

AGENDA

MEETING: Annual Salary Board

DATE: January 4, 2021

1. Approval of the minutes of the monthly Salary Board Meeting held December 3, 2020.

2. Guests concerning Salary Board business:

3. Report of Executive Sessions held:

December 7, 2020	9:00 a.m.
December 8, 2020	9:30 a.m.
December 9, 2020	9:00 a.m.
December 9, 2020	1:30 p.m.
December 16, 2020	9:00 a.m.
December 18, 2020	9:30 a.m.
December 21, 2020	9:00 a.m.
December 21, 2020	1:30 p.m.

4. Set positions and salaries of the **COURT OFFICES** effective January 1, 2021, as listed on Exhibit J1 through J 6.

5. Set positions and salaries covered by bargaining unit (AFSCME Court Appointed Professional Employees Union) as per **EXHIBIT C** effective January 1, 2021.

6. Set positions and salaries of **ROW OFFICES** effective January 1, 2021.

Controller

Motion to set the positions and salaries of the **Controller's Office and Fiscal/Data Processing** effective January 1, 2021, as listed on Exhibit R2.

Treasurer

Motion to set the positions and salaries of the **Treasurer's Office** effective January 1, 2021, as listed on Exhibit R9.

Public Defender

Motion to set the positions and salaries of the **Public Defender's Office** effective January 1, 2021, as listed on Exhibit R6.

Recorder of Deeds

Motion to set the positions and salaries of the **Recorder of Deeds' Office** effective January 1, 2021, as listed on Exhibit R7.

Coroner

Motion to set the positions and salaries of the **Coroner's Office** effective January 1, 2021, as listed on Exhibit R3.

District Attorney

Motion to set the positions and salaries of the **District Attorney's Office** effective January 1, 2021, as listed on Exhibit R4.

- a. Establish the position of one (1) Victim/Witness Coordinator at \$13.84 per hour **(Grade 9 – Step A)** effective January 1, 2021.
- b. Abolish the positions of two (2) Part-Time Victim/Witness Coordinator at \$13.84 per hour **(Grade 9 – Step A)** effective January 4, 2021.

Prothonotary

Motion to set the positions and salaries of the **Prothonotary's Office** effective January 1, 2021, as listed on Exhibit R5.

- a. *Establish the position of one (1) Part-Time Clerical Assistant at \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

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

Prothonotary (Continued)

- b. Abolish the position of one (1) Temporary Part-Time Clerical Assistant at \$10.84 per hour (**Grade 4 – Step A**) effective January 1, 2021.

Register of Wills

Motion to set the positions and salaries of the **Register of Wills/Clerk of Orphans Court Office** effective January 1, 2021, as listed on Exhibit R8.

- a. Change the rate of one (1) First Deputy from \$17.28 per hour (**Grade S 5 – Step C**) to \$17.80 per hour (**Grade S 5 – Step D**) effective January 6, 2021.
- b. Change the rate of one (1) Second Deputy from \$12.55 per hour (**Grade 7 – Step A**) to \$12.93 per hour (**Grade 7 – Step B**) effective January 6, 2021.

Sheriff

Motion to set the positions and salaries of the **Sheriff's Office** effective January 1, 2021, as listed on Exhibits R10.

Set positions and salaries covered by bargaining unit (Carbon County Sheriff's Association Union) as per EXHIBIT D effective January 1, 2021.

Clerk of Courts

Motion to set the positions and salaries of the **Clerk of Courts Office and Bureau of Collections** effective January 1, 2021, as listed on Exhibit R1.

- a. Change the rate of one (1) Part-Time Clerical Specialist from \$10.32 per hour (**Grade 3 – Step A**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.
- b. Establish the positions of two (2) Deputy Clerk at \$12.31 per hour (**Grade 6 – Step B**) effective January 1, 2021.

