

**Salary Board
Meeting Agenda
June 1, 2026**

1:30 p.m. – Conference Room #701, 7th Floor

1. Call to Order
2. Minutes of the May 4, 2026, meeting.
3. **Children & Youth Agency – Kelley Zipp** **1:30 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$52,863.03 which is above the start rate for a Caseworker position (504558), SEIU Grade 73, effective June 1, 2026. (Min: \$51,573.68 Max: \$75,020.18)
4. **Office of Aging – Tom Martin** **1:35 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$61,559.26 which is above the start rate for an Assistant Chief Caseworker – Protective Services position (504822), Grade M, effective June 15, 2026. (Min: \$54,658.50 Mid: \$68,318.25 Max: \$81,978)
5. **Planning – William Clark III** **1:40 p.m.**
 - a. Request approval for a permanent 5% salary increase for Deputy Director – Planning position (504693) incumbent, Grade R, for significant additional duties, effective July 9, 2026.
 - b. Request approval to reclassify one (1) Planner position (500560), Grade J, to Senior Planner, Grade L, effective June 1, 2026. This will result in the incumbent receiving a 6% increase. (Min: \$52,065 Mid: \$65,091 Max: \$78,117)
 - c. Request approval for a permanent 5% salary increase for Principal Planner position (503647) incumbent, Grade O, for significant additional duties, effective June 1, 2026.
6. **Public Defender – Christopher Tallarico** **1:45 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$72,923.76 which is above the start rate for an Assistant Public Defender I position (500432), TMS Grade 51, effective June 1, 2026. (Min: \$72,235 Max: \$107,300)
7. **Youth Intervention Center – Bryan Hubbard** **1:50 p.m.**
 - a. Request approval to reactivate, reclassify, post, and fill one (1) YIC Recreation Coordinator (503633), Grade L, to Program Coordinator, Grade K, effective upon approval. (Min: \$52,894.40 Mid: \$66,102.40 Max: \$79,331.20)
 - b. Request approval to hire an applicant at an annual salary of \$60,365.76 which is above the start rate for a Youth Care Worker Supervisor (504745), Grade J, effective upon approval. (Min: \$50,356.80 Mid: \$62,961.60 Max: \$75,545.60)
8. Business from Guests
9. Adjourn
10. Next Meeting: Monday, July 6, 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: 5/21/2026 Department: Children & Youth

Submitted by: Crystal A. Natan, Executive Dir
(Name and Title)

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

Hire above the start salary for a caseworker position in Intake. Hire at an annual salary of \$52,863

Min: 51,573.68 Mid: Max: 75,020.18

Grade: Union:

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

06/01/26

3. Purpose of action request:

Approval to hire above the start salary for an intake caseworker. Hire at an annual salary of \$52,863

4. Cost: \$ 46,083 (7 months) Annualized Cost: \$79,000

5. Projected increase/decrease in cost to department:

None. This position is budgeted for \$52,863

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:

80% Fed/state funds, 20% county match funds.
\$ 63,200 State/Fed
\$ 15,800 County

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.

This candidate has 4 years of direct experience as an intake caseworker at another county Children & Youth Agency. They are fully trained and certified as a caseworker. They will be able to immediately take on cases.

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

This candidate will be able to immediately assume job responsibilities due their level of experience and training.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB

TITLE: Caseworker

POSITION

#: TBD (Bargaining Unit-PSSU-SEIU Local 668)

REPORTS TO:

Position # - TBD
Job Title - Chief Caseworker

WORK SCHEDULE:

Minimum
Hours/Week: 40/week

Typical
End: 5:00 P.M.

Typical Start: 8:00 A.M.

Work Days (Check all that apply):

S M T W T F Sa

Caseworker Position Summary:

Lancaster County Children & Youth Social Service Agency is seeking professional individuals to join our Casework team in their Intake, Family Support and Permanency Departments. If you have a passion for working in an environment that serves to help others, apply today!

The Lancaster County Children and Youth Social Service Agency is a public child welfare agency mandated to provide protection services to Lancaster County's children and their families. The Agency investigates all reports of child abuse and neglect and provides intervention services to address safety threats and risk factors and stabilize the family. The Agency's mission is to address the safety, permanency and well-being of children and youth at risk of abuse and neglect.

Summary:

Intake Division:

The caseworker in the intake unit conducts thorough investigations of referrals of abuse and/or neglect, following the PA Juvenile Act, the PA Child Protective Services Law, DPW regulations and agency policy. This caseworker provides emergency or short-term services required during the course of the investigation and makes recommendations for long-term service planning.

Family Support Division:

The Family Support unit provides casework services to families whose children are at risk of, or who have been exposed to, neglect, physical abuse and/or sexual abuse. The caseworker assists the families in following through with plans to address concerns regarding drug and alcohol abuse, mental health challenges, domestic violence, housing, and parenting skills in order to help caregivers improve their functioning and to prevent repeated abuse and neglect. The caseworker makes every effort to work with the families toward the goal of stabilizing and strengthening them so that they may remain a family unit and meet their children's needs for safety and well-being. Most cases are successfully closed after the family has completed their Family Service Plan goals. The caseworker is responsible for providing services to approximately 15 to 25 families.

Permanency Division:

This is a casework position with the Permanency department of the Lancaster County Children & Youth Agency. The caseworker supervises, coordinates, and provides services to families of children who are placed in kinship homes, resource homes, group homes and residential facilities. Many of the youth have had various acting out behaviors ranging from truancy, sexual abuse, and neglect to violence against other people. Many of the parents exhibit multiple challenges in functioning as parents or in managing their own lives. With the assistance of the supervisor, the caseworker is required to prioritize activities to fulfill the demands of the job and maintain quality services to all clients. For all cases, the caseworker is responsible for creating and implementing written, court-approved case plans for children and their families. The caseworker is responsible for making referrals for services to complete the tasks on the plans to achieve permanency. The caseworker supervises clients' progress on their plans, develops written reviews of progress and presents those reviews to the Court.

MINIMUM QUALIFICATIONS

Six months of experience as a Caseworker Trainee; or

Successful completion of the County Social Caseworker Intern Program; or, A bachelor's degree with a social welfare major; or,

A bachelor's degree which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, human services, or other related social sciences and one year of professional social casework experience in a public or private social services agency: or,

Any equivalent combination of experiences and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, human services, or other related social sciences.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate an understanding of the PA Juvenile Act, the Child Protective Services Law, and DPW Regulations.
- Have an understanding of the corollaries of child abuse and neglect; ability to identify these factors in families and to interpret them for case disposition and planning.
- The ability to gather and analyze information in such a way that consequent judgments maximize the safety of children and minimize unwarranted intrusion into family privacy.
- Knowledge and ability to use crisis intervention modality to initiate and deliver short-term services.
- Thorough knowledge of child development and family dynamics.
- Ability to establish relationships that facilitate meaningful involvement, and the ability to relinquish the relationship at case transfer or closing.
- Ability to complete clear, concise written and verbal communication as related to record keeping, court testimony, service planning, dealing with community professionals, etc.
- Organization and time management skills to meet competing demands for client contacts, record keeping and related duties.
- Flexibility and energy to meet the unpredictable and emergency nature of caseload demands.
- Attitude of cooperation to enhance team functioning within the unit and to contribute to overall Agency goals.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

- Must pass pre-employment drug screening test.
- Must have acceptable background checks that includes FBI clearance, PA State Police Criminal history and ChildLine clearances.
- A valid driver's license and acceptable driving history in accordance with County policy.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Does not pose a threat to the health and safety of the department
- Must have the ability to work independently.
- Must have the ability to transport self to various locations for meetings, visits and other appointments.
- This position will require the ability to conduct home visits and other appointments and to access those locations with reasonable accommodations.
- This position has been identified as having the potential for exposure to Hepatitis B.

ADDITIONAL INFORMATION

The County of Lancaster offers comprehensive benefits to our employees. Read more about our benefits [here](#).

Lancaster County Government provides Equal Employment Opportunity for all persons regardless of race, religion, age, sex, national origin, genetic information or disability. The County also observes all applicable laws regarding Veterans status. The County reflects this action in all areas of employment and compensation practices and policies. Employment with the County is based upon the ability to perform the job as well as dependability and reliability once an individual is hired.

