

**Salary Board
Meeting Agenda
February 2, 2026
1:30 p.m. – Conference Room #701, 7th Floor**

1. Call to Order
2. Minutes of the January 12, 2026, meeting.
3. **Court Administration - President Judge Leonard Brown, III** **1:30 p.m.**
 - a. Judicial Operations
 1. Request approval to reclassify and post one (1) vacant Court Liaison Staff Attorney position (600014), Grade R, to Grade U, effective upon salary board approval. (Min: \$80,769 Mid: \$100,971 Max: \$121,153.50)
4. **Controller's Office – Scott Wiglesworth** **1:35 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$55,500 which is above the start rate for an Accountant/Auditor position (500196), Grade L, effective February 2, 2026 (Min: \$52,065 Mid: \$65,091 Max: \$78,117)
5. **Register of Wills – Anne Cooper** **1:40 p.m.**
 - a. Request approval for a temporary 5% salary increase for employee (██████), due to assuming additional duties for position 501017, effective December 10, 2025, until March 3, 2026, or until the incumbent returns to duty.
6. Presentation of Reports – (2025 Q4/Year End Turnover Analysis, Amended 2026 Position Complement List)
7. Business from Guests
8. Adjourn
9. Next Meeting: Monday, March 2, 2026

Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on a Salary Board agenda. Please review the attached Form Completion Guide for important information regarding information sought. If additional space is needed to describe your request, you may attach additional information.

Date: 2/2/2026 Department: Judicial Operations

Submitted by: Annie Flaud, District Court Administrator on behalf of President Judge Leonard G. Brown, III
(Name and Title)

1. State action submitted for approval (no acronyms, please):

To reclassify the Court Liaison Staff Attorney position # 600014 from Grade R, to a Grade U.

Min: \$80,769 Mid: \$100,971 Max: \$121,153.50

Grade: U Union: N/A

2. Effective date (if retroactive, provide justification):

2/2/2026

3. Purpose of action request:

The essential functions of the position was recently modified and increased. After a thorough review by the Court and Human Resources, a reclassification was deemed appropriate.

4. Cost: \$10,998 Annualized Cost: \$9,165

5. Projected increase/decrease in cost to department:

Budget neutral. Savings from vacant positions #500655 and #504192 due to a retirement of two Common Pleas Judges.

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

7. Funding source:

General Fund

8. Budget Services contacted

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Salary Board Action Request Form

The Court Liaison Staff Attorney position warrants reclassification to Grade U based on compelling comparison data with the similarly graded Assistant Solicitor position. While the Grade R Consumer Debt and Orphan's Court attorneys manage specific programs or support a single judge, the Court Liaison provides enterprise-wide legal support across all 15 judicial chambers—a scope comparable to the Assistant Solicitor who services two entire County agencies at a Grade U. The Court Liaison's responsibilities include coordinating law clerk training across all chambers, managing court-wide opinion workflow, providing strategic support to the President Judge, conducting budget analysis, preparing annual reports, and handling special projects and class actions requiring an enterprise perspective. These leadership, coordination, and strategic planning functions mirror the Assistant Solicitor's supervisory duties, staff training responsibilities, and role as legal advisor to agency directors. Additionally, recruitment efforts have been significantly hampered by the current Grade R classification, as no applicants have been willing to accept the position after learning the starting salary, further demonstrating that the compensation level does not align with the position's actual scope and responsibility.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

Reclassifying the Court Liaison Staff Attorney position will yield significant productivity gains and operational efficiencies across the entire court system with quantifiable results. The enhanced position will: (1) reduce judicial time spent training new law clerks by implementing a standardized onboarding program across all 15 chambers, saving an estimated 20-30 hours per judge annually; (2) accelerate case processing and reduce backlog costs through systematic workflow management and bottleneck identification across all divisions; (3) decrease external legal expenditures by improving conflict counsel invoice review and management; (4) identify budget savings exceeding the salary differential through monthly operational analysis and resource allocation recommendations; and (5) ensure continuity of court operations during the critical 2028 judicial transition when 6 of 15 judges will be replaced, preventing costly delays and maintaining institutional knowledge. The return on investment substantially exceeds the estimated \$11,000 annual salary increase, making this reclassification a cost-effective enhancement to court operations.

11. Attached: Organization Chart (All requests)
 County Employment Application (New hires above start rate only)
 Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request---Hire-Above-Supplement>
 Job descriptions (All requests, excluding vacant over 1 year)
 Other _____

Court of Common Pleas

Job Description

An Equal Opportunity Employer

JOB TITLE: Court Liaison Staff Attorney

JOB CODE: 162 **DATE:**

POSITION #: 600014

DEPT: Judicial Operations

REPORTS TO:

Position # - 00502791

Job Title - President Judge

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.50

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30 am **End Time:** 5:00 pm

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This position serves as the strategic legal advisor to the President Judge and provides comprehensive legal support across all operations of the Lancaster County Court of Common Pleas. The Court Liaison Staff Attorney manages enterprise-wide initiatives affecting all 15 judicial chambers, including law clerk training and development, opinion workflow management, special projects and class actions, budget analysis and reporting, annual strategic planning, and Orphan's Court coverage. This position provides customary legal research and drafting assistance to Senior Judges assigned to Lancaster County, bridges gaps in judicial support during transitions, oversees conflict counsel invoice review, coordinates diversion program legal matters, and assists court departments with complex legal issues. The position requires a strategic perspective on court operations, strong coordination abilities across multiple stakeholders, and the capacity to balance immediate operational needs with long-term planning initiatives.

REPORTING RELATIONSHIPS

The work is performed directly for and under the direct supervision of the President Judge of the Lancaster County Court of Common Pleas. This position will supervise all interns as well as functionally assist in supervision of 15 law clerks.

ESSENTIAL JOB FUNCTIONS

15% Judicial Training and Law Clerk Development. Develop and maintain comprehensive onboarding program for all new law clerks across 15 chambers. Create standardized training materials covering civil, criminal, and family law areas. Coordinate with judges to ensure consistency in legal research and writing standards. Mentor and evaluate law clerk performance across all chambers. Serve as resource for complex legal questions from all law clerks.

10% Court Operations Analysis and Budget Support. Collate and analyze monthly court budget reports from all departments. Identify operational inefficiencies and cost-saving opportunities. Review resource allocation across 15 chambers and court departments. Provide data-driven recommendations to President Judge on resource deployment. Track and analyze case processing metrics across all divisions. Coordinate with Court Administrator on operational improvements.

10% Annual Reporting and Strategic Planning. Prepare comprehensive annual report for Lancaster County Court of Common Pleas. Compile statistical data on case volumes, disposition times, and court efficiency metrics. Draft sections addressing judicial accomplishments, innovations, and challenges. Coordinate input from all 15 judges and court departments. Present findings and recommendations to President Judge and judicial leadership. Support strategic planning initiatives for court operations.

5% Multi-Chamber Coordination and Workflow Management. Monitor and manage workflow of opinions and orders across all 15 judicial chambers. Identify bottlenecks in case processing and recommend solutions. Coordinate coverage between chambers during judicial absences. Facilitate consistent application of local rules and procedures. Serve as central point of contact for complex, multi-judge cases. Manage special master appointments and coordinate complex litigation.