Clerk of Courts (Continued)

- c. Abolish the position of one (1) Collection Clerk II/Bureau of Collections at \$11.72 per hour **(Grade 5 – Step B)** effective January 1, 2021.
 - d. Abolish the position of one (1) Clerical Specialist at \$11.83 per hour **(Grade 4 – Step D)** effective January 1, 2021.
 - e. Establish the position of one (1) Collections Coordinator at \$14.53 per hour **(Grade 10 – Step A)** effective January 1, 2021.
 - f. Abolish the position of one (1) Collection Clerk II/Bureau of Collections at \$12.07 per hour **(Grade 5 – Step C)** effective January 1, 2021.
 - g. Change the rate of one (1) Second Deputy from \$12.55 per hour **(Grade 7 – Step A)** to \$15.26 per hour **(Grade 11 – Step A)** effective January 1, 2021.
 - h. Change the rate of one (1) First Deputy from \$18.34 per hour **(Grade S 5 – Step E)** to \$21.90 per hour **(Grade S 5 – Step K)** effective January 1, 2021.
 - i. Abolish the position of one (1) Director/Bureau of Collections at \$23.92 per hour **(Grade S 5 – Step N)** effective January 22, 2021.
7. 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, 2021.
- a. **Animal Shelter**
Change the rate of two (2) Part-Time K-9 Officer from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Animal Shelter (Continued)

Change the rate of one (1) Part-Time K-9 Officer from \$10.63 per hour (**Grade 3 – Step B**) to \$11.49 per hour (**Grade 4 – Step C**) effective January 1, 2021.

Establish the position of one (1) K-9 Officer at \$11.49 per hour (**Grade 4 – Step C**) effective January 1, 2021.

Abolish the position of one (1) Part-Time K-9 Officer at \$11.49 per hour (**Grade 4 – Step C**) effective January 4, 2021.

Abolish the position of one (1) Part-Time K-9 Officer at \$10.32 per hour (**Grade 3 – Step A**) effective January 1, 2021.

b. **Archives Department**

Change the rate of three (3) Part-Time Clerk from \$10.32 per hour (**Grade 3 – Step A**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

c. **Area Agency on Aging**

Change the rate of one (1) Aging Care Manager II from \$15.26 per hour (**Grade 11 – Step A**) to \$15.72 per hour (**Grade 11 – Step B**) effective January 2, 2021.

Change the rate of one (1) Part-Time Senior Center Operator I from \$11.38 per hour (**Grade 5 – Step A**) to \$11.72 per hour (**Grade 5 – Step B**) effective January 20, 2021.

d. **Buildings/Grounds**

Change the rate of one (1) Part-Time Cleaning Person from \$10.94 per hour (**Grade 3 – Step C**) to \$11.49 per hour (**Grade 4 – Step C**) effective January 1, 2021

Buildings/Grounds (Continued)

Change the rate of two (2) Part-Time Cleaning Person from \$10.63 per hour **(Grade 3 – Step B)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Change the rate of one (1) Part-Time Cleaning Person from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Change the rate of three (3) Substitute Part-Time Cleaning Person from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

e. **Children & Youth Services**

Change the rate of two (2) County Caseworker I from \$14.53 per hour **(Grade 10 – Step A)** to \$14.97 per hour **(Grade 10 – Step B)** effective January 6, 2021.

f. **Commissioners' Office**

Change the rate of one (1) Executive Secretary/Open Records Officer from \$14.97 per hour **(Grade 10 – Step B)** to \$15.42 per hour **(Grade 10 – Step C)** effective January 7, 2021.

Change the rate of one (1) Parking/Meter Attendant from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Change the rate of two (2) Part-Time Parking/Meter Attendant from \$10.94 per hour **(Grade 3 – Step C)** to \$11.49 per hour **(Grade 4 – Step C)** effective January 1, 2021.

Change the rate of three (3) Part-Time Parking/Meter Attendant from \$10.63 per hour **(Grade 3 – Step B)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Commissioners' Office (Continued)

Change the rate of two (2) Part-Time Parking/Meter Attendant from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Change the rate of two (2) Part-Time Parking Attendant from \$12.31 per hour **(Grade 3 – Step G)** to \$12.93 per hour **(Grade 4 – Step G)** effective January 1, 2021.

