

Salary Board Agenda

Commissioners Conference Room

January 9, 2013

1:30 p.m.

- Call to Order

A meeting of the Salary Board was called to order on Wednesday, January 9, 2013 at 1:30 pm in the Commissioner's Conference Room, Fayette County Courthouse Uniontown, Pennsylvania 15401.

- Roll Call

Commissioner Ambrosini called the meeting to order at 1:35P with Commissioner Zapotosky, Commissioner Angela M. Zimmerlink, and Controller Sean Lally present. Due to the vote on the Non Union 3% increase all departments and Row Offices have the proper representation.

- Public Comment on Agenda Items

Controller Lally ask for the agenda to be amended to include the agenda item to address the reclassification of the Deputy Controller and Accounting Manager positions.

Moved by Commissioner Zapotosky and seconded by Controller Lally to amend the agenda was made to add item #17 as the reclassification of the Deputy Controller and Auditing/Accounting Manager.

<i>Commissioner Ambrosini</i>	<i>Aye</i>
<i>Commissioner Zapotosky</i>	<i>Aye</i>
<i>Commissioner Zimmerlink</i>	<i>Aye</i>
<i>Controller Lally</i>	<i>Aye</i>

Motion passes unanimously

- Approval of the January 7, 2013 reorganization meeting minutes

Moved by Commissioner Zapotosky, Seconded by Controller Lally, to approve the January 7, 2013 reorganization meeting minutes:

<i>Commissioner Ambrosini</i>	<i>Aye</i>
<i>Commissioner Zapotosky</i>	<i>Aye</i>
<i>Commissioner Zimmerlink</i>	<i>Aye</i>
<i>Controller Lally</i>	<i>Aye</i>

Motion passes unanimously

- Commissioner's Unit

Moved by Commissioner Zapotosky, Seconded by Controller Lally to approve a 3% general pay increase for full-time Non Union employees effective January 1, 2013, for the office under the Commissioners Unit with the exception of FCBHA due to the reapproved compensation plan.

<u>Ambrosini</u>	<u>Aye</u>
<u>Zapotosky</u>	<u>Aye</u>
<u>Zimmerlink</u>	<u>Nay</u>
<u>Lally</u>	<u>Aye</u>

Motion carries three Aye and one nay

- Courts

- ❖ Consider approving a 3% general pay increase for full time Non Union employees effective January 1, 2013 for the offices under the Court of Common Pleas.

Moved by President Judge Wagner, Seconded by Commissioner Zapotosky to approve the 3% Non Union general pay increase effective January 1, 2013.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye
Wagner	Aye

Motion carries 4 Aye and 1 Nay.

- Consider approving a 3% general pay increase for full time Non Union employees effective January 1, 2013 for the offices under each of the following Elected Row Officer:
- ❖ Clerk of Courts

Moved by Janice Snyder and seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

<u>Ambrosini</u>	<u>Aye</u>
<u>Zapotosky</u>	<u>Aye</u>
<u>Zimmerlink</u>	<u>Nay</u>
<u>Lally</u>	<u>Aye</u>
<u>Snyder</u>	<u>Aye</u>

Motion carries 4 Aye and 1 Nay.

❖ Controller

Moved by Controller Lally, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

<i>Ambrosini</i>	<i>Aye</i>
<i>Zapotosky</i>	<i>Aye</i>
<i>Zimmerlink</i>	<i>Nay</i>
<i>Lally</i>	<i>Aye</i>

Motion carries 3 Ayes and 1 Nay

• Coroner

Moved by Coroner Phillip Reilly, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

<i>Ambrosini</i>	<i>Aye</i>
<i>Zapotosky</i>	<i>Aye</i>
<i>Zimmerlink</i>	<i>Nay</i>
<i>Lally</i>	<i>Aye</i>
<i>Reilly</i>	<i>Aye</i>

Motion carries 4 Aye and 1 Nay.

• District Attorney

Moved by Jack Heneks, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

<i>Ambrosini</i>	<i>Aye</i>
<i>Zapotosky</i>	<i>Aye</i>
<i>Zimmerlink</i>	<i>Nay</i>
<i>Lally</i>	<i>Aye</i>
<i>Heneks</i>	<i>Aye</i>

Motion passed 4 Aye and 1 Nay

- Prothonotary

Moved by Rose LeDonne Kern, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye
Kerns	Aye

Motion carries 4 to 1

- Recorder of Deeds

Moved by Dave Malosky, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye
Malosky	Aye

Motion carries 4 Aye and 1 Nay

- Register of Wills

Moved by Donald Redman, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye
Redman	Aye

Motion carries 4 Aye and 1 Nay

- Sheriff

Moved by Gary Brownfield, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

Ambrosini Aye
Zapotosky Aye
Zimmerlink Nay
Lally Aye
Brownfield Aye

Motion carries 4 to 1

- **Treasurer**

Moved by Dianne Rossini, Seconded by Commissioner Zapotosky to approve the Non Union general 3% pay increase effective January 1, 2013.