35% Serve as primary legal support liaison for all Senior Judges assigned to Lancaster County Court by the Supreme Court of Pennsylvania, providing customary assistance including comprehensive legal research, memoranda preparation, and drafting of opinions, orders, and adjudications across civil, criminal, and family law matters. Senior Judges, while experienced jurists, often require familiarity with Lancaster County's local rules, procedures, and case management systems, as well as research support on emerging legal issues and complex matters outside their primary practice areas. This position ensures seamless integration of Senior Judges into Lancaster County operations by serving as an institutional knowledge resource, coordinating with court staff and the President Judge's office on scheduling and case assignments, facilitating access to local precedents and judicial practices, and providing case-specific research and analysis that allows Senior Judges to maintain high-quality decision-making while managing their caseloads efficiently. The Court Liaison reviews case files in advance of hearings, identifies key legal issues requiring judicial attention, prepares bench memoranda summarizing relevant law and factual background, drafts proposed opinions incorporating Senior Judges' decisions and reasoning, and ensures consistency with Lancaster County judicial standards and Pennsylvania appellate precedent. This support is essential to maintaining court efficiency during periods when local judges face scheduling conflicts, recusals, or temporary absences, and ensures that visiting Senior Judges can contribute effectively to reducing case backlogs while upholding the quality of justice expected in Pennsylvania's Second Judicial District.

25% Provide support to judges without law clerks to bridge the gap between a law clerk leaving and a new law clerk starting, review invoices submitted to the court by conflict counsel, general overall legal assistance on special projects, class actions, and any other matters as determined by the President Judge. Provide backup coverage for Orphan's Court Staff Attorney during absences. Ensure continuity of operations in Orphan's Court proceedings in absence of Orphan's Court Staff Attorney.

OTHER SPECIFIC TASKS OR DUTIES

Performs related work as required.

MINIMUM QUALIFICATIONS

Education equivalent to completion of a law degree from an accredited college or university. Admitted to the Pennsylvania State Bar.

Three years of experience in legal practice, including civil, family, and criminal law.

Or any combination of acceptable education and experience which has provided the knowledge's, skills and abilities cited above.

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of court administration and judicial operations management.

Comprehensive knowledge of Pennsylvania Rules of Civil, Criminal, and Orphan's Court Procedure.

Knowledge of budget analysis and financial reporting principles.

Knowledge of performance metrics and data analytics for court operations.

Ability to synthesize complex information from multiple sources into strategic recommendations.

Skill in coordinating across multiple departments and stakeholders.

Ability to manage competing priorities across 15 judicial chambers.

Advanced training and mentoring abilities.

Strategic planning and organizational development capabilities.

Strong project management skills for enterprise-wide initiatives.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

This position requires a pre-employment background check as required by policy to perform the duties.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit sometimes for long periods of time.

The employee has to be able to communicate with court and non-court personnel. The employee is frequently required to go from one location to another ie. Courtroom, Chambers and/or non-court offices.

The employee must regularly lift and/or move judicial files weighing up to 10 pounds. Occasionally there may be some lifting involving boxes with case files.

This position requires the ability to operate a laptop or PC and/or any other general office equipment.

The noise level in the work environment is usually moderate. (Office with typewriters/printers and light traffic)

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

Date

Supervisor's Printed Name

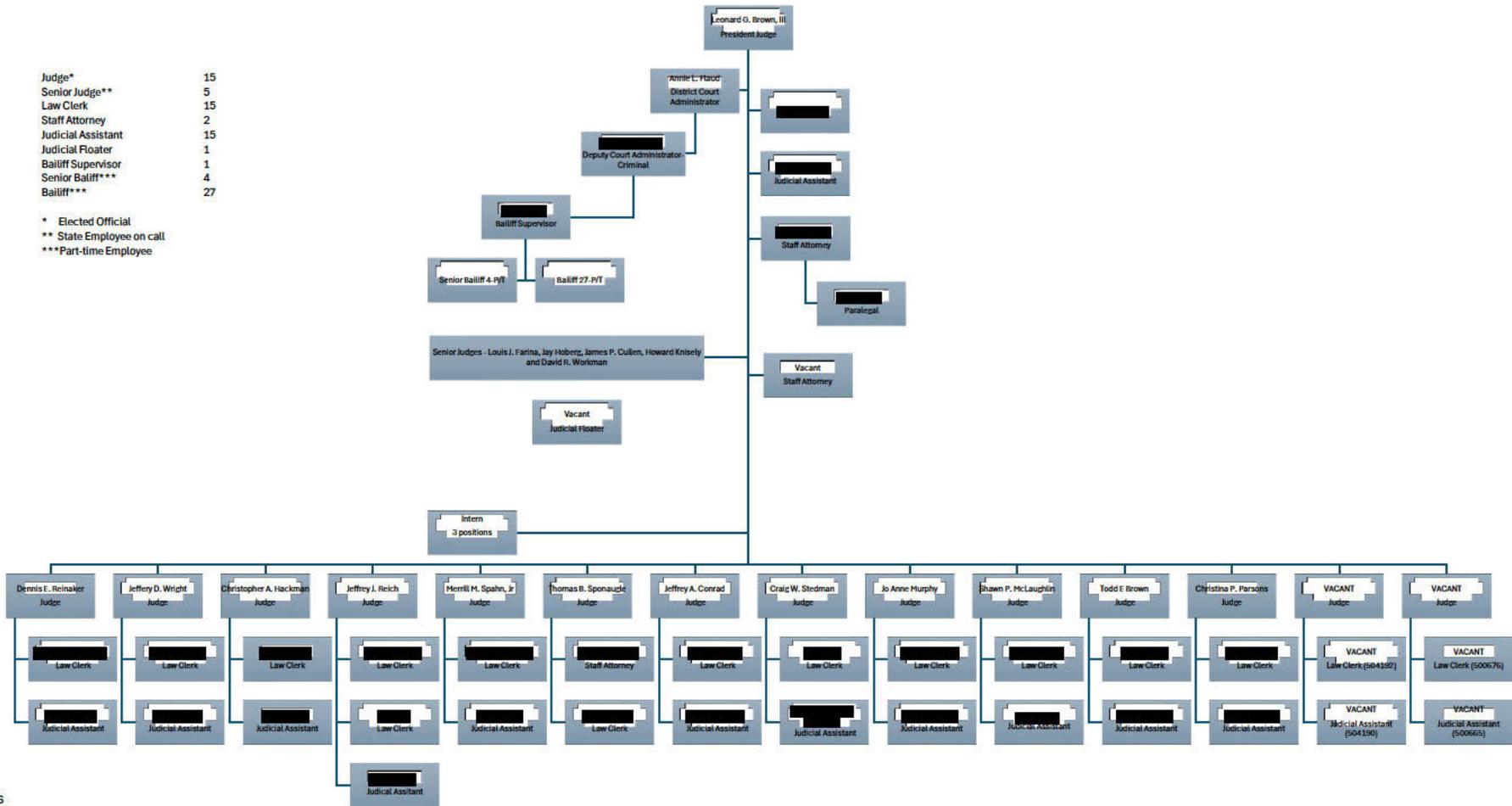
Supervisor's Signature

Date

Lancaster County Court of Common Pleas Judicial Operations

Judge* 15
 Senior Judge** 5
 Law Clerk 15
 Staff Attorney 2
 Judicial Assistant 15
 Judicial Floater 1
 Bailiff Supervisor 1
 Senior Bailiff*** 4
 Bailiff*** 27

* Elected Official
 ** State Employee on call
 ***Part-time Employee



Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on a Salary Board agenda. Please review the attached Form Completion Guide for important information regarding information sought. If additional space is needed to describe your request, you may attach additional information.