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 COMMISSIONERS

CITIZEN'S ADVISORY BOARD

L. George
Chief Clerk

C. Natan, MSW, LSW
Director
EXECUTIVE DIRECTOR

[Redacted], MSW
Deputy Director
DIRECTOR OF INTAKE SERVICES

| | | | | | | |
|--|--|--|--|--|--|--|
| [Redacted], MSW Chief Caseworker SCREENING | [Redacted], MSW Chief Caseworker ABUSE 1 | [Redacted], MSW Chief Caseworker ABUSE 2 | [Redacted], MSW Chief Caseworker NEGLECT 1 | [Redacted], MSW Chief Caseworker NEGLECT 2 | [Redacted], MSW Chief Caseworker NEGLECT 3 | [Redacted], MSW Chief Caseworker NEGLECT 4 |
| Caseworker | Caseworker | Caseworker | Caseworker | Caseworker | Caseworker | Sr. Caseworker |
| Sr. Caseworker | Sr. Caseworker | Sr. Caseworker | Caseworker | Caseworker | Caseworker | Caseworker |
| Caseworker | Caseworker | Sr. Caseworker | Caseworker | Caseworker | Sr. Caseworker | Caseworker |
| Caseworker | Caseworker | Caseworker | Caseworker | Caseworker | Caseworker | Caseworker |
| Sr. Caseworker | Caseworker | Secretary-Senior | Caseworker | Sr. Caseworker | Caseworker | Caseworker |
| Sr. Caseworker PT | Caseworker | | Caseworker | Caseworker | Secretary | Caseworker |
| Sr. Caseworker PT | Caseworker | | Secretary | | | |
| PT Caseworker | Sr. Secretary | | | | | |
| Vacant ([Redacted]) | | Chief Caseworker ABUSE 3 | | | | |
| Secretary | | | | | | |

[Redacted], MSW
Deputy Director
DIRECTOR OF FAMILY SUPPORT SERVICES

| | | | | |
|---|---|---|---|---|
| [Redacted], MSW Chief Caseworker FAMILY SUPPORT 1 | [Redacted], MSW Chief Caseworker FAMILY SUPPORT 2 | [Redacted], MSW Chief Caseworker FAMILY SUPPORT 3 | [Redacted], MSW Chief Caseworker FAMILY SUPPORT 4 | [Redacted], MSW Chief Caseworker FAMILY SUPPORT 5 |
| Caseworker | Caseworker | Caseworker | Caseworker Trainee | Sr. Caseworker |
| Caseworker | Caseworker Trainee | Caseworker | Caseworker | Caseworker |
| Caseworker | Caseworker Trainee | Caseworker | Caseworker | Caseworker |
| Caseworker | Case Aide | Caseworker | Caseworker Trainee | Caseworker Trainee |
| Caseworker | | Caseworker | Secretary | Caseworker |
| Secretary | | Caseworker | | Secretary |

[Redacted], MSW
Deputy Director
DIRECTOR OF PERMANENCY SERVICES

| | | | | | |
|---|--|---|---|---|---|
| [Redacted], MSW, LSW Casework Supervisor RESOURCE | [Redacted], MSW Casework Supervisor IL | [Redacted], MSW Chief Caseworker PERMANENCY 2 | [Redacted], MSW Chief Caseworker PERMANENCY 3 | [Redacted], MSW Chief Caseworker PERMANENCY 4 | [Redacted], MSW Chief Caseworker ADOPTION |
| Caseworker | Sr. Caseworker | Caseworker | Caseworker | Sr. Caseworker | Sr. Caseworker |
| Sr. Caseworker | Caseworker | Caseworker | Sr. Caseworker | Caseworker | Sr. Caseworker |
| Sr. Caseworker | Caseworker | Caseworker | Sr. Caseworker | Caseworker | Caseworker |
| Caseworker | BC Caseworker | Caseworker | Caseworker | Sr. Caseworker | Sr. Caseworker |
| Sr. Caseworker | BC Caseworker | Caseworker | Caseworker | Caseworker | Sr. Caseworker |
| Caseworker | BC Caseworker | Secretary | Caseworker | Sr. Secretary 1 | Sr. Secretary 1 |
| PT Caseworker | BC Caseworker | | Secretary | | |
| Sr. Caseworker PT | BC Caseworker | | | | |
| PT Caseworker | BC Caseworker | | | | |
| Secretary | BC Secretary | | | | |

[Redacted]
Deputy Director
DIRECTOR OF QUALITY ASSURANCE

| | | | |
|------------------|--|--------------------|--------------------|
| Family Therapist | Program Planner / Executive Administrative Coordinator | Program Specialist | Program Specialist |
| | | Secretary-Senior | Secretary |

| | | | |
|-------------------------------|-----------------------|-----------------------|------------|
| INTERNS | COBYS 1 | COBYS 2 | Case Aides |
| Vacant (Palmer) | (Vacant ([Redacted])) | (Vacant ([Redacted])) | |
| Program Planner | | | |
| Program Planner / Evaluator 1 | | | |
| Program Planner/Evaluator 1 | | | |
| Program Planner / Evaluator 1 | | | |

| | |
|--|------------------------------|
| [Redacted], MBA Fiscal Officer II FISCAL | |
| Deputy Fiscal Officer | Fiscal Operations Supervisor |

| |
|-------------------------|
| STANDBY |
| Caseworker PT (Standby) |
| Caseworker PT (Standby) |

| |
|-----------------|
| Sr. Caseworker |
| Vacant (Tyson) |
| Caseworker |
| Sr. Caseworker |
| Vacant (Borero) |
| Caseworker |
| Sr. Secretary |

| | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| Sr. Fiscal Technician | Sr. Fiscal Technician | Sr. Fiscal Technician | Sr. Fiscal Technician |
| Sr. Fiscal Technician | Fiscal Technician | Sr. Fiscal Technician | Sr. Fiscal Technician |

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: 5/21/2026 Department: OOA

Submitted by: Tom Martin, OOA Director
(Name and Title)

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

The recommendation is rehire a former Protective Services Senior Caseworker at the starting rate of \$61,559.26 based on experience and internal comparables. Per the resume, the candidate has approximately nine years' experience and a Bachelor's Degree in Applied Psychology. Minimum requirements for Protective Services Assistant Chief Caseworker position is four years experience and a Bachelor's Degree in a Human Services related field.

Min: \$54,658.50 Mid: \$68,318.25 Max: \$81,978.00

Grade: M Union: NA

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

6/15/26

3. Purpose of action request:

The number of protective service reports of need has grown over 12% in the last year. The provision of protective services by our agency is mandated by the PA Department of Aging which has recommended the hire of a fourth Assistant Chief Caseworker to equally distribute supervision of four staff per supervisor based on the intensity and complexity of cases. The PA Department of Aging has also increased quality assurance of performance measures according to the newly proposed Protective Services chapter which will require more focused attention to statistical information submitted by supervisors.

4. Cost: \$61,559.26 + \$29,731.00 Annualized Cost: \$91,290.26

5. Projected increase/decrease in cost to department:

\$91,290.26

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

Cost will be covered by the PA Department of Aging Block Grant

7. Funding source:

Salary Board Action Request Form

PA Department of Aging Block Grant

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

The PA Department of Aging has recommended four staff per supervisor in the Protective Services unit due to the intense and complex nature of cases. We currently have three Assistant Chief Caseworkers supervising 16 positions. As a result, supervisors do not have sufficient time to provide the necessary guidance and direction to staff potentially causing our unit to fall behind in compliance with regulatory standards and performance measures.

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

Filling this vacant Assistant Chief Caseworker position will allow the Protective Services unit to distribute the number of supervised staff evenly to all four assistant supervisors in the unit. The oversight of four staff per supervisor will allow supervisors necessary time to provide the required guidance and direction to staff to remain in compliance with PA Department of Aging regulatory standards and performance measures.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Asst Chief Caseworker

JOB CODE: 1180 **DATE:** 8/15/24

POSITION #: 504822

DEPT: Office of Aging

REPORTS TO:

Position # - 502324

Job Title - Chief Caseworker

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

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 employee is responsible for supervising protective service workers within the protective service unit. Assists Unit Supervisor (Chief Caseworker) in training staff, developing local procedures, and regulatory compliance with the goal of reducing the risk of abuse, neglect, and financial exploitation of older adults.

