

County of Albany

112 State Street
Albany, NY 12207



Meeting Agenda

Thursday, August 27, 2020

7:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

CURRENT BUSINESS:

3. REQUESTING THE ALBANY COUNTY COMPTROLLER AND THE COMMISSIONER OF HUMAN RESOURCES TO REVIEW THE ALBANY COUNTY RULES AND REGULATIONS FOR EMPLOYEES AND PROVIDE RECOMMENDATIONS CONCERNING TIMEKEEPING PRACTICES
4. AUTHORIZING THE INITIAL ACCEPTANCE OF APPLICATIONS FROM EMPLOYEES REGARDING EARLY SEPARATION
5. APPROVING THE APPOINTMENT OF PETER APOSTOL, ESQ. AS DIRECTOR OF EMPLOYEE RELATIONS IN THE DEPARTMENT OF HUMAN RESOURCES

County of Albany

112 State Street
Albany, NY 12207



Meeting Minutes

Thursday, July 30, 2020

6:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

Present: Legislator Gilbert F. Ethier, Legislator Jeffrey D. Kuhn, Dustin M. Reidy, Raymond F. Joyce, Sean E. Ward, Merton D. Simpson, Lynne Lekakis, Mark E. Grimm and Todd A. Drake

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:

2. AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

A motion was made that this proposal be tabled. The motion carried by a unanimous vote.

3. AUTHORIZING THE ALBANY COUNTY SHERIFF TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF FULL-TIME AND PART-TIME PARAMEDICS AND FULL-TIME AND PART-TIME EMERGENCY MEDICAL TECHNICIANS FOR THE COUNTY'S ADVANCED LIFE SUPPORT AND EMT PROGRAMS

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING THE OFFICE OF IMMIGRATION ASSISTANCE TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF IMMIGRATION COUNSEL

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

RESOLUTION NO. 243

AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

Introduced:

By: Mauriello, Burgdorf, Grimm, Drake, Lockart, Tunny, Langdon, Whalen and Perlee

WHEREAS, According to the Final Report – Time and Attendance Audit (“Final Report”), dated April 2020 issued by Comptroller Susan Rizzo and Chief Auditor Stephanie Slominski CIA, which reviewed the outgoing Comptroller, Michael Connors, Interim Audit Report, dated December, 2019, and a forensic audit by an outside CPA firm, Berdon LLP, certain areas of improvement exist for internal controls over time and attendance recording for the purpose of payroll disbursements; and

WHEREAS, some of the Key Observations of the Final Report are:

- 1) “Albany County Policy, as set forth by the County Legislature, related to time and attendance recording, does not provide specific guidance to require that departments maintain adequate supporting documentation of time and attendance records”;
- 2) “Manual Entries to record time and attendance are either not supported by documentation or documentation is not obtained on a regular basis”;
- 3) “Manual entries to record time and attendance are signed off by subordinates”; and
- 4) “Individuals with edit access mak[e]ing and approve their own time records”; and

WHEREAS, the outgoing Comptroller, Michael Connors, further alleged that County employees were engaged in political campaign work, while on the County clock, at public expense; and

WHEREAS, the Final Report proposals and the allegations of Michael Connors require a public response and/or a corrective action plan; and

WHEREAS, pursuant to the Albany County Charter, entitled Powers and Duties of the Albany County Legislature, this body is charged with “*Determining policy for the County and to adopt all necessary rules and regulations for its conduct and procedure*” (Sec. 208 (a)), and with “*Exercising legislative oversight of county programs and administrative units*” (Sec. 208 (i)), and

WHEREAS, this body has previously adopted “Rules and Regulations for Albany County Employees” and amendments thereto, and

WHEREAS, it is the desire of this body to amend the above-described employee handbook;

NOW, THEREFORE, BE IT RESOLVED that the “Rules and Regulations for Albany County Employees” are modified as follows:

A) Article II (C), entitled “Attendance Record”, is amended as follows:

“Every County employee shall maintain a complete, accurate, and up-to-date record of his or her presence and absence from work. For employees who are FLSA covered employees as defined herein, attendance records shall, at a minimum, indicate the time work commenced, the start and stop of any meal break, and the time work ended. FLSA exempt employees shall record attendance and any leave credits charged. Periods of absence covered by properly authorized paid and unpaid leaves shall also be indicated. All departments must implement written procedures outlining the maintenance, recording, and documentation of time and attendance records in accordance with applicable civil service requirements and collective bargaining agreements. The Commission of Human Resources is authorized to facilitate the development of procedures suited to the individual dynamics of each department and to promulgate County wide standards, forms, and procedures for the purposes of recording attendance. Time sheets should include lines for location, a brief description of activities where applicable and a line for a supervisor to approve/certify, as well as language that provides for an attestation of the employee and an acknowledgment of penalty for any submission of false documentation. Time sheets and supporting documentation, such as leave requests, should be electronically saved and stored in specifically identifiable and searchable electronic folders. The use of automated systems in the recording and reporting of employee attendance [may be required] is preferred and, when not available, time cards completed by the employee and signed by a supervisor, are the next preferred alternative. Approval of time cards by an employee’s direct subordinate shall never be permitted. Individuals with access to electronic time records are prohibited from approving their own records. Special procedures shall be developed by the Commissioner of Human Resources for an employee who has no immediate supervisor to approve his or her time. No employee may modify their own records. There is no exception to this rule.

B) Article XIV, entitled “Infractions”, is amended as follows:

“It is the County’s policy to base the disciplining of employees on just cause and all instances of cause for disciplinary action shall be considered in their full context. The County endorses a policy of progressive discipline in which attempts

are made to provide employees with notice of deficiencies and an opportunity to improve. There are, however, certain misdeeds that by their very nature are particularly inappropriate to the workplace and may require the County to seek immediate removal of an employee, even for a first time offense. The infractions listed below include some, but not all, offenses that may necessitate immediate disciplinary action:

- Use, sale, dispensing, distribution, purchase, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on County premises or work sites;
- Being under the influence of the above while on the job;
- Profane and/or abusive language;
- Gross insubordination, including but not limited to, a direct refusal to obey a lawful order of a supervisor;
- Unauthorized use of equipment;
- Theft of property or services;
- Falsification of employment applications;
- Deliberate falsification of a time and attendance record;
- Sleeping on duty;
- Unauthorized absence;
- Possession of unauthorized firearms, explosives and other weapons on County premises and work sites;
- Performing political work, other than for the Board of Elections, for candidates, political parties, political appointees, or elected officials while at work on the County payroll.”

BE IT FURTHER RESOLVED, that nothing in this policy amendment pertaining to campaign work shall discourage the First Amendment rights of Albany County employees, as the right to exercise personal political beliefs is cherished by Albany County, but that does not mean that it can or should be subsidized by the taxpayers. Such activities must be performed outside of public paid time; and

BE IT RESOLVED, that this resolution shall take effect immediately.

RESOLUTION NO. 276

REQUESTING THE ALBANY COUNTY COMPTROLLER AND THE COMMISSIONER OF HUMAN RESOURCES TO REVIEW THE ALBANY COUNTY RULES AND REGULATIONS FOR EMPLOYEES AND PROVIDE RECOMMENDATIONS CONCERNING TIMEKEEPING PRACTICES

Introduced: 8/10/20

By Messrs. A. Joyce and Feeney:

WHEREAS, This Honorable Body has adopted the Rules and Regulations for Albany County Employees, as amended, governing County Employees not otherwise subject to a collective bargaining agreement, and

WHEREAS, By Resolution No. 455 for 1997, this Honorable Body authorized the purchase and implementation of the Kronos Time and Attendance Management System to streamline the process of timekeeping for employee records consistent with the Rules and Regulations for Albany County Employees, and

WHEREAS, Issues have been raised regarding the current timekeeping practices of Albany County, and

WHEREAS, The Albany County Comptroller issued a Final Report regarding an audit of time and attendance records for employees of Albany County, which included various recommendations, and

WHEREAS, It is important that this Honorable Body be advised on potential modifications to the current timekeeping practices in order to best serve the interests of the taxpayers and the efficient operation of county government, and