Ambrosini Aye
Zapotosky Aye
Zimmerlink Nay
Lally Aye
Rossini Aye

Motion carries 4 Aye and 1 Nay

- **FACT**

- ❖ Consider approving a 3% general pay increase for the Non-Union Part-time Program Specialist effective January 1, 2013.

Dominick Carnicella explained that this employee has not received a pay increase for 3 years.

Commissioner Zapotosky shared that even though this is a part time position it is warranted.

Moved by Commissioner Ambrosini, S seconded by Commissioner Zapotosky to approve a 3% pay increase for the part time Program Specialist position effective January 1, 2013.

Ambrosini Aye
Zapotosky Aye
Zimmerlink Nay
Lally Aye

Motion carries 3 Aye and 1 Nay.

- **Non Union Longevity**

- ❖ Consider approving an update to the longevity scale for full-time non-union employee's so that longevity increases shall begin after 5 years of continuous service instead of after 8 years, effective January 1, 2013. Those employees who have worked over 5 years but less than 8 years shall receive a longevity increase effective January 1, 2013, (with the exception of FCBHA.)

Moved by Controller Lally, Seconded by Commissioner Zapotosky to approve the update of the longevity scale for full-time Non Union employee's to a 5 year increase of continuous service effective January 1, 2013. Those employees who have worked over 5 years but less than 8 years shall receive a longevity increase effective January 1, 2013, with the exception of FCBHA.

**Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye**

Motion carries unanimously

- **Clerk of courts**

- ❖ Consider creating an Accounts Clerk III position at SEIU Pay Grade 7 Step A \$11.40 per hour

Moved by Janice Snyder, Seconded by Commissioner Zapotosky to create an Accounts Clerk III position at SEIU Pay Grade 7 Step A at \$11.40 per hour effective immediately.

**Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye
Snyder Aye**

Motion carries unanimously

- **Commissioners Office**

- ❖ Consider the creation a Receptionist/Confidential Secretary position at Non Union Non-Supervisory Pay Grade 4 Step A at \$10.48 per hour (\$20,436.00).

Moved by Commissioner Ambrosini, Seconded by Commissioner Zapotosky to create an Receptionist/Confidential Secretary position at Non Union Pay Grade 4 Step A at \$10.45 per hour effective immediately.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye

Motion carries 3 Ayes and 1 Nay.

- ❖ Consider the creation of a Supervised Visitation/Safe Exchange Program Project manager at pay range of \$30,000.00 - \$40,000.00 per year. This position is grant funded and shall expire upon the expiration of this grant funding.

Discussion:

Gina D'Auria the Director of Children and Youth Services explained that the funding will come through a grant to the County but subcontracted by Community Action. The grant requires that employee be an employee of the county and will supervise, write grants and administer the program.

This is a three year grant and the hope is that when the grant expires the County will be able to find funding to continue the position.

Moved by Controller Lally, Seconded by Commissioner Zimmerlink to create the Supervised Visitation/Safe Exchange Program Project manager at pay range of \$30,000.00 - \$40,000.00 per year. This position is grant funded and shall expire upon the expiration of this grant funding.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Aye
Lally	Aye

Motion carries unanimously

- **District Attorney**

- ❖ Consider creating an Assistant County Detective at Non Union Non-Supervisory Pay Grade 10 Step A at \$13.07 per hour (\$25,486.50). This position is grant funded and shall expire upon the expiration of this grant funding.

Discussion:

Commissioner Zapotosky questioned if this was a grant that required a match from the County. DA Heneks explained that it was not and the grant is for three years. This employee would assist local and State police with documentation and paperwork.

Moved by District Attorney Jack Heneks, Seconded by Commissioner Zapotosky to create an Assistant County Detective at Non Union Non-Supervisory Pay Grade 10 Step A at \$13.07 per hour (\$25,486.50). This position is grant funded and shall expire upon the expiration of this grant funding.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye

Motion passed unanimously

- ❖ Consider creating an Assistant District Attorney at Non Union Non-Supervisory Pay Grade 11 Step B. This position is grant funded and shall expire upon the expiration of this grant funding.

