

AGENDA

MEETING: Annual Salary Board

DATE: January 3, 2022

1. Moment of Silence, Prayer and Pledge of Allegiance.

2. Approval of the minutes of the Salary Board Meeting held December 2, 2021, December 9, 2021, December 16, 2021 and December 23, 2021.

3. Guests concerning Salary Board business:

4. Report of Executive Sessions held:

December 6, 2021	9:00 a.m.
December 6, 2021	1:30 p.m.
December 8, 2021	1:30 p.m.
December 14, 2021	1:30 p.m.
December 16, 2021	3:00 p.m.

5. Set positions and salaries of the **COURT OFFICES** effective January 1, 2022, as listed on Exhibit J1 through J 6.

Magisterial District Courts
Jim Thorpe

- a. Change the rate of one (1) Secretary II from \$16.85 per hour (**Grade 7 – Step K**) to \$18.58 per hour (**Grade 9 – Step K**) effective January 1, 2022.

- b. Change the rate of one (1) Secretary I from \$13.45 per hour (**Grade 6 – Step E**) to \$14.84 per hour (**Grade 8 – Step E**) effective January 1, 2022.

- c. Change the rate of one (1) Secretary I from \$13.06 per hour (**Grade 6 – Step D**) to \$14.41 per hour (**Grade 8 – Step D**) effective January 1, 2022.

Magisterial District Courts
Palmerton

- a. Change the rate of one (1) Office Supervisor I from \$28.86 per hour (**Grade S 4 – Step V**) to \$16.96 per hour (**Grade S 4 – Step D**) effective January 8, 2022.
- b. Abolish the position of one (1) Office Supervisor I Trainee at \$16.96 per hour (**Grade S 4 – Step D**) effective January 8, 2022.
- c. Change the rate of one (1) Secretary II from \$15.43 per hour (**Grade 7 – Step H**) to \$14.55 per hour (**Grade 7 – Step F**) effective January 1, 2022.
- d. Abolish the position of one (1) Secretary II Trainee at \$14.55 per hour (**Grade 7 – Step F**) effective January 8, 2022.
- e. Change the rate of one (1) Secretary II from \$14.55 per hour (**Grade 7 – Step F**) to \$16.05 per hour (**Grade 9 – Step F**) effective January 1, 2022.
- f. Change the rate of one (1) Secretary I from \$11.95 per hour (**Grade 6 – Step A**) to \$13.18 per hour (**Grade 8 – Step A**) effective January 1, 2022.

Magisterial District Courts
Lansford

- a. Change the rate of one (1) Secretary II from \$15.43 per hour (**Grade 7 – Step H**) to \$17.01 per hour (**Grade 9 – Step H**) effective January 1, 2022.
- b. Change the rate of one (1) Secretary I from \$20.91 per hour (**Grade 6 – Step T**) to \$23.05 per hour (**Grade 8 – Step T**) effective January 1, 2022.

Magisterial District Courts
Weatherly

- a. Change the rate of one (1) Secretary II from \$14.98 per hour (**Grade 7 – Step G**) to \$16.52 per hour (**Grade 9 – Step G**) effective January 1, 2022.
- b. Change the rate of one (1) Secretary I from \$15.13 per hour (**Grade 6 – Step I**) to \$16.69 per hour (**Grade 8 – Step I**) effective January 1, 2022.

Magisterial District Courts
Weatherly (Continued)

- c. Change the rate of one (1) Secretary I from \$11.95 per hour (**Grade 6 – Step A**) to \$12.68 per hour (**Grade 6 – Step C**) effective January 1, 2022.
- d. Change the rate of one (1) Secretary I from \$12.68 per hour (**Grade 6 – Step C**) to \$13.99 per hour (**Grade 8 – Step C**) effective January 1, 2022.
- e. Establish the position of one (1) Secretary I at \$11.95 per hour (**Grade 6 – Step A**) effective January 3, 2022.
- f. Abolish the position of one (1) Part-Time Secretary I at \$11.95 per hour (**Grade 6 – Step A**) effective January 3, 2022.
- g. Change the rate of one (1) Secretary I from \$11.95 per hour (**Grade 6 – Step A**) to \$13.18 per hour (**Grade 8 – Step A**) effective January 1, 2022.

Adult Probation

- a. Establish the position of one (1) Adult Probation Supervisor (Field Supervision) at \$32.06 per hour (**Grade S 11 – Step N**) effective January 3, 2022.

S – Indicates Supervisory

- b. Establish the position of one (1) Adult Probation Supervisor (Treatment Court/Administrative) at \$32.06 per hour (**Grade S 11 – Step N**) effective January 3, 2022.