REPORTING RELATIONSHIPS

This employee reports to the Chief Caseworker. Daily contact is maintained, impromptu supervision provided to discuss emergent day to day situations. Supervisory sessions are held every two to three weeks for formal discussion of workloads, process and procedure, review of difficult consumer situations and staff performance. This employee supervises four protective service workers including one facilities emphasis position, maintaining contact daily. Conducts formal supervisory sessions with each worker at least monthly. Team meetings are also held weekly.

ESSENTIAL JOB FUNCTIONS

-Reviews and analyzes case records to ensure compliance with Department of Aging requirements, accuracy, and professionalism. Ensures appropriateness and quality of services to be rendered; reviews and signs off on case closures. (30%)

-Assigns Older Adult Protective Service reports based upon geographical area, number of reports previously assigned to worker during the period, complexity of case, and other relevant factors. Maintains accurate record of assignments. Completes initial intake for Under 60 protective service referrals and forwards on to appropriate investigation agency. (30%)

-Monitors staff performance, provides feedback and coaching, addresses and documents performance problems, sets employee goals and completes performance appraisals. Establishes and reviews/updates staff job descriptions. Conducts performance reviews of assigned staff and develops staff improvement plans when necessary. Documents and keeps Chief Caseworker informed of all personnel issues. (10%)

-Educates community organizations, agencies and nursing facilities on elder abuse, protective services and related programs. Participates on interdisciplinary case review teams to ensure consumer needs are addressed in a holistic manner. (10%)

-Facilitates regular communication and education with the District Attorney's Office and local law enforcement in support of the county's Elder Abuse Task Force. (10%)

-Takes joint responsibility with Chief Caseworker for managing the agency's role as temporary emergency guardian of the finances. Guides workers in managing temporary guardianship of the person and monitors invoices from guardianship providers to ensure accuracy. (10%)

OTHER SPECIFIC TASKS OR DUTIES

- Serves on the supervisory on-call rotation to provide after hours coverage.
- Safety needs of staff and the work area are consistently identified and addressed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Four years of experience in public or private social work; and a Bachelor's Degree; or any equivalent combination of experience and training, including the successful completion of 12 semester hours of college level courses in sociology, social welfare, psychology, gerontology, or related social sciences.
- Resident of Pennsylvania

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and application of supervisory principles.
- Ability to train staff on procedures, techniques, laws/regulations.
- Knowledge of case work principles and methodology.
- Ability to manage programs, measure outcomes and initiate changes as needed to improve performance.
- Ability to express ideas orally and in writing.

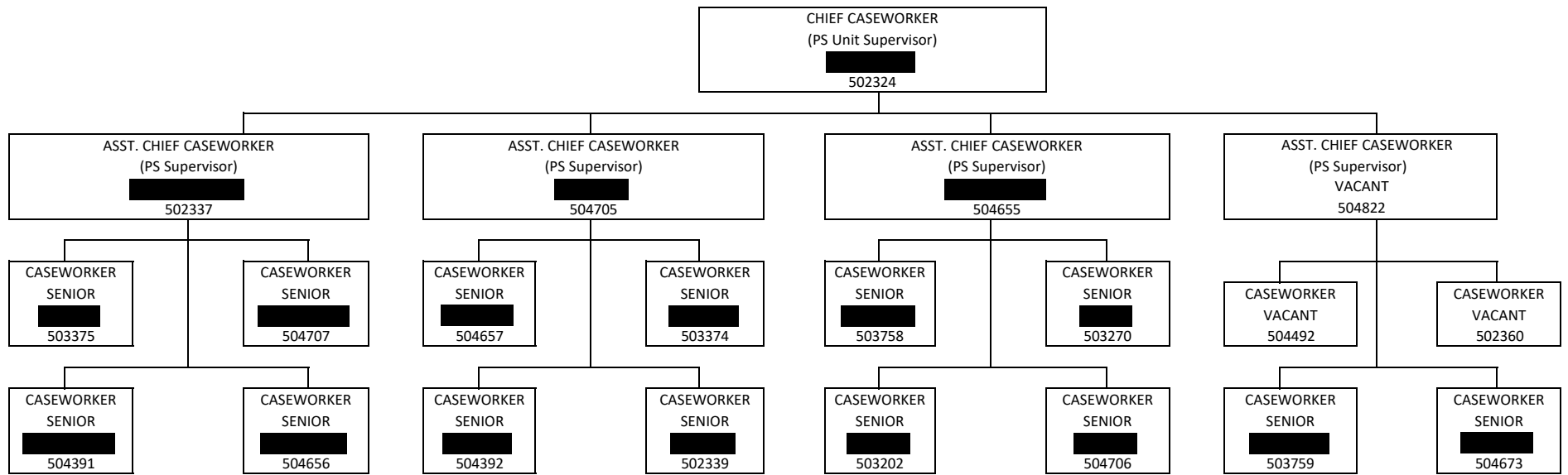
REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

- Acceptable Pre-Employment Criminal Background Check
- Acceptable Pre-Employment Drug Screening
- Acceptable Driver History in accordance with County Policy
- Must attend Pennsylvania Department of Aging Protective Services Basic and annual refresher trainings.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- This job is primarily sedentary, but may include infrequent requirement to walk up/down stair cases to access dwellings.
- Repetitive motion of data entry on desk keyboard.
 - This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B is provided.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION



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: 4/23/2026 Department: Planning Department

Submitted by: Will Clark, Exec. Director
(Name and Title)

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

To make perminant the 5% increase of the Deputy Director of Planning - 00504693's salary.

Min: \$69,774.12 Mid: \$87,223.50 Max: \$104,656.50

Grade: R Union: No

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

7/9/2026

3. Purpose of action request:

Due to the removal of the Deputy Director of Landuse and Transportation position within the Planning Department in 2025, we had previously asked for a 5% increase to the Deputy Director of Planning - 00504693 salary to accommodate the increase of responsibilities they would be temporarily inheriting. We have since reorganized the department and the Deputy of Director of Landuse and Transportation is no longer a position listed in our reporting structure. The Deputy Director of Planning - 00504693, has now perminantly inheritted those increased responsibilities, due to this the Planning Department is requesting approval for a permanent 5% increase.

4. Cost: \$48,624.56 Annualized Cost: \$116,699.00

5. Projected increase/decrease in cost to department:

\$0.00

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 Budget and Unified Planning Work Program Grant (UPWP)

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.

5% increase is inline with standard county procedure when a staff member takes on more responsibilities.

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

Through the reorganization of the department, we are placing both the comprehensive plan and transportation planning under the same Deputy Director, Coordination between the County Comprehensive Plan and the Lancaster County Metropolitan Planning Organization will significantly improve. This alignment will strengthen the connection between the two efforts, allowing each plan to better support and reinforce the other.

While the Land Use & Transportation Director previously served as a working manager, the addition of more staff (4 to 8) naturally shifts the role from hands-on production to higher-level oversight. This transition is positive: it enables more strategic leadership and clearer direction, and improved consistency across projects. As a result, the department will benefit from more cohesive planning efforts, better integration of policy goals, and stronger overall performance.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Director for Implementation & Outreach

JOB CODE: 505 **DATE:** 08/25/2023

POSITION #: 00504693

DEPT: Planning

REPORTS TO:

Position # - 00500584

Job Title - Executive Director

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

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 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

JOB SUMMARY

The Director for Implementation & Outreach is a leadership position responsible for coordinating overall implementation of the Lancaster County Comprehensive Plan (places2040) and for achieving collaboration among all teams and work program elements within the Lancaster County Planning Department. This position also manages the Implementation & Outreach Team, which includes regional planners as well as staff responsible for education, outreach, and graphics. This position ensures that the department's approach to land use and transportation planning is consistent with the policies in the county plan. In support of that goal, this position oversees the department's messaging and branding. The director exercises independent judgment to promote an effective, efficient, and customer friendly work culture focused on meeting the department's strategic objectives.

REPORTING RELATIONSHIPS

Reports to the Executive Director and serves on the department's Leadership Team, which also includes the Executive Director, the Director for Land Use & Transportation, the Director for Analytics & Design, and the Administrative Services Manager.

Positions reporting to the Director for Implementation & Outreach include a Principal Planner for planning education; a Senior Planner assigned to the Metro Planning Area; a Planner for document coordination & GIS; a Planner for online and in-person engagement; and other positions that may be assigned to this team.

ESSENTIAL JOB FUNCTIONS

SUPPORT TO THE EXECUTIVE DIRECTOR AND LEADERSHIP TEAM – 20%

Work with the Leadership Team to establish the department's annual work program, budget, and metrics to document service delivery across all department functions.