Date: 1/29/2026 Department: Controller's Office

Submitted by: Scott Wiglesworth - Controller
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Request to hire above minimum salary for Accountant Auditor position #500196

Min: \$52,065 Mid: \$65,091 Max: \$78,117

Grade: L Union: N/A

2. Effective date (if retroactive, provide justification):

2/2/2026

3. Purpose of action request:

Request to hire above minimum salary for Accountant Auditor position #500196

4. Cost: Annualized Cost: \$55,500 + \$26,544 = \$82,044

5. Projected increase/decrease in cost to department:

Cost is within range of budgeted position

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

7. Funding source:

General Fund

8. Budget Services contacted

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Salary Board Action Request Form

The justification for requesting a salary increase from \$52,065 to \$55,500 per year for this qualified applicant is based on their superior qualifications compared to the minimum requirements for the role's starting salary.

The position's base starting salary of \$52,065 aligns with the minimum education and experience threshold: In contrast, the selected candidate possesses significantly stronger credentials:

- A master's degree in Accounting, which exceeds the minimum bachelor's requirement and demonstrates advanced knowledge in complex areas such as auditing standards, risk assessment, financial reporting, and compliance.
- 3 years of relevant experience, including hands-on work in handling audits, completing financial reports, and preparing tax forms—skills that directly align with core auditor responsibilities and enable immediate contributions with minimal training.

Industry survey data and benchmarks support higher compensation for candidates with a master's degree:

- Recent AICPA-related surveys (e.g., 2025 National MAP Survey) report median starting salaries for new hires with master's degrees in accounting/auditing roles around \$67,750 in CPA firms, reflecting competitive adjustments for advanced credentials.
- Pursuing the CPA certification further enhances value, as CPA-track candidates often command premiums (e.g., 5–15% higher potential per recruitment data), and the master's degree is a key step toward CPA eligibility.

This candidate's combination of advanced education and practical experience positions them to deliver immediate contributions, such as higher-quality audit work, improved risk identification, reduced supervision needs, and faster progression toward CPA licensure. The proposed \$55,500 salary reflects a modest adjustment to recognize these qualifications while remaining competitive and well below national averages for similarly credentialed professionals.

Approving this increase would help secure a high caliber hire in a competitive talent market, where advanced degrees and relevant experience drive retention, performance, and audit effectiveness.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

This is critical position supports the Controller's office in fulfilling statutory responsibilities and providing essential fiscal support to County departments. This candidate's combination of advanced education and practical experience positions them to deliver immediate contributions, such as higher-quality audit work, improved risk identification, reduced supervision needs, and faster progression toward CPA licensure. The proposed \$55,500 salary reflects a modest adjustment to recognize these qualifications while remaining competitive and well below national averages for similarly credentialed professionals.

Approving this increase would help secure a high caliber hire in a competitive talent market, where advanced degrees and relevant experience drive retention, performance, and audit effectiveness.

11. Attached: Organization Chart (All requests)
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 Job descriptions (All requests, excluding vacant over 1 year)

County of Lancaster
Job Description
An Equal Opportunity Employer

JOB TITLE: Accountant/Auditor

JOB CODE: 618 **DATE:** 12/19/22

POSITION #: 00500196

DEPT: A1511 / Controller

REPORTS TO:

Position # - 00500197

Job Title - Accounting/Auditing Assistant Manager

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.50

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30 **End Time:** 5:00

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Perform professional auditing and financial tasks, install accounting systems and recommend accounting procedures. This position involves professional responsibility for the post-auditing and pre-auditing of financial transactions, the testing of internal control, and the testing of compliance with Federal, State, County, etc., rules and regulations. This position also involves conducting performance audits as required with the aim of improving County programs and activities as well as special tests to uncover defalcations. Unlike other Departmental fiscal positions, not only is this position required to have an overall understanding of how all of the above applies to the Controller's Office but also how it applies to all other County Departments and Offices because all other County Departments and Offices go to the Controller's Office for assistance regarding any and all types of fiscal-related matters.

REPORTING RELATIONSHIPS

This position is not responsible for the supervision of other employees nor do any other employees report to this position for any reason.

ESSENTIAL JOB FUNCTIONS

Knowledge of all Federal, State, and Local rules and regulations, all applicable accounting principles and auditing standards, and all relevant County policies, and the interrelationships among all of these different Federal, State, and Local requirements and how they pertain to and interact with the various Departmental accounting systems and procedures. Proficiency in this function allows the position to plan, develop, and implement various audits including but not limited to internal control, tests of transactions, performance, etc. resulting in the issuance of reports including findings and recommendations.....35%.

Knowledge of all Departmental accounting systems in addition to Workday- the County's accounting system - which will result in this position being able to respond to Departmental requests for accounting assistance on a timely basis and will allow this position to refine various accounting systems as the need and circumstances arise.....30%.

Knowledge of the required yearly closing procedures of the County's books in order to prepare the County's yearly financial statements. Proficiency in this function allows this position to contribute in the preparation of the necessary adjustments and schedules needed to complete the County's year-end financial statements for the County's external

auditors as well as be able to assist in the preparation of any additional schedules and tests requested and required by the external auditors in the course of their audit.....25%.

Thorough knowledge of Workday - the County's accounting system - which will allow this position to assist in the daily, weekly, and monthly accounting functions needed to keep Workday fiscally accurate as well as being updated on a timely basis.....10%.

OTHER SPECIFIC TASKS OR DUTIES

This position will be required to perform other duties as assigned which may include but not be limited to assisting in other areas of the Controller's Office or other Departments as the needs arise.

MINIMUM QUALIFICATIONS

Degree in Accounting.

Equivalency in Governmental Accounting experience.

