

# OFFICE OF THE CLERK OF THE LEGISLATURE

**Betsy Sherman-Saunders**  
Clerk of the Legislature  
315-349-8230



**46 East Bridge Street**  
**Oswego, New York 13126**  
**315-349-8237 fax**

## NOTICE OF ADOPTION

Per Section 214 of the County Law, you are hereby notified that on December 14, 2023, the Oswego County Legislature adopted the following:

### **“A LOCAL LAW ESTABLISHING THE DEPARTMENT OF WORKFORCE DEVELOPMENT”**

Copies of Local Law #8 of 2023 are posted in the Oswego County Courthouse on East Onaida Street in Oswego, at the County Clerk's Office at 46 E. Bridge Street in Oswego and available online at [oswegocounty.com](http://oswegocounty.com). Requests can also be e-mailed to [betsy.saunders@oswegocounty.com](mailto:betsy.saunders@oswegocounty.com)

By Order of the Oswego County Legislature  
December 14, 2023  
Betsy Sherman-Saunders, Clerk

**COUNTY OF OSWEGO  
LOCAL LAW No. 8 OF 2023  
A LOCAL LAW ESTABLISHING THE  
DEPARTMENT OF WORKFORCE DEVELOPMENT**

**BE IT ENACTED** BY THE COUNTY LEGISLATURE OF THE COUNTY OF OSWEGO AS FOLLOWS:

**Section 1. Legislative Intent.**

The County Legislature of the County of Oswego, in its continuing efforts to bring about the most efficient manner of providing services to residents of this County finds and determines that the increasingly difficult and complex task of coordinating and implementing a variety of workforce development programs across several county departments is best administered by a separate department of County government which can liaise and work with the Oswego County Workforce Development Board, a separate entity required by federal and state law, other county departments and local residents and employers alike. The Legislature is aware that, while the planned investment in the Micron facility to be built in Onondaga County is a potential benefit to the region, it brings with it significant challenges for existing industries, businesses and employers to recruit and retain their present workforce and maintain jobs within Oswego County as well as a new need to prepare county residents with the requisite skills and training to also fill available jobs at and/or related to Micron. Oswego County has unique industries, resources, employers and economic development needs in relation to other counties within the Central New York region. The County Legislature finds and determines that the creation of a Department of Workforce Development is in the best interests of the County of Oswego and, accordingly, necessary and proper.

**Section 2. Department of Workforce Development Established.**

Pursuant to the powers enjoyed by the County Legislature under NEW YORK STATE MUNICIPAL HOME RULE LAW §10 concerning the creation of departments of its government and the prescription or modification of their powers and duties, the Oswego County Department of Workforce Development is hereby created and established. Said department shall be under the day-to-day supervision and oversight of the Director of Workforce Development whom shall be appointed by the County Legislature for a term of two (2) years to coincide with the term of the County Legislature. The Director of Workforce Development shall be responsible for the management and operation of the Department of Workforce Development (hereinafter "Department") and shall possess all the powers and duties necessary and proper to carry out the functions of the Department as set forth herein and such other

responsibilities as may, from time to time, be required by resolution of the Oswego County Workforce Development Board and/or the County Legislature or as otherwise provided for by law.

**Section 3. Director of the Department of Workforce Development; Duties.**

The Director of Workforce Development, within the budgetary appropriation for the Department, shall:

- (a) Be the chief administrative official of the administrative unit comprising the Department and shall be responsible for all programs, activities and projects undertaken within or by the Department.
- (b) Have charge of and control of, under the general oversight of the County Administrator and County Legislature, employees within the Department. The Director of Workforce Development shall have the power to appoint, hire, suspend, lay-off, discipline and/or remove any employee of the Department subject to the provisions of any applicable collective bargaining agreement, NEW YORK STATE CIVIL SERVICE LAW and the Oswego County Rules for the Classified Civil Service. The Director shall establish and oversee Departmental policies, as may be necessary or required, to promote the interests and efficient operation of the Department. The Director shall have and enjoy the power to assign and re-assign powers and duties to Departmental employees, as may be necessary and convenient, for Departmental needs and operations subject to the provisions of any applicable collective bargaining agreement, NEW YORK STATE CIVIL SERVICE LAW and the Oswego County Rules for the Classified Civil Service. The Director of Workforce Development shall manage the Department in accordance with this enactment, sound management principles, Oswego County administrative policies and procedures, NEW YORK STATE CIVIL SERVICE LAW and all other applicable state and federal laws, rules and regulations which may be applicable to the Department and its operations.
- (c) Prepare statistical and other reports as required by the county, and/or state or federal government, and present same as may be necessary.
- (d) Assign professional, technical and/or clerical personnel to assist with Department duties and oversee all Department contracts and accounts.
- (e) Exercise sound judgment and keep sensitive information provided by local businesses and employers regarding their individual employment needs, changes in markets and other business information in confidence when and where required.
- (f) Develop policies and procedures to enhance county workforce development and economic development goals within the County of Oswego to benefit

local industries, employers and residents alike and work with other economic development agencies and the Oswego County Workforce Development Board in furtherance of same.