Assist the team in improving the department's processes and procedures, and in accomplishing the Executive Director's strategic priorities for the department.

Serve in the Executive Director's stead in his absence, or when requested.

IMPLEMENTATION & OUTREACH TEAM MANAGEMENT – 20%

Supervise the Implementation & Outreach Team, which includes staff responsible for regional planning, education, outreach, and graphics.

Manage the work of other staff as it relates to places2040 implementation.

Complete annual performance reviews of Implementation & Outreach Team members, and contribute to reviews of other staff throughout the department.

PLACES2040 IMPLEMENTATION – 30%

Coordinate overall implementation of the Lancaster County comprehensive plan (places2040). Ensure that the department's programs and plans consistently reflect the big ideas, catalytic tools, and Future Land Use and Transportation Map in places2040.

Lead the planning process for any updates to places2040 and any future efforts to develop a new county comprehensive plan.

For all places2040 implementation teams and work groups, ensure consistency and collaboration in the planning process, civic engagement strategies, and products.

Oversee the work of the Place-Based Planning Team, and serve as staff coordinator for the Collaborate and Align Resources implementation teams.

Lead the department's planning education program.

Serve as staff liaison to the Partners for Place, a group of city, countywide, and regional nonprofits and agencies focused on implementing places2040.

COMMUNICATION – 30%

Coordinate content and design of key internal and external communication, including forms, presentations, website updates, social media posts, and branding. Ensure consistency in the department's approach to these tasks.

Make presentations to educate the public about places2040 and other plans and programs of the department..

OTHER SPECIFIC TASKS OR DUTIES

Conduct meetings outside the office as necessary, including before and after scheduled office hours.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Requires a master's degree from an accredited college or university in planning or a related field, and 8-10 years' experience in professional planning activities -- or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES

LEADERSHIP

Ability to manage teams and solve procedural challenges.

Demonstrates a record of leadership that reflects a consistent, efficient, effective, and customer friendly approach to projects, programs, and civic engagement.

COMMUNICATION

Excellent written and verbal communication skills, including broad experience in writing and editing documents, as well as presenting to groups.

Strong interpersonal skills.

Experience in coordinating graphic design, cartography, GIS, and online platforms to convey planning concepts.

PLANNING CONCEPTS

Familiarity with comprehensive planning, transportation planning, growth management, and civic engagement.

Knowledge of principles and practices of urban and regional planning and their relationship to land use, transportation, heritage conservation, the economy, and the environment.

TECHNICAL SKILLS

Familiarity with GIS applications, data collection and analysis, graphic design, website management, and social media.

Track record of managing successful projects involving planners and technicians doing this type of work.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

A valid driver’s license and ability to furnish personal transportation.

Acceptable pre-employment driver history check in accordance with county policy.

Accreditation by the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature. No special physical 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 |

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: 4/23/2026 Department: Planning Department

Submitted by: Will Clark, Executive Director
(Name and Title)

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

Request approval to reclassify one (1) Planner position (██████), Grade J to a Senior Planner, Grade L. This will result in the incumbent to receive a 6% increase.

Min: \$52,065.00 Mid: \$65,091.00 Max: \$78,117.00

Grade: L Union: No

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

6/1/2026

3. Purpose of action request:

As part of the reorganization of the Department, it was observed that the staff supporting the Lancaster County Metropolitan Planning Organization does not have a consistent hierarchy in terms of positions. The staff positions are filled at the Principal Planner and Planner (3). This reclassification is not requested only to fill the gap between the Planner and Principal Planner, but because the incumbent has completed several tasks associated with Senior Planner experience independently for more than a year.

4. Cost: \$47,812.92 Annualized Cost: \$95,626.00

5. Projected increase/decrease in cost to department:

The projected increase to the department including employee salary and benefits would be \$597.86 yearly, and \$298.91 for the remaining time in 2026.

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

The cost increase from the current annual salary and benefits to the updated salary and benefits would be primarily funded through the Unified Planning Work Program (UPWP) grants. Employee ██████ bills approximately 96% of their hours to the UPWP grants, which reimburses at a rate of 90% for personnel costs. The remaining 10% of the UPWP-eligible costs, along with approximately 4% of non-grant billable hours will be covered by the county through the general funds.

Salary Board Action Request Form

A recent retirement from the planning department will result in the Planning Department saving approximately \$39,959.27 in their personnel budget. This savings will be able to cover the 5% increase.

7. Funding source:

Unified Planing Work Program Grants : 86.4%
A260014011 - General Funds: 13.6%

8. Budget Services contacted

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

Due to attrition of positions over time, the Senior Planner position in transportation has been eliminated. This is to ensure the department has the appropriate job descriptions to complete the work required under Federal law. The cost increase is following the salary plan for a 5% increase for the grade change, plus 1% for each change after the initial change.

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

Currently, the three planners have a wide range of experience levels, and leadership or direction of work is not inherently defined within the existing positions. Establishing a Senior Planner role will provide clear recognition of advanced responsibility and ownership of work, which will improve workload distribution and strengthen overall project leadership. This added clarity will enhance team efficiency, support professional growth, and ensure that work is led by individuals with the appropriate expertise.

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 cost breakdown

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Senior Planner

JOB CODE: 207 **DATE:** 6/27/2024

POSITION #: 00500560

DEPT: Planning

REPORTS TO:

Position # - 00504693

Job Title - Director for Land Use & Transportation

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5 hours

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30 a.m. **End Time:** 5:00 p.m.

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Senior Planners work proactively with staff and public, private, and nonprofit planning partners to implement places2040 (the Lancaster County comprehensive plan) and related plans and policies. Their primary purpose is to facilitate a countywide and regional approach to land use and transportation planning focused on the big ideas and policies, future land use and transportation map, and catalytic tools in places2040.

In addition, they provide technical assistance in functional areas of planning such as comprehensive planning and growth management, land use and transportation, environment, heritage conservation, placemaking, planning education, civic engagement, and data analysis. Some Senior Planners also serve as regional liaisons, facilitating partnerships in a particular geographical area of the county.

The work of Senior Planners requires an ability to balance multiple priorities, apply significant analytical and problem-solving skills, and synthesize complex planning concepts.

REPORTING RELATIONSHIPS

Depending on the department's needs and the skills and experience of the selected candidate, this position will report to the Director for Analytics & Design, Director Implementation & Outreach, or Director for Land Use & Transportation.

ESSENTIAL JOB FUNCTIONS

DEVELOP, IMPLEMENT, AND UPDATE PLANS - 25%

Work with staff and planning partners to develop and update places2040 and other countywide plans such as the Lancaster County Transportation Plan (connects2040) and the Lancaster Active Transportation Plan.

Contribute to developing and updating plans and programs that implement these countywide plans. Serve on and/or coordinate internal/external plan implementation teams.

Facilitate the development and implementation of regional plans and policies consistent with countywide plans. Assist with municipal plans as they relate to achieving regional and countywide goals.

PROJECT MANAGEMENT - 25%

On assigned projects, coordinate with Planners and support staff to accomplish objectives defined by the leadership team (Executive Director and team leaders). Contribute to meeting the goals of broader programs managed by Principal Planners.

Coordinate the preparation of project scopes of work and requests for proposals for consulting contracts.

PUBLIC INVOLVEMENT AND OUTREACH - 25%

Facilitate partnerships to implement the goals outlined in countywide and regional plans. The department's planning partners include all three sectors of the community: public (federal and state agencies, municipalities, school districts, and infrastructure authorities), private (businesses and individuals), and nonprofit (Partners for Place).

Serve as staff liaison to these planning partners as assigned.

Provide technical assistance to planning partners in functional areas of planning and/or particular geographical areas within the county.

Assist in coordinating public meetings such as the Lancaster County Planning Commission, the Lancaster Metropolitan Planning Organization (MPO), and related committees. Work with Planners and support staff to prepare agenda items and ensure that these meetings accomplish goals set by the leadership team.

RESEARCH, ANALYSIS, AND EDUCATION - 25%

Guide Planners and support staff in data collection, maintenance, and analysis using Geographic Information Systems (GIS) and other tools. Senior Planners whose positions focus on this type of work should concentrate on higher-level analysis and research design rather than on everyday data collection and maintenance.

Initiate and coordinate efforts to research best practices in planning and pursue opportunities to apply them in Lancaster County.

