



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 8, 2026

Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

RE: Division of Purchase Personnel Change

Dear Honorable Members:

Enclosed please find an accompanying memorandum and proposed resolution from the Division of Purchase pertaining to reorganization and title change of an existing position.

Should your Honorable Body require further information, I encourage you to contact Vallie Ferraraccio, Director of Purchase. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:CK
Enclosure

cc: Vallie Ferraraccio, Division of Purchase

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Division of Purchase
Re: Division of Purchase Personnel Change
Date: May 8, 2026

SUMMARY

The Division of Purchase is requesting authorization for a personnel adjustment that would eliminate a FT Account Clerk position, Job Group 4, Step A to create a FT Contract Control Clerk, JG 5, Step 5 position. The funding for this position would come from vacancy savings realized from the Account Clerk position.

FISCAL IMPLICATIONS

There are no fiscal implications for making this personnel adjustment for the remainder of the current year.

Annualized Salary

Contract Control Clerk (JG 5, Step 5, CSEA)	\$53,993
Account Clerk (JG 4, Step A, CSEA)	<u>(\$52,256)</u>
Net Increase	\$ 1,737

<u>Pro-Rated for Balance of Year (Effective May 30th):</u>	\$ 31,150
<u>Funding Source:</u> General Fund 110 (includes vacancy savings)	<u>(\$ 33,163)</u>
Net Savings	\$ (2,013)

REASONS FOR RECOMMENDATION

The proposed reorganization better represents the needs and realignment needed now and for the foreseeable future.

The proposed Contract Control Clerk position ensures that the key functions of the Division are met in a manner that realizes maximum efficiency along with the succession of this position's possible transition into a buyer's position when one becomes available due to future retirements. This possibility will keep the knowledgeable seasoned employee within this Division.

BACKGROUND INFORMATION

The Division's senior management evaluated the clerical functions of the current Account Clerk position considering recent personnel retirement and found the need for closer collaboration with and assistance to the buyer team.

The proposed changes presented in the enclosed resolution represent the next step in this reorganization. Changes are warranted to better support the Division's need for compliance and efficiency and also succession planning efforts.

The Contract Control Clerk position will perform support activities for the buying team, such as

creating department requisitions, assisting in formal and informal bids, requesting documentation from vendors for contract completeness, maintaining accurate records and files and ensure compliance with the Division's policy, laws and guidelines. The existing Account Clerk documented job duties do not include these functions. The Contract Control Clerk job duties include these and the duties performed by the Account Clerk.

CONSEQUENCES OF NEGATIVE ACTION

The Division will not realize the expected operational efficiencies.

STEPS FOLLOWING APPROVAL

Required changes will be coordinated with the Personnel Department. Position additions and deletions, title change, and job posting will be implemented according to Erie County policies and procedures and prevailing collective bargaining agreements.

A RESOLUTION SUBMITTED BY:
DIVISION OF PURCHASE

RE: Division of Purchase Personnel Change

WHEREAS, the Erie County Division of Purchase has concluded that reorganization of staffing and title change of existing position is necessary and beneficial for the effectiveness of the important public services provided; and

WHEREAS, the Division of Purchase has determined that the reorganization will improve the efficiency of its operations in a cost-effective manner.

NOW, THEREFORE BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of one FT Account Clerk position, JG 4, Step A, and creation of one FT Contract Control Clerk, JG 5, Step 5 (B100 # 15854), effective May 30, 2026, and be it further

RESOLVED, that sufficient funding exists within the General Fund 110, Cost Center 10610 to cover the costs of this position conversion; and be it further

RESOLVED, that authorization is hereby provided to the Division of Budget and Management, Department of Personnel, and Division of Purchase to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the Erie County Executive's Office, Division of Purchase, Department of Personnel, and Division of Budget and Management.