

MEETING OF THE MERCER COUNTY SALARY BOARD

December 7, 2017

Attendance	Present	Not Present	Notes
Tom Amundsen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Timothy M. McGonigle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Scott Boyd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Matthew B. McConnell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Motion to approve 11/30/2017 Salary Board minutes.

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes

Motion to approve the Human Resources action as follows:

Eliminate one Temporary Part-Time TAC Officer position in Judge Dobson's office effective January 1, 2018.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
Create one Temporary Full-Time Administrative Assistant position set at the PA04 level in the Tax Claim department effective December 4, 2017.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
Motion to approve pay increase of 2% for all non-union employees associated with the P&A non-union pay tables effective 1-7-2018. (Pay table is attached.)	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
Motion to approve 2% pay increases for all non-union employees associated with the TCN non-union pay tables effective 1-7-2018. (Pay table is attached.)	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
Motion to approve a \$0.50 per day pay increase for all Court Per Diem Employees paid at a daily rate. Effective 1-7-2018.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes

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Motion to approve a 2% increase for all Law Clerks, Part-Time Public Defenders, Part-Time District Attorneys, Part-Time Public Defender Investigators, Part-Time District Attorney Investigators and Part Time Election Workers. All are effective 1-7-2018.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
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Motion to approve Medical Benefit premium payroll deductions for all non-union full-time employees as follows for 2018. Coverage will remain with Highmark Blue Cross/Blue Shield through the Reschini Group effective 1-1-2018. Premium increase for 2018 is 0%.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
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2018 Year - Health Care Premium - Employee Portion

2018 Rates	Total Monthly Premium	Semi-monthly Pay Deduction (14%)
Single	753.13	52.71
Employee/Child(ren)	1,603.38	112.23
Employee/Spouse	1,785.64	124.99
Family	1,956.60	136.96

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 2018.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
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Motion to approve additional Loyalty pay of \$546/year effective beginning on the first Anniversary Date after reaching Step 10 for Professional & Administrative employees.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
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Motion to correct any clerical errors, additions, deletions or adjustments found in the number and compensation of all County employees for 2018.	Controller Amundsen Commissioner McGonigle Commissioner Boyd Commissioner McConnell	Moved 2nd	Yes Yes Yes Yes
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Tax Assessment and Tax Claim	1	Director	49,817.82	
	4	Clerical Assistants (1 unfilled)		15.53 – 16.03
	1	Property Transaction Clerk		17.01
	1	Mapper		18.12
	1	Lead Mapper		18.86
	3	Sr. Procedure Clerk		17.01 – 18.12
	1	Administrative Assistant		22.93
Purchasing	1	Purchasing Clerk (PT)		16.08
MIS	1	Director	83,064.28	
	1	Network Administrator	65,787.54	
	1	Application Support Specialist		19.93
	1	GIS Technician		26.17
Human Resources	1	Director	66,487.20	
	1	Assistant Director		22.25
	1	Administrative Assistant (1 unfilled)		12.94
Maintenance	1	Facilities Manager		24.04
	4	Maintenance III		16.43 – 18.86
	1	Custodian Leader		17.01
	2	Custodian I (FT)		16.03
	5	Custodian I (PT) (1 unfilled)		14.86 – 15.47
Archives	1	Records Technician		17.61
EMA	1	Public Safety Director	74,768.98	
	1	Deputy Director	56,468.00	
	1	Administrative Assistant		20.89
Bridge/Liquid Fuels	1	Engineer	73,865.48	
	1	Administrative Secretary		18.12
	2	Bridge Maintenance Leader		18.86
	1	Bridge Inspector		19.52
	1	Engineering Tech.		21.09

