

Salary Board Agenda
Commissioners Conference Room
16 Dec 2015
10:30 a.m.

1. Roll Call
2. Public Comment on Agenda Items
3. Approval of 20 Nov 2015 meeting minutes.
4. **2016 Non-Union Supervisory and Non-Supervisory Salaries**
Consider ratifying the 2016 salaries as approved at the budget meeting.
5. **Pay Study – movements from union to non-union**
Handout to be given at meeting.

Below are upgrades recommended and are based upon 2016 rates (non-union with 3.5% increase) and funding is budgeted unless otherwise noted. Effective dates are 1/1/2016

6. **Building and Grounds**
Consider adding a Custodial II position at SEIU Grade 4, SR \$10.40/
\$20,280 Annual for 2016

Consider adding a Park and Recreation Manager position, Grade 14 non-union supervisory at \$19.58/hr \$38,181/yr.
7. **Clerk of Courts**
Consider upgrading the following positions effective 1-1-16:
 - Criminal Division Secretary/Bench Warrant Clerk II (already established in contract) from 10 to 12 (inc. \$883.95) \$18.03/hr \$35,158.50 annual.
 - 2nd Deputy to Case Coordinator (new title) 10 to TBD
 - Division Secretary I to II from 5 to 7 (inc. \$1,629.58) \$12.39/hr and \$24,157.58 annual.
 - Criminal Division Secretary II to III from 7 to 9 \$13.95/hr and 27,199.16 annual, with later upgrade to new Division Secretary IV (new title) grade 10 (inc. overall of \$2,875.79)
8. **Court Administration**
Consider upgrading two Court Administrative Assistants from non-union Grade 4 \$10.45/hr/\$20,377.50 to non-union Grade 9 \$12.72/hr or \$24,905.37 annual, and adjust for current steps as needed.

9. District Attorney

Consider upgrading for Chief County Detective from Non-union 8 hr Supervisory Grade 10 \$17.36/hr or \$36,102.46 to Non-union Supervisory 8-hr Grade 15 at \$21.01 /hr or \$43,701.84/annual (inc of \$7,599.38). Scope increases due to increased involvement and consultation with local and state municipalities for investigations. Contingent on 2016 funding.

10. Human Resources

Consider establishing an Administrative Assistant, SEIU Grade 9 \$12.29/hr or \$23,965.50 annual.

11. Prothonotary

Consider upgrading the following:

- Two Department Clerk II positions to Department Clerk III Grade 5 \$14.26/hr - \$27,811.85 annually to 7 \$15.23/hr or \$29,693.69 annually (total inc. for both of \$3,659.90)
- Department Clerk III to Administrative Assistant Grade 7 \$14.85/hr or \$28,948.14 annually to grade 9 \$15.91/hr or \$31,028.49 annually (inc. of \$2,245.32)
- 2nd Deputy to Case Coordinator Grade 10 \$19.85/hr or \$38,707.50 annual to grade 12 \$20.27/hr or \$39,526.50 annual.

12. Register of Wills

Consider upgrading one Computer Clerk Grade 7 \$12.71/hr or \$24,792.15/annual to Legal Secretary III Grade 9 \$13.59/hr or \$26,498.94 annual (inc of \$1,842.14)

Consider changing the title of one Computer Clerk to Department Clerk III at the same grade.

13. Tax Claim

Consider offering back pay from 16 March 2015 for the 2 encumbered positions approved last month which were upgraded from Accounts Clerk I SEIU Grade 4 \$10.76/ hr to Accounts Clerk II SEIU Grade 6 \$11.52/hr

14. Treasurer

Consider upgrading the 2 Accounting Clerks I to Accounting Clerk II from grade 4 \$11.22/hr or \$21,881.87 annual to grade 6 \$12.01/hr or \$23,413.60 annual (increase overall of \$3,306.39).