### MEETING OF THE MERCER COUNTY SALARY BOARD December 5, 2013

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

**Beader, Controller Thomas Amundsen** 

Motion to approve the November 21, 2013 minutes.

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

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

**NEW HIRES:** 

JUDGE YEATTS:

Lynn A. Kimes 12/16/2013 PA04-04-01 (\$29,446/yr.)

Administrative Assistant

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

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 1-12-2014. (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
Vote: Mr. Lechner
Mr. McConnell
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 1-12-2014. 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

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

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 1-12-2014.

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

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 1-12-2014.

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. McConnell

Yes

Mr. Amundsen

Yes

Motion to approve Medical Benefit premium payroll deductions for all non-union full-time hourly employees as follows for 2014. Coverage will remain with Highmark Blue Cross/Blue Shield thru the Reschini Group. Effective 1-1-2014

#### 2014 Year - Health Care Premium - Employee Portion

2014 Rates	Total Monthly Premium	Semi-monthly Pay deduction (11%)
Single	749.66	41.23
Employee/Child(ren)	1,595.98	87.77
Employee/Spouse	1,777.40	97.75
Family	1,947.57	107.11

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 full-time salaried employees as follows for 2014. Coverage will remain with Highmark Blue Cross/Blue Shield thru the Reschini Group. Effective 1-1-14.

#### 2014 Health Care Premium - Employee Portion

	_	P&A 3/4	P&A 5/6	P&A 7/8	P&A 9/10
		Semi-	Semi-	Semi-	Semi-
		monthly pay	monthly pay	monthly pay	monthly pay
	<b>Total Monthly</b>	Deduction	Deduction	Deduction	Deduction
2014 Rates	Premium	(11%)	(12%)	(13%)	(14%)
Single	749.66	41.23	44.97	48.72	52.47
Employee/Child(ren)	1,595.98	87.77	95.75	103.73	111.71
Employee/Spouse	1,777.40	97.75	106.64	115.53	124.41
Family	1,947.57	107.11	116.85	126.59	136.32

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
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 2014.

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Amundsen

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
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
Yes
Mr. Beader
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 2014.

Moved: Mr. Beader Seconded: Mr. McConnell
Vote: Mr. Lechner Yes Mr. Beader Yes
Mr. McConnell 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 2014, are effective January 12, 2014. These rates do not include any step increases, upgrades or reclassifications for 2014.

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 2014:

Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
Commissioners	1	Chief Clerk	42,422.64	
Commissioners	3	Administrative Assistant (FT) (1 unfilled)	73,403.5	
	1	Administrative Assistant (PT) Administrative Assistant (PT)	73,403.3	13.56
	1	rammstative rissistant (1 1)		13.30
Registration and				
Elections	1	Director	42,116.88	
	4	Clerical Assistant (1 unfilled)		16.25
	4	PT Machine Custodian (1 unfilled)		12.00
	10	Rover (1 unfilled)		12.00
Ti*1	1	Figure Administrator	77.407.04	
Fiscal	1	Fiscal Administrator Fiscal Assistant Administrator	77,497.94	
	1	Grant Accounting Administrator	48,409.14 31,389.28	
	1	Grant Accounting Administrator	31,369.26	
Tax Assessment and				
Tax Claim	1	Director	61,076.34	
	4	Clerical Assistants (1 unfilled)	·	15.71
	2	Mapper		14.74 – 16.73
	2	Sr. Procedure Clerk		16.73
	1	Computer Operator		17.41
	1	Administrative Assistant	38,358.06	
	1	Part Time Poster (unfilled)		8.87
Purchasing	1	Purchasing Clerk		16.25
MIS	1	Director	72,361.12	
	1	Network Administrator	57,027.88	
	1	Computer Support Specialist (unfilled)	24,136.06	
	1	GIS Technician	40,790.62	
	1	Electronic Maintenance Tech (unfilled)	39,112.58	
	-	Electronic Wantenance Teen (unfined)	39,112.36	
<b>Human Resources</b>	1	Director	56,804.54	
	1	Assistant Director	31,389.28	
	1		·	
	1	Administrative Assistant ( unfilled)	21,655.66	
Maintenance	1	Facilities Manager	35,191.00	
	4	Maintenance III (1 unfilled)		15.53 – 17.71
	1	Custodian Leader		15.25
	3	Custodian I (1 unfilled)		14.80
	4	PT Custodian I		12.11 – 14.28
		1 Custodium 1		12.11 17.20

