



**Office of the West Seneca Town Supervisor
Hon. Gary A. Dickson**

Memorandum

To: Honorable Town Board
From: Gary Dickson, Town Supervisor
Date: May 12, 2021
Subject: Appointment of Carrie Hoggan as Full-Time Clerk Typist

Please appoint Carrie Hoggan as full-time Clerk Typist in the West Seneca Engineering Department, effective June 2nd and authorize the Supervisor's Office to execute the necessary forms with Erie County Personnel Department.

This is a provisional civil service appointment, and it falls under the CSEA White Collar Union Contract. Per the CSEA contract, Ms. Hoggan will begin at a Group 2, Step 1 salary of \$32,567.75. Ms. Hoggan meets all the minimum civil service requirements, is a resident of West Seneca, and has a strong administrative background.

Ms. Hoggan is replacing Carol Mager who retired on May 1, 2021. She was selected from a pool of applicants interviewed by the Town's HR Advisor and a representative from the Engineering Department. Ms. Hoggan was recommended by the interviewing team as the most qualified candidate for the position.