Prepare or contribute to advisory reviews of regional and municipal comprehensive plans, studies, ordinances, areawides, subdivision and land development items, and other scopes/studies as they relate to assigned work. Guide Planners and support staff in responding to environmental notifications and requests for letters of support.

Educate Lancaster County Planning Commission members and planning partners on countywide, regional, and municipal plans; functional areas of planning; and/or particular geographical areas within the county. Prepare presentations and reports for that purpose.

As it relates to assigned tasks, provide or coordinate the development of content for the department's website and social media. Participate in updating the website to better suit the department's needs.

OTHER SPECIFIC TASKS OR DUTIES

Lead or participate in meetings and site visits outside the office as necessary, including before and after scheduled office hours.

As assigned by a Principal Planner or the leadership team, perform other duties related to implementing the department's current work program.

Play an active role in developing and implementing strategies to improve the department's delivery of services, both internally (among other staff) and externally to planning partners. Assist the department in becoming more effective, efficient, and customer friendly.

Be a team player. Work collaboratively and cooperatively with staff, internal and external teams, and planning partners.

MINIMUM QUALIFICATIONS

A master's degree from an accredited college or university in planning or a related field and 1 year of experience in planning, or a bachelor's degree in planning or a related field and 3 years of experience in planning -- or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and ability to perform this job.

The required experience for a Senior Planner should include a greater variety and complexity of work than that expected of a Planner.

KNOWLEDGE, SKILLS AND ABILITIES

COMMUNICATION

Excellent written and verbal communication skills, including an ability to make effective presentations on planning concepts, policy, and analysis. Strong interpersonal skills.

TECHNICAL SKILLS

Familiarity with Microsoft Office applications (Word, Excel, PowerPoint, etc.), GIS applications, web-based applications, and tools/methods for data collection and analysis.

PLANNING CONCEPTS

Professional knowledge and experience in one or more functional areas of planning practice such as comprehensive planning, growth management, land use, transportation, housing, environment, heritage conservation, placemaking, planning education, civic engagement, and data analysis.

Familiarity with the general principles of zoning, subdivision, and land development.

LEADERSHIP

Demonstrated experience in working effectively with staff and planning partners to achieve measurable results.

Commitment to taking active responsibility in meeting priorities identified by the leadership team, rather than a passive approach focused narrowly on assigned tasks.

ETHICS / JUDGMENT

Strong ethical commitment to the principles of planning practice.

By comparison with Planners, Senior Planners are expected to exercise greater independence and judgment in their work.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

A valid driver's license and ability to furnish personal transportation.

Acceptable pre-employment driver history check in accordance with county policy.

Accreditation by the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature. No special physical demands are required.

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: 5/19/2026 Department: Planning

Submitted by: Will Clark, Executive Director
(Name and Title)

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

To propose a permit 5% salary increase to employee [REDACTED].

Min: \$60,274.50 Mid: \$75,328.50 Max: \$90,402.00

Grade: O Union: No

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

6/1/2026

3. Purpose of action request:

Due to department organizational changes and the removal of three staff positions from the Lancaster County Planning Department within the last year including a planner position, it has been determined that employee [REDACTED] has taken on increased responsibilities and tasks. With the transition in the Planning Department, employee [REDACTED] workload of completing and overseeing specific tasks for the MPO and UPWP grant, has shifted to a higher level of oversight and management of the monthly transportation meetings, MPO projects, and general MPO management, including agenda setting and coordinating outside partners. The Planning Department is asking for a permanent 5% increase to the salary of employee [REDACTED] as appropriate compensation for these increased responsibilities and tasks.

4. Cost: \$51,121.91 Annualized Cost: \$102,244.00

5. Projected increase/decrease in cost to department:

The project increase to the department including employee salary and benefits would be \$762.47 yearly, and \$381.23 for the remaining time in 2026.

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

The cost increase from the current annual salary and benefits to the updated salary and benefits would be primarily funded through the Unified Planning Work Program (UPWP) grants. Employee [REDACTED] bills approximately 90% of their hours to the UPWP grants, which reimburses at a rate of

Salary Board Action Request Form

90% for personnel costs. The remaining 10% of the UPWP-eligible costs, along with approximately 10% of non-grant billable hours will be covered by the county through the general funds.

A recent retirement from the planning department will result in the Planning Department saving approximately \$39,959.27 in their personnel budget. This savings will be able to cover the 5% increase.

7. Funding source:

Unified Planning Work Program Grants - 81%
A260014011 - General Fund - 19%

8. Budget Services contacted

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

Due to recent organizational changes within the Lancaster County Planning Department, employee [REDACTED] has taken on a significant increase in responsibilities and workload. In recognition of these expanded duties, the Planning Department is asking for a permanent 5% increase to the salary of employee [REDACTED] as appropriate compensation for the sustained higher level of responsibility.

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

Approving this request will have a significant positive impact on departmental performance and productivity. New planning staff typically require a minimum of 3-5 years to develop the skills and experience necessary to operate independently in transportation planning. Because this field lacks repetitive, year-to-year tasks, staff need more time and sustained support to gain proficiency. Following the elimination of the Deputy Director position and resulting reorganization, the need to retain experienced staff has become even more critical. Maintaining this position at a competitive level ensures continuity and preserves essential institutional knowledge during the development of newer hires. By retaining experience personnel, the department will be better positioned to:

- Improve productivity by reducing the time spent on learning procedures.
- Increase comprehensive decision making critical within transportation planning.
- Improve future updates of work tasks through experienced staff's involvement.
- Meet grant-mandated deadlines and performance measures more efficiently.

Overall, this request strengthens departmental stability, enhances work output, and ensures that required planning tasks are completed accurately and on schedule.

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>

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Principal Planner

JOB CODE: 520 **DATE:** 06/17/2024

POSITION #: 00503647

DEPT: Planning

REPORTS TO:

Position # - 00504693

Job Title - Deputy Director of Planning

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

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

Principal Planners play a key role in guiding staff and public, private, and nonprofit planning partners in implementing places2040 (the Lancaster County comprehensive plan) and related plans and policies. Under the direction of the leadership team, they manage projects and programs from conception to completion. They develop scopes of work, assign tasks, monitor work flow, and review and evaluate reports and presentations. They also facilitate the development of consultant contracts and monitor the completion of contracted tasks.

In addition, they assist the leadership team in developing planning policies and strategies. They also supervise and mentor the work of planning, technical, and support staff in functional areas of planning such as comprehensive planning and growth management, land use and transportation, environment, heritage conservation, placemaking, planning education, civic engagement, and data analysis.

Principal Planners advocate for the department's work program and educate the public about best practices in planning. They do this by speaking to groups and representing the department on external committees and task forces.

The work of Principal Planners requires considerable skill and experience in balancing multiple priorities, applying significant analytical and problem-solving skills, and synthesizing complex planning concepts.

REPORTING RELATIONSHIPS

This position reports to Position #00504693, Deputy Director of Planning

ESSENTIAL JOB FUNCTIONS

DEVELOP, IMPLEMENT, AND UPDATE PLANS – 30%

Guide staff and planning partners in updating places2040 and developing other countywide plans.

Oversee the development and updating of plans and programs that implement countywide plans. Serve on and/or coordinate internal/external plan implementation teams.

Facilitate the development of regional and municipal plans and policies consistent with countywide plans. Assist with municipal plans as they relate to achieving regional and countywide goals.

PROJECT MANAGEMENT - 30%

Coordinate the work of planning and support staff to accomplish objectives defined by the leadership team. Monitor work flows and scheduling, oversee financial contracts and invoicing, and review and approve work undertaken by planning staff.

Oversee the preparation of project scopes of work and requests for proposals for consulting services.

PUBLIC INVOLVEMENT AND OUTREACH - 25%

Promote and develop partnerships to implement the goals outlined in countywide and regional plans.

Serve as staff liaison to planning partners as appropriate.

Coordinate staff response to planning partners in functional areas of planning and/or particular geographical areas within the county.

Play a key role in coordinating public meetings such as the LCPC, MPO, and related committees. Oversee the preparation of agenda items and ensure that these meetings accomplish goals set by the leadership team.

RESEARCH, ANALYSIS, AND EDUCATION – 15%

Guide planning and support staff in data collection, maintenance, and analysis. Provide input on analysis and research design.

Coordinate efforts to research best practices in planning and apply them in Lancaster County.