- (g) Apply for, manage and/or administer grant applications for the Department independently and/or in conjunction with other county departments and/or the Oswego County Workforce Development Board, local businesses and/or other entities.
- (h) Assist the Social Services District comprising the County of Oswego with the implementation of its biennial plan for the provision of education, work, employment and training and supportive services related to the operation of work activity programs pursuant to NEW YORK STATE SOCIAL SERVICES LAW §333, the local biennial plan required to be filed thereunder and/or as otherwise provided for in Title 9-B of the NEW YORK STATE SOCIAL SERVICES LAW.
- (i) Separately serve as Executive Director of the Oswego County Workforce Development Board, without additional compensation, and provide assistance and county resources as may be requested or required by the Oswego County Workforce Development Board including, but not limited to, assisting the board in developing strategic plans to match employers with qualified candidates and in delivering skill-based programs to job-seekers through One-Stop Career Centers. Nothing herein prevents or precludes the Department from contracting with, or assisting, the Oswego County Workforce Development Board in carrying-out its duties.
- (j) Perform such other duties, and make such reports, as may be required by the County Legislature including an annual report to the County Legislature of the Department's activities. The Department shall constitute an administrative unit of the county and the Director is required to develop and manage its annual budget and to submit to the county's budget officer an estimate of revenues and expenditures of such administrative unit for the ensuing fiscal year in accordance with NEW YORK STATE COUNTY LAW §353.
- (k) Report to the Economic Development & Planning Committee of the County Legislature, or any successor legislative committee by any other name, as well as the County Administrator regarding day-to-day activities and operations. The Department shall also, separately, keep the Workforce Development Board of Oswego County apprised of its general activities on at least a quarterly basis.
- (l) Possess such other and further powers and duties as required by law and/or as authorized by the County Legislature.

**Section 4. Director of the Department of Workforce Development; Classification and Salary**

Pursuant to NEW YORK STATE MUNICIPAL HOME RULE LAW §10(a)(1), the title of Director of the Department of Workforce Development shall be placed in the exempt class of the Civil Service due to the unique duties pertaining to Oswego County employers and businesses, the title's handling of confidential information from private industry and employers within the county and from other county agencies. The County Legislature finds and determines that an individual holding the title of Director must possess requisite skills and experience to best serve the needs of the County of Oswego, its employers and residents, and to promote the county's economic development needs, which are distinct from surrounding counties in many respects. The Director of the Department of Workforce Development shall have a salary fixed by the County Legislature in the annual budget or by resolution at time of appointment. The Director of the Department of Workforce Development shall enjoy the benefits of the Management Compensation Plan.

**Section 5. Oswego County Workforce Development Board; Separate and Distinct.**

Although the Department will work closely with, and provide assistance to, the Oswego County Workforce Development Board, nothing herein shall impair the independence or operation of, or shall conflict with the powers possessed by, the Oswego County Workforce Development Board under 20 CFR Part 678 and 20 CFR Part 679, concerning Workforce Innovation and Opportunity Act Local Governance, Title 1 funded roles, the local plan and/or as otherwise provided for by law, rule or regulation. Oswego County Workforce Development Board operations and accounts shall continue to be separate and distinct from the Department as provided for by law. The Department may, however, act as the repository for the Oswego County Workforce Development Board's papers and minutes as requested or required. The Department may also enter into agreements with the Oswego County Workforce Development Board.

**Section 6. SEORA Determination.**

The County Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this local law constitutes a Type II action pursuant to §§ 617.5(c)(26) and (33) of Title 6 of the NEW YORK CODE OF RULES AND REGULATIONS (6 NYCRR) and within the meaning of §8-0109(2) of the NEW YORK STATE ENVIRONMENTAL CONSERVATION LAW as a promulgation of regulations, rules, policies, procedures, and legislative decisions in connection with routine and continuing agency administration and management. The Clerk of the Legislature is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance as, may be necessary, in accordance with this local law.

**Section 7. Severability.**

If any clause, sentence, paragraph, section, subdivision, or other part of this local law, as written or in its application, shall be inconsistent with any federal or state statute, law, regulation or rule then the federal or state statute, law, regulation, or rule shall prevail. If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a Court of competent jurisdiction to be invalid or unconstitutional, such order, judgment or legislation shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited such order or judgment.

**Section 8.**      **Effective Date.**

This Local Law shall take effect upon its adoption and being duly filed with the New York Secretary of State and Oswego County Clerk as provided by the NEW YORK STATE MUNICIPAL HOME RULE LAW.