

**Salary Board  
Meeting Agenda  
July 13, 2021**

1. Call to Order
2. Minutes of the June 7, 2021 meeting
3. **Court Administration - President Judge David L. Ashworth, Mark Dalton 1:30 p.m.**

- a. Request to reclassify the pay grades of the following Bailiff classifications, effective July 19, 2021. 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. Incumbents with less than six months of service will receive an increase to the new start rate.

Title	Job Code	Current Pay Grade	Current Start Rate	Proposed Pay Grade	Proposed Start Rate
Bailiff	281, 281PT	N4	\$9.28	N10	\$11.84
Senior Bailiff	564, 564 PT	N6	\$10.07	N12	\$12.84

- b. Request to simultaneously eliminate two (2) part-time Senior Bailiff positions (500696, 502900), and create one (1) full-time Senior Bailiff position, effective July 19, 2021.
- c. Request approval to post and fill one (1) vacant part-time Bailiff position (500695) which has been vacant for more than one-year, effective July 19, 2021.

4. **Register of Wills – Anne Cooper 1:40 p.m.**

- a. Request approval to reclassify Clerical Specialist I position 504636, LIU Grade 41, from part-time to full-time, 37.5 hours/week, effective July 13, 2021.

5. **Commissioners – Tammy Moyer 1:45 p.m.**

- a. Request approval to reclassify position 503644 from Administrative Secretary I, Grade N13 to Administrative Secretary Senior, Grade N17, effective December 20, 2021. This will result in the incumbent (22849) receiving a 5% increase.

6. **Office of Aging – Lon Wible 1:50 p.m.**

- a. Request approval to create, post, and fill one (1) full-time Senior Center Manager position, Grade N13, effective July 13, 2021.
- b. Request approval to post and fill two (2) Caseworker positions (502362,502591), one (1) Assistant Chief Caseworker position (504490), and one (1) Protective Services Caseworker (504492) which have been vacant for more than one-year, effective July 13, 2021.

**7. Public Defender – Chris Tallarico 1:55 p.m.**

- a. Request approval to hire applicant (77446) for First Deputy Public Defender position (500444), Grade E25, at an annual salary of \$95,000, effective July 19, 2021. (The minimum/maximum for this position is \$66,240.50/\$110,389.50.)

**8. Solicitors Office – Larry George 2:00 p.m.**

- a. Request approval to hire applicant (76883) for County Solicitor position (500014), Grade E27, at an annual salary of \$112,000, effective August 3, 2021.

**9. Voter Registration – Christa Miller 2:05 p.m.**

- a. Request approval to reclassify one (1) Deputy Chief Registrar position (500107) Grade N20, to Grade N25, effective July 5, 2021. This will result in the incumbent (20236) receiving a 5% increase.

**10. BHDS/Office of Aging/Drug & Alcohol – Judy Erb, Lon Wible 2:10 p.m.**

- a. Request to reclassify the pay grades of the following Caseworker classifications, effective July 5, 2021. 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 Trainee	084	N17	\$15.73	N18	\$16.37
Caseworker	129	N18	\$16.37	N20	\$17.76

**11. Human Resources – Michelle Gallo 2:20 p.m.**

- a. Request approval to amend the County pay tables to add pay grades E31 and E32, effective July 13, 2021.
- b. Request approval to reclassify one (1) Chief Information Officer position (500620), Grade E25, to Grade E31, effective August 2, 2021.
- c. Request approval to reclassify one (1) Deputy Chief Information Officer position (500617) Grade E23, to Grade E29, effective August 2, 2021.
- d. Request approval to reclassify one (1) Solicitor position (500014) Grade E27 to Grade E29, effective August 2, 2021.
- e. Request approval to reclassify one (1) Chief Clerk position (500007) Grade E30 to Grade E32, effective August 2, 2021. This will result in the incumbent (12400) receiving a 5% increase. Request adjustment to be effective December, 20, 2021.

**12. Human Resources – Michelle Gallo**

**2:30 p.m.**

The following requests are part of a reorganization of the Human Resources Department.

- a. Request approval to create, post and fill one (1) Human Resources Employment Analyst position, Grade N22, 40 hours/week, effective July 5, 2021.
- b. Request approval to create, post and fill one (1) Compensation and Compliance Manager position, Grade E18, 40 hours/week, effective December 20, 2021.
- c. Request approval to reclassify one (1) Human Resources Compensation Analyst position (500025), Grade N22, 37.5 hours/week to Compensation and HRIS Analyst, Grade N25, 40 hours/week, effective December 20, 2021. This will result in the incumbent (16306) receiving a 5% increase.
- d. Request to reclassify one (1) Benefits Manager position (500024) Grade E15, 37.5 hours/week, to Grade E17, 40 hours/week, effective December 20, 2021. This will result in the incumbent (10024) receiving a 5% increase.
- e. Request to reclassify the following positions from 37.5 hours/week to 40 hours/week, effective December 20, 2021.
  - Deputy Director of HR (500026)
  - Human Resources Generalist (504186)
  - Human Resources Analyst/Leave Administrator (504306)
  - Payroll Clerk (500028)
  - Human Resources Administrative Secretary (500023)

13. Good of the Order

14. Adjourn

15. Next Meeting: Monday, August 9, 2021