organizations to assist with implementing the civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with the New York State Department of Civil Service and human resources and civil service departments in municipalities within the County when planning civil service employment opportunity outreach events and civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to advertise and conduct outreach for all employment opportunity outreach events and civil service training courses on the Albany County website, on social media, and by notifying all County Legislators by email about the events and courses more than ten (10) days in advance of the outreach events and training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to create a mechanism on the Albany County website for organizations and individuals to sign up for its distribution list where it sends information on employment opportunities and civil service test announcements, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Referred to Personnel Committee – 6/11/18*
RESOLUTION NO. 497

ADOPTING A POLICY REGARDING THE LEGISLATIVE SUMMER INTERNSHIP PROGRAM

Introduced: 10/9/18
By Mr. Ethier:

WHEREAS, The Albany County Legislature has established a legislative summer internship program for the County of Albany in order to provide opportunities for individuals interested in the various operations of local government, and

WHEREAS, Individuals selected for the summer internship program are placed, in cooperation with the County Executive’s Office, the District Attorney’s Office, the Comptroller’s Office, and the Clerk’s Office among others, in such offices and departments that best suit their interested and skills, and

WHEREAS, In order to ensure that individuals representing communities in all of the legislative districts are fairly and equally represented, a policy is warranted detailing how the selection of such individuals for this program shall be selected, now, therefore, be it

RESOLVED, By the Albany County Legislature that when determining the number of internships available, that a minimum of at least one position up to a maximum not to exceed two positions shall be allotted for qualifying applicant(s) from each of the Legislative districts, and, be it further

RESOLVED, That in the event that there are fewer than two qualifying applications from interested individuals living in a legislative district, the Legislator representing such district may direct that such unfilled positions be designated to another district of their choosing, and, be it further,

RESOLVED, That no such transfer of allotted internship position(s) shall prohibit the placement of a qualified applicant from that legislative district if such applicant becomes known and if there are otherwise excess vacant slots available, and be it further,

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee - 10/9/18
RESOLUTION NO. 499

Amending the Rules and Regulations for Albany County Employees Regarding Longevity Pay for Elected Officials

Introduced: 10/9/18
By: Grimm, Mauriello, and Burgdorf

WHEREAS, This Honorable Body has previously adopted employee rules and regulations which are applicable to all non-union employees of Albany County, and

WHEREAS, Article 9 of the State Constitution vests this Honorable Body with the power to determine the compensation of the county's officers and employees, and

WHEREAS, Elected officials have confidence placed in them by the public to perform their duties within a fixed term and under a fixed salary, and

WHEREAS, Current budget practices make determining the level of longevity pay for individuals severely difficult due to the grouping of such payments into a singular budgetary line within a department thus hindering the public's ability to determine their duly elected officials full compensation, and

WHEREAS, It is in the best interests of full transparency, accountability, and fairness to eliminate longevity pay for elected officials so that their compensation truly is what is set by budget or law, and is what is presented to the public, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Employee Rules and Regulations is amended to reflect an amendment to Article IV Section H to preclude future elected officials from receiving longevity pay in addition to their regular salary, and, be it further

RESOLVED, That the Commissioner of the Department of Human Resources is authorized and directed to implement this policy as soon as permissible, and, be it further

RESOLVED, That pursuant to New York State County Law Section 201, this resolution shall not take effect until the conclusion of the current term of office for each affected elected official as nothing in this resolution shall be construed to allow the diminishing of any elected official's salary during his or her term of office, and, be it further

RESOLVED, That this resolution shall not apply to individuals currently in office, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee - 10/9/18
January 15, 2019

Hon. Andrew Joyce, Chairman
Legislative Clerk’s Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval to waive the residency requirement in order to hire two registered nurses.

The Albany County Department of Social Services currently has two open RN positions which have remained open for several months due to our inability to secure any RN candidates who are residents within Albany County. DSS has worked with Human Resources to post the RN position openings both internally and externally and we have shared the job postings with our contracted home care provider agencies, as well as other RN entities to encourage applicants for these positions.