S – Indicates Supervisory

- 6. Set positions and salaries covered by bargaining unit (AFSCME Court Appointed Professional Employees Union) as per **EXHIBIT C** effective January 1, 2022.

Adult Probation

- a. Establish the positions of five (5) Probation Officer I at the prevailing AFSCME Court Appointed Professional Employees Union rate effective January 3, 2022.

Domestic Relations

- a. Establish the position of one (1) Domestic Relations Officer I at the prevailing AFSCME Court Appointed Professional Employees Union rate effective January 3, 2022.
7. Set positions and salaries of **ROW OFFICES** effective January 1, 2022.

Clerk of Courts

Motion to set the positions and salaries of the **Clerk of Courts Office and Bureau of Collections** effective January 1, 2022, as listed on Exhibit R1.

Controller

Motion to set the positions and salaries of the **Controller's Office and Fiscal/Data Processing** effective January 1, 2022, as listed on Exhibit R2.

Coroner

Motion to set the positions and salaries of the **Coroner's Office** effective January 1, 2022, as listed on Exhibit R3.

District Attorney

Motion to set the positions and salaries of the **District Attorney's Office** effective January 1, 2022, as listed on Exhibit R4.

- a. Change the rate of one (1) Office Administrator from \$17.28 per hour (**Grade S 5 – Step C**) to \$20.64 per hour (**Grade S 5 – Step I**) effective January 1, 2022.
- b. Change the rate of one (1) Legal Secretary II from \$16.36 per hour (**Grade 7 – Step J**) to \$18.40 per hour (**Grade 7 – Step N**) effective January 1, 2022.
- c. Change the rate of one (1) Legal Secretary I from \$13.45 per hour (**Grade 6 – Step E**) to \$16.52 per hour (**Grade 6 – Step L**) effective January 1, 2022.

District Attorney (Continued)

- d. Change the rate of one (1) Victim/Witness Coordinator from \$13.84 per hour (**Grade 9 – Step A**) to \$15.13 per hour (**Grade 9 – Step D**) effective January 1, 2022.
- e. Change the rate of one (1) Chief County Detective from \$27.76 per hour (**Grade 13 – Step R**) to \$28.59 per hour (**Grade 13 – Step S**) effective January 1, 2022.
- f. Change the rate of one (1) Clerical Specialist from \$11.49 per hour (**Grade 4 – Step C**) to \$11.83 per hour (**Grade 4 – Step D**) effective January 1, 2022.
- g. Change the rate of one (1) Part-Time Legal Secretary from \$11.16 per hour (**Grade 4 – Step B**) to \$11.83 per hour (**Grade 4 – Step D**) effective January 1, 2022.
- h. Change the salary of one (1) Full-Time Assistant District Attorney 2 from \$65,276.46 per annum to \$67,234.75 per annum effective January 1, 2022.
- i. Change the salary of one (1) Full-Time Assistant District Attorney 3 from \$65,276.46 per annum to \$67,234.75 per annum effective January 1, 2022.
- j. Change the salary of one (1) Part-Time Assistant District Attorney 1 from \$49,563.92 per annum to \$51,050.84 per annum effective January 1, 2022.
- k. Change the salary of one (1) Part-Time Assistant District Attorney 2 from \$44,632.06 per annum to \$45,971.02 per annum effective January 1, 2022.
- l. Change the salary of one (1) Part-Time Assistant District Attorney 3 from \$44,336.95 per annum to \$45,667.06 per annum effective January 1, 2022.

Prothonotary

Motion to set the positions and salaries of the **Prothonotary's Office** effective January 1, 2022, as listed on Exhibit R5.

- a. Change the rate of one (1) First Deputy from \$25.37 per hour (**Grade S 5 – Step P**) to \$26.13 per hour (**Grade S 5 – Step Q**) effective January 1, 2022.

Prothonotary (Continued)

- b. Change the rate of one (1) Second Deputy from \$15.43 per hour (**Grade 7 – Step H**) to \$15.89 per hour (**Grade 7 – Step I**) effective January 1, 2022.
- c. Change the rate of one (1) Clerk/PFAD Coordinator from \$13.85 per hour (**Grade 6 – Step F**) to \$14.26 per hour (**Grade 6 – Step G**) effective January 1, 2022.
- d. Change the rate of one (1) Automation/Passport Processing Clerk from \$12.07 per hour (**Grade 5 – Step C**) to \$12.43 per hour (**Grade 5 – Step D**) effective January 1, 2022.

