

**Salary Board
Meeting Agenda
April 3, 2023**

1. Call to Order
2. Minutes of the March 6, 2023, meeting.
3. **Court Administration – President Judge David L. Ashworth, Mark Dalton** **1:30 p.m.**
 - a. Court Administration-
 - 1) Request approval to post and fill two (2) part-time Magisterial District Court Clerk positions (501101 and 501081), Grade D, vacant more than a year, effective April 3, 2023.
 - b. Court Reporters-
 - 1) Request approval to post and fill two (2) full-time Court Reporter positions (500710 and 504205), Grade N, vacant more than a year, effective April 3, 2023.
 - c. Judicial Operations-
 - 1) Request approval to post and fill one (1) part-time Bailiff position (500695), Grade A, vacant more than a year, effective April 3, 2023.
4. **BHDS – Judy Erb** **1:40 p.m.**
 - a. Request approval to post and fill four (4) full-time Caseworker Trainee positions (503731, 503733, 504156, 502496), Grade H, vacant more than a year, effective April 3, 2023.
5. **District Attorney – Heather Adams** **1:45 p.m.**
 - a. Request approval to reclassify, post and fill one (1) Clerical Specialist III position (500962), LIU Grade 42, to full-time Paralegal position, LIU Grade 43, effective April 3, 2023.
6. **Facilities Management – Robert Devonshire** **1:50 p.m.**
 - a. Request approval to post and fill one (1) part-time Office Support I position (504576), Grade B, vacant more than a year, effective April 3, 2023.
7. **Office of Aging – Tom Martin** **1:55 p.m.**
 - a. Request approval to post and fill one (1) full-time Employment Program Coordinator position (502350), Grade F, vacant more than a year, effective April 3, 2023.
 - b. Request approval to reactivate, post, and fill one (1) frozen Caseworker position (502665), Grade I, effective April 3, 2023.
8. **Planning Department – Scott Standish** **2:00 p.m.**
 - a. Request approval to hire applicant (ID 70878) above the start rate for a Senior Planner position (500568), Grade L, at an annual salary of \$58,500.00, effective April 3, 2023. (The minimum/maximum of this pay grade is \$48,750.00/\$73,125.00.)

9. Prothonotary – Andrew Spade

2:05 p.m.

- a. Request approval to reclassify, post and fill one (1) part-time Clerical Specialist position (503361), LIU Grade 41, to full-time status, effective April 3, 2023.

10. Human Resources – Anthony Kern

2:10 p.m.

- a. Request approval to hire employee (13718) at an annual salary of \$64,733.35 which is above the start rate for a Human Resources Analyst position (504712), Grade N, effective April 10, 2023. (The minimum/maximum for this position is \$53,742.00/\$80,613.00).
- b. Request approval of a temporary 5% increase for employee (ID 10024) for assuming extra duties related to training new employees, effective January 30, 2023, until July 30, 2023

11. Good of the Order

12. Adjourn

13. Next Regular Meeting: Monday, May 1, 2023. Hire Above/1 year + Vacancies April 17, 2023.