

**SALARY BOARD AGENDA**  
**REGULAR MEETING**  
**JANUARY 23, 2019 AT 2:00 P.M.**

1. Call to Order
2. Silent Prayer
3. Pledge of Allegiance
4. Roll Call
5. Public Comment on Agenda Items
6. Consider approving the Salary Board Minutes of October 3, 2018
7. Consider approving the Salary Board Minutes of October 31, 2018
8. **Veterans Affairs**
  - Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.
9. **Treasurer**
  - Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.
  - Consider **creating** Hotel Tax Specialist / Clerical Assistant position, non-union, non-supervisor, Pay Grade 10, SR, \$13.09/hr (\$25,525.50 annually), effective immediately.
10. **Tax Assessment**
  - Consider **reclassifying** the current position of Full-Time, Mapping Supervisor, non-union, supervisor, **Pay Grade 6**, Step SR, \$14.46/hr (\$28,197.00 annually) to Full-Time Mapping Supervisor, non-union, supervisor, **Pay Grade 9**, Step SR, \$16.19/hr (\$31,570.50 annually).

*\*\* Employee in approved **re-classed** position would be at Step E, \$20.53/hr (\$40,033.50 annually) or \$21.15/hr (\$41,242.50 annually) w/3% 2019 increase.*

- Consider **reclassifying** the current position of Full-Time, Mapping Technician, SEIU Union, **Pay Grade 8**, Step SR, \$12.77/hr (\$24,901.50 annually) to Full-Time Mapping Technician, SEIU Union, **Pay Grade 10**, Step SR, \$13.70/hr (\$26,715.00 annually).

*\*\* Employee in approved **re-classed** position would be at Step A, \$15.22/hr (\$29,679.00 annually).*

#### 11. **Sheriff's Office**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

#### 12. **Register of Wills**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

#### 13. **Recorder of Deeds**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

#### 14. **Prothonotary**

Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019

#### 15. **Prison**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.
- Consider amending the motion and approved minutes from the October 3, 2018 salary Board as follows:

- Consider **creating** a full-time Supervisor of Records position, Non-Union/Supervisor, Pay Grade 16, starting rate of \$21.10/hr, \$43,888.00 annually, effective October 3, 2018.
- Consider **reclassifying** the current position of Lieutenant of Records, Non-Union/Supervisor position, Pay Grade 16, SR, \$21.10/hr, \$43,888.00 annually to a full-time Supervisor of Records position, Non-Union/Supervisor, Pay Grade 16, SR, \$21.10/hr, \$43,888.00 annually effective October 3, 2018.
- Consider **abolishing** the full-time Lieutenant of Records position, Non-Union/Supervisor, Pay Grade 16, starting rate of \$21.10/hr, \$43,888.00 annually, effective October 3, 2018.

## 16. Human Resources Department

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

## 17. Jury Commissioners

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

## 18. District Attorney's Office

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.
- Consider **creating** a Full-Time, Administrative Assistant District Attorney position, non-union, supervisor, Pay Grade 12, SR, \$18.15/hr (\$35,392.50 annually), effective immediately.
- Consider **reclassifying** the current position of Full-Time, Trial / IP Coordinator, SEIU Union, **Pay Grade 16**, Step SR, \$16.76/hr (\$32,682.00 annually) to Administrative Assistant District Attorney position, non-union, supervisor, **Pay Grade 12**, SR, \$18.15/hr (\$35,392.50 annually), effective immediately.

*\*\* Employee in approved re-classed position would be at Step SR1, \$18.60/hr (\$36,270.00 annually) or \$19.16/hr (\$37,362.00 annually) w/3% 2019 increase.*

- Consider **creating** a Full-Time, Accountant Clerk / Drone Operator / Investigator / Certified Cellbrite Operator position, Pay Grade 12, Step SR, non-union, supervisor, \$18.15/hr (\$35,392.50 annually), effective immediately.
- Consider **reclassifying** the current position of Accountant Clerk / Drone Operator / Investigator /, non-union, supervisory, **Pay Grade 6**, Step SR, \$14.46/hr (\$28,197.00 annually) to Full-Time, Accountant Clerk / Drone Operator / Investigator / Certified Cellbrite Operator position, non-union, supervisory, **Pay Grade 12**, Step SR, \$18.15/hr (\$35,392.50 annually), effective immediately.
 