Any equivalent combination of education, experience and training that provides the required knowledge of skills and ability to perform the job.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to use personal computers with knowledge in the use of Excel, Word, and especially Workday a plus.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

No licenses, certifications, or clearances required.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature, no special demands are required.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

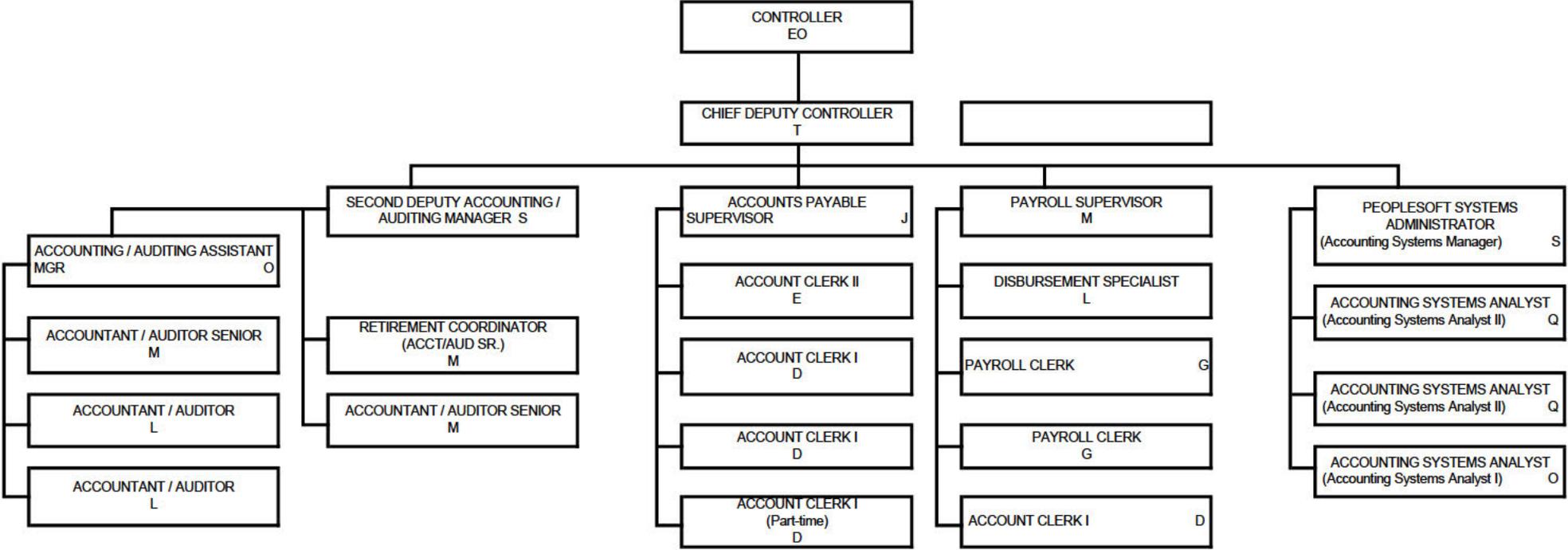
Date

Supervisor's Printed Name

Supervisor's Signature

Date

CONTROLLER'S OFFICE ORGANIZATION CHART



Salary Board Action Request Form

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Date: 1/21/2026 Department: Register of Wills' Office

Submitted by: Anne L. Cooper, Register of Wills
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Temporary increase of 5% of salary of Clerical Specialist III while she assumes most duties of Chief Deputy who is out on [REDACTED] leave.

Min: Mid: Max:

Grade: 42 Union: LIU

2. Effective date (if retroactive, provide justification):

12/10/26 which is the date Chief Deputy began [REDACTED] leave until the Chief Deputy returns.

3. Purpose of action request:

To compensate Clerical Specialist III for the work she is performing during the Chief Deputy's absences.

4. Cost: New temporary rate \$21.3642 (\$41,660.19) with 5% increase from \$20.603268 (\$40,176).
Annualized Cost: To be determined by length of leave increase of approximately \$428 for 3 months with salary and benefits for 3 months current \$16,088.20, with 5% increase \$16,516.51.

5. Projected increase/decrease in cost to department:

Unknown because we do not know when the Chief Deputy will return.

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

7. Funding source:

Salaries

8. Budget Services contacted

**Salary Board
Action Request Form**

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Clerical Specialist III, [REDACTED] is assuming almost all of the duties of the Chief Deputy while continuing to perform her own responsibilities of accepting and entering and processing probates, administering Oaths, and addressing the office software issues (and the many problems associated with implementing our new fee schedules).

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

[REDACTED] assuming the role of Chief Deputy allows the office to run more smoothly and to serve the public efficiently until the Chief Deputy returns.

11. Attached:
- Organization Chart (All requests)
 - County Employment Application (New hires above start rate only)
 - Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request--Hire-Above-Supplement>
 - Job descriptions (All requests, excluding vacant over 1 year)
 - Other _____

2026 Organizational Chart

Register of Wills and Clerk of Orphans' Court
Anne L. Cooper
(No Broadband)

Chief Deputy
██████████
Full Time
157

Administrative Coordinator
██████████
Full Time
158L

Account Clerk Senior I ██████████ Full Time 038L	Deputy Clerk OCD ██████████ Full Time 038L	Clerical Specialist III ██████████ Full Time 319L
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Clerical Specialist ██████████ Full Time 021L	Clerical Specialist ██████████ Full Time 021L	Clerical Specialist ██████████ Full Time 021L
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Full Time Employees: 8

2025 Quarter 4 Turnover Report Summary

- 4th quarter 2025 County Turnover rate is 4.7%
- Average turnover per quarter over 5 years is 5%
- 17% turnover year to date
- Lowest YTD over a 5 year look back.
- Trending slightly below government average

Exit Survey Data:

70 employees responded, 31% participation.

- 76% of participants would recommend the County of Lancaster to a friend as a positive place to work.

What prompted you to seek other employment	
2024	2025
Other	Compensation
Compensation	Career Advancement Opportunities
Family Circumstances	Work Culture

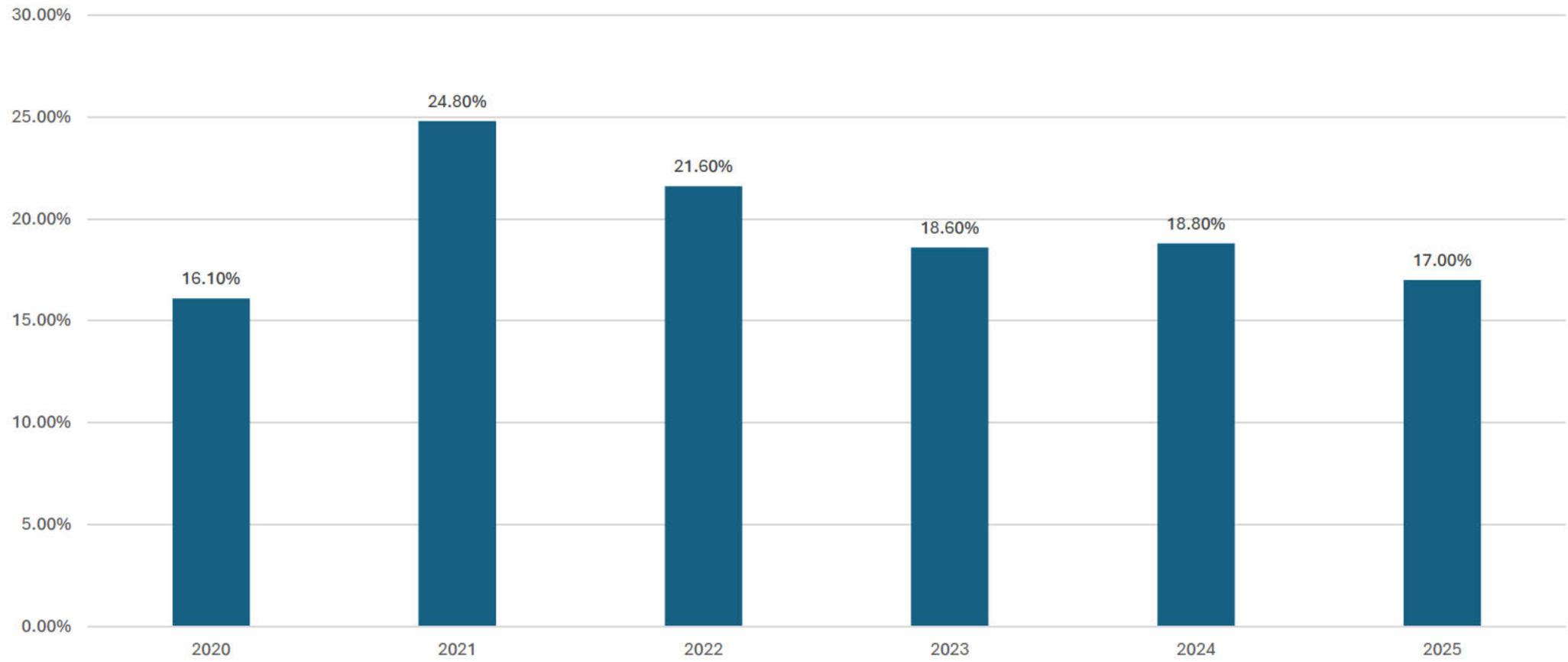
Most important employment factors to employee	
2024	2025
Pay	Pay
Work/personal life balance	Benefits
Work schedule	Work Schedule

