

RESOLUTION UPDATING CIVIL SERVICE JOB TITLE FOR EMPLOYEES KELLY GEIGER, MEGGIE LOUNSBERRY, AND ASHLEY WORKMAN

RESOLUTION 25 -

RESOLUTION UPDATING CIVIL SERVICE JOB TITLE FOR EMPLOYEES KELLY GEIGER, MEGGIE LOUNSBERRY, AND ASHLEY WORKMAN

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, Kelly Geiger, Planning & Codes Department, Meggie Lounsberry, Parks and Recreation Department and Ashley Workman, Town Clerk Office, have been faithful Town of Lansing employees employed as Information Aides, all of whom meet the qualifications and currently hold responsibilities and duties consistent with the Civil Service title of Administrative Assistant III. Upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective August 21, 2025, Kelly Geiger, Meggie Lounsberry and Ashley Workman are each hereby appointed as an Administrative Assistant III, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. These positions will be in the non-competitive class under the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program. At such time as the NY HELPS program concludes, these appointments will convert to a competitive classification.
2. These appointments will each be full-time appointments, at 36.5 hours per week.
3. There will be no change to current hourly rates for these appointments.
4. The probationary period for each appointment is hereby set at 8 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.