Contribute to advisory reviews of regional and municipal comprehensive plans, Subdivision and Land Development (S/LD) plans, Community Planning and Ordinance reviews (CPOs), and other scopes/studies as they relate to assigned work. Guide planning and support staff in responding to requests for letters of support.

Educate LCPC members and planning partners on countywide, regional, and municipal plans; functional areas of planning and/or particular geographical areas within the county. Give presentations and prepare reports for that purpose.

Review content for the department's website and social media.

OTHER SPECIFIC TASKS OR DUTIES

Lead or participate in meetings and site visits outside the office as necessary, including before and after scheduled office hours.

As assigned by the leadership team, perform other duties related to implementing the department's current work program.

Play a leading role in developing and implementing strategies to improve the department's delivery of services, both internally (among other staff) and externally to planning partners. Assist the department in becoming more effective, efficient, and customer friendly.

Be a team player. Work collaboratively and cooperatively with staff, internal and external teams, and planning partners.

MINIMUM QUALIFICATIONS

1) A master's degree from an accredited college or university in planning or a related field and 3 years of experience in planning (including 1-2 years of project management experience), or 2) a bachelor's degree in planning or a related field and 5 years of experience in planning (including 1-2 years of project management experience), or 3) any equivalent

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

KNOWLEDGE, SKILLS AND ABILITIES

COMMUNICATION – Excellent written and verbal skills, including an ability to make effective presentations on planning concepts, policy, and analysis. Strong interpersonal skills.

TECHNICAL SKILLS – Strong working knowledge of Microsoft applications (Word, Excel, PowerPoint, etc.), GIS applications, web-based applications, and tools/methods for data collection and analysis.

PLANNING CONCEPTS – Professional knowledge and experience in one or more functional areas of planning practice such as comprehensive planning, growth management, land use, transportation, housing, environment, heritage conservation, placemaking, planning education, civic engagement, and data analysis. Familiarity with the general principles of zoning, subdivision, and land development.

LEADERSHIP – Considerable experience in working effectively with staff and partners to achieve measurable results. Commitment to taking an ownership role in meeting priorities identified by the leadership team.

ETHICS/JUDGMENT – Strong ethical commitment to the principles of planning practice.

Principal Planners are expected to exercise significant independence and judgment in their work.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

A valid driver’s license and ability to furnish personal transportation.

Acceptable pre-employment driver history check in accordance with county policy.

Accreditation by the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature. No special physical 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

Lancaster County Planning Department

Reporting Structure

May 1, 2026
 25 Full-Time
 2 Seasonal

Metropolitan Planning
 Organization (MPO)

Deputy Director
 00504693
 [REDACTED]

EXECUTIVE DIRECTOR
 00500584
 Will Clark

ADMIN. SERVICES MANAGER
 00500559
 [REDACTED]

Lancaster County Planning
 Commission (LCPC)

Deputy Director
 0500583
 [REDACTED]

PRINCIPAL PLANNER
 00503647
 [REDACTED]

PLANNER
 00503791
 [REDACTED]

FISCAL TECHNICIAN
 00503057
 [REDACTED]

SENIOR PLANNER
 00500581
 [REDACTED]

PRINCIPAL PLANNER
 00500579
 [REDACTED]

SENIOR PLANNER
 00503095
 [REDACTED]

SENIOR PLANNER
 00503097
 [REDACTED]

OFFICE SUPPORT III
 00504728
 [REDACTED]

APPLICATIONS COORD.
 00500590
 [REDACTED]

SENIOR PLANNER
 00502728
 [REDACTED]

SENIORPLANNER
 00500560
 [REDACTED]

PLANNER
 00503648
 [REDACTED]

OFFICE SUPPORT II
 00500555
 [REDACTED]

SENIOR PLANNER
 00500573
 [REDACTED]

SENIOR PLANNER
 00500570
 [REDACTED]

PLANNER
 00500571
 [REDACTED]

OFFICE SUPPORT II
 00503098
 [REDACTED]

SENIOR PLANNER
 00500568
 [REDACTED]

PLANNER
 00500578
 [REDACTED]

PLANNER
 00504596
 [REDACTED]

SENIOR PLANNER
 00503056
 [REDACTED]

TRAFF. COUNTER
 (PT)

TRAFF. COUNTER (PT)
 00500586

LANCASTER COUNTY
 PLANNING COMMISSION

LANC. METROPOLITAN
 PLANNING ORGANIZATION

COUNTY COMPREHENSIVE PLAN AND OTHER CROSS MUNICIPAL PLANS

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: 5/22/2026 Department: Public Defender

Submitted by: Christopher Tallarico, Chief PD
(Name and Title)

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

Hire above the starting rate for applicant () at \$72,923.76 for Assistant Public Defender I position (JR-2026-182).

Min: \$72,235 Mid: \$89,768 Max: \$107,300

Grade: 51 Union: Teamsters

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

6/1/2026, applicant's first day reporting to work in this position.

3. Purpose of action request:

Compensate a licensed attorney with three years relevant experience as judicial law clerk focused primarily in PA criminal law.

4. Cost: \$51,079 Annualized Cost: \$102,158

5. Projected increase/decrease in cost to department:

No increase, as position was budgeted and was vacated three months ago by departing attorney.

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

In 2025 the Office of the Public Defender opened over 6500 adult criminal court matters. The office also represented 1700 clients with violations of probation and parole. The staff attorneys provide representation for all matters in which there is a possibility of incarceration, as required by the 6th Amendment. The majority of our office's representation arises in approximately 950 preliminary hearing sessions at the 19 MDJ offices across the county, 150 sessions of probation violations, weekly PFA violation sessions, bimonthly summary appeal court sessions, and over 100 days of juvenile court sessions. In a 2024 statewide study of County Public Defender offices across Pennsylvania, Lancaster was expected to have over 55 attorneys to meet the current caseload demands, assuming an average of working 2000 hours a year (40hrs/wk). At the time of the study the Lancaster caseload was such that the complement of attorneys would be expected to work over 5000 hrs a year to meet expectations of effective representation. There are currently 21 attorneys on staff, with four vacancies.

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

Having this candidate with three years of experience as a law clerk primarily focused in a Pennsylvania criminal court docket would assist in lowering the on-boarding time and will be expected to be handling court assignments and the caseload among the criminal trial attorneys. This candidate would be expected to start individually representing clients and handle court assignments in about 4-6weeks.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Assistant Public Defender I

JOB CODE: 350 **DATE:** 8/9/2021

POSITION #: 500444

DEPT: Public Defender

REPORTS TO:

Position # - 500441

Job Title - Public Defender Manager

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30 A.M. **End Time:** 5:00 P.M.

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Attorney providing professional legal representation to indigent adults charged with crime and to children in delinquency proceedings. Practice in magisterial district court, court of common pleas, and Pennsylvania appellate courts.

REPORTING RELATIONSHIPS

Supervision received directly from a Public Defender Manager with oversight from the Chief and First Deputy Public Defender.

ESSENTIAL JOB FUNCTIONS

1. IN-COURT REPRESENTATION

Provide competent and effective legal representation to adult defendants and to allegedly delinquent children in the following court proceedings:

- a. preliminary hearings in magisterial district court for adults charged with homicide, felony offenses, misdemeanor offenses.
- b. trials in magisterial district court for summary offenses in which incarceration is a likely punishment.
- c. jury and non-jury trials in the court of common pleas for adults charged with homicide, felony offenses, and misdemeanor offenses.
- d. pre-trial hearings, guilty plea hearings, and sentencing hearings in the court of common pleas for adults charged with homicide, felony offenses, and misdemeanor offenses.
- e. parole/probation violation hearings in the court of common pleas.
- f. administrative parole violation hearings initiated by the Pennsylvania Parole Board.
- g. Post-Conviction Relief Act hearings in the court of common pleas.
- h. proceedings under the Protection from Abuse Act in the court of common pleas.
- i. representation of adults in the court of common pleas in miscellaneous matters: support contempt hearings; bench warrant court; fines & costs hearings; summary appeal hearings; Drug Court; Mental Health Court; Veterans Court; and ARD Court.

- j. adjudicatory and dispositional hearings in the court of common pleas for children in juvenile delinquency cases.
- k. detention hearings in the Youth Intervention Center for children in juvenile delinquency cases.
- l. post-dispositional review hearings for children in juvenile delinquency cases.
- m. direct appeal of any of the above matters in the Pennsylvania appellate courts.