WHEREAS, The Albany County Comptroller and the Commissioner of the Department of Human Resources are best situated to advise this Honorable Body on this issue, now, therefore be it

RESOLVED, By the Albany County Legislature, that the Albany County Comptroller and the Commissioner of the Department of Human Resources are hereby requested to conduct a review of the issues presented in the Comptroller's Final Report, and to report back to the Albany County Legislature on potential modifications to the Rules and Regulations for Albany County Employees regarding the current timekeeping process, 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

August 19, 2020

Honorable Andrew Joyce
Chair, Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Chairman Joyce:

Legislative authorization is requested to allow the County Executive, through the Departments of Management and Budget and Human Resources, to create an Early Separation Payment program to incentivize employees who are interested in leaving the County workforce. This one-time payment of \$15,000 would be contingent upon the application being approved by Management and Budget, Human Resources and the Department head overseeing the employee to guarantee that the position can be defunded in 2021 without negatively impacting operations. If it is determined that the department can do without funding this position in 2021, or do without a similarly funded position, then the applicant will be approved and a contract will be signed.

We are requesting authorization to proceed with this program at this time and will come back for a budget amendment to fund the payouts later in the year, once the exact number of accepted applications have been processed. We anticipate this budget amendment will be accomplished through the utilization of underutilized lines from various departments from which the accepted applications come. This authorization request is for an amount not to exceed 50 employees total, for a cost of up to \$750,000. While the total impacts to both 2020 costs as well as 2021 savings will not be known until the positions are approved we estimate that this will save the County approximately three million dollars in 2021 between salary and fringe benefits. Should demand for the program exceed this 50 employee threshold and there is a desire to expand the program, we will return to the Legislature for authorization to do so.

I look forward to discussing this at the next round of Legislative Committee meetings, if you have any questions before then, please reach out so that we can discuss this.

Sincerely yours,

M. David Reilly

cc:

Hon. Dennis Feeney, Majority Leader

Hon. Frank Mauriello, Minority Leader

Majority Counsel

Minority Counsel



Legislation Text

File #: TMP-1842, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization for Early Separation Payout

Date: 8/18/2020
 Submitted By: David Reilly
 Department: Management & Budget
 Title: Deputy Commissioner
 Phone: 447-7034
 Department Rep.
 Attending Meeting: David Reilly/Michael McLaughlin

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) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- 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) 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
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: To be determined
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: Click or tap here to enter text.
Local: 100

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The COVID-19 pandemic has created an uncertain economic environment both globally and locally. One of the strategies developed by the County Executive and the Department of Management and Budget to prepare for the anticipated financial difficulties is to create an Early Separation Payment (ESP) to be offered to full time County Employees, granting a \$15,000 one-time payment to employees who have signed up for the program and leave their position by 12/15/2020. Employees who request inclusion in this program will have their request vetted by their department head as well as the Departments of Management and Budget and Human Resources. If it is determined that the department can do without funding this position in 2021 or giving up a similarly funded position(s) then the applicant will be included and a contract will be signed.

We are requesting authorization to proceed with this program at this time and will come back for a budget amendment to fund the payouts later in the year, once the exact number of accepted applications have been processed. We anticipate this budget amendment will be accomplished through the utilization of underutilized lines from various departments from which the accepted applications come. This authorization request is for an amount not to exceed 50 employees total, for a cost of up to \$750,000. While the total impacts to both 2020 costs as well as 2021 saving will not be known until the positions are approved we estimate that this will save the County at least three million dollars in 2021 between salary and fringe benefits. Should demand for the program exceed this 50 employee threshold and there is a desire to expand the program, we will return to the Legislature for authorization to do so.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, ROOM 1200
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SHAWN A. THELEN
COMMISSIONER

M. DAVID REILLY
DEPUTY COMMISSIONER

Dear County Employee,

The COVID-19 pandemic has created a devastating economic crisis globally and locally. With the County having projected revenue shortfalls of an estimated forty million dollars (\$40,000,000.00) and the state potentially reducing funding by twenty percent (20%) to mandated programs, the task of preparing the 2021 budget has become daunting to say the least.

