



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/06/18 05:30 PM
Department: Clerk of the Legislature
Category: Ethics
Functional Category:

SCHEDULED

RESOLUTION NO. DOC ID: 7590

1 **Adoption of List of Designated Officers and Employees Required to**
2 **File an Annual Financial Disclosure Form (Pending Committee action**
3 **2-1-18)**

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

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

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

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

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

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

38
39 RESOLVED, further, That should additional successors need to fill a position that they be asked to fill out an
40 Annual Financial Disclosure form at that time.
41 **SEQR ACTION:** TYPE II-20