



05-11-2026 11:15

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 11, 2026

Erie County Legislature
95 Franklin Street – 4th Floor
Buffalo, New York 14202

RE: Department of Health Lab Personnel Adjustment

Dear Honorable Members:

Enclosed, please find a memorandum and proposed resolution from the Department of Health to convert the Laboratory Information Management System Coordinator from Regular Part Time (RPT) budgeted at 39 hours per week to Full Time (FT) at 40 hours per week. This will improve our ability to recruit for this important position, especially promotion from within Erie County.

Should your Honorable Body require further information, I encourage you to contact Gale Burstein, Commissioner of Health. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/et
Enclosure

cc: Gale Burstein, Commissioner of Health

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Health
Re: Department of Health Lab Personnel Adjustment
Date: May 11, 2026

SUMMARY

The Department of Health is requesting authorization to convert the Laboratory Information Management System Coordinator from Regular Part Time (RPT) budgeted at 39 hours per week to Full Time (FT) at 40 hours per week.

FISCAL IMPLICATIONS

The cost is negligible to increase hours worked by 1 hour per week.

Annualized Salary

Laboratory Info Management System Coordinator (JG 9, Step 5, CSEA)	\$72,357
Laboratory Info Management System Coordinator RPT (JG 9, Step 5), CSEA	<u>(\$70,548)</u>
Net Increase	\$1,809

Pro-Rated for Balance of Year (Effective May 30):

<u>Funding Source:</u> General Fund 110	\$44,527
Net	<u>(\$43,414)</u>
	\$1,113

REASONS FOR RECOMMENDATION/BACKGROUND

INFORMATION

The Department of Health is requesting authorization for a personnel change to improve our ability to recruit for an important lab position and encourage promotion from within Erie County. The Public Health Laboratory is seeking to convert the Laboratory Information Management System Coordinator from Regular Part Time (RPT) budgeted at 39 hours per week to Full Time (FT) at 40 hours per week.

CONSEQUENCES OF NEGATIVE ACTION

The Laboratory Information Management System Coordinator would remain Regular Part Time (RPT) budgeted at 39 hours per week. The Department of Health will have a more difficult time recruiting candidates, including internal Erie County candidates, when hiring for this position.

STEPS FOLLOWING APPROVAL

The Department of Health will work with Personnel and Budget and Management to effectuate these changes.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF HEALTH

RE: Department of Health Lab Personnel Adjustment

WHEREAS, the Department of Health has identified a need for a personnel adjustment to convert the Laboratory Information Management System Coordinator from Regular Part Time (RPT) budgeted at 39 hours per week to Full Time (FT) at 40 hours per week; and

WHEREAS, the change in title from Regular Part Time (RPT) budgeted at 39 hours per week to Full Time (FT) at 40 hours per week would be a net increase of \$1,809.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the conversion of one (1) Regular Part Time (RPT) Laboratory Information Management System Coordinator, Job Group 9 to (1) full-time Laboratory Information Management System Coordinator, Job Group 9 within the Health Division Public Health Laboratory (Funds Center 1273010) (B100 # 15892) effective May 30, 2026; and be it further

RESOLVED, that authorization is hereby given to the Division of Budget and Management 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, Department of Health, Department of Personnel, and Division of Budget and Management.