Despite these challenges, the County of Albany continues to work tirelessly to find solutions to our budget crisis, with our perpetual goal of maintaining our exceptional services to our community, while keeping our County staff employed. In addition to cutting expenses throughout County departments, a wide range of options have been considered. One such option is an Early Separation Payout (ESP). This is a voluntary incentive program for employees to leave County service. An employee seeking ESP is not required to have a minimum number of years of service, nor is the employee required to be of retirement age. The ESP shall be offered to full time County employees and shall be a one-time payment of fifteen thousand dollars (\$15,000.00).

Please note, there are a limited number of ESPs available. An employee interested in the ESP must submit the attached form via email to: ESP@albanycountyny.gov on or before **September 4, 2020 at 3:00 PM**. The applications shall be reviewed in order of receipt and in consideration of many factors, including, but not limited to, department size, salary, and ability to maintain vacancy.

An approved employee applicant must voluntarily resign from County employment prior to December 15, 2020. The employee shall agree that she/he shall not be eligible to return to County employment, in any capacity, for a period of three (3) years. The position in the Department shall not be funded in the 2021 budget.

Should you elect to participate or request further information, please return the attached application portion of this letter **on or before September 4, 2020 at 3:00 PM**.

Early Separation Payout Facts:

1. **Early Separation Payout:** Upon separation or as soon as practicable thereafter Albany County shall pay to the Employee \$15,000. This payment shall be made in one lump sum payment and subject to all applicable state and federal withholdings.
2. **Unpaid Accrued Vacation Time:** Upon the Separation Date or as soon as practicable thereafter the Albany County shall pay to the Employee any portion of the Employees, accrued but unused

vacation time in accordance with Rules and Regulations and/or Collective Bargaining Agreement.

3. **Personal and Sick Time:** Any portion of the employee's accrued but unused personal and sick time shall NOT be paid upon separation unless pursuant to a Collective Bargaining Agreement.
4. **Longevity:** If the Employee is due a longevity check between the Effective Date and December 31, 2020 longevity shall be paid to the employee upon the effective date or as soon as practicable thereafter.
5. **Future Employment with Albany County:** Employees shall not be eligible for re-employment with the County of Albany in any Department or in any capacity for three years following the Effective Date.
6. **Health Insurance:** Upon the effective date employees shall be eligible to continue health insurance in the following two circumstances:
 - a. As provided for in Addendum – 1 COBRA of the Rules and Regulations for Albany County Employees. (A copy of which is attached hereto.)
 - b. As provided for in Article IX Health Insurance Continuation for Eligible Retirees and/or in accordance with the Collective Bargaining Agreement.
7. **Retirement:**
 - a. This Program **SHALL NOT** be construed as an early retirement incentive.
 - b. This Program **SHALL NOT** provide the Employee with the ability to retire early with the NYS retirement system.
 - c. This Program **SHALL NOT** provide any additional service credits with the NYS Retirement System.
8. Employees are advised and encouraged to consult with their Union Representative before participating in the Program.
9. **Dates:** Employees must decide whether to accept the opportunity no later than **September 4, 2020** with a separation date no later than **December 15, 2020**.
10. **Eligibility:** All applications shall be reviewed in order of receipt and in consideration of many factors, including, but not limited to, department size, salary, and ability to defund the position for the 2021 budget.

Sincerely,

M. David Reilly



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

August 5, 2020

Hon. Bruce A. Hidley
Office of the Albany County Clerk
Albany County Courthouse
Albany, NY 12207

Hon. Necole Chambers, Clerk
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

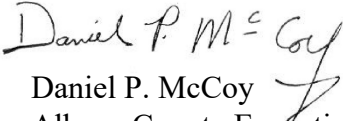
Dear Mr. Hidley and Ms. Chambers:

I write to advise that I am appointing Peter Apostol, Esq. as Director of Employee Relations in the Department of Human Resources, subject to confirmation by the County Legislature. My authority to make this appointment lies in the County Charter under Sections 302(c) and 1206. Given the size, scope and importance of the Department of Human Resources within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

Please advise if there are any questions.

