## MEETING OF THE MERCER COUNTY SALARY BOARD December 13, 2012

Members Present: Commissioners John N. Lechner, Matthew B. McConnell, Brian

**Beader, Controller Thomas Amundsen** 

Motion to approve November 8, 2012 minutes:

Moved: Mr. Beader Seconded: Mr. Amundsen Vote: Yes Mr. Lechner, Mr. McConnell, Mr. Beader, Mr. Amundsen

**New Business: None** 

Motion to approve the following Salary Board actions:

Create one Full-Time Clerical Assistant position set at the TCC06 level in District Justice Antos' office effective January 1, 2013.

Eliminate one Part-Time Clerical Assistant in District Justice Antos' office effective January 1, 2013.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes

Mr. McConnell Yes Judge Dobson by Mr. Morin Yes

Mr. Amundsen Yes

Create one Full-Time Clerical Assistant position set at the TCC06 level in District Justice Songer's office effective January 1, 2013.

Eliminate one Part-Time Clerical Assistant at District Justice Songer's office effective January 1, 2013.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes

Mr. McConnell Yes Judge Dobson by Mr. Morin Yes

Mr. Amundsen Yes

Create one Part-Time Clerical Assistant position set at the TCC06 level in District Justice Hinch's office effective January 1, 2013.

Eliminate one Full-Time Clerical Assistant at District Justice Hinch's office effective January 1, 2013.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes

Mr. McConnell Yes Judge Dobson by Mr. Morin Yes

Mr. Amundsen Yes

Create one Part-Time Clerical Assistant position set at the TCC06 level in District Justice McEwen's office effective January 1, 2013.

Eliminate one Full-Time Clerical Assistant at District Justice McEwen's office effective January 1, 2013

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes

Mr. McConnell Yes Judge Dobson by Mr. Morin Yes

Mr. Amundsen Yes

Create one Full-Time Assistant District Attorney position set at P&A Level 9 in the District Attorney's office effective December 3, 2012.

Moved: Mr. Lechner Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader No Mr. McConnell Yes DA Kochems Yes

Mr. Amundsen Yes

## Motion to approve the Human Resources action as follows:

Motion to approve pay increase of 1-2% (as listed below) for all non-union salaried employees associated with the P&A non-union pay tables effective 1-13-2013. (Pay table is attached.)

P&A 3 and 4 - 2.00%

P&A 5 – 1.75 %

P&A 6 – 1.67 %

P&A 7 and 8 - 1.25%

P&A 9 and 10 - 1.00%

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve 1.75% pay increases for all non-union hourly employees associated with the TCN pay tables effective 1-13-2013. Pay table is attached. (Note: All Bargaining Unit employees will receive increases as outlined in previously negotiated and approved Collective Bargaining Agreements)

Moved: Mr. Beader Seconded: Mr. Amundsen

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve a \$0.50 per day pay increase for all Court Per Diem Employees paid at a daily rate. Effective 1-13-2013.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve a 1.00% increase for all Law Clerks, Part Time Public Defenders, Part Time District Attorneys, Part Time Public Defender Investigators, Part Time District Attorney Investigators, Part Time Coroners and the Part-Time Administrative Assistant to the Coroner. All are effective 1-13-2013.

Moved: Mr. Beader Seconded: Mr. McConnell
Vote: Mr. Lechner Yes Mr. Beader Yes
Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve Medical Benefit premium payroll deductions for all non-union hourly employees as follows for 2013. Coverage will remain with Highmark Blue Cross/Blue Shield thru the Reschini Group. Effective 1-1-2013

## 2013 Year - Health Care Premium - Employee Portion

2013 Rates	Total Monthly Premium	Semi-monthly Pay deduction (11%)
Single	767.03	42.18
Employee/Child(ren)	1,632.96	89.81
Employee/Spouse	1,818.58	100.02
Family	1,992.69	109.59

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve Medical Benefit premium payroll deductions for all non-union salaried employees as follows for 2013. Coverage will remain with Highmark Blue Cross/Blue Shield thru the Reschini Group. Effective 1-1-13.