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MH/DS	1	MH/MR Administrator	74,768.98	
	2	Program Specialist I		20.76 – 21.53
	1	Administrative Assistant		13.42
Veterans' Affairs	1	Director	40,489.80	
	1	Assistant Director		21.41
	1	Administrative Assistant		15.53
Conservation	1	Manager	53,573.00	
	1	Clerical Assistant		16.52
	1	Nutrient Mgmt. Specialist	51,267.58	
	1	Environmental Education Coordinator		23.07
	1	Watershed Specialist (FT) – Grant Funded		18.21
	1	Temp Agricultural Resource Conservationist (FT)		17.26
	1	Coordinator Technician		18.86
	2	Summer Interns (PT) (2 unfilled)		10.00
E911 Center	1	Deputy Director	51,267.58	
	5	Supervisor		17.96 – 22.57
	1	System Administrator		22.93
	1	Staff Development Specialist Supervisor		20.63
	16	Telecommunicator (FT)		16.37 – 18.12
	18	Telecommunicator (PT) (8 unfilled)		14.37 – 18.12
CYS	1	Director	63,320.92	
	1	Assistant Director	55,715.66	
	1	CYS Solicitor	73,865.48	
	1	Case Nurse Manager	40,600.56	
	1	Information Technology Tech		18.12
	1	Fiscal Operations Off. I		21.53
	1	Fiscal Operations Off. II	58,750.38	
	1	Administrative Officer I		18.60
	1	Fiscal Assistant		21.48
	5	Casework Supervisors		20.82 – 25.47
	1	Program Specialist I/CW Supervisor		25.47
	1	Casework Supervisor/Resource Families		26.74

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1	Casework Supervisor/ Independent Living	26.74
3	Caseworker II/Independent Living	20.45 – 21.85
1	Case Aide/Independent Living	15.69
26	Caseworkers I and II (1 Unfilled)	17.68 – 23.92
3	Clerk Typist	15.23 – 17.86
1	Case Aide	17.93

Solicitors 1 Solicitor 48,000.16

Motion to approve the number and listed wage for the employees reporting to the PROTHONOTARY, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Prothonotary Bice		Absent

Prothonotary's Office

# of Emp	Position	Salaried Wages	Hourly Wages
1	Solicitor	3,937.18	
1	Second Deputy		20.89
1	First Deputy		18.67
2	Clerical Assistant		15.88 – 17.58
1	Chief Clerk		17.83

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 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Mr. Bogaty		Yes

Public Defenders Office

# of Emp	Position	Salaried Wages	Hourly Wages
1	Public Defender	73,865.48	
4	Assistant Public Defender	250,984.50	
1	First Assistant P.D.	74,768.98	
5	Assistant P.D. (PT)	143,950.30	
1	Paralegal/Sent. Advocate		24.04
1	Investigator/Intake		26.30
1	Investigator/Intake (PT)		18.83
1	Temp. Investigator (PT)		18.83
2	Administrative Assistant		16.18 18.58
1	Office Manager		24.98

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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 2018:	Controller Amundsen		Yes
	Commissioner McGonigle	Moved	Yes
	Commissioner Boyd	2nd	Yes
	Commissioner McConnell		Yes
	President of the Prison Bd.		

Mercer County Jail	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Warden	77,558.52	
	2	Deputy Warden	117,500.76	
	7	Lieutenant		21.92 – 24.65
	1	Work Release Coordinator		28.17
	1	Administrative Assistant		14.38
	3	FT Facility Mgmt. Asst./Corrections Officer		19.10 – 22.34
	1	Records Coordinator		22.21
	2	Asst. Records Coordinator		17.95 – 22.93
	1	Fiscal Assistant		20.39
	3	Jail Counselor		21.45 – 26.30
	3	Corrections Officer/Sergeant		22.34
	60	Corrections Officer (FT) (3 unfilled)		17.72 – 21.90
	20	Corrections Officer (PT) (14 unfilled)		14.67 - 17.72

Motion by Controller Amundsen to amend the number of employees reporting to the CONTROLLER, as set forth below, from “3 Auditor positions to 4 Auditor positions (1 unfilled)” for the year 2018:	Controller Amundsen	Moved	Yes
	Commissioner McGonigle	2nd	Yes
	Commissioner Boyd		No
	Commissioner McConnell		No

Motion Failed.

