

# TOWN OF WEST SENECA



ENGINEERING DEPARTMENT

TOWN SUPERVISOR  
SHEILA M. MEEGAN  
TOWN COUNCIL  
EUGENE P. HART  
WILLIAM HANLEY

January 30, 2015

Honorable Town Board  
Town of West Seneca

**Re: Change in Title –Kris Bajdas**

Honorable Board Members,

Kristine Bajdas was hired as Clerk Typist for the engineering department approximately 3 years ago. Her current title is Clerk Typist, Group #2, Step 3. Kris has progressed in this job and now completes most of the tasks associated with a Senior Clerk Typist. In addition to those items listed, Kris has designed brochures, signs and forms to keep the public notified of our activities, updates the engineering department web page, posts news and updates to the town's website, maintains the public information bulletin boards, compiles information for our sanitary sewer overflows for our required monthly monitoring reports to DEC, researches and compiles information for FOIL requests, provides residents with preliminary flood plain investigation information, begins the public improvement permit process with developers, inputs all vouchers for approval and coordinates basement inspection work.

For these reasons, I ask that you please change Kris Bajdas' title from Clerk Typist, Group #2, Step 3 to Senior Clerk Typist, Group #3, step 1 changing her salary from \$28,926.25 per year to \$30,875.42 per year and allow the Supervisor to process all of the necessary paperwork with Erie County.

Very truly yours,

Steven R. Tanner, P.E.  
Town Engineer