Public Defender

Motion to set the positions and salaries of the **Public Defender's Office** effective January 1, 2022, as listed on Exhibit R6.

- a. Establish the position of one (1) Legal Secretary III at \$13.18 per hour (**Grade 8 – Step A**) effective January 3, 2022.
- b. Abolish the position of one (1) Part-Time Legal Secretary III at \$13.18 per hour (**Grade 8 – Step A**) effective January 3, 2022.
- c. Establish the position of one (1) Social Worker/Case Manager at \$18.54 per hour (**Grade 15 – Step A**) effective January 3, 2022.
- d. Change the rate of one (1) Public Defender Office Manager from \$14.65 per hour (**Grade S 1 – Step D**) to \$15.09 per hour (**Grade S 1 – Step E**) effective January 1, 2022.
- e. Change the rate of one (1) Legal Secretary III from \$14.41 per hour (**Grade 8 – Step D**) to \$14.84 per hour (**Grade 8 – Step E**) effective January 1, 2022.

Recorder of Deeds

Motion to set the positions and salaries of the **Recorder of Deeds' Office** effective January 1, 2022, as listed on Exhibit R7.

Recorder of Deeds (Continued)

- a. Change the rate of one (1) First Deputy from \$26.13 per hour (**Grade S 5 – Step Q**) to \$26.91 per hour (**Grade S 5 – Step R**) effective January 1, 2022.
- b. Change the rate of one (1) Second Deputy from \$22.61 per hour (**Grade 7 – Step U**) to \$23.29 per hour (**Grade 7 – Step V**) effective January 1, 2022.
- c. Change the rate of one (1) Coordinator of Records/Indexer from \$15.28 per hour (**Grade 5 – Step K**) to \$15.73 per hour (**Grade 5 – Step L**) effective January 1, 2022.
- d. *Establish the position of one (1) Part-Time Clerical Specialist at \$11.16 per hour (**Grade 4 – Step B**) effective January 3, 2022.

***Excluded from Retirement Plan – not anticipated to work 1000 hours.**

Register of Wills

Motion to set the positions and salaries of the **Register of Wills/Clerk of Orphans Court Office** effective January 1, 2022, as listed on Exhibit R8.

- a. Change the rate of one (1) First Deputy from \$18.34 per hour (**Grade S 5 – Step E**) to \$18.89 per hour (**Grade S 5 – Step F**) effective January 1, 2022.
- b. Change the rate of one (1) Second Deputy from \$13.32 per hour (**Grade 7 – Step C**) to \$13.72 per hour (**Grade 7 – Step D**) effective January 1, 2022.
- c. Change the rate of one (1) Coordinator of Records/Genealogy/Ancestry Researcher from \$11.38 per hour (**Grade 5 – Step A**) to \$12.07 per hour (**Grade 5 – Step C**) effective February 16, 2022.

Treasurer

Motion to set the positions and salaries of the **Treasurer's Office** effective January 1, 2022, as listed on Exhibit R9.

Sheriff

Motion to set the positions and salaries of the **Sheriff's Office** effective January 1, 2022, as listed on Exhibits R10.

- a. Change the rates of two (2) Special Deputy Sheriff from \$17.17 per hour (**Grade 11 – Step E**) to \$18.93 per hour (**Grade 13 – Step E**) effective January 1, 2022.
- b. Change the rates of two (2) Special Deputy Sheriff from \$16.67 per hour (**Grade 11 – Step D**) to \$18.93 per hour (**Grade 13 – Step E**) effective January 1, 2022.
- c. Change the rates of six (6) Special Deputy Sheriff from \$15.26 per hour (**Grade 11 – Step A**) to \$17.84 per hour (**Grade 13 – Step C**) effective January 1, 2022.
- d. Change the rates of ten (10) Special Deputy Sheriff Trainee from \$14.53 per hour (**Grade 10 – Step A**) to \$16.50 per hour (**Grade 12 – Step B**) effective January 1, 2022.
- e. Abolish the positions of two (2) Special Deputy Sheriff Trainee at \$16.50 per hour (**Grade 12 – Step B**) effective January 3, 2022.
- f. Abolish the positions of two (2) Special Deputy Sheriff at \$17.84 per hour (**Grade 13 – Step C**) effective January 3, 2022.
- g. Establish the JNET/JTAC pay at the rate of \$150.00 per pay period effective January 3, 2022.

Set positions and salaries covered by bargaining unit (Carbon County Sheriff's Association Union) as per EXHIBIT D effective January 1, 2022.

