

**Salary Board
Meeting Agenda
January 11, 2021**

1. Call to Order
2. Minutes of the December 7, 2020 Meeting
3. **Court Administration – President Judge David L. Ashworth, Mark Dalton 1:30 p.m.**
 - a. Request approval to post the following five (5) full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.
 - MDC 02-0-00: Court Specialist (501046), Grade N14, Vacant
 - MDC 02-3-06: MDC Clerk (501059), Grade N10, Vacant
 - Adult Probation & Parole: Account Clerk (500186), Grade N11, Vacant
 - Adult Probation & Parole: Account Clerk (504286), Grade N11, Vacant
 - Adult Probation & Parole: Probation Officer Supervisor (503519), Grade E17, Vacant as of 2/1/2021.
4. **District Attorney – Heather Adams 1:35 p.m.**
 - a. Request approval to post the following four (4) full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.
 - Assistant District Attorney I (502696), TM2 Grade 51, Vacant as of 1/18/2021
 - Assistant District Attorney I (502840), TM2 Grade 51, Vacant as of 1/22/2021
 - Clerical Specialist III (500962), LIU Grade 43, Vacant
 - Media Specialist (504495), Grade E12, Vacant
5. **Prothonotary – Andrew Spade 1:40 p.m.**
 - a. Request approval to post one (1) vacant full-time Clerical Specialist I position (501022), LIU Grade 41, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.
6. **BH/DS – Judith Erb 1:45 p.m.**
 - a. Request approval to post one (1) vacant full-time Caseworker position (503733), Grade N18, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.

7. Commissioners Office – Lawrence George **1:50 p.m.**

- a. Request approval to re-title position 500007 and Job Code 228 from Chief Clerk, Grade E30, to County Administrator/Chief Clerk, Grade E30, effective January 11, 2021.
- b. Request approval of a temporary 10% pay increase for employee (20236) for assuming the role of Acting Chief Registrar, effective November 24, 2020 until such time that the Chief Registrar position is filled.

8. Children and Youth – Crystal Natan **1:55 p.m.**

- a. Request approval to create, and post one (1) full-time bargaining unit Secretary position, PSS Grade 70, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze.
- b. Request approval to post the following three (3) vacant full-time positions and six (6) vacant temporary part-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze.
 - Caseworker (503014), full-time, PSS Grade 73, Vacant
 - Two (2) Secretary positions (502158, 502128), full-time, PSS Grade 70, Vacant
 - Six (6) Caseworker Intern (504647,504648,504643,504646,504644,504645), Vacant

9. Information Technology – Misty Witmer **2:00 p.m.**

- a. Request approval to post one (1) vacant full-time GIS Analyst position (502772), Grade N22, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.

The following items are related to a departmental restructure which includes the consolidation of two deputy-level positions and the creation of a cyber security division.

- b. Request approval of a 5% increase for the Chief Information Security Officer (15851) for assuming additional managerial and programmatic responsibilities resulting from consolidation, effective January 18, 2021. Position title will change to Deputy Chief Information Officer.
- c. Request to simultaneously eliminate one (1) vacant Chief Deputy Director IT Systems and Support position (500629), Grade E23, and create, post, and fill one (1) Information Security Manager position, Grade E20, effective January 18, 2021.

10. Parks and Recreation – Paul Weiss **2:05 p.m.**

- a. Request a waiver of the 2021 Salary Administration Plan requirement for seasonal Pool employees returning to County employment in 2021 that required seasonal employees to work a minimum of 200 hours in the last calendar year in order to receive a 2.5% increase.

- b. Request approval to post one (1) vacant full-time Secretary position (500275), Grade N10, effective January 11, 2021, with approval to fill the position prior to the expiration of the hiring freeze.

11. Property Assessment – Jeff Klugh

2:10 p.m.

- a. Request approval to post one (1) vacant full-time Act 319 Clean & Green Administrator position (503255), Grade N15, effective January 11, 2021, with approval to fill this position prior to the expiration of the hiring freeze.
- b. Request approval of a temporary 5% pay increase for employee (23357) for additional responsibilities, effective January 4, 2021 until such time that the Act 319 Administrator position is filled.

12. Purchasing – Linda Schreiner

2:15 p.m.

- a. Request approval to post the following three (3) full-time positions, effective January 11, 2021, with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.
 - Assistant Buyer (503810), Grade N17, Vacant as of 3/12/2021
 - Senior Buyer (503811), Grade N22, Vacant

13. Voter Registration – Diane Skilling

2:20 p.m.

- a. Request approval to post one (1) vacant full-time Clerical Specialist position (504100), Grade N10, effective January 11, 2021, with approval to fill this position prior to the expiration of the hiring freeze.

14. Recorder of Deeds – Ann Hess

2:25 p.m.

- a. Request approval to hire applicant (75777) above the start rate for Chief Deputy Recorder position (500228), Grade E15, at an annual starting salary of \$56,273, effective January 11, 2021. (The minimum/maximum for the position is \$42,685.50/\$71,155.50)
- b. Request approval of a temporary 10% increase for employee (24566) for assuming the role of acting Chief Deputy Recorder, effective November 17, 2020, until such time that the Chief Deputy Recorder position is filled.

15. Good of the Order

16. Adjourn

Next Meeting: Monday, February 1, 2021