2. OUT-OF-COURT REPRESENTATION

Provide competent and effective legal representation to adult defendants and to allegedly delinquent children in the following out-of-court activities:

- a. communicate with client in various settings: live office interviews; prison interviews; telephone calls; and letters.
- b. communicate with client's family, loved-ones, doctors, teachers, social workers.
- c. perform factual investigation individually or coordinate factual investigation with Public Defender investigative staff.
- d. review file materials, including all police reports, witness statements, expert reports, and medical records.
- e. coordinate the involvement of defense expert either hired by Public Defender or appointed by the court.
- f. perform legal research.
- g. prepare legal documents for filing in the court of common pleas and the Pennsylvania appellate courts.
- h. prepare oral presentations for the court proceedings identified above at Essential Job Function #1.

OTHER SPECIFIC TASKS OR DUTIES

- 1. Prepare reports to Chief Public Defender as directed.
- 2. Enter data into the office's computerized case management system.
- 3. Complete continuing legal education in order to maintain license to practice law, to maintain death penalty certification, and to enhance overall legal knowledge.
- 4. Serve as member of sitting committees and ad hoc committees as directed by Chief Public Defender or as requested by the court.

MINIMUM QUALIFICATIONS

- 1. Baccalaureate degree (e.g. Bachelor of Arts, Bachelor of Science).
- 2. Juris Doctor (J.D.) degree.
- 3. License to practice law in the Commonwealth of Pennsylvania.
- 4. Qualified to serve as defense counsel in death penalty trials under the terms of Rule 801 of the Pennsylvania Rules of Criminal Procedure
- 5. Any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES

Commitment to providing a high level of professional service to indigent adults charged with crime and to children in delinquency proceedings. Ability to communicate with clientele, opposing counsel, judges, court-related personnel, prison personnel, and witnesses.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

License to practice law in the Commonwealth of Pennsylvania under the rules and regulations of the Supreme Court of Pennsylvania. Qualified to serve as defense counsel in death penalty trials under the terms of Rule 801 of the Pennsylvania Rules of Criminal Procedure. If meeting the criteria for "driver" designation under the Lancaster County Transportation Policy, then compliance with "Authorized Driver Guidelines" under same Policy; PA State Criminal history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is sedentary in nature. Except in the context of driving a motor vehicle in the course of employment, there are no specific physical demands.

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

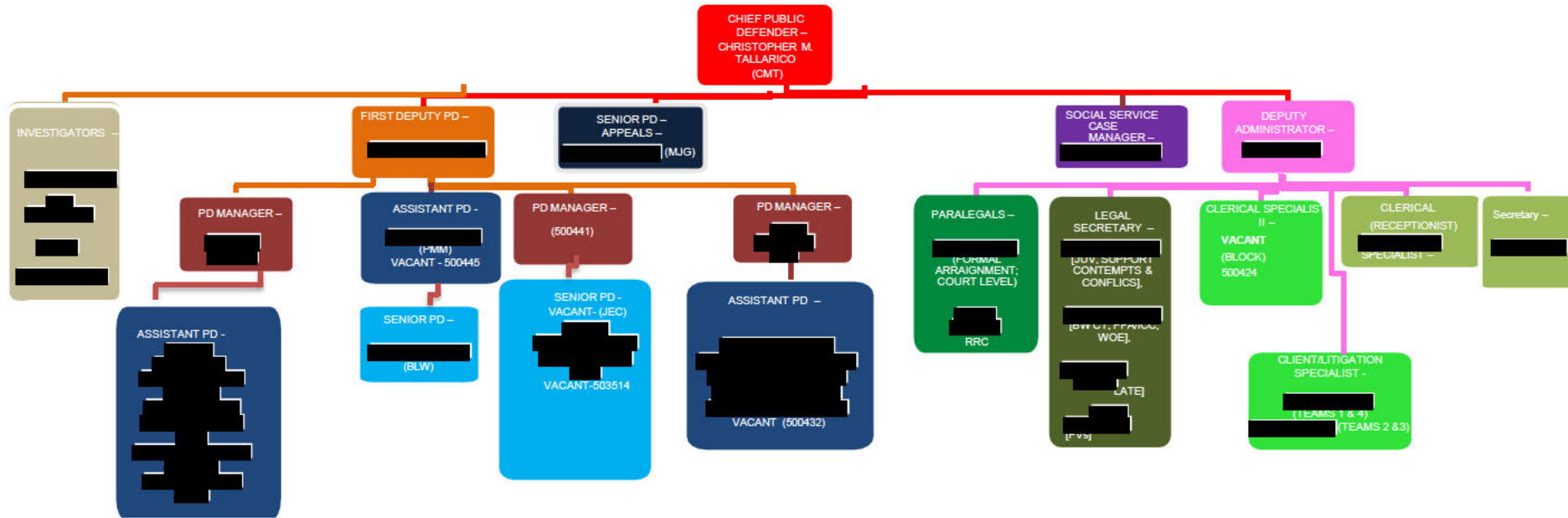
Date

Supervisor's Printed Name

Supervisor's Signature

Date

OFFICE OF THE PUBLIC DEFENDER ORGANIZATION CHART (MARCH 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: 5/18/2025 Department: Youth Intervention Center

Submitted by: Bryan Hubbard, Director
(Name and Title)

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

Request to unfreeze 1 YIC Program Coordinator and reclassify from Grade L to Grade K

Min: 52,894.40 Mid: 66,102.40 Max: 79,331.00

Grade: K Union:

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

Effective upon approval

3. Purpose of action request:

Organization was assessed, request is based on departmental needs and is necessary to solidify our administrative structure.

4. Cost: 38,917.62 (6 months remaining) Annualized Cost: 77,835

5. Projected increase/decrease in cost to department:

Increase of 38,917.62 shared across all three programs (Detention, Shelter, PULSE), Position is partial state/county funded but department is under budget for the year.

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

We are under budget for the year, we reduced and froze several positions last year and it was determined that this particular move was detrimental to providing much needed services at the Youth Intervention Center especially with resident numbers now increasing.

7. Funding source:

7100 Y C1411

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.

This move will allow the necessary moves to complete the Administrative restructure that we are completing at the facility. This position is integral to our organizational needs that we have reassessed.

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

Based on restructure and realignment of duties discussed with HR. . A solely dedicated person for these responsibilities will enhance the overall structure and well being of the residents and allow them to grow, learn and interact with a variety of new experiences and people.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Program Coordinator

DATE: 5-12-26

POSITION #: 00503633

DEPT: Youth Intervention Center

REPORTS TO:

Position #: 00501493 Job Title: Director

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 42.5

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:00am End Time: 4:30pm

Workdays (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

The Program Coordinator will be responsible for planning, organizing, leading, and teaching a well-balanced series of appropriate activities (educational, physical, and recreational) for all residents being housed at the Youth Intervention Center. The Program Coordinator is also responsible for coordinating and scheduling all volunteers and their programs. This employee also serves as the administrative liaison for the educational and chaplaincy programming.

REPORTING RELATIONSHIPS

This position reports to the facility's Director. This position will also be responsible for coordinating all of the facility's volunteer and community partnerships, including educational and chaplain services and working with local colleges.

ESSENTIAL JOB FUNCTIONS

- Produce and maintain a schedule of activities for the facility.
- Design, implement, and lead recreational activities for the Detention and Shelter residents.
- Maintain up to date files on all volunteers.
- Recruit, train, and communicate with volunteers.
- Account for all programming materials and supplies.
- Assist the Director, Detention Program Director, Shelter Program Director, and PULSE Program Director with achieving program goals.
- Administrative liaison for the educational services provided on site and the chaplaincy staff.
- Conduct public relation visits as directed.
- Oversee all community intervention services.
- Serve as an active member of the County's Safety Committee.
- Responsible for maintaining key inventory and distribute new keys as necessary.
- Conduct facility safety inspections, fire training and monthly fire drills.
- Screen incoming resident mail for possible contraband.