## 2013 Health Care Premium - Employee Portion

2012 Potos	Total Monthly	P&A 3/4 Semi- monthly pay Deduction	P&A 5/6 Semi- monthly pay Deduction	P&A 7/8 Semi- monthly pay Deduction	P&A 9/10 Semi- monthly pay Deduction
2013 Rates	Premium	(11%)	(12%)	(13%)	(14%)
Single	767.03	42.18	46.02	49.85	53.69
Employee/Child(ren)	1,632.96	89.81	97.97	106.14	114.30
Employee/Spouse	1,818.58	100.02	109.11	118.20	127.30
Family	1,992.69	109.59	119.56	129.52	139.48

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve the pay step increases on their respective anniversaries of Full Time Date of Hire for all Mercer County employees who are eligible for such an increase during 2013.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to approve additional pay of \$546/year effective beginning on the first Anniversary Date after reaching Step 10 for Professional & Administrative employees.

Moved: Mr. Beader Seconded: Mr. McConnell

Vote: Mr. Lechner Yes Mr. Beader Yes Mr. McConnell Yes Mr. Amundsen Yes

Motion to correct any clerical errors, additions, deletions or adjustments found in the number and compensation of all County employees for 2013.

Moved: Mr. Amundsen
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
Yes
Mr. Beader
Yes
Mr. Amundsen
Yes

The following motions approving the number and compensation (annual salary or hourly rate) of the employees reporting to the various departments as listed below, for the year 2013, are effective January 13, 2013. These rates do not include any step increases, upgrades or reclassifications for 2013.

Motion to approve the number and compensation (annual salary or hourly rate) of the employees reporting to the COMMISSIONERS, as set forth below, for the year 2013:

Department	# of	Position	Salaried	Hourly
•	Emp		Wages	Wages
Commissioners	1	Chief Clerk	40,287.00	
	3	Administrative Assistant (FT) (1 unfilled)	72,553.98	
	1	Administrative Assistant (PT)		12.97
Registration and				
Elections	1	Director	39,762.58	
	4	Clerical Assistant (1 unfilled)		15.62
	4	PT Machine Custodian (1 unfilled)		12.00
	10	Rover (1 unfilled)		12.00
Fiscal	1	Fiscal Administrator	76,730.68	
	1	Grant Accounting Administrator	33,871.50	
	1	Fiscal Assistant	27,622.66	
Tax Assessment and		Director	60,322.34	

Tax Claim	1			
	4	Clerical Assistants (1 unfilled)		14.66 - 15.10
	2	Mapper		16.08
	2	Sr. Procedure Clerk		16.08
	1	Computer Operator		16.74
	1	Administrative Assistant	37,605.88	0.05
	1	Part Time Poster (unfilled)		8.87
Purchasing	1	Purchasing Clerk		15.62
MIS	1	Director	71,644.56	
	1	Network Administrator	56,323.80	
	1	Computer Support Specialist (unfilled)	23,662.86	
	1	Electronic Maintenance Tech (unfilled)	27,201.00	
	1	GIS Technician	39,112.58	
Human Resources	1	D	54 225 70	
Truman Resources	1	Director	54,235.70	
		Assistant Director	30,096.82	
	1	Administrative Assistant ( unfilled)	21,231.08	
Maintenance	1	Facilities Manager	33,775.82	
	1	Maintenance Leader		18.72
	3	Maintenance III		14.59 - 16.74
	1	Custodian Leader		15.10
	3	Custodian I		13.73 - 14.23
	4	PT Custodian I (1 unfilled)		11.64 – 13.19
Micrographics	1	Micrographic Tech		15.62
EMA	1	Public Safety Director	67,713.62	
	1	Deputy Director	46,594.08	
	1	Administrative Assistant	34,266.70	
Bridge/Liquid Fuels				
	1	Engineer	76,730.68	
	1	Administrative Secretary		16.08
	4	Bridge Maintenance Leader (1 unfilled)		15.40
	1	Bridge Inspector		17.33
	1	Engineering Tech		16.44
MH/MR	1	MH/MR Administrator	69,067.96	
	1	Program Specialist I	34,619.78	
	1	Administrative Assistant	25,527.32	
Veterans' Affairs	1	Director	32,958.12	