Discussion:

District Attorney Heneks explained that after speaking with Dominick Carnicella, Director of Human Resources, and this position should be a full time position rather than the part time status that the other ADA positions are. This is grant funded and the annual salary will be \$29,252.00, this is the first full time Assist District Attorney position the District Attorney's office has ever had. The medical benefits will also be included through the grant.

Moved by District Attorney Jack Heneks, seconded by Commissioner Zapotosky to create one full time Assistant District Attorney through a three year grant. The position will expiration upon the end of the third year.

Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye
Heneks Aye

Motion passed unanimously.

- ❖ Consider abolishing the Victim Witness Legal Secretary I Clerk position effective January 9, 2013.

Discussion:

DA Heneks explained that he and Public Defender Whiteko would like to take a look at the staffing in both offices and bring equity to both offices through staffing. Both Mr. Heneks and Mr. Whiteko will meet with Dominick Carnicella to discuss options.

Moved by District Attorney Jack Heneks, Seconded by Commissioner Zapotosky to table this motion

Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye
Heneks Aye

Motion passed unanimously

- ❖ Consider creating a Legal Secretary I at SEIU Pay Grade 4 \$10.35 per hour (\$20,182.50) effective January 9, 2013.

Moved by Jack Heneks, seconded by Commissioner Zapotosky to table the motion to create a Legal Secretary I.

Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye
Heneks Aye

Motion passed unanimously

- **Election Bureau**

- ❖ Consider creating a Department Clerk II at SEIU Pay Grade 4 \$10.35 per hour (\$20,182.50)

Discussion:

This position was discussed at the budget hearings and the recommendation to create the position of Department Clerk II is more in line with the other members of the Election Bureau staff.

Moved by Commissioner Zapotosky, seconded by Controller Lally to create a Department Clerk II position at SEIU Pay Grade 4 Step A \$10.35 per hour effective immediately.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye

Motion passed 3 Aye and 1 Nay

- **Sheriff**

- ❖ Consider approving the adjustment of the Chief Deputy's Pay Grade from Non Union Supervisory Pay Grade 6 to 10 Step A.

Discussion:

Sheriff Brownfield is recommending an increase in salary for the Chief Deputy Sheriff to bring this position more in line with all other Chief Deputies. Through the budget hearings the funds were placed in the Sheriff Department line item for this increase.

Dominick Carnicella explained that he would recommend this increase due to the type of work this employee is required to do and the fact that this employee is paid far less than all other Chief Deputies.

The recommendation is to set the salary at Pay Grade 10 \$16.76 per hour. The employee who is in the position currently will receive a longevity increase in March 2013 which will then bring the salary up to \$17.26, which is what was budgeted.

Moved by Sheriff Brownfield, seconded by Commissioner Zapotosky to adjust the pay for the Chief Deputy Sheriff from Pay Grade 6 to 10 Step A (\$16.76 per hour)

Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye
Brownfield Aye

Motion passed unanimously

- **Prison**

- ❖ Consider creating three Lieutenant positions at Non Union Supervisory Pay Grade 15 \$21.08 per hour (\$43,846.40)

Discussion

Warden Miller explained that we have 44 Correctional Officers on staff so by creating the three Lieutenant positions this will take the staffing back down to 41 which is more in line to what the staffing should be. Also there is Non Union supervisory staff on duty Monday thru Friday, however on the weekends there is not enough Supervisory staff in order to cover. There will then be Non Union supervisors on duty on all shifts. There will be interviews held and the Warden would like to promote from within for those that are qualified.

Moved by Commissioner Zapotosky, seconded by Commissioner Zimmerlink to create (3) Lieutenant positions in the Non Union supervisory Pay Grade 16 \$21.08 per hour (\$43,846.40)

Ambrosini Aye
Zapotosky Aye
Zimmerlink Aye
Lally Aye

Motion passed unanimously

- Public Defender

- ❖ Consider approving the adjustment of the Chief Public Defender's Pay Grade from Non Union Supervisory Pay Grade 28 to 30 F

Discussion:

The requested salary increase of the Chief Public Defender was discussed in the budget hearings and the increase was included in the Public Defenders budget line item.

Moved by Commissioner Zapotosky, seconded by Commissioner Ambrosini to adjust the Chief Public Defender's salary from Non Union Supervisory Pay Grade 28 to Pay Grade 30 F \$41.83 (\$81,568.50) effective immediately.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Aye
Lally	Aye

Motion passed unanimously.