2025 Turnover Report

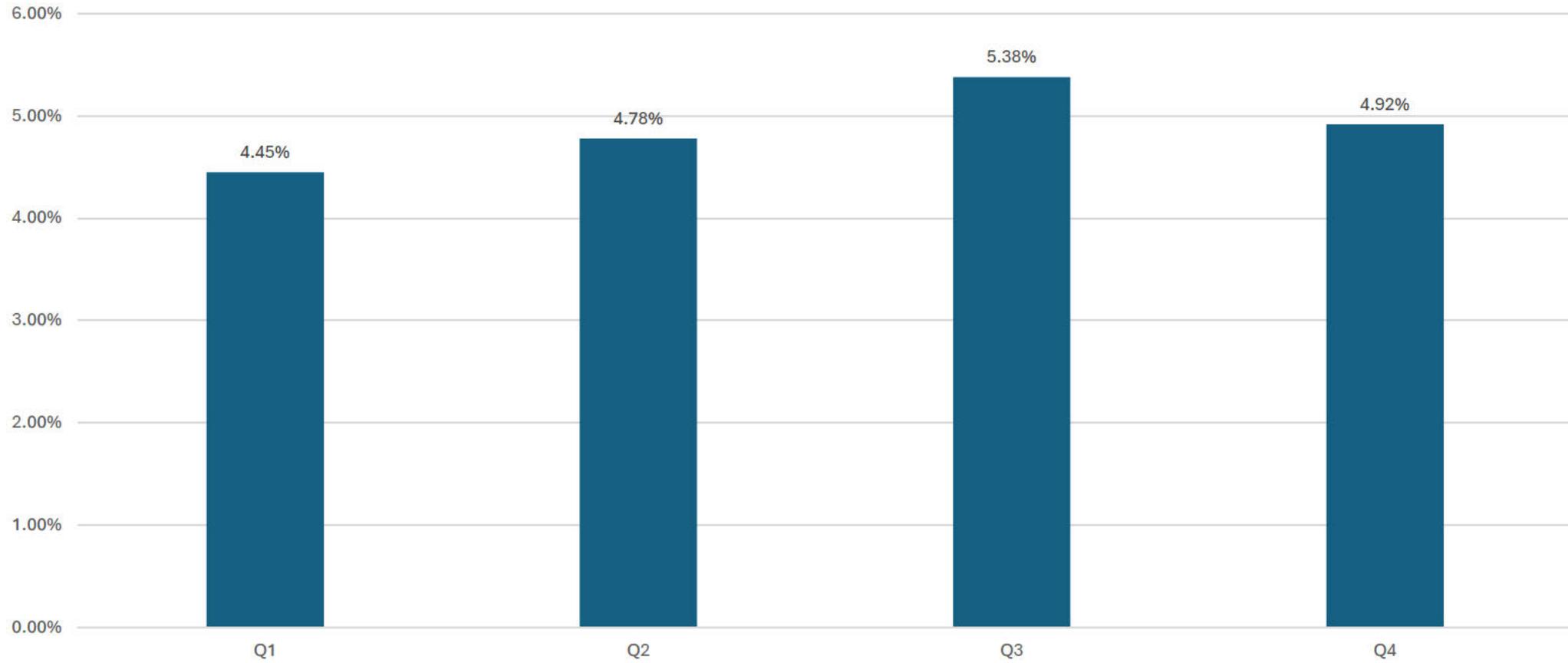
Month	Beginning Count	Hires/ Rehires	Separations	End Count	Monthly	Quarterly	Annual	
JAN	1,815	45	22	1,838	1.2%			
FEB	1,838	17	22	1,833	1.2%			
MAR	1,833	14	26	1,821	1.4%			3.8%
APR	1,821	19	25	1,815	1.4%			
MAY	1,815	27	28	1,814	1.5%			
JUN	1,814	40	28	1,826	1.5%			4.5%
JUL	1,826	15	29	1,812	1.6%			
AUG	1,812	28	22	1,818	1.2%			
SEP	1,818	46	22	1,842	1.2%			4.0%
OCT	1,842	25	34	1,833	1.9%			
NOV	1,833	15	21	1,827	1.2%			
DEC	1,827	19	30	1,816	1.7%			4.7%
Totals		310	309					

* Excludes Elected, Temporary, and Seasonal Positions.