	1	Assistant Director	26,291.98	
	1	Administrative Assistant (unfilled)		12.12
Conservation	1	Manager	60,322.34	
	1	Clerical Assistant		15.10
	1	Nutrient Mgmt. Specialist	46,594.08	
	1	Environmental Education Coordinator	33,775.82	
	1	Coordinator Technician		16.74
	1	PT Temp Services EQ Operator		11.28
	2	PT Environmental Educator		15.00
E911 Center	1	Deputy Director	46,594.08	
	4	Supervisor	157,422.46	
	1	System Administrator	37,605.88	
	1	Staff Development Spec Supervisor	41,278.64	
	16	Telecommunicator (Full Time)		14.53 - 16.08
	12	Telecommunicator (Part Time)		12.75 – 16.08
CYS	1	Director	52,301.08	
	1	Assistant Director	45,679.40	
	1	CYS Solicitor	62,484.24	
	1	Case Nurse Manager	52,813.28	
	1	Systems Specialist I	37,605.88	
	1	Fiscal Operations Ofc.	37,605.88	
	1	Fiscal Operations Off. II	53,869.92	
	1	Administrative Assistant	37,605.88	
	1	Fiscal Assistant		18.96
	1	Program Specialist I	38,159.16	
	4	Casework Supervisors	169,768.56	
	21	Caseworkers I and II		16.33 - 22.10
	3	Clerk Typist		13.34 – 16.50
Solicitors	1	Solicitor	48,000.16	

Moved: Mr. Beader
Vote: Mr. Lechner
Yes Mr. Beader Yes
Mr. McConnell
Yes Mr. Amundsen
Yes

Motion to approve the number and listed wage for the employees reporting to the PROTHONOTARY, as set forth below, for the year 2013:

Prothonotary's Office	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Solicitor	3,937.08	
	1	Second Deputy	34,266.70	
	1	First Deputy	37,605.88	
	2	Clerical Assistant		15.46 - 15.69
	1	Chief Clerk		16.62

Moved: Mr. BeaderSeconded: Mr. AmundsenVote: Mr. LechnerYesMr. BeaderYesMr. McConnellYesMr. AmundsenYes

**Prothonotary Bice Absent** 

Motion to approve the number and listed wages for the employees of the PUBLIC DEFENDER reporting to the COMMISSIONERS, as set forth below, for the year 2013:

<b>Public Defenders</b>	# of	Position	Salaried Wages	Hourly
Office	Emp			Wages
	1	Public Defender	60,253.96	
	2	Assistant Public Defender	117,634.96	
	1	First Assistant P.D.	64,487.80	
	6			
		PT Assistant P.D.	158,783.04	
	1	Paralegal/Sent. Advocate	35,486.36	
	1	Investigator / Intake	41,433.34	
	1	Investigator / Intake (Part Time)		17.30
	3	Administrative Assistant	100,947.60	_

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

Yes

Mr. Beader

Yes

Mr. Amundsen

Yes

Mr. Bogaty Yes

Motion to approve the number and listed wages for the employees of the JAIL reporting to the COMMISSIONERS and PRISON BOARD, as set forth below, for the year 2013:

Mercer County Jail	# of	Position	Salaried	Hourly
_	Emp		Wages	Wages
	1	Warden	69,067.96	
	2	Deputy Warden	107,739.84	
	6	Lieutenant	277,736.16	
	1	Work Release Coordinator	46,594.08	
	2	Administrative Assistant	67,189.72	
	2	FT Facility Mgmt. Asst./Corrections Officer		20.23
	1	Records Coordinator	32,726.20	
	1	Asst. Records Coordinator	37,605.88	
	1	Fiscal Assistant	31,849.22	
	3	Jail Counselor	123,155.76	
	6	Corrections Officer/Sergeant (1 unfilled)		21.23
	57	Corrections Officer (Full Time)		16.03 - 20.23
	12	Corrections Officer (Part Time) (4 unfilled)		13.27 - 17.30

