

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

1. Call to Order
2. Minutes of the February 8, 2021 meeting.
3. **Vacancy Requests-Elected Officials and Department Heads** **1:30 p.m.**
  - a. Request approval to post the following full-time and part-time positions, effective March 1, 2021 with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.
    - **APPS:** Probation Officer (503330), TMS Grade 80, Vacant
    - **APPS:** Probation Officer Sr. (504029), TMS Grade 82, Vacant
    - **APPS:** Probation Officer Sr. (500889), TMS Grade 82, Vacant as of 3/31/2021
    - **APPS:** Probation Officer Sr. (504025), TMS Grade 82, Vacant as of 5/21/2021
    - **APPS:** Probation Officer Supv. (500920), Grade E17, Vacant as of 5/28/2021
    - **BHDS:** Caseworker (502987), Grade N18, Vacant
    - **Controller:** Auditor/Accountant (500195), Grade E11, Vacant
    - **Controller:** Accountant Junior (500210), Grade N17, Vacant
    - **Court Reports:** Secretary (500701), Grade N10, Vacant
    - **Children & Youth:** Caseworker (504632), Grade 73, Vacant as of 3/29/2021
    - **Children & Youth:** Caseworker (504559), Grade 73, Vacant
    - **District Attorney:** Clerical Specialist III (501078), LIU Grade 43, Vacant
    - **District Attorney:** Paralegal (504602), LIU Grade 44, Vacant
    - **District Attorney:** Legal Secretary (503693), LIU Grade 43, Vacant
    - **District Attorney:** Asst. District Atty (503785), TM2 Grade 51, Vacant
    - **District Attorney:** Asst. District Atty (502883), TM2 Grade 51, Vacant as of 3/31/2021.
    - **Domestic Relations:** Hearing Officer Secretary (500788), Grade N11, Vacant
    - **Domestic Relations:** Secretary Senior (500745), Grade N11, Vacant
    - **Facilities Mgmt:** PT Seasonal PT Bi-Lingual Mosquito Control Education Tech (504650), \$18.50/hr.
    - **Facilities Mgmt:** Two (2) PT Seasonal Mosquito Technicians (504651,504652), \$12.25/hr.
    - **MDC 02-2-06:** MDC Clerk (501094), Grade N10, Vacant
    - **Property Assessment:** Clerical Specialist III (500073), Grade N12, Vacant
    - **Prothonotary:** Clerical Specialist I (501028) LIU Grade 41, Vacant
    - **Public Defender:** Investigator (504180), LIU Grade 44, Vacant
    - **Purchasing:** Assistant Buyer (503825), Grade N17, Vacant
4. **Facilities Management – Robert Devonshire** **1:35 p.m.**
  - a. Request approval to reclassify two (2) full-time Maintenance Worker II positions (500285 and 500286), Grade N15, to Building Maintenance Mechanic, Grade N17, effective March 1, 2021. This action will result in incumbents (25250 and 20716) receiving a 5% increase.

**5. Office of Aging – Lon Wible**

**1:40 p.m.**

- a. Request to create one (1) full-time Assistant Chief Caseworker position, Grade E13, 37.5 hours/week, effective March 1, 2021 with approval to post and fill the position prior to the expiration of the hiring freeze.
- b. Request to create two (2) full-time Caseworker Senior positions, Grade N22, 37.5 hours/week, effective March 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze.

**6. Solicitor – Christina Hausner**

**1:45 p.m.**

- a. Request approval to create one (1) full-time Administrative Secretary Senior position, Grade N17, 37.5 hours/week, effective March 1, 2021 with approval to post and fill the position prior to the expiration of the hiring freeze.
- b. Request approval to reclassify the Administrative Assistant position (504077) from Grade N19, non-exempt to Office Manager II, Grade E12, exempt, effective March 1, 2021. This action will result in the incumbent (21566) receiving a 5% increase.

**7. Commissioners – Lawrence George**

**1:50 p.m.**

- a. Request approval to hire applicant (76246) above the starting pay rate for the Director of Human Resources position (500027), Grade E25, at an annual salary of \$84,000, effective March 29, 2021. The Minimum/Maximum pay range for this position is \$66,241.50/\$110,389.50
- b. Request approval to end the County's current hiring freeze on vacant positions effective March 31, 2021.

8. Good of the Order

9. Adjourn

Next Meeting: Monday, April 5, 2021