

## MEETING OF THE MERCER COUNTY SALARY BOARD

December 18, 2025

### Members Present:

# **2025-137** RESOLUTION to approve 12/04/2024 Salary Board MINUTES:

Moved:

Seconded:

Vote:

# **2025-138** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve a pay increase of 2.5% for all non-union employees associated with the P&A non-union pay tables effective 01/11/2026.

Moved:

Seconded:

Vote:

# **2025-139** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve pay increase of 2.5% for all non-union employees associated with the TCN non-union pay tables effective 01-11-2026.

Moved:

Seconded:

Vote:

# **2025-140** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve a pay increase of 2.5% for all Sheriff Clerical, Court Per Diem Workers, Solicitors, Full-Time and Part-Time Public Defenders, Full-Time and Part-Time District Attorneys, Law Clerks, Part-Time Investigators (PD and DA) and Part-Time Elections Office Workers/Machine Custodians, and Coroner staff. All are effective 01-11-2026.

Moved:

Seconded:

Vote:

# **2025-141** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve Medical Benefit premium payroll deductions for all non-union full-time employees as follows for 2026. Coverage will be through Meritain Health (Aetna Choice POS II) through Seubert & Associates, Inc. effective 01-01-2026. No change to premiums for 2026.

### 2026 Year - Health Care Premium

2026 Rates	Total Monthly Cost	Semi-monthly Employee Contribution
Single	\$901.87	\$63.13
Employee/Child(ren)	\$1,920.03	\$134.40
Employee/Spouse	\$2,138.28	\$149.67
Family	\$2,343.00	\$164.01

**Moved:**

**Seconded:**

**Vote:**

**# 2025-142** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the pay-step increases on the first day of the pay period for their respective anniversaries of Full-Time Date-of-Hire for all Mercer County employees who are eligible for such an increase during 2026.

**Moved:**

**Seconded:**

**Vote:**

**# 2025-143** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve additional Loyalty Pay of \$21.00/pay effective beginning on the first Anniversary Date after reaching Step 10 for Professional & Administrative employees for 2026.

**Moved:**

**Seconded:**

**Vote:**

**# 2025-144** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve 2025 Vacation carryover for the following employees. The hours carried over into 2026 must be used by March 31, 2026.

E911	Samatha Chittester	up to 40 hours
IPP	Tyler Shoaf	up to 80 hours
Jail	Mac McDuffie	up to 80 hours
Jail	Katie Claycomb	up to 8 hours
Jail	Lahtifa Barrett	up to 8 hours
Jail	Amanda Delacruz	up to 24 hours
Jail	Michael Norris	up to 4 hours
Jail	Doug Nehlen	up to 8 hours
Jail	Michael Peters	up to 16 hours

**Moved:**

**Seconded:**

**Vote:**

**# 2025-145** RESOLUTION to approve the following HUMAN RESOURCES actions:

Correct any clerical errors, additions, deletions, or adjustments found in the number and compensation of all County employees for 2026.

**Moved:**

**Seconded:**

**Vote:**

The following RESOLUTIONS approving the number and compensation (annual salary or hourly rate) of the employees reporting to the various departments as listed below, for the year 2026, are effective January 11, 2026 (the beginning of the 1<sup>st</sup> full pay period of 2026). **These rates do not include any step increases, upgrades or reclassifications for 2026.**

**# 2025-146** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and compensation (annual salary or hourly rate) of the employees reporting to the COMMISSIONERS, as set forth below, for the year 2026:

<b>Department</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
<b>Commissioners</b>	1	Sr. Chief Clerk	78,571.66	
	2	Administrative Assistant (FT)		26.71
<b>Registration and Elections</b>	1	Director	70,850.89	
	3	Clerical Assistant		19.64-21.03
	1	Clerical Assistant Leader		21.63
	1	PT Lead Machine Custodian		17.27
	5	PT Machine Custodian/Rover		15.26
<b>Fiscal</b>	1	Fiscal Director (unfilled)	71,362.00-101,190.00	
	1	Senior Grant Accountant (unfilled)		24.51
	1	Fiscal Assistant		21.01
	1	Temp Fiscal Administrator		22.17
<b>Tax Assessment and Tax Claim</b>	1	Director	85,044.15	
	1	Assistant Manager-Claim		29.57
	3	Sr. Procedure Clerk - Assessment		21.63
	1	Property Transaction Clerk		21.63
	1	Mapper Leader (unfilled)		19.64
	1	Mapper (unfilled)		19.09
	1	Field Assessor (unfilled)		20.13
	1	GIS Technician		23.30
	1	Temp PT Intern (unfilled)		13.00
	3	Sr. Procedure Clerk – Claim		19.56-21.63
<b>MIS</b>	1	Director	101,189.80	
	1	Network Administrator	80,143.21	
	1	IT Specialist I	64,141.49	
	1	Temp PT Intern (unfilled)		13.00
<b>Human Resources</b>	1	Director	85,044.18	
	1	Assistant Director	58,598.02	
<b>Maintenance</b>	1	Facilities Manager		34.65
	3	Maintenance III		24.29
	1	Maintenance I (unfilled)		18.12
	1	Maintenance II (unfilled)		19.64
	5	Custodian I		17.76-19.16
	2	PT Custodian I		17.41-18.48

<b>Archives</b>	1	Records Technician		21.03
<b>EMA</b>	1	Public Safety Director	99,205.42	
	1	Deputy Director	78,571.66	
	1	Administrative Assistant		28.04
<b>Bridge/Liquid Fuels</b>	1	Engineer	101,189.80	
	1	Engineer Assistant FT (unfilled)	65,651.25 - 91,083.55	
	1	Administrative Secretary		21.63
	2	Bridge Maintenance Leader		21.96 – 22.53
	1	Bridge Team Leader (unfilled)	56,409.85	
	1	Bridge Inspector (unfilled)		20.23
	1	Engineering Tech.		25.18
<b>MH/ID</b>	1	MH/ID Administrator	89,298.29	
	2	Program Specialist		31.71 – 32.34
<b>Veterans' Services</b>	1	Director		27.44
	1	Assistant Director		22.17
	1	Administrative Assistant		20.10
	1	PT Administrative Assistant		17.67
<b>Conservation</b>	1	Manager	78,571.66	
	1	Clerical Assistant		19.16
	1	Environmental Education Coordinator		29.57
	1	Watershed Specialist - Grant Funded		23.88
	1	Temp Agricultural Resource Conservationist II		32.35
	1	Temp. Mosquito BDC Program Coordinator		22.17
	1	Temp. Summer Intern- Mosquito BDS Program (unfilled)		15.38
	1	Coordinator Technician		19.64
	3	Resource Conservation Specialist		22.17-22.73
	2	Temp PT Intern (2 unfilled)		13.00
<b>E-911 Center</b>	1	Deputy Director	74,831.07	
	5	Supervisor		27.02-34.06
	1	Staff Development Spec/Supv		32.38
	1	Automated Systems Coordinator		33.56
	1	GIS Coordinator		37.00
	20	Telecommunicator (2 unfilled)		21.10-26.01
	13	PT Telecommunicator (10 unfilled)		21.10-26.01

<b>CYS</b>	1	Director	89,298.29	
	2	Assistant Director	157,143.30	
	1	CYS Solicitor	101,189.80	
	1	Case Nurse Manager		34.54
	1	Administrative Officer		30.20
	1	Information Technology Tech		28.52
	1	Fiscal Operations Officer I		28.76
	1	Fiscal Operations Officer II (unfilled)		27.44-39.71
	1	Fiscal Assistant		25.85
	3	Clerk Typist		1784-21.51
	9	Casework Supervisors		26.91-37.06
	2	Temp. FT Casework Supervisor (CWEL Leave Coverage)		27.28-28.93
	2	Program Specialist I/CW Supervisors		34.54
	48	Caseworkers I and II (1 on Leave CWEL) (13 unfilled)		21.27-28.79
	1	Temp CW II (CEWL Leave Coverage)		22.85
	6	Case Aide		18.07-24.70
<b>Solicitor</b>	1	Solicitor	56,341.03	