Micrographics	1	Micrographic Tech		16.25
EMA	1	Public Safety Director	68,390.66	
	1	Deputy Director	47,362.90	
	1	Administrative Assistant	34,952.06	
Bridge/Liquid Fuels				
<u> </u>	1	Engineer	77,497.94	
	1	Administrative Secretary		16.73
	3	Bridge Maintenance Leader		16.47
	1	Bridge Inspector		18.03
	1	Engineering Tech		17.57
MH/MR	1	MH/MR Administrator	69,758.52	
	1	Program Specialist I	36,071.88	
	1	Administrative Assistant	27,079.26	
Veterans' Affairs	1	Director	34,333.00	
	1	Assistant Director	27,487.20	
	1	Administrative Assistant	27,107.20	14.35
Conservation	1	Manager	61,076.34	
	1	Clerical Assistant	01,070.0	14.80
	1	Nutrient Mgmt. Specialist	47,362.90	
	1	Environmental Education Coordinator	35,191.00	
	1	Coordinator Technician	,	17.41
	1	PT Environmental Educator		15.00
E-911 Center	1	Deputy Director	47,362.90	
	4	Supervisor	162008.34	
	1	System Administrator	38,358.06	
	1	Staff Development Spec Supervisor	42,000.92	
	16	Telecommunicator (Full Time)	,	15.71 - 16.73
	14	Telecommunicator (Part Time) (4 unfilled)		13.27 – 16.73
CYS	1	Director	54,778.10	
	1	Assistant Director	47,961.68	
	1	CYS Solicitor	63,109.02	
	1	Case Nurse Manager	53,473.42	
	1	Systems Specialist I	39,601.38	
	1	Fiscal Operations Ofc.	38,358.06	
	1	Fiscal Operations Off. II	54,543.32	
	1	Administrative Assistant	38,358.06	
	1	Fiscal Assistant		19.15

	1	Program Specialist I /CW Supervisor	39,601.38	
	1	Casework Supervisor – Resource Families	39,601.38	
	1	Casework Supervisor / Independent Living	44,225.22	
	1	Caseworker II/Independent Living		17.79
	4	Casework Supervisors	174,311.54	
	22	Caseworkers I and II		16.33 - 22.10
	3	Clerk Typist		13.47- 16.67
	1	Case Aide		13.47
Solicitors	1	Solicitor	48,000.16	

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

Yes

Mr. Beader

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 2014:

Prothonotary's Office	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Solicitor	3,937.08	
	1	Second Deputy	34,952.06	
	1	First Deputy	38,358.06	
	2	Clerical Assistant		16.24
	1	Chief Clerk		16.91

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Prothonotary Bice

Yes

Seconded: Mr. Amundsen

Mr. Beader

Mr. Beader

Yes

Mr. Amundsen

Yes

# 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 2014:

<b>Public Defenders</b>	# of	Position	Salaried Wages	Hourly
Office	Emp			Wages
	1	Public Defender	63,109.02	
	2	Assistant Public Defender	118,811.42	
	1	First Assistant P.D.	68,390.66	
	6	PT Assistant P.D.	160,371.12	
	1	Paralegal/Sent. Advocate	37,406.20	
	1	Investigator / Intake	42,116.88	
	1	Investigator / Intake (Part Time)		17.47
	3	Administrative Assistant	99,094.84	

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

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 2014:

Mercer County Jail	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Warden	68,915.00	
	2	Deputy Warden	106,946.84	
	1	Captain	54,543.32	
	6	Lieutenant (1 unfilled)	253,007.04	
	1	Work Release Coordinator	47,362.90	
	1	Administrative Assistant	34,266.70	
	2	FT Facility Mgmt. Asst./Corrections Officer		20.23
	1	Records Coordinator	34,464.30	
	2	Asst. Records Coordinator	72,467.72	
	1	Fiscal Assistant	34,109.66	
	3	Jail Counselor	125,641.88	
	4	Corrections Officer/Sergeant		21.23
	59	Corrections Officer (Full Time)		16.03 - 20.23
	18	Corrections Officer (Part Time) (2 unfilled)		13.27 - 17.30

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

Yes

Mr. Amundsen

Yes

**President of Prison Board** 

Motion to approve the number and listed wages for the employees reporting to the CONTROLLER, as set forth below, for the year 2014:

Controller's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Deputy Controller	47,362.90	
	3	Auditor (1 Unfilled)	143,010.66	
	1	Second Deputy/Network Financial		
		Administrator	54,543.32	
	4	Sr. Procedure Clerk (1 Unfilled)		16.73
	1	Solicitor	3,937.00	

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Amundsen

Yes

Mr. Amundsen

Yes

Motion to approve the number and listed wages for the employees reporting to the

**DISTRICT ATTORNEY**, as set forth below, for the year 2014:

DA's office	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Office Administrator	54,543.32	
	1	First Assistant D.A.	75,978.50	
	6	Assistant D.A.	334,026.16	
	3	PT Assistant DA	85,986.42	
	4	Paralegal Assistant	121,090.58	
	6	PT Investigator - Main PSTN (3 unfilled)		16.78
	1	Temp FT Investigator – AWARE		16.78
	2	Clerical Assistant PT		12.49-13.89
	1	Administrative Assistant	38,358.06	
	1	Director - Victim Witness	54,543.32	
	1	Asst. VW Coordinator	30,035.20	
	1	Juvenile VW Coordinator	28,175.16	
	1	VW Coordinator PT		15.87

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

Mr. Beader

Yes

Mr. Amundsen

Yes

**District Attorney Kochems Absent** 

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 2014:

Clerk of Courts	# of	Position	Salaried Wages	Hourly
	Emp			Wages
	1	Solicitor	5566.08	
	1	First Deputy	38,358.06	
	1	Second Deputy	34,952.06	
	6	Sr. Procedure Clerk		14.67 - 16.24
	2	PT Sr. Procedure Clerk		15.73 - 15.77
	1	Cost Collection Coordinator	40,418.56	
	1	Cost Collection Coord-Asst	37,606.40	

Register of Wills	# of Emp	Position	Salaried Wages	Hourly Wages
	1	First Deputy	34,109.66	
	1	Second Deputy	31,080.14	

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Mr. Beader
Mr. Beader
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 2014:

Recorder's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	3937.08	
	1	First Deputy	34,109.66	
	1	Second Deputy	25,279.54	
	3	Clerical Assistant		15.71

Moved: Mr. Beader
Vote: Mr. Lechner
Mr. McConnell
Yes
Seconded: Mr. Amundsen
Mr. Beader
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 2014:

Coroner's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	9	Deputy Coroners	15883.00	
	1	Administrative Assistant	1,947.92	

Moved: Mr. Beader

Vote: Mr. Lechner
Mr. McConnell

Yes

Mr. Amundsen

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 2014:

Sheriff's Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	4,569.00	
	1	Chief/First Deputy	46,104.50	
	1	Deputy Sheriff Captain		24.26
	1	Deputy Sheriff Lieutenant		23.76
	1	Deputy Sheriff Sergeant		23.51
	11	Deputy - Full Time		18.10 – 22.51
	3	Administrative Assistant		19.68

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Sheriff Hartman

Yes

Seconded: Mr. Amundsen

Mr. Beader

Yes

Mr. Amundsen

Yes

Motion to approve the number and listed wages for employees reporting to the

TREASURER, as set forth below, for the year 2014:

Treasurer's Office	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Solicitor	3,937.08	
	1	First Deputy	27,487.20	
	1	Second Deputy	29,656.64	
	2	Clerical Assistant		14.80
	1	Sr. Procedure Clerk		15.71

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

**Treasurer Richardson Absent** 

Motion to approve the number and listed wages for the employees reporting to the

COURTS, as set forth below, for the year 2014:

<b>Court Administration</b>	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	5	Administrative Assistant – FT	174,301.66	
	4	Law Clerks	143,844.00	
	1	PT Clerical Assistant		15.27
	6	Court Stenographer	225,899.96	
	18	Tip Staff (2 unfilled)		73.00 per day
	11	Court Crier (6 unfilled)		88.50 per day
	1	Master's Specialist	34,952.06	

Jury Commissioners	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Temp Per Diem Clerk (1 unfilled)		51.50 per day

Juvenile Probation	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Chief Juvenile Prob. Ofc.	69,758.52	
	1	Dep Chief Juv. Prob. Ofc	54,543.32	
	11	Juvenile Probation Officers	451,058.92	
	1	Procedure Clerk		15.77
	1	Fiscal Assistant	38,358.06	
	1	Administrative Assistant	31,080.14	
	1	Temp PT CJAB D-Base Administ'r		31.34
	2	Temp PT CJAB DB Coord/RP Writr		15.46 -21.08

<b>Domestic Relations</b>	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Director	69,758.52	
	1	Assistant Director	46,104.50	
	3	Conference Officer	108,106.70	
	8	Enforcement Officer	274,898.78	
	1	Enforcement Supervisor	47,362.90	

1	Enforcement Specialist	29,876.60	
1	Court Conference Supervisor	44,223.14	
1	County Investigator	42,000.92	
3	USIFA Officer	104,117.78	
3	Intake Officer/Locator		16.01 - 16.91
3	Sr. Procedure Clerk		14.73 – 15.77
1	Data Processing Tech.		16.91

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	37,347.70	

District Judges' Offices	# of Emp	Position	Salaried Wages	Hourly Wages
	5	Administrative Assistant	172,442.14	
	14	Sr. Procedure Clerk (Full – Time)		14.67 – 16.24
	2	Sr. Procedure Clerk (Part Time) 1 unfilled		12.88 - 16.24

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Amundsen

Yes

Mr. Amundsen

Yes

Mr. Morin for President Judge Dobson 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 2014:

IPP Department	# of	Position	Salaried	Hourly
	Emp		Wages	Wages
	1	Director	61,076.34	
	3	Supervisor	114,625.42	
	2	House Arrest Officer	62,012.86	
	1	PT-House Arrest Officer (1 unfilled)		13.01
	2	IPP Intake Admin Assistant	63,714.04	

Moved: Mr. Beader

Vote: Mr. Lechner

Mr. McConnell

Yes

Mr. Beader

Yes

Mr. Amundsen

Yes

Mr. Amundsen

Yes

**President of the Prison Board** 

**Old Business: None** 

New Business: None				
Questions from the Media: None				
Motion to adjourn.				
Moved: Mr. Beader	Seconded: Mr. Amundsen			
	Mercer County Salary Board			
Attest:				
	<del></del>			