Turnover % by Year



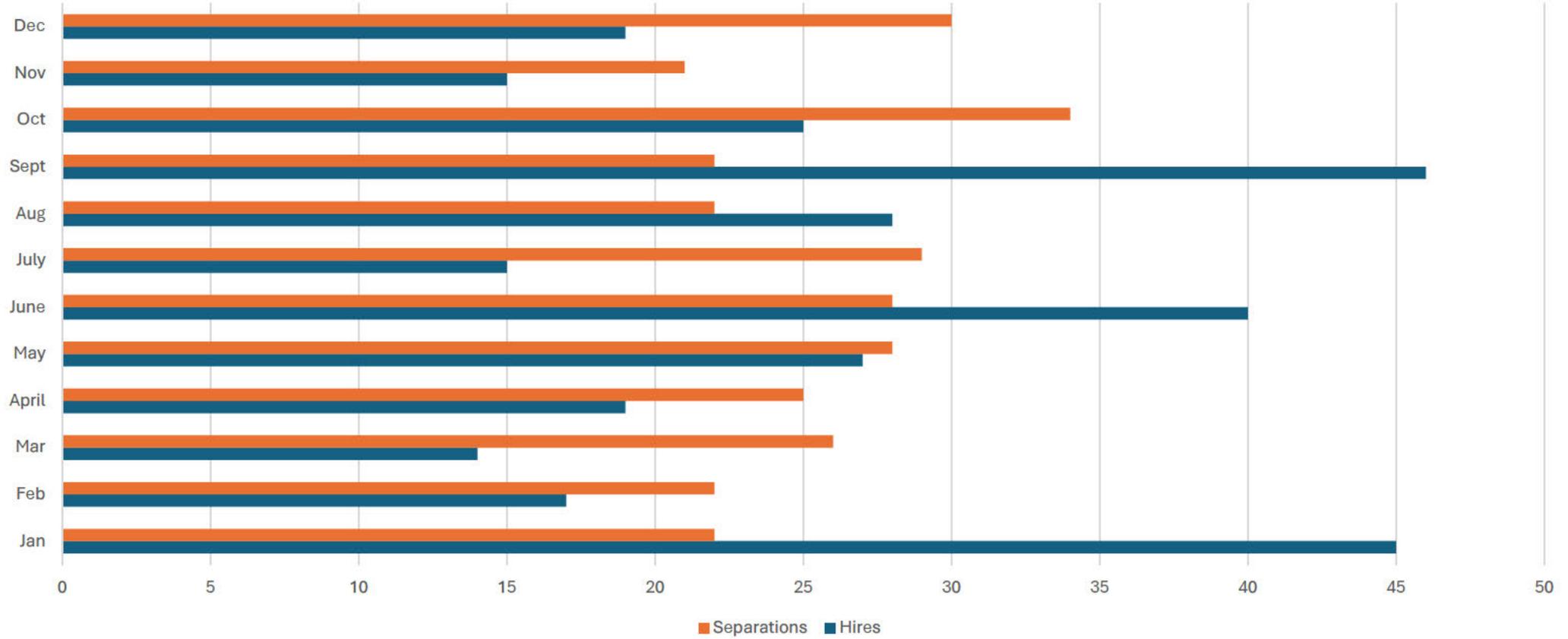
Quarterly Average Turnover (2020-2025)



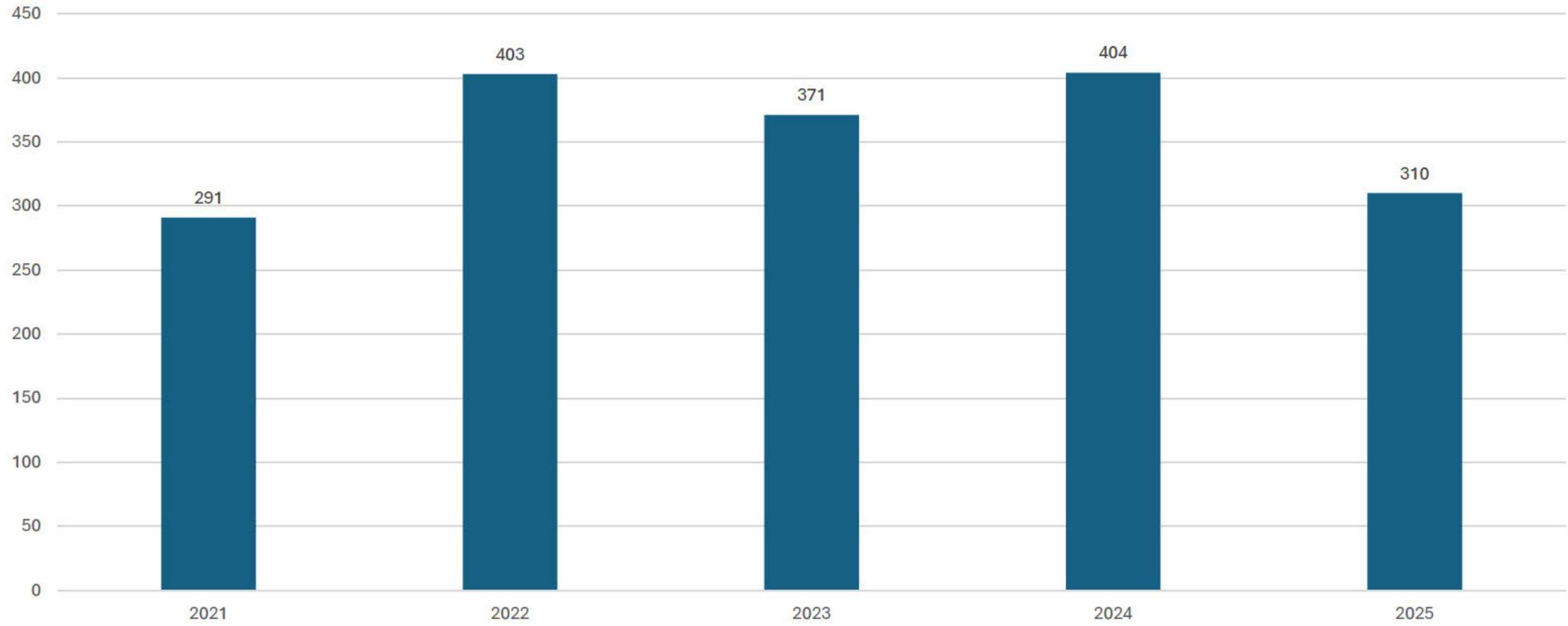
Quarterly Turnover Trend 2021-2025 (average 5%)



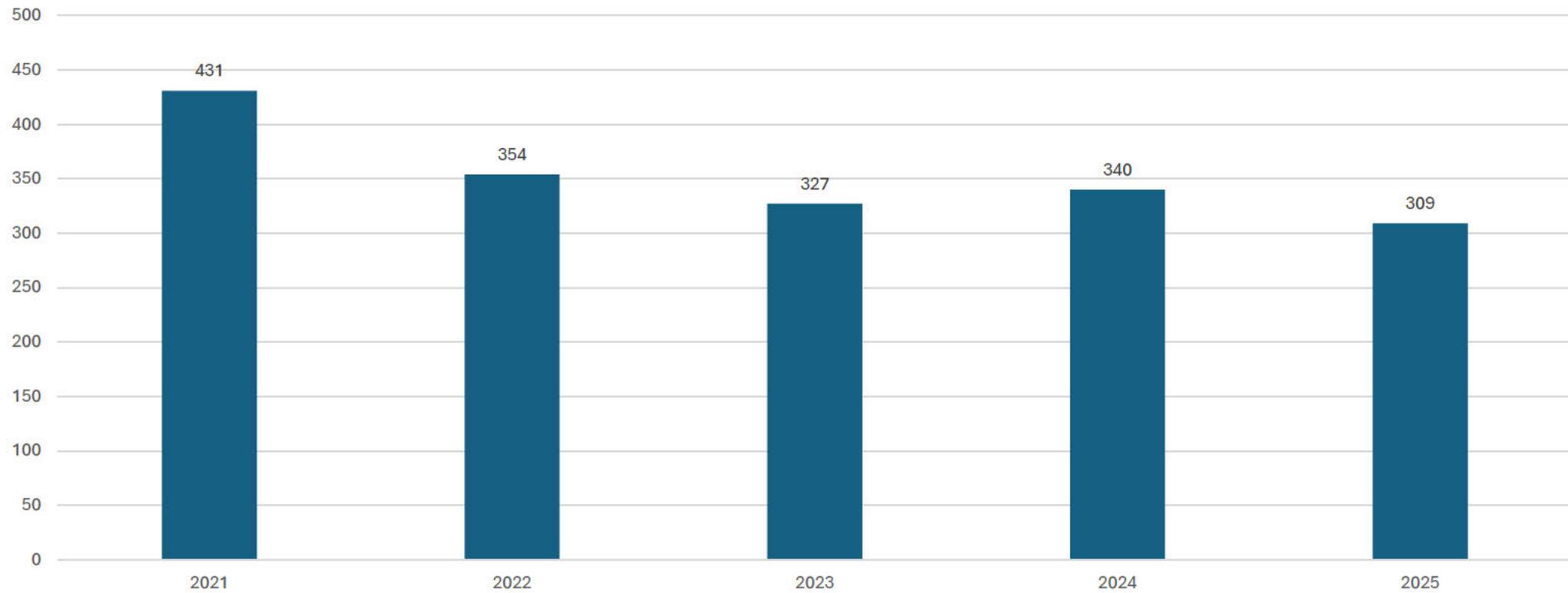
January - December 2025 Hires/Separations



