

**Salary Board
Meeting Agenda
September 14, 2020**

1. Call to Order
2. Minutes of the July 6, 2020 Meeting
3. Minutes of the August 3, 2020 Meeting
4. **Court Administration – Judge Dennis Reinaker, Mark Dalton** **1:30 p.m.**
 - a. Request approval to post and fill the following five (5) vacant full-time positions effective September 14, 2020.
 - Adult Probation & Parole – Clerical Supervisor (500918), Grade E7
 - Adult Probation & Parole – Probation Officer Sr (500886), CAP Grade 82
 - MDC 02-1-01 – Magisterial District Court Clerk (501059), Grade N10
 - MDC 02-3-05 – Magisterial District Court Clerk (501111), Grade N10
 - MDC 02-3-03 – Magisterial District Court Clerk (504677), Grade N10
5. **Human Resources – Charlette Stout** **1:35 p.m.**
 - a. Request approval to move job classifications formerly covered under the Court First Level Supervisors Meet and Discuss Unit to the County Compensation Plan (non-bargaining), effective December 21, 2020 as follows:
 - Place all first level supervisor classifications including probation officer supervisors, enforcement supervisors, case management services unit supervisors, specialty court coordinators and conference unit supervisors into the County Compensation Plan at classification E17 (Minimum \$46,605.00/Mid-point \$62,127.00/Maximum \$77,668.50), with no changes to current incumbent salaries (approximately 24 employees).
 - For recruitment purposes, maintain the start rate agreed to by the County in the Meet & Discuss agreement at \$48,188.00 with no future increase to that start rate until such time it catches up to the E17 minimum rate through future increases to the compensation tables.
 - b. Request approval to post and fill one (1) vacant full-time Administrative Secretary position (500023), Grade N12, effective September 14, 2020.
6. **District Attorney – Heather Adams** **1:45 p.m.**
 - a. Request approval to post and fill the following two (2) vacant full-time positions effective September 14, 2020.
 - DV Paralegal (504597), LIU Grade 44
 - Restitution Advocate (503517), Grade N17

7. Prothonotary – Andrew Spade **1:50 p.m.**

- a. Request approval to post and fill the following two (2) full-time and one (1) part-time vacant positions effective September 14, 2020.

- Clerical Specialist I (501023), full-time, LIU Grade 41
- Clerical Specialist I (502680), full-time, LIU Grade 41
- Clerical Specialist I (503166), part-time, LIU Grade 41

8. Recorder of Deeds – Ann Hess **1:55 p.m.**

- a. Request approval to reclassify, post, and fill one (1) vacant position (500217) from Clerical Specialist I, LIU Grade 41 to Clerical Specialist II, LIU Grade 42, effective September 14, 2020.

9. Register of Wills – Anne Cooper **2:00 p.m.**

- a. Request approval to post and fill one (1) vacant part-time Clerical Specialist I position (504636), LIU Grade 41, effective September 14, 2020.

10. Sheriff – Christopher Leppler **2:05 p.m.**

- a. Request approval to post and fill one (1) vacant full-time Clerical Specialist I position (501145), LIU Grade 41, effective September 14, 2020.
- b. Request approval to reclassify four (4) deputy sheriff positions, LIU Grade 46 to Deputy Corporal, LIU Grade 46, effective September 14, 2020. Corporals will be promoted through an internal, competitive selection process and will receive a 2.5% increase to their base wage in accordance with the LIU bargaining agreement. Position numbers and incumbents will be determined based on outcome of selection process.

11. BH/DS – Judith Erb **2:15 p.m.**

- a. Request approval to post and fill the following six (6) vacant full-time positions effective September 14, 2020.

- Caseworker (503488), Grade N18
- Assistant Chief Caseworker (502579), Grade E13
- Caseworker (504056), Grade N18
- Caseworker (502533), Grade N18
- Caseworker (503529), Grade N18
- Caseworker (502487), Grade N18

12. Children and Youth – Crystal Natan **2:20 p.m.**

- a. Request approval to post and fill the following four (4) vacant full-time positions effective September 14, 2020.

- Caseworker (504499), PSS Grade 73
- Caseworker (502148), PSS Grade 73
- Caseworker (502132), PSS Grade 73
- Caseworker (502179), PSS Grade 73

13. Office of Aging – Lon Wible

2:25 p.m.

- a. Request approval to post and fill the following three (3) vacant full-time positions effective September 14, 2020.
 - Caseworker (502317), Grade N18
 - Caseworker (502319), Grade N18
 - Clerical Specialist (502558), Grade N10

14. Planning Department – Scott Standish

2:30 p.m.

The following items are related to Phase I of a departmental restructure which includes the consolidation of two divisions, creation of a new division, and consolidation of administrative services.

- a. Request approval to eliminate vacant Director of Countywide Planning position (503754), grade E20, effective September 14, 2020.
- b. Request approval to create, post, and fill one Director of Planning Implementation position, grade E20, effective September 14, 2020.
- c. Request approval of a 5% increase for the Director of Transportation (24176) for assuming additional managerial and programmatic responsibilities resulting from division consolidation, effective September 14, 2020. Position title will change to Director of Land Use and Transportation.
- d. Request approval to reclassify the Office Manager position (500559) from grade N19, non-exempt to Office Manager II, grade E12, exempt. This action will result in the incumbent (20188) receiving a 5% increase in accordance with the County Salary Administration Plan, effective September 14, 2020.

15. Purchasing – Harry Klinger

2:45 p.m.

- a. Request approval to post and fill one (1) vacant full-time Assistant Buyer position (503825), Grade N17, effective September 14, 2020.

16. Good of the Order

17. Adjourn

Next Meeting: Monday, October 5, 2020