MINIMUM QUALIFICATIONS

- In accordance with PA Code 3800.55h, applicants must be 21 years of age.
- Bachelor’s degree in physical education, recreation therapy, or a related field from an accredited college/university or 4 years equivalent experience in closely related position.
- Preferred 1-year relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES

- This employee should possess accelerated leadership skills and the ability to prioritize multiple tasks.
- Successful candidates should possess knowledge of the juvenile justice and child welfare systems.
- Ability to speak and write legibly and articulately.
- Ability to maintain professional demeanor under stressful situations.
- This individual needs to be culturally competent and have the ability to work in a diverse environment.
- Ability to interact with youth in a positive manner.
- Good organizational skills.
- Dependable individual who is self-starter and can work with minimal supervision.
- Able to perform multiple duties in a fast-paced environment.
- Able to handle CONFIDENTIAL information in a professional manner.
- Ability to produce high volumes of work with minimal errors.
- Ability to use a computer.
- Previous experience in scheduling and coordinating activities, as well as networking, is a plus.
- Knowledge of behaviors associated with detained youth is a plus.
- Previous supervisory experience is a plus.
- Experience working with juveniles preferred.
- Knowledge of basic institutional housekeeping preferred.

REQUIRED LICENSES/CERTIFICATIONS

- Clean criminal record, FBI Clearance, and child abuse record.
- Must have and maintain a valid Pennsylvania driver’s license and an acceptable driving record in accordance with County policy.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature, but due to resident interaction, candidate must have the ability to physically manage youth ages ten to eighteen when displaying physical aggression or self-harming behaviors in order to prevent injury, as needed.

Occasional pushing and pulling up to 150 lbs.

Walking 20% of the time

Sitting 80% of the time

This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B is provided.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor’s Signature

Date

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: 5/28/2026 Department: Youth Intervention Center

Submitted by: Bryan Hubbard, Director
(Name and Title)

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

Request to hire above for the following position: 1 Detention Supervisor (00504745) at an annual salary of \$60,365.76.

Min: 50,356.80 Mid: 62,961.60 Max: 75,545.60

Grade: J Union:

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

Effective upon approval

3. Purpose of action request:

Position was vacated, by an internal county transfer to another department, request is based on departmental needs and is necessary to solidify our supervisory needs in Detention.

4. Cost: \$1659.31 (6 months) Annualized Cost: \$2,874.56

5. Projected increase/decrease in cost to department:

Increase, Position is partial state/county funded but department is under budget for the year.

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

Yes, position was vacated and just replacing with an internal candidate.

7. Funding source:

7100 Y C1411

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 applicant currently has multiple years' experience as a Detention Youth Care Worker, and he will easily be able to transition to a Supervisor role with his knowledge and experience. This move will allow us to refill this position with a leader on 2nd shift into a supervisory role at the facility.

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

Based on discussions with HR.

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 _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Supervisor – Detention

DATE: 5-19-26

POSITION #: 0504745

DEPT: Youth Intervention Center

REPORTS TO:

Position #: 00503634 **Job Title:** Detention Director

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 40

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: varies **End Time:** varies

Workdays (Check all that apply):

S M T W Th F Sa
 (rotating schedule)

JOB SUMMARY

Supervisors are responsible for the direct daily care of the youth and supervising of staff at the facility. This position is expected to exert a positive influence over detained youth and staff through daily interaction and guidance.

REPORTING RELATIONSHIPS

This position reports to the facility's Director. This position will be responsible for overseeing numerous Youth Care Workers on any given shift in order to ensure that the facility's mission is reached. This position will also be responsible for completing performance evaluations for a set number of Youth Care Workers.

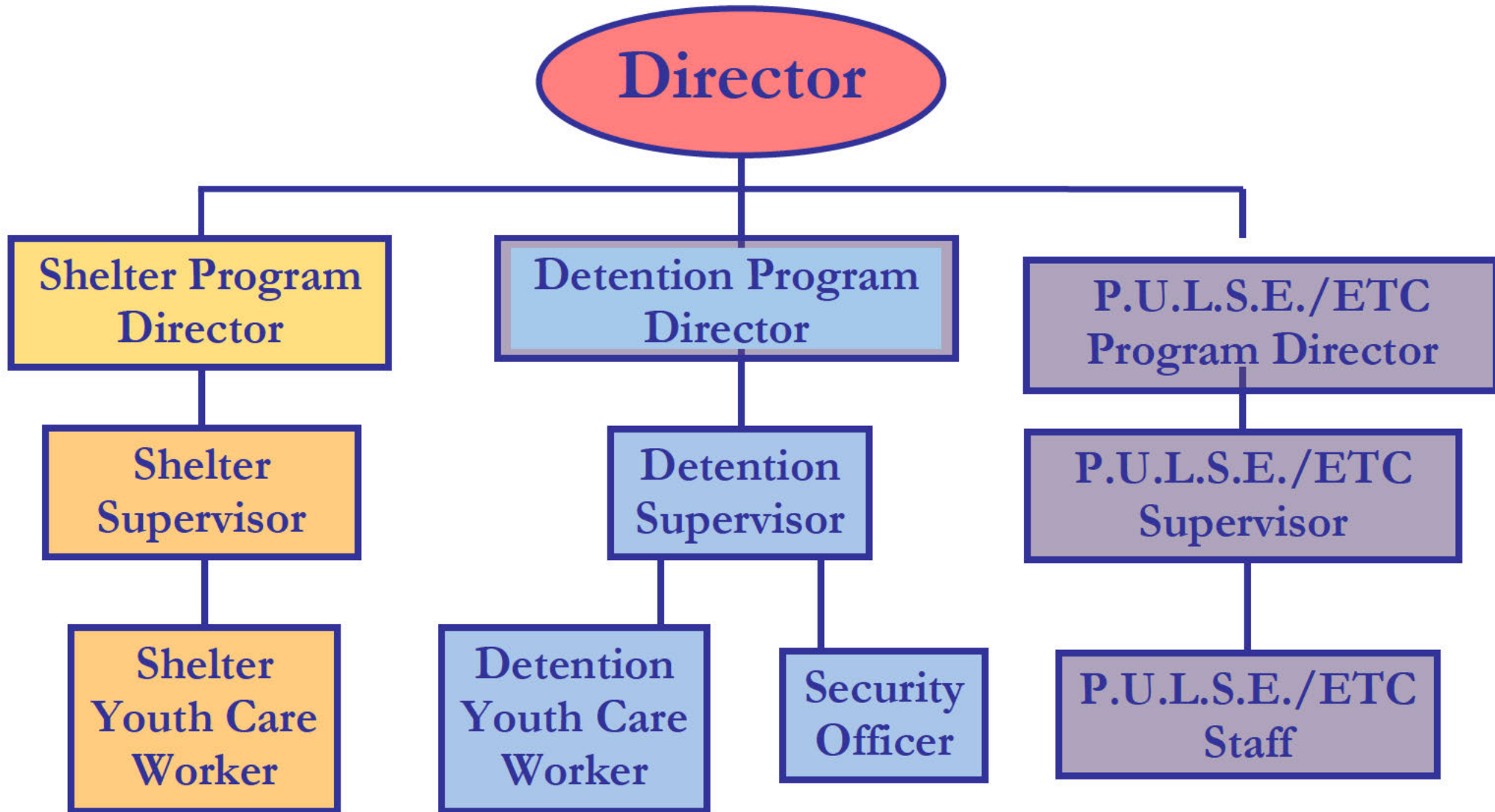
ESSENTIAL JOB FUNCTIONS

- Observe and document behavior of youth and staff.
- Prevent physical, sexual, and emotional abuse of detained youth.
- Explain and reinforce rules of operation with detained youth.
- Explain and enforce facility policies and procedures with staff.
- Oversee the preparation and delivery of services related to basic human needs.
- Interact and guide detained youth regarding individual and group behaviors.
- Interact and guide staff regarding work-related issues.
- Ensure community safety by enforcing security procedures.
- Function as a team leader for development of employee-based decision making.
- Transport detained youth to medical appointments.
- Physically manage detained youth to prevent injury, as needed.
- Dispense medication and first aid to detained youth, as needed.
- Supervise, evaluate, and discipline employees as needed/directed.
- Available to work weekends, holidays, and flexible shifts, as needed.

MINIMUM QUALIFICATIONS

- In accordance with PA Code 3800-55h, applicants must be 21 years of age.
- Candidates must possess at least 60 College credits

**LANCASTER COUNTY
YOUTH INTERVENTION CENTER**
Youth Care Worker and Security Officer Chain of Command



All issues need to be reported to the Supervisor On-Duty.
If the issue involves the Supervisor On-Duty, then the individual made speak to the next person listed in the chain of command.

LANCASTER COUNTY YOUTH INTERVENTION CENTER

Organizational Structure

