

**Salary Board
Meeting Agenda
July 11, 2022**

1. Call to Order
2. Minutes of the June 6, 2022, meeting
3. **BH/DS - Judith Erb** **1:30 p.m.**
 - a. Request approval to transfer employee (20983) from a Probation Officer Senior position, Grade TMS 82, to a Caseworker position, Grade N20, with a \$3.00/hour pay adjustment to align with other department pay adjustments, effective July 11, 2022.
 - b. Request approval for a permanent 5% salary increase for employee (19787), due to assuming additional duties, effective July 11, 2022.
4. **Children and Youth Agency – Crystal Natan** **1:35 p.m.**
 - a. Request approval to create, post, and fill two (2) Screening Specialist positions, PSS Grade 77, effective July 11, 2022. The minimum start rate is \$32,656.00.
 - b. Request approval to eliminate one full-time Screening Unit Caseworker position (502816) and create, post, and fill two part-time Screening Caseworker positions, PSS Grade 73. The minimum annual start rate for these positions is \$38,722.90 or \$18.62 an hour.
5. **Commissioner’s Office – Lawrence George** **1:40 p.m.**
 - a. Request approval to simultaneously create, post, and fill one (1) Communications Director Grade E17, and eliminate one (1) Administrative Secretary Senior position (500009), Grade N17, effective July 11, 2022.
6. **Court Administration- President Judge David L. Ashworth, Mark Dalton** **1:45 p.m.**

The following requests are part of a reorganization of the Domestic Relations Department. All requests are effective July 11, 2022.

- a. Domestic Relations
 1. Request approval to eliminate three (3) vacant part-time Conference Officer positions (503359, 504178, 504204), Grade 80, and create, post, and fill one (1) fulltime Conference Officer Sr. position, TMS Grade 82.
 2. Request approval to reclassify, upgrade, and fill one (1) vacant Conference Officer position (500770), TMS Grade 82, to Conference Officer Sr, TMS Grade 82.
 3. Request approval to eliminate one (1) vacant part-time Account Clerk Sr. position (504564), Grade N13, and create, post, and fill one (1) fulltime Account Clerk Sr., Grade N13.
 4. Request approval to eliminate one vacant PACSES User Support Specialist position (503229), Grade E9.
 5. Request a 5% increase to the salaries of two (2) Conference Unit Supervisor II employees (IDs 17813, 18993), due to increased responsibilities.
 6. Request a 5% increase to the salary of one (1) Case Management Services Unit

Supervisor employee (ID 20363), due to increased responsibilities and staff.

7. Request a 5% increase to the salary of one (1) Clerical Supervisor III employee (ID 18891) Grade E6, due to increased responsibilities and staff.

b. Court Administration

1. Request approval to fund, post, and fill one (1) vacant Law Clerk position (500656) which has been vacant for over one year due to a Common Pleas Judge vacancy, effective July 11, 2022.
2. Request approval to post and fill one (1) vacant Judicial Secretary position (500657) which has been vacant for over one year due to a Common Pleas Judicial vacancy, effective July 11, 2022.
3. Request approval for the Salary Board Agenda to follow past practice whereby court requests are placed at the top of the agenda to have a minimal impact on court operations.

7. Planning – Scott Standish

2:00 p.m.

- a. Request approval to hire applicant (81759) at \$15.00 per hour which is above the start rate for an Administrative Secretary, Grade N12, effective July 11, 2022. The annual salary would be \$29,250.00. The minimum/maximum for this position is \$27,105.00/\$45,201.00.

8. Voter Registration- Christa Miller

2:05 p.m.

- a. Request approval for a temporary 5% salary increase for employee (25999), due to assuming additional duties, effective Jun 15, 2022.

9. Human Resources- Michelle Gallo

2:10 p.m.

- a. Discuss findings of the comprehensive compensation study and recommendations for realignment of labor grades.

10. Salary Board

- a. Meeting Location
- b. Order of the Agenda
- c. Distribution of the Agenda

11. Presentation of Reports (Exceptional Review Allocations, Employee Referral Program)

12. Good of the Order

13. Adjourn

14. Next Meeting: Monday, August 8, 2022