These open positions are a critical need in our Adult Services Department to conduct the required Medicaid personal care assessments and ensure we are complying with the timelines set forth Title 18 Article Part 505.14 Personal Care Services to have an R.N. conduct new assessments and annual reassessments within 30 days of receiving MD orders.

Due to our unsuccessful attempts to secure applicants for these RN positions we are requesting a one year waiver to seek potential applicants outside of Albany County so we can get into compliance with regulatory requirements we need to comply with.

Sincerely,

Michele McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Request a residency requirement waiver so DSS can recruit and hire RNs outside of Albany County

Date: 11/29/2018
Submitted By: Joe DeAngelis
Department: Social Services
Title: Contract Administrator
Phone: 518-447-7583
Department Rep. Commissioner Michele McClave
Attending Meeting: Commissioner Michele McClave

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Request a residency requirement waiver so DSS can recruit and hire RNs outside of Albany County.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
Justification: (state briefly why legislative action is requested)
The Albany County Department of Social Services currently has two open RN positions which have remained open for several months due to our inability to secure any RN candidates who are residents within Albany County. These open positions are a critical need in our Adult Services Department to conduct the required Medicaid personal care assessments and ensure we are complying with the timelines set forth Title 18 Article Part 505.14 Personal Care Services to have an R.N. conduct new assessments and annual reassessments within 30 days of receiving MD orders. The regulation does require the nurse conducting these personal care assessments have a license and current registration to practice as a registered professional nurse in New York State; and have at least two years of satisfactory recent experience in home health care.

Albany County DSS has worked with Human Resources to post the RN position openings both internally and externally and we have shared the job postings with our contracted home care provider agencies, as well as other RN entities to encourage applicants for these positions. Due to our unsuccessful attempts to secure applicants for these RN positions we are requesting a one year waiver to seek potential applicants outside of Albany County so we can get into compliance with regulatory requirements we need to comply with.

The budget lines associated with this request are 6010.2128.001 and 6010.2128.004.
File #: TMP-0470, Version: 1

☐ Personnel Non-Individual
☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☒ Other: (state if not listed) Request a residency requirement waiver so DSS can recruit and hire RNs outside of Albany County.

Contract Terms/Conditions:

Party (Name/address): Click or tap here to enter text.

Additional Parties (Names/addresses): Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☐
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☒ No ☐
REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:
- Assesses patient nursing care needs and prepares and carries out a nursing care plan;
- As assigned, provides professional nursing services in a TB health clinic and follows up on treatment and examination of potential patients and their families;
- Supervises sub-professional nursing personnel;
- Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
- Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
- Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
- Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
- Performs related services for patients in the prevention of illness and the attainment of maximum health;
- Makes contact with appropriate social services or health agencies as necessary to assure patient needed service or follow-up care;
- Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;
- Working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene;
- Skill in the application of nursing techniques and practices;
- Ability to understand and follow technical oral and written instructions;
- Ability to keep records and makes reports;
- Ability to get along well with patients, physicians and others;
- Ability to carry out successfully the therapeutic measures prescribed;
- Ability to plan and supervise the work of sub-professional and non-technical personnel;
- Good observation, mental alertness; firmness; initiative; cheerfulness; patience;
- Emotional stability; sympathetic attitude toward the sick; good moral character;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT:
Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

Juris. Class: Non-Competitive (All Civil Divisions)
ACCS Adopted: 05/01
Revised: 10/99
January 16, 2019

Hon. Andrew Joyce
Chairman, Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

RE: Request for Legislative Action

Dear Chairman Joyce:

The Public Defender’s Office is respectfully requesting a partial waiver of the Albany County residency requirement for new employees. We request that the current policy be amended as it pertains to “Assistant Albany County Public Defender” positions in order to allow for a time period of up to 1 year for new employees to obtain residency within Albany County. The Public Defender’s Office has found the current policy of requiring applicants to reside within the County to be severely limiting and it has restricted our ability to hire qualified candidates for these attorney positions.