- ❖ **Tax Claim**

- ❖ Consider approving the adjustment of the Director's Pay Grade from Non Union supervisory Pay Grade 9 to Pay Grade 11.

Discussion:

Sarah Minnick, Director of Tax Claim, explained that she originally requested that her Pay grade be moved from 9 to 15. The Pay Grade 11 was the level that Dominick Carnicella suggested. Due to the amount of money and the number of staff she oversees. The positions that fall in Pay Grade 11 are not directors of departments and are not responsible for staff or the amount of money that the Tax Claim takes in.

Commissioner Zapotosky asked Mr. Carnicella what the difference is between the pay grades. Mr. Carnicella explained the difference between Pay Grades 9, 11 and 15. The Director of Planning was hired the same day however was hired at Pay Grade 15. The gap needs to be narrowed but the question is does the board narrow the gap now or in the future.

Commissioner Ambrosini discussed the issue of internal Non Union pay study. It was asked of how far along Dominick is on the study and Dominick explained that he had researched the Chief Deputy positions but he needed to do more work on the study to complete it. The information should be available by the next salary board meeting.

Moved by Commissioner Zimmerlink, seconded by Commissioner Zapotosky to adjust the Director of Tax Claim pay grade from 9A to 15A at \$20.31 per hour (\$41,535.00) effective immediately.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Aye
Lally	Aye

Motion passed unanimously.

❖ **Controller**

- ❖ Consider approving reclassification of Chief Deputy and the Accounting/Auditing Manager in the Controller's office from Pay Grade 11 to Pay Grade 15. This would be in alignment with the issue to accountability of these two positions and this was discussed at the budget hearings.

Discussion:

The suggestion was to take each position separately therefore Mr. Lally asked that the Accounting/Auditing Manager from Pay Grade 11 to Pay Grade 15. Dominick Carnicella questioned the job duties this position is responsible for and if this position is overseen by the Chief Deputy. The question of the Chief Deputy Pay adjust was questioned due to the Chief Deputy supervising the Accounting/Auditor Manager position and that this would not be the appropriate way to place the two position on the pay scale.

Commissioner Ambrosini questioned if both positions were at the same pay grade what would be the incentive for the Accounting/Audit Manager to take the Chief Deputy position when it is vacant? The Chief Deputy has signatory responsibility and this would be a promotion of appearance. The suggestion was to adjust the Accounting/Auditor Manager

position to a Pay Grade 13 as this position is a 4 year degree position, while some 4 year degreed positions are exclusive to only the department this position is county wide.

However, the positions in question are Civil Service both in Children and Youth and FCBHA.

The Operations Manager at the FACT office is a pay grade 13. Mr. Lally stated he would consider a Pay Grade 14 as he does not want to lose a good employee to the private sector.

Dominick Carnicella stated that he feels the either the Pay Grade 13 or 14 would show equity in this positions. There was money placed in the budget for the increase in salary.

Moved by Controller Lally, seconded by Commissioner Ambrosini to adjust the Accounting/Auditor Manager position from Non Union Supervisory Pay Grade 9 to Pay Grade 14A.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye

Motion passed 3 Aye and 1 Nay.

- ❖ Consider adjusting the Chief Deputy Controller position from a Non Union Supervisory Pay Grade 11 to Pay Grade 15I \$25.61 per hour (49,939.50) due to responsibility and she is the go to person. This motion would be effective January 1, 2013.

Discussion:

She has 30 years of experience and is off the pay scale as over max and makes \$35,000.00. Due to the person in the position currently being off the pay scale the step will need adjusted to go along with the longevity increases she has received. This would be a 6% salary increase for this year. This would be about a \$2400.00 per year increase.

Moved by Controller Lally, seconded by Commissioner Zapotosky to reclassify the Chief Deputy Controller to a Pay Grade 15 I effective January 1, 2013.

Ambrosini	Aye
Zapotosky	Aye
Zimmerlink	Nay
Lally	Aye

Motion passed 3 Aye and 1 Nay.

Public Comment

Janice Snyder asked where the HR department is on her Union staff reclassifications.

Dominick Carnicella explained the reclassifications that the Union submitted are under review and a determination will be sent to the Union shortly.

Janice Snyder asked if the determination would be shared at the next salary board meeting.

When the reclassifications are determined Mr. Carnicella will send out the findings to all department heads.

Bob Carson requested that his confidential Secretary be reclassified to an Administrative Assistant due to the added duties she has taken on. Has taken on more responsibility with the vendors and the ARD people she supervises.

Mr. Carson would also ask the Salary Board consider creating a position through the day shift for a janitorial position.