Hires by Year January - December

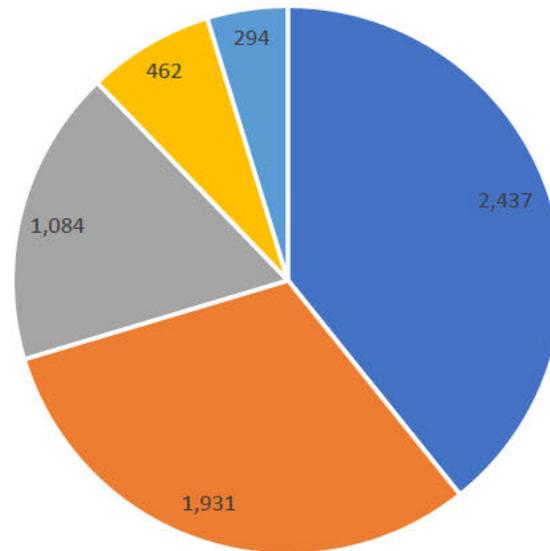


Separations by Year January - December



Recruitment Top 5 Sources

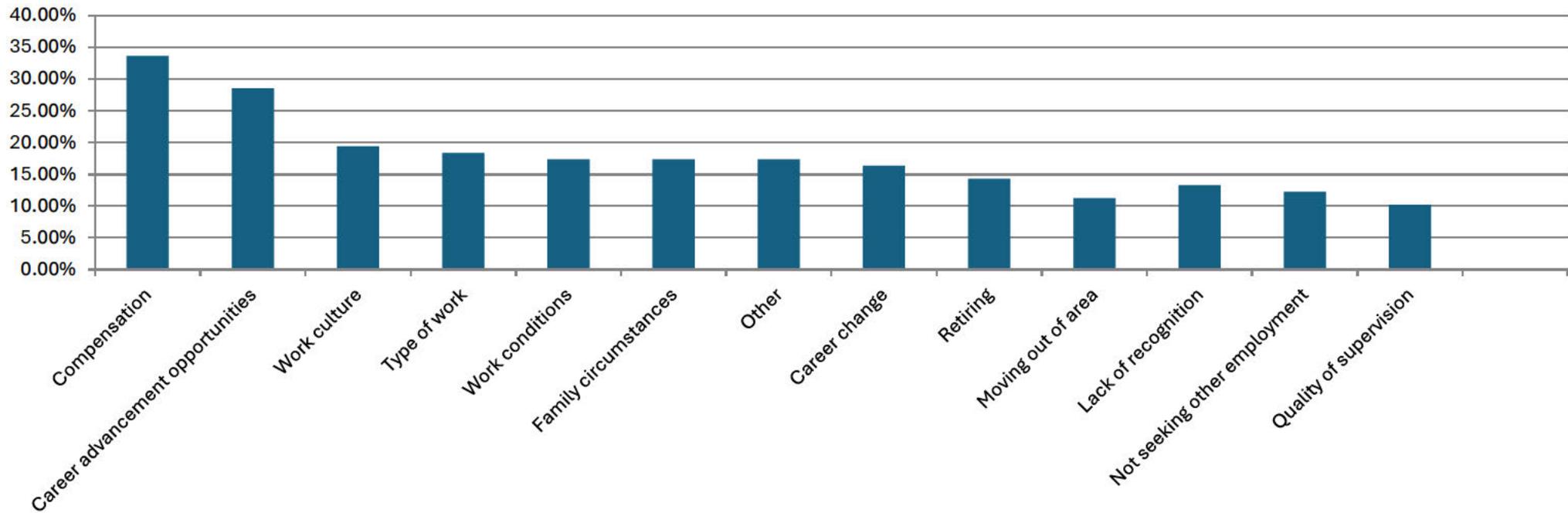
409 job postings, 7,275 applications



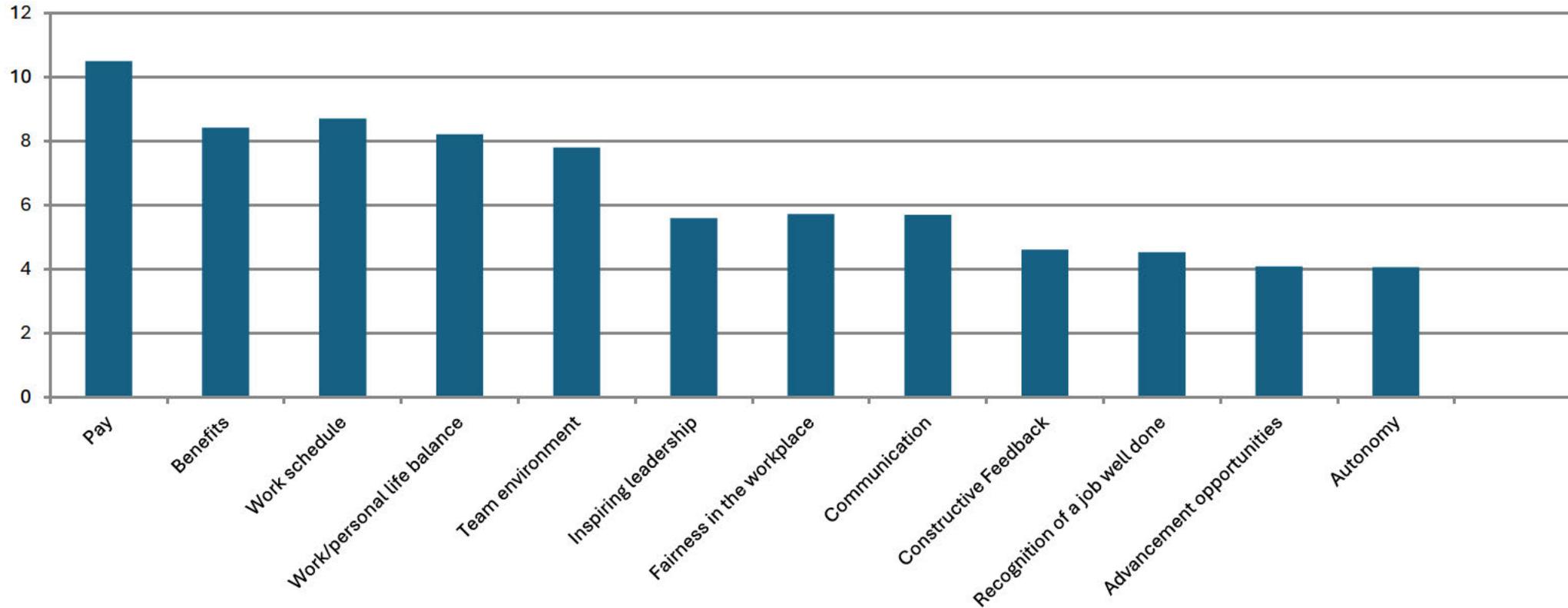
■ Indeed ■ Career/Corporate site: ■ County website ■ Current Worker ■ Facebook/Instagram

