

**Salary Board  
Meeting Agenda  
November 1, 2021**

1. Call to Order
2. Minutes of the October 4, 2021 meeting
3. **APPS – President Judge David L. Ashworth, Mark Dalton** **1:30 p.m.**
  - a. Request approval to create, post and fill one (1) full-time Quality Assurance Program Specialist, Grade E13, effective November 1, 2021.
  - b. Request to reclassify and downgrade one (1) vacant full-time Probation Officer Senior position (500823), Grade CAP 82, to Probation Officer, Grade CAP 80, effective November 1, 2021.
  - c. Request to eliminate one (1) full-time Clerical Specialist I position (500901), Grade N10, Effective November 1, 2021.
  - d. Request to Reclassify one (1) full-time Clerical Specialist I position (500810), Grade N10, to Clerical Specialist II, Grade N11, effective November 8, 2021. This action will result in the incumbent (18316) receiving a 5% increase.
4. **Sheriff's Office – Christopher Leppler** **1:40 p.m.**
  - a. Request to create, post and fill five (5) Court Security Officer Positions, Grade N17, effective January 1, 2022.
5. **Coroner - Stephen G. Diamantoni, M.D., Eric S. Bieber, Michelle Gallo** **1:50 p.m.**
  - a. Request to reclassify First Deputy Coroner Position (504551) from a Grade E19 to a Grade E20, effective November 1, 2021. This action will result in the incumbent (25138) receiving a 5% increase.
  - b. Request to reclassify the Chief Deputy Coroner position (503386) and First Deputy Coroner position (504551) from 37.5 hours/week to 40.0 hours/week, effective December 20, 2021.
6. **District Attorney – Heather Adams** **2:00 p.m.**
  - a. Request approval to add three (3) Assistant District Attorney II designations to the current allotment of five (5) positions for a total of eight (8) Assistant District Attorney II designations, effective November 1, 2021.
  - b. Request approval to create, post, and fill one (1) full-time Assistant District Attorney I position, TM2 Grade 51, effective November 1, 2021.
  - c. Request approval to reclassify one (1) full-time Secretary Senior position (501007) LIU Grade 42, to Legal Secretary, LIU Grade 43, effective November 1, 2021.

7. **BHDS – Judith Erb** **2:10 p.m.**
- a. Request an exception to the 2021 Salary Administration Plan be granted to eliminate any pay reduction for the transfer and voluntary demotion of employee (16028) as she is moved from Clerical Supervisor position 504442, Grade N13, to Clerical Specialist II position (502474), Grade N11 in order to meet the operational needs of the BHDS, effective November 1, 2021. Employee would maintain her current annual salary of \$38,655.13.
  - b. Request approval to simultaneously eliminate one (1) full-time Senior Caseworker position (504150), Grade N22, and create, post, and fill one (1) full-time Planner Program/Evaluator position, Grade E13, effective January 1, 2022.
8. **Lancaster Countywide Communications – Mike Weaver** **2:15 p.m.**
- a. Request approval to simultaneously eliminate one (1) vacant full-time 911 Communications Supervisor position (500463), Grade E18, and create, post, and fill one (1) full-time Assistant Operations Manager Position, Grade E19, effective November 1, 2021.
  - b. Request approval to simultaneously eliminate one (1) vacant full-time 911 Maintenance Specialist position (503474), Grade N13, and create, post, and fill one full-time Maintenance Tech/Comm position, Grade N24, effective November 1, 2021.
9. **Office of Aging – Lon Wible** **2:25 p.m.**
- a. Request approval to reclassify one (1) vacant part-time Clerk Typist position (502342), Grade N7, to part-time Clerical Specialist II, Grade N11, effective November 1, 2021.
10. **Planning Department – Scott Standish** **2:30 p.m.**
- a. Request approval to reclassify and downgrade two (2) vacant Senior Planner positions (500571, 500578), Grade E14, to Planner, Grade E12, effective November 1, 2021.
11. **Prison – Cheryl Steberger** **2:35 p.m.**
- a. Request approval to simultaneously eliminate (2) part-time Corrections Mail Clerk positions (504389, 501413), Grade N9, and create, post, and fill one (1) full-time Corrections Mail Clerk/Receptionist, Grade N10, effective November 1, 2021.
  - b. Request approval of premium pay in the amount of \$3.00/hour for sixteen (16) non-bargaining employees as identified, for hours worked between the period March 16, 2020 and August 31, 2021. This represents the period of the COVID-19 Pandemic to date.
12. **Purchasing – Linda Schreiner** **2:45 p.m.**
- a. Request to create, post, and fill one (1) full-time Senior Buyer position, Grade N22, effective November 1, 2021.

**13. Human Resources – Michelle Gallo**

**2:55 p.m.**

- a. Request approval of the following items for inclusion in the 2022 Salary Administration Plan:
  - 1) Establish the Performance Merit Percentages for 2022 as ME – 4.5%, EE – 5.0%, GEE – 5.5%
  - 2) Increases/Decreases in salary determined on an hourly basis as proposed in the draft 2022 plan.
  - 3) Allow departments to hire at 1% above the starting rate for each of year of experience not to exceed the mid-point of the range as proposed in the 2022 draft plan.
  - 4) Promotion increases and demotion decreases of 5% for the first labor grade, and 2% for each additional labor grade as proposed in the draft 2022 plan.
14. Presentation of Reports (Exceptional Review Allocations, Referral Bonuses, Turnover)
15. Good of the Order
16. Adjourn
17. Next Meeting: Monday, December 6, 2021