Change the rate of one (1) Part-Time Parking Attendant from \$10.94 per hour **(Grade 3 – Step C)** to \$11.49 per hour **(Grade 4 – Step C)** effective January 1, 2021.

g. **Communications Center**

Establish the position of one (1) 911 Assistant Manager – Addressing Coordinator at \$23.23 per hour **(Grade S 5 – Step M)** effective January 1, 2021.

Abolish the position of one (1) 911 Addressing Coordinator at \$21.52 per hour **(Grade 12 – Step K)** effective January 1, 2021.

h. **Corrections**

Change the rate of one (1) Part-Time Corrections Officer from \$11.95 per hour **(Grade 6 – Step A)** to \$12.31 per hour **(Grade 6 – Step B)** effective January 6, 2021.

i. **Election Department**

Establish the position of one (1) Assistant Director at \$16.30 per hour **(Grade S 5 – Step A)** effective January 4, 2021 to January 5, 2024.

S – Indicates Supervisory

Change the rate of three (3) Part-Time Election Clerk from \$10.32 per hour **(Grade 3 – Step A)** to \$11.16 per hour **(Grade 4 – Step B)** effective January 1, 2021.

Election Department

Abolish the position of one (1) Part-Time Election Clerk at \$10.32 per hour (**Grade 3 – Step A**) effective January 1, 2021.

j. **Human Resources Department**

Change the rate of one (1) Human Resources Assistant from \$14.84 per hour (**Grade 8 – Step E**) to \$15.88 per hour (**Grade 9 – Step E**) effective January 1, 2021.

k. **Information Technology**

*Establish the position of one (1) IT System Administrator at \$26.43 per hour (**Grade 12 – Step R**) effective January 1, 2021.

***Additional \$1000 per Primary and General Election.**

Establish the position of one (1) IT Specialist/Social Media Technician at \$15.88 per hour (**Grade 10 – Step D**) effective January 1, 2021.

Abolish the position one (1) IT System Analyst at \$25.17 per hour (**Grade 11 – Step R**) effective January 1, 2021.

Abolish the position of one (1) IT Specialist at \$14.97 per hour (**Grade 10 – Step B**) effective January 4, 2021.

l. **Parks**

Change the rate of one (1) Seasonal Park Ranger II from \$13.45 per hour (**Grade 3 – Step J**) to \$14.13 per hour (**Grade 4 – Step J**) effective January 1, 2021.

Change the rate of two (2) Seasonal Park Ranger II from \$10.94 per hour (**Grade 3 – Step C**) to \$11.49 per hour (**Grade 4 – Step C**) effective January 1, 2021.

Parks (Continued)

Change the rate of two (2) Seasonal Park Ranger II from \$10.63 per hour (**Grade 3 – Step B**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

Change the rate of five (5) Seasonal Park Ranger II from \$10.32 per hour (**Grade 3 – Step A**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

Change the rate of one (1) Temporary Seasonal Park Ranger II from \$10.63 per hour (**Grade 3 – Step B**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

Change the rate of two (2) Seasonal Park Maintenance from \$10.63 per hour (**Grade 3 – Step B**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

Change the rate of one (1) Seasonal Park Maintenance from \$10.32 per hour (**Grade 3 – Step A**) to \$11.16 per hour (**Grade 4 – Step B**) effective January 1, 2021.

m. **Veterans Affairs**

*Establish the position of one (1) Part-Time Veteran Service Officer at \$12.55 per hour (**Grade 7 – Step A**) effective January 1, 2021.

Change the rate of one (1) Veterans Specialist from \$13.72 per hour (**Grade 4 – Step I**) to \$14.13 per hour (**Grade 7 – Step E**) effective January 1, 2021.

8. Set positions and salaries covered by bargaining units (AFSCME and Teamsters) as per **EXHIBIT B** effective January 1, 2021.