Sincerely


Daniel P. McCoy
Albany County Executive

cc: Andrew Joyce, Chairman
Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-1823, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Approval for the filling of the Director of Employee Relations position.

Date: August 5, 2020
 Submitted By: Mike McLaughlin
 Department: County Executive’s Office
 Title: Director of Policy and Research
 Phone: 518-447-7040
 Department Rep.
 Attending Meeting: Mike McLaughlin

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) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- 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) 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
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: AA1432 11242001
Appropriation Amount: \$87,223

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The County Executive's Office is seeking approval from the Legislature to appoint Peter Apostol, Esq. to the position of Director of Employee Relations within the Department of Human Resources. Mr. Apostol's experience and background qualifies him for this position. The attached resume shows his qualification in further detail.

PETER-DANIEL APOSTOL

Admitted in New York State

EDUCATION

Albany Law School - Albany, NY
Juris Doctor, May 2011

Providence College - Providence, RI
Bachelors of Arts in History, 2003

LEGAL EXPERIENCE

Albany County Attorney's Office – County of Albany, NY

Assistant County Attorney, May 2018 – Present

- Civil litigation experience includes: conducting settlement negotiations, attending preliminary conferences and hearings in court, motion practice, conducting 50-H hearings before trial.
- Assessed various legal issues on behalf of County Departments and introduced successful methods to resolve problematic issues.
- Oversaw the legal counsel to the Albany County Ethics Commission by serving as counsel for the Commission.
- Represents Albany County in Family Court proceedings involving Juvenile Delinquent and Raise the Age Legislation cases.
- Conducts research and drafts memorandums on various legal topics on behalf of the County.

Albany County Public Defender's Office – City of Albany, NY

Assistant Public Defender, Criminal Part, October 2014 – May 2018

- Represented clients in local courts throughout Albany County in criminal matters including charges of violations, misdemeanors and felonies.
- Managed criminal cases through all phases of the judicial process from arraignment to initial interviews with the clients and witnesses, preliminary hearings, pre-trial proceedings, plea negotiations, trials and sentencing.
- Lead successful defenses as First chair defense attorney in several jury trials in a one-year period resulting in six acquittals and one split verdict.

Assistant Public Defender, Family Court, October 2014 – March 2017

- Represented clients in Albany County Family Court on matters including: child support violations, custody, family offense petitions, removal of children petitions, removal of children hearings, termination of parental rights proceedings and neglect & abuse proceedings.
- First Chair as defense attorney on a neglect and abuse trial involving charges against a parent for abuse by shaken baby that resulted in an acquittal for client.
- Negotiated settlements and agreements on behalf of clients under Article's 6, 8 and 10 of the New York State Family Court Act.
- Researched various legal topics involving family court matters, filed memoranda and motions accordingly with Court.

Corporation Counsel's Office – City of Albany, NY

Assistant Corporation Counsel, August 2011- October 2014

Litigation and Advocacy:

- Successfully negotiated labor contracts with union representatives, which led to a fair rate of pay for union employees and that also ensured protection of city equities.
- Civil litigation experience includes: conducting preliminary conferences in court, motion practice, conducting examinations before trial, and representing the Department of General Services during hearings.
- Provided comprehensive legal advice as counsel for boards, departments, and committees within the City of Albany, including Water Board, Department of Water and Water Supply, Department of General Services, Historic Resource Commission, Human Rights Commission and Water Bill Review Complaint Committee that resulted in responsible and informed decision-making.

Liaison Activities:

- Worked on inter-municipal groups in planning and responding to FEMA issues and disaster preparedness planning ensured a consistent and informed approach that augmented the City's ability to effectively maintain the safety of its residents.
- Efforts to collect debts on behalf of the City Treasurer resulted in a prompt return of funds owed to the City that could be restored to the operating budget.

Research and Writing:

- Drafted various legal documents including Contracts, Motions to Dismiss, License Agreements, proposed legislation, commissioner proclamations, legal opinions to boards, requests for proposals (RFP's) and memorandum of law on various legal topics.