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Motion to approve the number and listed wages for the employees reporting to the CONTROLLER, as set forth below, for the year 2018:	Controller Amundsen		No
	Commissioner McGonigle	2nd	No
	Commissioner Boyd		Yes
	Commissioner McConnell	Moved	Yes

Motion Failed

Controller's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Deputy Controller (1 unfilled)	36,540.66	
	3	Auditor		23.44 – 32.28
	1	Second Deputy/Network Financial Administrator	58,750.38	
	4	Sr. Procedure Clerk (2 Unfilled)		18.86
	1	Solicitor	3,937.18	

Motion to approve the number and listed wages for the employees reporting to the DISTRICT ATTORNEY, as set forth below, for the year 2018:	Controller Amundsen		Yes
	Commissioner McGonigle	Moved	Yes
	Commissioner Boyd	2nd	Yes
	Commissioner McConnell		Yes
	District Attorney Karson		Yes

DA's office	# of Emp	Position	Salaried Wages	Hourly Wages
	1	First Assistant D.A.	83,064.28	
	7	Assistant D.A.	422,335.16	
	1	Assistant DA (PT)	36,709.14	
	3	Administrative Assistant		16.18 – 19.50
	1	Temp. Investigator Aware (FT)		20.40
	2	Investigator (PT)		18.08
	1	Temp. PT Investigator Aware		18.08
	2	Clerical Assistant (PT)		15.39 – 15.95
	3	Specialist		19.80 – 23.32
	1	Director – District Atty's Office and Victim Services	64,497.42	
	1	Asst. VW Coordinator		20.50
	1	Juvenile VW Coordinator		19.80
	1	VW Coordinator (PT)		19.80
	1	Temp. VW Coordinator (PT)		17.77

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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 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Clerk & Register Kloos		Absent

Clerk of Courts	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Solicitor	5,566.08	
	1	First Deputy		22.93
	1	Second Deputy		20.89
	6	Sr. Procedure Clerk		16.54 – 17.58
	2	Sr. Procedure Clerk (PT)		17.09 – 17.58
	1	Cost Collection Coordinator		26.30
	1	Cost Collection Coordinator Asst.		18.67

Register of Wills	# of Emp	Position	Salaried Wages	Hourly Wages
	1	First Deputy		21.41
	1	Second Deputy		19.50

Motion to approve the number and listed wages for the employees reporting to the RECORDER, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Recorder Zickar		Absent

Recorder's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Solicitor	3,937.18	
	1	First Deputy	38,958.66	
	1	Second Deputy		16.91
	3	Clerical Assistant		17.01

Motion to approve the number and listed wages for the employees reporting to the CORONER, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Coroner Libonati		Absent

Coroner's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	7	Deputy Coroners	28,100.28	
	2	Administrative Assistant	6,228.82	

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Motion to approve the number and listed wages for the employees reporting to the SHERIFF, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Sheriff Hartman		Absent

Sheriff's Department	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Solicitor	4,568.98	
	1	Chief/First Deputy	54,751.06	
	1	Deputy Sheriff Captain		26.61
	1	Deputy Sheriff Lieutenant		26.11
	1	Deputy Sheriff Sergeant		25.86
	10	Deputy (FT)		19.98 – 24.86
	3	Administrative Assistant		21.72
	6	Deputy Sheriff (PT)		20.03 – 22.16

Motion to approve the number and listed wages for employees reporting to the TREASURER, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
Treasurer Richardson		Absent

Treasurer's Office	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Solicitor	3,937.18	
	1	First Deputy	37,103.04	
	1	Second Deputy		18.58
	2	Clerical Assistant		16.03 – 17.01
	1	Sr. Procedure Clerk		18.12

Court Administrator commented on projected savings for the County with the conclusion of service by the Elected Jury Commissioners. In anticipation of this change, a Court Administrative Assistant was upgraded from PT to FT as of 8-17-15, thereby providing capacity in the Court Administrator's office to assume these duties. It was noted that 99% of all PA counties have also eliminated Jury Commissioners.

With the retirement of Judge St. John at year end, there will be only 3 three law clerks during 2018-2019. If the state judiciary appoints a replacement in the interim, then a law clerk will need to be hired.

