



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 01/04/17 03:30 PM
Department: Clerk of the Legislature
Category: Ethics
Functional Category:

SCHEDULED

RESOLUTION NO. DOC ID: 6786

1 **Adoption of List of Designated Officers and Employees Required to**
2 **File an Annual Financial Disclosure Form**

3 WHEREAS, State Law requires employees "who hold policy-making positions, as annually determined by"
4 the County to fill out financial disclosure forms, and

5
6 WHEREAS, pursuant to Local Law No. 2 of 1997 and Administrative Manual Policy 01-29, Standards of
7 Conduct, "key employees" shall be determined by separate resolution of the Tompkins County Legislature, and

8
9 WHEREAS, the list of "key employees" required to file the annual financial disclosure form has been updated,
10 now therefore be it

11
12 RESOLVED, on recommendation of the Government Operations Committee, That the following list of
13 designated officers and employees required to fill out the annual financial disclosure form be adopted:

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<u>Title</u>	<u>Department/Division</u>
15 Contracts Coordinator	Administration
16 County Administrator	Administration
17 Deputy County Administrator	Administration
18 Airport Manager	Airport
19 Assistant Airport Manager	Airport
20 Director of Assessment	Assessment
21 Assistant Director of Assessment	Assessment
22 Valuation Specialists (3)	Assessment
23 Real Property Appraiser (2)	Assessment
24 Senior Valuation Specialist (1)	Assessment
25 Assistant Real Property Appraiser (1)	Assessment
26 Supervising Attorney	Assigned Counsel
27 Program Coordinator	Assigned Counsel
28 Elections Commissioner (2)	Board of Elections
29 Deputy Elections Commissioner (2)	Board of Elections
30 Director, Office for the Aging	Office for the Aging
31 Aging Services Specialist	Office for the Aging
32 NY Connects Coordinator	Office for the Aging
33 County Attorney	County Attorney
34 Deputy County Attorney	County Attorney
35 County Clerk	County Clerk
36 Deputy County Clerk	County Clerk
37 District Attorney	District Attorney
38 Deputy District Attorney	District Attorney
39 Director, Emergency Response	Emergency Response
40 Communications Center Manager	Emergency Response
41 Assistant Director (3)	Emergency Response
42 Director of Facilities	Facilities
43 Assistant Director of Facilities	Facilities
44 Director of Finance	Finance

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1	Deputy Director of Finance	Finance
2	Budget and Finance Manager	Finance
3	Public Health Director	Health
4	Public Health Administrator	Health
5	Highway Director	Highway
6	Assistant Highway Director	Highway
7	Director of Human Rights	Human Rights
8	Director, Information Technology Services	Information Technology Services
9	Deputy Director, Information Technology Serv.	Information Technology Services
10	Clerk of the Legislature	Legislature
11	Chief Deputy Clerk of the Legislature	Legislature
12	Legislators (14)	Legislature
13	Commissioner of Mental Health	Mental Health
14	Deputy Commissioner of Mental Health	Mental Health
15	Commissioner of Personnel	Personnel
16	Deputy Commissioner of Personnel	Personnel
17	Commissioner of Planning	Planning
18	Deputy Commissioner of Planning	Planning
19	Probation Director II	Probation and Community Justice
20	Deputy Director of Probation	Probation and Community Justice
21	Sheriff	Sheriff
22	Undersheriff	Sheriff
23	Captain of Corrections	Sheriff
24	Captain of Road Patrol	Sheriff
25	Commissioner of Social Services	Social Services
26	Deputy Social Services Commissioner	Social Services
27	Director of Services	Social Services
28	Director of Administrative Services	Social Services
29	Program Development Specialist	Social Services
30	Solid Waste Manager	Solid Waste
31	Assistant Solid Waste Manager	Solid Waste
32	Director of Weights and Measures	Weights and Measures
33	Employment and Training Director	Workforce Development
34	Workforce Development Director	Workforce Development
35	Youth Services Director	Youth Services
36	Administrative Assistant	Youth Services

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38 RESOLVED, further, That should additional successors need to fill a position that they be asked to fill out an
 39 Annual Financial Disclosure form at that time.

40 **SEQR ACTION:** TYPE II-20