The Public Defender’s Office has had ongoing difficulty in hiring and retaining qualified attorneys. While we can more often find and hire attorneys for entry-level positions because of the proximity of Albany Law School, it has been increasingly difficult to find and hire attorneys with criminal practice experience, especially attorneys with felony trial experience.

As the result of an Office of Indigent Legal Services (ILS) survey, and based on a review of hard data from our office from 2016 reports, ILS has recommended that, in order to allow for legally effective representation of our clients, Albany County hire a total of over three dozen new attorneys by 2023, and will be financially supporting these new positions. Most, if not all other counties in New York State have received similar, proportionate recommendations. The
result of this substantial change and increased demand for new attorneys will create significant State-wide competition for attorneys at all levels.

While Albany County has a large number of admitted attorneys, many have no interest in criminal defense or public defender employment. With all New York State counties competing for attorneys out of the same small pool, Albany County can only be successful if it can compete on a state and nation-wide basis.

In both the May and July 2018 meetings of the New York State Chief Defenders (a part of the New York State Defenders Association), these issues of residency and increased attorney demand were discussed. Many counties do have residency requirements, but Albany appears to be the only county that doesn’t allow for a reasonable period of time of 6 months to a year for the new hire to relocate into the county. Albany County’s current policy requiring that all new employees be County residents as of the date of hire appears to be the most restrictive residency requirement in New York State. The Public Defender’s Office has placed ads with Albany Law School, Albany County Bar Association, the New York State Defender’s Association, and Monster.com via the Times Union, all without a single hire. The vast majority of the interest and resumes we have received as a result of these advertisements are from individuals who do not currently live in Albany County, and in many cases do not even live in New York State. The strong recommendation from the “Chief Defenders” was that to effectively compete for attorneys in the current and foreseeable market, all counties should, among other things, modify restrictive residency requirements.

Mr. William J. Leahy, Director of the New York State Office of Indigent Legal Services, and members of his office have met with me and with representatives of the Albany County Executive’s Office on multiple occasions to discuss the phasing-in of the Statewide Implementation funding and reimbursements for the Public Defender, Alternate Public Defender, and Assigned Counsel (County Law 18b) Offices. Mr. Leahy has strongly indicated that the County’s current residency requirement, as it relates to criminal defense attorneys, will be significantly restrictive to our growth and improvement during the next five years.

The Public Defender’s office requests that a partial waiver of the current residency requirement be approved for an initial period of one year, and that it be reviewed annually by the Legislature. We will continue to give priority to qualified Albany County residents.

Thank you for your review and consideration.
Respectfully Submitted;

Stephen W. Herrick
Public Defender

SWH/jepc

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services): Request for Partial Waiver of Albany County Residency Requirement for New Employees

Date: 1/14/19
Submitted By: Jane Pearson Curtis
Department: Public Defender
Title: Office Manager
Phone: 518-447-7373
Department Rep.: Stephen W. Herrick
Attending Meeting:

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☒ Other: (state if not listed) Request for Partial Residency Waiver

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
Concerning Contract Authorizations

Type of Contract:
- [ ] Change Order/Contract Amendment
- [ ] Purchase (Equipment/Supplies)
- [ ] Lease (Equipment/Supplies)
- [ ] Requirements
- [ ] Professional Services
- [ ] Education/Training
- [ ] Grant
  - Choose an item.
  - Submission Date Deadline Click or tap to enter a date.
- [ ] Settlement of a Claim
- [ ] Release of Liability
- [ ] Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
  Click or tap here to enter text.

Additional Parties (Names/addresses):
  Click or tap here to enter text.

Amount/Raise Schedule/Fee:
  Click or tap here to enter text.

Scope of Services:
  Click or tap here to enter text.

Bond Res. No.:
  Click or tap here to enter text.