*\*\* Employee in approved re-classed position would be at Step SR1, \$18.60/hr (\$36,270.00 annually) or \$19.16/hr (\$37,362.00 annually) w/3% 2019 increase.*
- Consider **abolishing** the full-time Accountant Clerk / Drone Operator / Investigator position, non-union/supervisory, Pay Grade 6, starting rate of \$14.46/hr, \$28,197.00 annually, effective immediately.
- Consider **creating** a Full-Time, Lead Assistant District Attorney position, non-union, supervisor, Pay Grade 12, Step SR, \$18.15/hr (\$35,392.50 annually), effective immediately.
- Consider **reclassifying** the current position of (1) Assistant District Attorney, non-union, non-supervisory position, **Pay Grade 9**, Step SR, \$12.61/hr (\$24,589.50 annually) to Full-Time, Lead Assistant District Attorney position, non-union, supervisor, Pay Grade 12, Step SR, \$18.15/hr (\$35,392.50 annually), effective immediately.
 

*\*\* Employee in approved re-classed position would be at Step B, \$21.12/hr (\$41,184.00 annually) or \$21.756/hr (\$42,412.50 annually) w/3% 2019 increase.*
- Consider **abolishing** (1) position, Assistant District Attorney, non-union/non-supervisor, Pay Grade 9, starting rate of \$12.61/hr, \$24,589.50 annually, effective immediately.

## 19. Court of Common Pleas

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

### (ADULT PROBATION)

- Consider **reclassifying** the current position of Full-Time, Intake Clerk, SEIU Union, **Pay Grade 4**, Step SR, \$11.21/hr (\$21,859.50 annually) to

Full-Time Intake Clerk, SEIU Union, **Pay Grade 6**, Step SR, \$11.99/hr (\$23,380.50 annually) effective immediately.

*\*\* Employee in approved re-classed position would be at Step A, \$13.32/hr (\$25,974.00 annually).*

### **(DOMESTIC RELATIONS)**

- Consider **reclassifying** the current position of Full-Time, Intake Clerk, SEIU Union, **Pay Grade 4**, Step SR, \$11.21/hr (\$21,859.50 annually) to Full-Time Intake Clerk, SEIU Union, **Pay Grade 6**, Step SR, \$11.99/hr (\$23,380.50 annually) effective immediately.

*\*\* Employee in approved re-classed position would be at Step SR, \$11.99/hr (\$23,380.50 annually).*

### **20. Coroner's Office**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

### **21. Controller's Office**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

### **22. Clerk of Courts**

- Consider adjusting all Full-Time non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.

### **23. Commissioners**

- Consider adjusting all Full-Time, non-union employees' 2019 pay rates including employees at Steps SR and SR1 with a three percent (3%) increase, effective January 1, 2019.
- Consider **creating** (3) Chief of Staff positions (Commissioners Office), non-union, non-supervisor, Pay Grade 15, SR, \$15.77/hr (\$30,751.50 annually), effective immediately.

- Consider **reclassifying** the current position of Full-Time, Administrative Specialist, non-union, non-supervisor, Pay Grade 13, Step SR, \$14.61/hr (\$28,489.50 annually) to Full-Time Chief of Staff, non-union, non-supervisor, Pay Grade 15, Step SR, \$15.77/hr (\$30,751.50 annually) effective immediately.

*\*\* Employee in approved **re-classed** position would be at Step A, \$17.84/hr (\$34,788.00 annually) or \$18.38/hr (\$35,841.00 annually) w/3% 2019 increase.*

- Consider **reclassifying** the current position of Full-Time, Staff Specialist, non-union, non-supervisor, Pay Grade 13, Step SR, \$14.61/hr (\$28,489.50 annually) to Full-Time, Chief of Staff, non-union, non-supervisor, Pay Grade 15, Step SR, \$15.77/hr (\$30,751.50 annually) effective immediately.

*\*\* Employee in approved **re-classed** position would be at Step A, \$17.84/hr (\$34,788.00 annually) or \$18.38/hr (\$35,841.00 annually) w/3% 2019 increase.*

- Consider **abolishing** the full-time Administrative Specialist position, non-union/non-supervisor, Pay Grade 13, starting rate of \$14.61/hr, \$28,489.50 annually, effective immediately.
- Consider **abolishing** the full-time Staff Specialist position, non-union/non-supervisor, Pay Grade 13, starting rate of \$14.61/hr, \$28,489.50 annually, effective immediately.
- Consider **creating** a Full-Time, West Nile Virus Coordinator position, non-union, non-supervisor, Pay Grade 18, SR, \$17.69/hr (\$34,495.50 annually), effective immediately. (This position is 100% Grant Funded)
- Consider **creating** a Part-Time, without benefits, West Nile Virus Technician, \$10.50/hr (\$11,340.00 annually), effective immediately. (This position is 100% Grant Funded)

## **24. Building & Grounds**

- Consider **creating** a Full-Time, Maintenance Worker I position, SEIU, Pay Grade 6, SR, \$11.99/hr (\$23,380.50 annually), effective immediately.

25. Public Comment on Salary Board matters

26. Adjourn