- a. Establish the position of one (1) Deputy Sheriff at the prevailing Carbon County Sheriff's Association Union rate effective January 3, 2022.

Annual Salary Board Meeting

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8. Set positions and salaries under the jurisdiction of the Board of Commissioners at the Carbon County Court House Complex as per **EXHIBIT A** effective January 1, 2022.

a. **Children & Youth Services**

Change the rate of one (1) Administrator II from \$24.81 per hour (**Grade S 13 – Step B**) to \$33.29 per hour (**Grade S 16 – Step G**) effective January 1, 2022.

Establish the position of one (1) County Casework Manager I at \$25.09 per hour (**Grade S 9 – I**) effective January 3, 2022.

S – Indicates Supervisory

Establish the position of one (1) County Casework Supervisor I at \$20.22 per hour (**Grade S 7 – Step E**) effective January 3, 2022.

S – Indicates Supervisory

Establish the positions of four (4) County Caseworker II at \$18.93 per hour (**Grade 13 – Step E**) effective January 3, 2022.

Establish the positions of two (2) County Caseworker I at \$16.02 per hour (**Grade 12 – Step A**) effective January 3, 2022.

Establish the position of one (1) Social Services Aide II at \$12.31 per hour (**Grade 6 – Step B**) effective January 3, 2022.

Establish the position of one (1) D&A Assessor/Urine Screen Collector at \$18.93 per hour (**Grade 13 – Step E**) effective January 3, 2022.

Establish the position of one (1) Fiscal Assistant at \$13.18 per hour (**Grade 8 – Step A**) effective January 3, 2022.

Establish the position of one (1) IT Specialist at \$14.53 per hour (**Grade 10 – Step A**) effective January 3, 2022.

b. **Commissioners' Office**

Change the rate of one (1) Fiscal Assistant/Para Legal from \$20.69 per hour (**Grade 10 – Step M**) to \$21.31 per hour (**Grade 10 – Step N**) effective January 1, 2022.

c. **Communications Center**

Change the rate of one (1) Part-Time Dispatcher from \$14.13 per hour (**Grade 7 – Step E**) to \$13.32 per hour (**Grade 7 – Step C**) effective January 10, 2022.

d. **Corrections**

Establish the positions of two (2) Assistant Deputy Warden at \$23.20 per hour (**Grade S 8 – Step H**) effective January 3, 2022.

S – Indicates Supervisory

Change the rate of one (1) Assistant Deputy Warden from \$23.20 per hour (**Grade S 8 – Step H**) to \$26.10 per hour (**Grade S 8 – Step L**) effective January 3, 2022.

Change the rate of one (1) Assistant Deputy Warden from \$23.20 per hour (**Grade S 8 – Step H**) to \$23.89 per hour (**Grade S 8 – Step I**) effective January 3, 2022.

Abolish the positions of seven (7) Part-Time Corrections Officer at \$11.95 per hour (**Grade 6 – Step A**) effective January 3, 2022.

e. **Election Department**

Abolish the position of one (1) Temporary Part-Time Utility Worker at \$12.31 per hour (**Grade 6 – Step B**) effective January 3, 2022.

f. **Human Resources**

Establish the position of one (1) Human Resources Benefits and Billing Coordinator at \$15.26 per hour (**Grade 11 – Step A**) effective January 3, 2022.

Abolish the position of one (1) Human Resources Assistant at \$14.69 per hour (**Grade 9 – Step C**) effective January 3, 2022.

g. **Pocono Counties Workforce Development Area**

Establish the position of one (1) TANF Caseworker at \$18.77 per hour (**Grade 11 – Step H**) effective January 3, 2022.

Abolish the position of one (1) TANF Coordinator/Case Manager at \$18.04 per hour (**Grade 6 – Step O**) effective January 3, 2022.

Establish the position of one (1) Coordinator (TANF & WIOA) at \$13.84 per hour (**Grade 9 – Step A**) effective January 3, 2022.

9. Set positions and salaries covered by bargaining units (AFSCME and Teamsters) as per **EXHIBIT B** effective January 1, 2022.

Teamsters Local Union No. 773 Sergeants

Establish the positions of four (4) Sergeant at the prevailing Teamsters Local Union No. 773 Sergeants rate effective January 3, 2022.

Teamsters Local Union No. 773

Establish the positions of five (5) Corrections Officer at the prevailing Teamsters Local Union No. 773 rate effective January 3, 2022.

Abolish the positions of four (4) Part-Time Corrections Officer at the prevailing Teamsters Local Union No. 773 rate effective January 3, 2022.