Date of Adoption:
  Click or tap here to enter text.

Concerning All Requests

Mandated Program/Service:
  Yes [ ] No [x]

If Mandated Cite Authority:
  Click or tap here to enter text.

Is there a Fiscal Impact:
  Yes [ ] No [x]

Anticipated in Current Budget:
  Yes [ ] No [ ]

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
The Public Defender’s Office is seeking a partial waiver of the residency requirement for new Assistant Public Defenders. As the result of new requirements by the New York State Office of Indigent Legal Services, most Public Defender’s offices in the state will be greatly increasing their attorney staff over the next five years. The Albany County Public Defender’s office is expected to hire over three dozen new attorney positions by 2023. As a result, competition for high quality criminal defense attorneys has increased greatly and Albany County’s current residency policy for new hires puts our office at a significant disadvantage when it comes to hiring new and qualified staff.
In April of 2017 our office posted the following ads with the Albany Law School, the Albany County Bar Association, and the New York State Defender’s Association:

The Albany County Public Defender’s office seeks to fill two positions:

- **Entry Level Assistant Public Defender** - Position primarily entails representation of indigent defendants in local criminal courts. Room for additional responsibilities and advancement. Minimum qualifications: Licensed to practice law in New York State and admitted to the New York State Bar. Must be resident of Albany County. Starting Salary: $56,610 plus excellent health benefits, NYS retirement system, eligible for student loan forgiveness program.

- **Felony Level Assistant Public Defender** – Position primarily entails representation of indigent defendants with felony charges in local and superior courts. Minimum qualifications: Licensed to practice law in New York State and admitted to the New York State Bar. Must be resident of Albany County. Substantial prior criminal law experience preferred. Starting Salary: $70,000 plus excellent health benefits, NYS retirement system, eligible for student loan forgiveness program.

All three organizations have attorney-specific job listings on their websites. The Bar Association included a print version in their newsletter as well. Throughout April and May of 2017, we received 22 resumes from these solicitations. Of those 22, 15 were from individuals who were not residents of Albany County. Of those 15, 8 did not even live in New York State.

In July of 2018 our office again posted the above ads (with updated salaries) with the same organizations. To date, we have received 6 resumes, 2 of which do not live in Albany County. We have interviewed the other 4 individuals and have not yet found a suitable candidate.

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**Jane E. Pearson Curtis**  
Legal Secretary & Office Manager  
County of Albany  
Public Defender’s Office  
60 South Pearl Street-4th Floor  
Albany, New York 12207  
518.447.7373 - phone  
518.447.5533 - fax  
Jane.PearsonCurtis@albanycountyny.gov

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ASSISTANT PUBLIC DEFENDER

Albany County Public Defender Office is seeking candidates for the position of Assistant Public Defender. The positions are entry level as well as experience felony level Assistant Public Defenders. Both are full time positions. This is professional work in providing advice and consultative direction in the preparation of documents and legal proceedings for the defendants in a criminal court proceeding. The Assistant Public Defender works under general supervision seeking administrative direction on issues of a complex nature.

TYPICAL WORK ACTIVITIES:
- Provides legal representation for qualified individuals accused of criminal behavior in Albany County;
- Handles Arraignments, Motions, Hearings and Trials in Justice Court and County Courts;
- Conferences with Attorneys and Judges;
- Conferences with clients before and during court involvement;

MINIMUM QUALIFICATIONS:
Graduation from a law school of recognized standing.
Successful candidates must be a resident of Albany County on the date of hire.

SPECIAL REQUIREMENTS:
Possession of a license to practice law in NYS.

Albany County is an Equal Opportunity Employer. For more information or an Albany County Civil Service Application go to:
www.albanycounty.com/Government/Departments/DepartmentofCivilService.aspx

Send resumes or an Albany County Civil Service Application to:
Public Defender's Office
60 South Pearl Street #4
Albany, New York 12207
Or via e-mail to Jane.PearsonCurtis@albanycountyny.gov