



SALARY BOARD AGENDA

Thursday, July 21, 2022, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Salary Board. For items not on the agenda, the Salary Board will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

Minutes from the Thursday, July 14, 2022 Salary Board Meeting.

Action: *APPROVE the Salary Board meeting minutes from Thursday, July 14, 2022.*

V. ACTION ON PERSONNEL ITEMS

A. Human Resources

- i. Consider approval of the implementation plan for the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15 – Dept. 114.

Action: *APPROVE the implementation plan for the Archer Compensation and Classification Study.*

- ii. Consider approval of the proposed salary scale by the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

Action: *APPROVE the proposed salary scale based on the Archer Compensation and Classification Study.*

- iii. Consider approval of the proposed pay rates for non-court related and non-ROW office employees according to the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

Action: *APPROVE the proposed pay rates for non-court related and non-ROW office employees due to the Archer Compensation and Classification Study.*

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- iv. Consider approval of a one-time payment to active non-union regular full-time and part-time employees receiving an annual increase of \$1,000 or less in 2022, effective retro to July 3, 2022, pay period 15.

Action: *APPROVE the proposed one-time payment to active non-union regular full-time and part-time employees receiving an annual increase of \$1,000 or less in 2022 due to the Archer Compensation and Classification Study.*

- v. Consider approval of the creation of the following positions based on the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

1. Office Supervisor 1 (60), Tax Assessment – Dept. 121.
2. Tax Claim/Collections Assistant, Tax Claim – Dept. 123.
3. Elections Clerk, Elections and Voter Registration – Dept. 131.
4. Assistant Public Defender 2, Public Defender – Dept. 132.
5. Deputy Director of Records Management, Records Management – Dept. 143.
6. Facilities Technician 1 CCCF, Facilities Management – Dept. 161.
7. Senior AC/Electronics, HVAC/Refrigeration Technician, Facilities Management– Dept. 161.
8. Quality Assurance Supervisor, Emergency Communications 911 – Dept. 354.
9. Office Supervisor-CYS, Children & Youth Services – Dept. 511.
10. Department Clerk 2 (60), Aging – Dept. 521.

Action: *APPROVE the creation of the positions 1-10 based on the Archer Compensation and Classification Study.*

B. Controller

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of Controller's department, effective retro to July 3, 2022, pay period 15 – Dept. 125.
- ii. Approve the creation/change in title of a Fiscal Technician 2 (75), Controllers, from Fiscal Technician, Controller, (p.c. #03, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 125

Action: *APPROVE the Controllers items i-ii.*

- C. Coroner** - Consider approval of the **Archer Compensation and Classification Study** for the employees of Coroner's department, effective retro to July 3, 2022, pay period 15 – Dept. 212.

Action: *APPROVE the Coroners item.*

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D. District Attorney

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of District Attorney's department, effective retro to July 3, 2022, pay period 15 – Dept. 221.
- ii. Approve the creation of an Assistant District Attorney 2, District Attorney, effective retro to July 3, 2022, pay period 15 – Dept. 221.
- iii. Approve the change in title to the position of Executive Assistant-DA, District Attorney to Administrative Assistant, District Attorney (p.c. #16, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 221.

Action: *APPROVE the District Attorney items i-iii.*

E. Prothonotary and Clerk of Courts

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of Prothonotary's department, effective retro to July 3, 2022, pay period 15 – Dept. 223.
- ii. Approve the creation/change in title of a Prothonotary Clerk, Prothonotary, from Department Clerk 3 (75), Prothonotary, (p.c. #12, 14, 18, 23, 24 & 25, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 223.

Action: *APPROVE the Prothonotary items i-ii.*

F. Recorder of Deeds

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of Recorder of Deed's department, effective retro to July 3, 2022, pay period 15 – Dept. 133.
- ii. Approve the creation/change in title of a Recorder of Deeds Clerk, Recorder of Deeds from Department Clerk 2 (75), Recorder of Deeds, (p.c. #04 & 31, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 133.

Action: *APPROVE the Recorder of Deeds items i-ii.*

G. Register of Wills and Clerk of Orphans Court

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of Register of Will's department, effective retro to July 3, 2022, pay period 15 – Dept. 224.
- ii. Approve the creation/change in title of a Register of Wills Clerk, Register of Wills, from Department Clerk 1, Register of Wills, (p.c. #04, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 224.

Action: *APPROVE the Register of Wills items i-ii.*

- H. Sheriff – Consider approval of the **Archer Compensation and Classification Study** for the employees of Sheriff's department, effective retro to July 3, 2022, pay period 15 – Dept. 211.

Action: *APPROVE the Sheriff item.*

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- I. Treasurer – Consider approval of the **Archer Compensation and Classification Study** for the employees of Treasurer’s department, effective retro to July 3, 2022, pay period 15 – Dept. 124.

Action: *APPROVE the Treasurer item.*

J. Courts

- i. Consider approval of the **Archer Compensation and Classification Study** for the employees of Court’s departments, effective retro to July 3, 2022, pay period 15 – Dept. 251, 252, 253, 254, 256, 257, 271, 281, 303 & 304.
- ii. Court Administration– Approve the creation/change in title of a Judicial Coordinator, Court Administration, from Administrative Assistant, Court Administration, (p.c. #11, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 271.
- iii. Domestic Relations – Approve the creation/change in title of an Allocation Reimbursement Specialist, Domestic Relations, from Department Clerk 3 (75) DRS, Domestic Relations, (p.c. #10,11 &16, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 281.
- iv. Magisterial District Justice– Approve the creation/change in title of an MDJ Office Supervisor 1, MDJ, from Office Supervisor 2, MDJ, (p.c. #01, 08, 13, 04, 02 & 18, non-exempt), effective retro to July 3, 2022, pay period 15 – Dept. 251, 252, 253, 254, 256 & 257.
- v. Probation– Approve the change in title to the position of Department Clerk 3 (80), Probation, from Secretary 2 (80), (p.c. #14, non-exempt), and Department Clerk 2 (80), (p.c. #15, 16, 19 & 29, non-exempt), Probation, effective retro to July 3, 2022, pay period 15 – Dept. 301.

Action: *APPROVE the Courts items i-v.*

II. ADJOURNMENT