

**Salary Board
Meeting Agenda
June 7, 2021**

1. Call to Order
2. Minutes of the May 3, 2021 meeting.
3. **Court Administration - President Judge David L. Ashworth, Mark Dalton** **1:30 p.m.**
 - a. Request approval to hire applicant (77152) above the start rate for Consumer Debt & Civil Case Management Staff Attorney position (504709), Grade E19, at an annual starting salary of \$60,000, effective June 21, 2021. (The minimum/maximum for the position is \$50,875.50/\$84,786.00)
 - b. Request approval to fund and move one (1) vacant Probation Officer position (500858) CAP Grade 80 from Juvenile Probation to Bail Administration and reclassify the position to a Pretrial Services Specialist position, CAP Grade 80, effective June 7, 2021.
4. **Prothonotary – Andrew Spade** **1:35 p.m.**
 - a. Request approval to reclassify position (501027) from Clerical Specialist I, LIU Grade 41, to Administrative Coordinator, LIU Grade 44, effective June 7, 2021.
5. **Recorder of Deeds – Ann Hess** **1:40 p.m.**
 - a. Request approval to reclassify position 500227 from Clerical Supervisor I, Grade N13, to Second Deputy Recorder of Deeds, Grade N17, effective June 7, 2021. This will result in the incumbent (24566) receiving an increase to the 6-month rate of the new pay grade.
 - b. Request approval to fund, post, and fill one (1) vacant unfunded full-time Clerical Specialist 1 position (500229), Grade N10, effective June 7, 2021.
6. **Planning Commission – Scott Standish** **1:45 p.m.**
 - a. Request approval to post and fill two (2) vacant part-time seasonal Traffic Counter positions that have been vacant for more than one year, effective June 7, 2021.
7. **Prison – Cheryl Steberger** **1:50 p.m.**
 - a. Request approval to hire employee applicant (50226) for the Director of Administration position (503864), Grade E20, at an annual salary of \$62,590.81, effective June 7, 2021. (The minimum/maximum for this position is \$56,700.80/\$94,515.20.)

8. Public Defender – Chris Tallarico

1:55 p.m.

- a. Request approval to hire applicant (67134) for the Investigator position (500431), LIU Grade 44, at an hourly rate of \$20.00/hour, effective June 14, 2021. (The minimum for this position is \$16.24/hour.)

9. Office of Aging – Lon Wible

2:00 p.m.

- a. Request approval of temporary 5% increase for employee (24636) for assuming the role of Chief Caseworker, effective May 10, 2021 until such time that the Chief Caseworker position is filled.
- b. Request to reclassify the paygrades of the following Protective Services Unit classifications. As a result of this action, position incumbents will receive the greater of a 5% increase or an increase to the 6-month rate of the new pay grade.

Title	Job Code	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
Caseworker Senior	129	N22	\$37,557.00	N24	\$40,716.00
Assistant Chief Caseworker	118	E13	\$39,097.50	E15	\$42,685.50
Chief Caseworker	210	E15	\$42,685.50	E17	\$46,605.00

10. Human Resources – Michelle Gallo

2:05 p.m.

- a. Request approval of a temporary Employee Referral Program for qualifying non-clerical vacancies recommended by a Department Head to the HR Director effective June 15, 2021 through December 19, 2021. Qualifying vacancies must be located in a department with at least 10 vacant positions with the vacant non-clerical position classification having at least a 10% vacancy rate. Current county employees who refer applicants that begin employment in a qualifying position by December 19, 2021, and remain employed for at least one year, will receive a \$250.00 referral bonus. The referring county employee will \$125.00 at the new hire's six month anniversary and \$125.00 at the new hire's one year anniversary. Both the new hire and the current county employee must be actively employed at the six month and one year anniversaries. Department Heads, Elected Officials, Managers, and members of the Human Resources Department are not eligible for the referral bonus.
- b. Request approval to eliminate the following vacant, inactive positions effective June 7, 2021.
 - One (1) PT Maintenance Assistant (503943), Grade N8, Facilities Management
 - One (1) PT Custodian (501097), Grade N5, Facilities Management
 - Three (3) FT Youth Care Worker-Detention (501482, 503616,504574), Grade 26-Youth Intervention Center
 - One (1) PT Youth Care Worker - Detention (503974), Grade 26-Youth Intervention Center
 - Three (3) PT Caseworkers (502320,502359,502366) Grade N18-Office of Aging
 - Four (4) Caseworkers (502338, 502321, 502322,502372), Grade N18-Office of Aging

11. Good of the Order

12. Adjourn

13. Next Meeting: Monday, July 12, 2021