Exit Survey Results (Jan-Dec 2025)

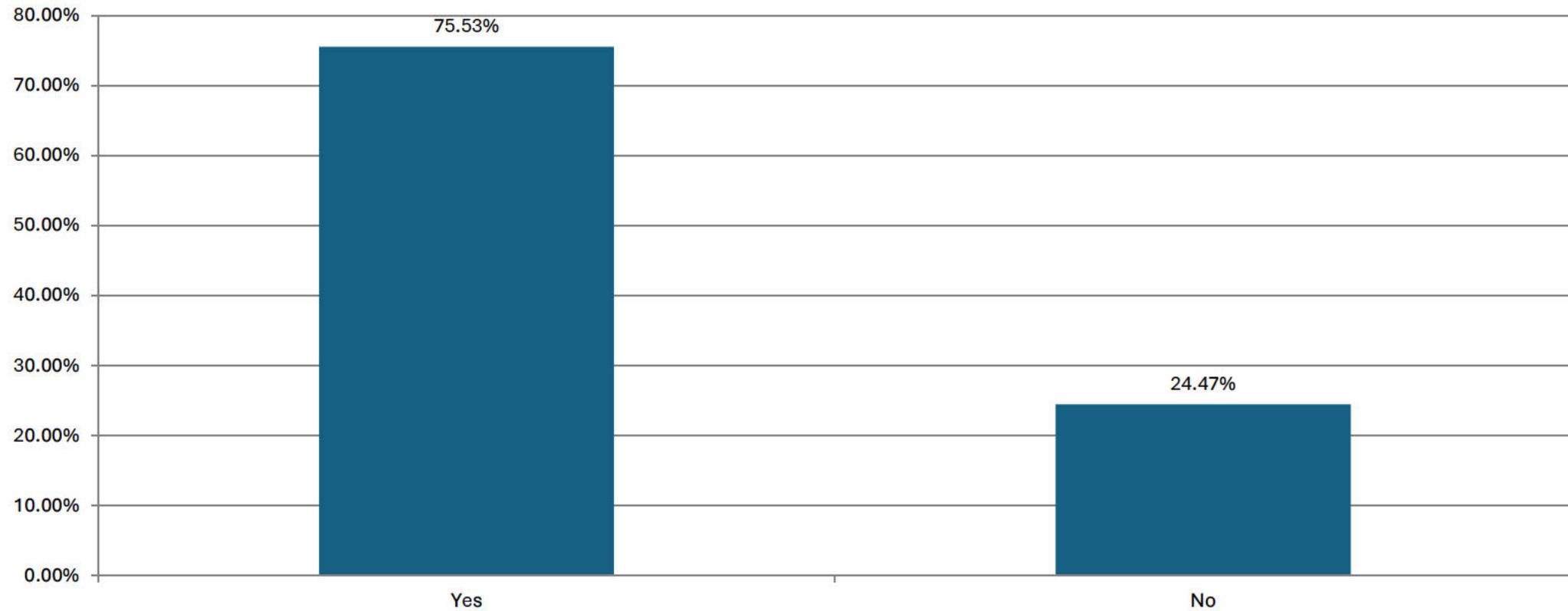
What prompted you to seek other employment?



Please rank the following in order of importance to you with 1 being the most important and 12 being the least important:



Would you recommend the County of Lancaster to a friend as a positive place to work?



Cost Center	Opening Headcount	End Headcount	Average Headcount	Total Turnover Percentage
Ag Preserve	6	6	6.0	0.00%
APPS - Supervision Services	116	120	118.0	8.47%
APPS-Special Supervision	19	21	20.0	25.00%
Behavioral Health	100	98	99.0	13.13%
Budget Services	2	1	1.5	66.67%
Children & Youth	141	144	142.5	19.65%
Clerk of Courts Office	13	14	13.5	7.41%
Commissioners Office	6	6	6.0	16.67%
Communications	0	0	0.0	0.00%
Controllers Office	21	20	20.5	9.76%
Coroners Office	14	15	14.5	20.69%
Court Administration	24	24	24.0	25.00%
Court Reporters	14	16	15.0	0.00%
Department of Public Safety	103	118	110.5	30.77%
District Attorneys Office	87	80	83.5	25.15%
Domestic Relations	77	79	78.0	3.85%
Drug & Alcohol	12	10	11.0	18.18%
Early Intervention	36	36	36.0	0.00%
Emergency Management	0	0	0.0	0.00%
Facilities Management	53	56	54.5	7.34%
Human Resources	9	9	9.0	11.11%
Information Technology	43	42	42.5	9.41%
Intellectual Disabilities	54	48	51.0	19.61%
Judicial Operations	86	82	84.0	15.48%
Jury Services	1	1	1.0	0.00%
Juvenile Probation	49	49	49.0	10.20%
Law Library	2	3	2.5	0.00%
Legal Department	7	8	7.5	26.67%
Magisterial District Court	89	92	90.5	18.78%
Office of Aging	83	81	82.0	23.17%
Planning	29	27	28.0	10.71%
Prison	232	244	238.0	18.49%
Property Assessment	22	21	21.5	9.30%
Prothonotary	22	20	21.0	23.81%
Public Defender	36	37	36.5	10.96%
Purchasing	10	11	10.5	9.52%
Recorder of Deeds	7	7	7.0	28.57%
Register of Wills Office	7	8	7.5	26.67%
Sheriffs Office	68	68	68.0	11.76%
Treasurers Office	10	10	10.0	10.00%
Veterans Affairs	4	4	4.0	0.00%
Voter Registration	16	14	15.0	53.33%
Youth Intervention Center	85	81	83.0	20.48%

Amendment to 2026 Position Complement List

Position Number	Time Type	Job Code	Job Profile	Cost Center	Compensation Grade
504727	Full-time	588A	Program Planner/ Eval II	Children & Youth	N
502575	Full-time	84B	Caseworker Trainee CYA	Children & Youth	72
502167	Full-time	293B	Child Welfare Aide	Children & Youth	70
502225	Full-time	293B	Child Welfare Aide	Children & Youth	71
501380	Full-time	904	Correctional Officer	Prison	21
501282	Full-time	904	Correctional Officer	Prison	21
503304	Full-time	904	Correctional Officer	Prison	21