Motion to approve the number and listed wages for the employees reporting to the COURTS, as set forth below, for the year 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
President Judge Dobson		Absent

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Court Administration	# of Emp	Position	Salaried Wages	Hourly Wages
	4	Administrative Assistant– Judges	172,805.36	
	1	Temp. Admin. Assistant– Judges (PT)		17.77
	2	Admin. Assistants– Court Admin Office	59,103.98	15.56 – 16.91
	4	Law Clerks (1 unfilled)	154,938.16	21.28
	6	Court Stenographer	234,085.80	17.95 – 22.93
	29	Tip Staff/Court Crier (7 unfilled)		75.00/90.50 day
	1	Family Law Master’s Secretary	26,173.42	14.38
Juvenile Probation	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Chief Juvenile Prob. Officer	74,768.98	
	1	Dep. Chief Juv. Prob. Officer	55,715.66	
	1	Community Court Program Supervisor	57,597.80	31.03
	10	Juvenile Probation Officers	439,839.92	19.93 -28.17
	1	Procedure Clerk		17.09
	1	Fiscal Assistant	41,724.02	22.93
	1	Administrative Assistant	35,497.54	19.50
Domestic Relations	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Director	74,768.98	
	1	Assistant Director	52,143.26	
	3	Conference Officer	113,847.50	17.77 – 24.98
	8	Enforcement Officer	301,551.90	17.95 – 22.93
	1	Enforcement Supervisor	41,987.66	23.07
	2	Enforcement Specialist	76,427.52	18.67 – 23.32
	1	Court Conference Supervisor	51,267.58	28.17
	3	UIFSA Officer	112,535.54	17.95 – 22.48
	3	Intake Officer/Locator		15.95– 18.32
	3	Sr. Procedure Clerk		15.05 – 15.39
	1	Data Processing Tech.		18.32
DUI School	# of Emp	Position	Salaried Wages	Hourly Wages
	3	Instructors		40.00

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Law Library	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Law Librarian	42,450.20	23.32

Magistrate District Justice	# of Emp	Position	Salaried Wages	Hourly Wages
	5	Administrative Assistant	180,926.46	18.58 – 20.89
	14	Sr. Procedure Clerk (FT)		15.88 – 17.58
	2	Sr. Procedure Clerk (PT)		15.50– 17.03

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 2018:

Controller Amundsen		Yes
Commissioner McGonigle	Moved	Yes
Commissioner Boyd	2nd	Yes
Commissioner McConnell		Yes
President of the Prison Bd.		Voted as Controller

IPP Department	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Director	65,787.54	
	1	Supervisor–Community Service		17.77
	1	Supervisor–Pre-Trial/TASC/DVIP		27.62
	1	Supervisor-ARD		24.98
	2	House Arrest Officer		18.21 – 19.80
	2	IPP Intake Admin Assistant		20.48
	2	DVIP Instructor		40.00

Old Business: None

New Business: None

Motion to adjourn.

Moved: Mr. Boyd

Seconded: Mr. McConnell

Attest:

Chief Clerk

Mercer County Salary Board

STARTING: JAN 7, 2018 REFLECTS A 2.0% Increase

2018		LEVEL:								
STEP:	GRADE	PA03	PA04	PA05	PA06	PA07	PA08	PA09	PA10	Yrs in Step
90% ENTRY 00	0	23,556	26,254	29,106	32,638	36,541	41,675	47,318	52,721	
Entry 00	1	26,173	29,171	32,340	36,264	40,601	46,305	52,576	58,579	1
1	1	26,828	29,899	33,148	37,163	41,616	47,464	53,891	60,044	1
2	1	27,498	30,648	33,977	38,092	42,656	48,651	55,239	61,546	1
3	1	28,323	31,415	34,826	39,046	43,937	49,818	56,618	63,022	1
4	1	29,455	32,671	36,044	40,490	45,695	51,661	58,712	65,228	1
5	1	30,781	33,978	37,306	41,988	47,637	53,573	60,885	67,642	1
6	1	32,259	35,337	38,835	43,751	49,661	55,716	63,321	70,347	1
7	1	33,808	37,103	40,427	45,589	52,143	58,501	66,487	73,865	1
8	1 & 2 & 3	35,498	38,959	42,450	47,869	54,751	61,427	69,811	77,559	3
9	1 & 2 & 3	37,273	40,906	44,572	50,262	57,598	64,497	73,303	81,436	3
10	1 & LP	38,019	41,724	45,464	51,268	58,750	65,788	74,769	83,064	Loy Table