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
Yes
Mr. Beader
Yes
Mr. Amundsen
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**President of Prison Board Yes** 

Motion to approve the number and listed wages for the employees reporting to the CONTROLLER, as set forth below, for the year 2013:

Controller's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Deputy Controller	46,594.08	
	3	Auditor (1 Unfilled)	145,031.84	
	1	Second Deputy/Network Financial	53,869.92	
		Administrator		
	4	Sr. Procedure Clerk (1 Unfilled)		16.08
	1	Solicitor	3,937.00	

Moved: Mr. Beader Seconded: Mr. Amundsen

Vote:Mr. LechnerYesMr. BeaderYesMr. McConnellYesController AmundsenYes

Motion to approve the number and listed wages for the employees reporting to the DISTRICT ATTORNEY, as set forth below, for the year 2013:

DA's office	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Office Administrator	53,869.92	
	1	First Assistant D.A.	76,730.68	
	7	Assistant D.A.	402,759.24	
	3	PT Assistant DA	118,877.72	
	4	Paralegal Assistant	118,126.32	
	6	PT Investigator - Main PSTN (3 unfilled)		16.61
	1	Temp FT Investigator – AWARE		16.61
	2	Clerical Assistant PT		12.07 - 12.28
	1	Administrative Assistant	37,605.88	
	1	Director - Victim Witness	53,869.92	
	1	Asst. VW Coordinator	29,446.30	
	1	Juvenile VW Coordinator	26,948.22	
	1	VW Coordinator PT		15.18

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Amundsen
Yes
Mr. Amundsen
Yes

**District Attorney Kochems Yes** 

Motion to approve the number and listed wages for the employees reporting to the CLERK OF COURTS, REGISTER OF WILLS and CLERK OF ORPHANS COURT, as set forth below, for the year 2013:

Clerk of Courts	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Solicitor	5566.08	
	1	First Deputy	37,605.88	
	1	Second Deputy	34,266.70	
	6	Sr. Procedure Clerk		14.06 – 15.69
	2	PT Sr. Procedure Clerk		15.46 - 15.50
	1	Cost Collection Coordinator	39,762.58	
	1	Cost Collection Coord-Asst	35,113.52	

Register of Wills	# of Emp	Position	Salaried Wages	Hourly Wages
	1	First Deputy	31,849.22	
	1	Second Deputy	30,470.70	

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Amundsen
Yes

Clerk and Register Kloos Yes

Motion to approve the number and listed wages for the employees reporting to the RECORDER, as set forth below, for the year 2013:

Recorder's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	3937.08	
	1	First Deputy	31,849.22	
	1	Second Deputy	24,180.00	
	3	Clerical Assistant		15.10

Moved: Mr. Beader
Vote: Mr. Lechner
Yes
Mr. McConnell
Yes
Mr. Amundsen
Yes

**Recorder Zickar Absent** 

Motion to approve the number and listed wages for the employees reporting to the CORONER, as set forth below, for the year 2013:

Coroner's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	9	Deputy Coroners	15730.20	
	1	Administrative Assistant	1,928.76	

Moved: Mr. Beader
Vote: Mr. Lechner
Yes Mr. Beader Yes
Mr. McConnell
Yes Mr. Amundsen
Yes

**Coroner McGonigle Absent** 

Motion to approve the number and listed wages for the employees reporting to the SHERIFF, as set forth below, for the year 2013:

Sheriff's Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	4,569.00	
	1	Chief/First Deputy	45,535.36	
	1	Deputy Sheriff Captain		24.26
	1	Deputy Sheriff Lieutenant		23.76
	1	Deputy Sheriff Sergeant		23.51
	10	Deputy - Full Time		18.10 - 22.51
	3	Administrative Assistant		19.68

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Amundsen
Yes

Sheriff Hartman Yes

Motion to approve the number and listed wages for employees reporting to the TREASURER, as set forth below, for the year 2013:

Treasurer's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	3,937.08	
	1	First Deputy	26,291.98	
	1	Second Deputy	27,743.04	
	2	Clerical Assistant		13.79
	1	Sr. Procedure Clerk		14.53

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
Yes
Mr. Beader
Yes
Mr. Amundsen
Yes

**Treasurer Richardson Yes** 

Motion to approve the number and listed wages for the employees reporting to the COURTS, as set forth below, for the year 2013:

Court Administration	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	5	Administrative Assistant – FT (1 – unfilled)	144,591.98	
	1	PT Administrative Assistant	15,312.05	
	4	Law Clerks (1 unfilled)	142,423.84	
	1	PT Clerical Assistant		15.01
	6	Court Stenographer	221,470.34	
	18	Tip Staff (2 unfilled)		73.00 per day
	11	Court Crier (6 unfilled)		88.50 per day
	1	Master's Specialist	34,266.70	

Jury Commissioners	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Temp Per Diem Clerk (1 unfilled)		50.00 per day

E	Emp		Wages	Wages
	1	Chief Juvenile Prob. Ofc.	69,067.96	
	1	Dep Chief Juv. Prob. Ofc	53,869.92	
	11	Juvenile Probation Officers (1 unfilled)	438,977.76	
	1	Procedure Clerk		15.50
	1	Fiscal Assistant	37,605.88	
	1	Administrative Assistant	30,470.70	
	1	Temp PT CJAB D-Base Administ'r		30.95
	2	Temp PT CJAB DB Coord/RP Writr		15.46 -20.67

<b>Domestic Relations</b>	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Director	69,067.96	
	1	Assistant Director	43,679.22	
	3	Conference Officer	110,710.08	
	8	Enforcement Officer	269,688.12	
	1	Enforcement Supervisor	46,594.08	
	1	Enforcement Specialist	31,619.90	
	1	Court Conference Supervisor	43,505.28	
	1	County Investigator	41,278.64	
	3	USIFA Officer	100,403.68	
	3	Intake Officer/Locator		15.30 -16.62
	3	Sr. Procedure Clerk		13.65 - 13.98
	1	Data Processing Tech.		16.62

DUI School	# of Emp	Position	Salaried Wages	Hourly Wages
	3	Instructors (1 unfilled)		40.00

Law Library	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Law Librarian	36,705.24	<b></b>

District Judges'	# of	Position	Salaried	Hourly
Offices	Emp		Wages	Wages
	5	Administrative Assistant	169,060.84	
	14	Sr. Procedure Clerk (Full – Time)		14.06 – 15.96
	3	Sr. Procedure Clerk (Part Time) 1 unfilled		15.96

Moved: Mr. BeaderSeconded: Mr. LechnerVote: Mr. LechnerYesMr. BeaderYesMr. McConnellYesMr. AmundsenYes

President Judge Dobson by Mr. Morin Yes

Motion to approve the number and listed wages for the employees of INTERMEDIATE PUNISHMENT reporting to the COMMISSIONERS and PRISON BOARD, as set forth below, for the year 2013:

IPP Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Director	60,322.34	
	3	Supervisor	111,920.12	
	2	House Arrest Officer	59,459.66	
	1	PT-House Arrest Officer (1 unfilled)		13.01
	2	IPP Intake Admin Assistant	62,464.74	

Moved: Mr. Beader			Seconded: Mr.	Seconded: Mr. Amundsen		
Vote:	Mr. Lechner	Yes	Mr. Beader	Yes		
	Mr. McConnell	Yes	Mr. Amundser	1		
President of the Prison Board Yes						
Old B	usiness: None					
Now I	Business: None					
New 1	Dusiness. None					
Ouest	ions from the Media	: Held	until regular mee	eting		
			og			
Motio	n to adjourn.					
Move	d: Mr. Beader	Seconded: Mr. McConnell				
			-			
			-			
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			=			
			1	Mercer County Salary Board		
Attest	:					
Chief	Clerk					