

RESOLUTION UPDATING EMPLOYEE HEATHER DRIES' POSITION AND JOB CLASSIFICATION TO CODE ENFORCEMENT OFFICER

RESOLUTION 24 -

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

WHEREAS, to address staffing and responsibilities of the Codes and Planning Department, the Town has elected to promote Heather Dries to the position of Code Enforcement Officer. Heather has been working as a Code Enforcement Officer-Trainee and meets the qualifications for Code Enforcement Officer; so, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective January 18, 2024, Heather Dries is hereby appointed as the Code Enforcement Officer, with the same Town perquisites and benefits as are available to all employees of the town and to such position. This position is in the competitive class and shall remain provisional until qualified per NYS and Tompkins County Civil Service Rules.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$28.78 per hour, Grade 7, Step 2.
4. The probationary period for such appointment is hereby set at 26 weeks.
5. The Town Clerk shall administer the oath of office for such appointment.
6. 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.