**Moved:**

**Seconded:**

**Vote:**

**# 2025-147** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and listed wage for the employees reporting to the PROTHONOTARY, as set forth below, for the year 2026:

<b>Prothonotary's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	4,519.57	
	1	First Deputy		26.39
	1	Second Deputy		26.63
	2	Clerical Assistant		21.05-21.66
	1	Chief Clerk		22.39

**Moved:**

**Seconded:**

**Vote:**

**# 2025-148** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 Approve the number and listed wage for the employees reporting to the PUBLIC DEFENDER'S OFFICE, as set forth below, for the year 2026:

<b>Public Defender's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Public Defender	105,575.00	
	4	Assistant Public Defender (1 unfilled)	317,473.07	
	1	First Assistant P.D.	89,982.66	
	5	PT Assistant P.D.	175,358.33	
	1	Law Clerk	57,094.96	
	1	Paralegal/Sent. Advocate		34.65
	1	Investigator/Intake		32.35
	1	PT Investigator/Intake		23.06
	1	PT Investigator (unfilled)		23.06
	1	Temp PT Investigator		23.06
	2	Administrative Assistant		18.40-21.11
	1	Office Manager		30.56
	1	Social Services Advocate		25.12

**Moved:**

**Seconded:**

**Vote:**

**# 2025-149** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 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 2026:

<b>Mercer County Jail</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Warden	94,482.78	
	1	Chief Deputy Warden	89,298.29	
	1	Deputy Warden	74,831.07	
	8	Lieutenant		24.61-34.06
	1	Work Release Coordinator		34.65
	1	Administrative Assistant		28.05
	3	Asst. Records Coordinator		22.17-29.11
	1	Fiscal Assistant		30.56
	3	Jail Counselor		27.37-34.65
	3	FT Facility Mgmt. Asst./Corrections Officer		22.26-27.02
	63	Corrections Officer (6 unfilled)		19.73-27.02
	10	PT Corrections Officer (10 Unfilled)		17.76

**Moved:**

**Seconded:**

**Vote:**

**# 2025-150** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and listed wages for the employees reporting to the CONTROLLER, as set forth below, for the year 2026:

<b>Controller's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Deputy Controller	74,831.07	
	4	Auditor (1 unfilled)		32.20-39.71
	1	Second Deputy/Network Financial Administrator	78,571.66	
	2	Sr. Procedure Clerk		19.64-22.53
	1	Accounting Paraprofessional		26.63
	1	Solicitor	4,519.57	

**Moved:**

**Seconded:**

**Vote:**

**# 2025-151** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and listed wages for the employees reporting to the DISTRICT ATTORNEY, as set forth below, for the year 2026:

<b>DA's office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	First Assistant D.A.	101,130.62	
	8	Assistant D.A.	539,446.10	
	1	Director-D.A. Office/Victim Svcs	58,267.47	
	1	Administrative Assistant		18.40
	3	Specialist		23.88-30.56
	1	Discovery Specialist		21.11
	1	PT Technology Specialist		26.71
	1	Warrant Specialist		26.71
	1	Preliminary Hearing Specialist		21.01
	1	Investigator/Director of Digital Forensics		35.86
	1	Investigator DA/DRS Split		25.12
	1	PT Investigator		23.06
	1	Asst. VW Coordinator		30.56
	1	PT VW Coordinator		19.96
	1	Temp PT VW Coordinator		23.88
	1	Juvenile VW Coordinator		29.11

**Moved:**

**Seconded:**

**Vote:**

**# 2025-152** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 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 2026:

<b>Clerk of Courts</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	6,389.34	
	1	First Deputy		25.58
	1	Second Deputy		23.30
	6	Sr. Procedure Clerk		20.52-22.39
	2	PT Sr. Procedure Clerk		21.24-21.32
	1	Cost Collection Coordinator		32.35
	1	Cost Collection Coordinator Asst (unfilled)		20.00-28.61
<b>Register of Wills</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	First Deputy		30.56
	1	Second Deputy		25.44

**Moved:** **Seconded:**  
**Vote:**

**# 2025-153** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 Approve the number and listed wages for the employees reporting to the RECORDER, as set forth below, for the year 2026:

<b>Recorder</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	4,519.57	
	1	First Deputy		26.63
	1	Second Deputy		25.44
	3	Clerical Assistant (1 unfilled)		19.64-21.31

**Moved:** **Seconded:**  
**Vote:**

**# 2025-154** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 Approve the number and listed wages for the employees reporting to the CORONER, as set forth below, for the year 2026:

<b>Coroner's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	4,519.57	
	1	PT Chief Deputy Coroner	6,190.00	
	4	PT Deputy Coroners	23,071.70	
	1	Administrative Deputy Coroner		28.38
	1	Temp PT Intern		13.00

**Moved:**

**Seconded:**

**Vote:**

**# 2025-155** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and listed wages for the employees reporting to the SHERIFF, as set forth below, for the year 2026:

<b>Sheriff's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	4,519.57	
	1	Chief Deputy	67,348.81	
	1	Deputy Sheriff Captain		31.79
	1	Deputy Sheriff Lieutenant		31.27
	1	Deputy Sheriff Sergeant		31.02
	10	Deputy Sheriff		24.90-29.26
	3	Administrative Assistant		25.47-27.28
	6	PT Deputy Sheriff (1 unfilled)		20.33 – 27.38

**Moved:**

**Seconded:**

**Vote:**

**# 2025-156** RESOLUTION to approve the following HUMAN RESOURCES actions:

Approve the number and listed wages for employees reporting to the TREASURER, as set forth below, for the year 2026:

<b>Treasurer's Office</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Solicitor	4,519.57	
	1	First Deputy		30.56
	1	Second Deputy		28.05
	1	Sr. Procedure Clerk		20.97
	1	Clerical Assistant		18.12

**Moved:**

**Seconded:**

**Vote:**

**# 2025-157** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 Approve the number and listed wages for employees reporting to the COURTS, as set forth below, for the year 2026:

<b>Court Administration</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	4	Administrative Assistant–Judges		29.11-31.17
	1	Admin. Assistant– Court Admin Office		26.71
	1	PT Admin. Assistant – Court Admin. Office		20.50
	3	Law Clerk	217,412.30	
	6	Court Stenographer		23.30-28.61
	31	Tip Staff/Court Crier (11 unfilled)		12.34
	1	Family Law Master’s Secretary		28.05
<b>Juvenile Probation</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Chief Juvenile Prob. Officer	94,482.78	
	1	Dep. Chief Juv. Prob. Officer	85,044.15	
	1	Community Court Program Supervisor		43.17
	10	Juvenile Probation Officers		28.13-38.93
	1	Fiscal Assistant		28.61
	2	Administrative Assistant		24.34-26.07
<b>Domestic Relations</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Director	77,138.16	
	1	Assistant Director	74,831.07	
	2	Conference Officer		29.11-30.56
	7	Enforcement Officer (2 unfilled)		20.00-28.61
	2	Supervisor		25.12-33.97
	2	Enforcement Specialist		25.58-30.56
	2	UIFSA Officer		21.54-26.71
	3	Initiation Officer		21.66-22.86
	2	Sr. Procedure Clerk		20.63
	1	PT Enforcement Officer		20.00
	1	PT Admin Asst/Medical IRS Coord.		23.18
<b>DUI School</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	2	PT Instructors		40.00
<b>Law Library</b>	<b># of Emp</b>	<b>Position</b>	<b>Salaried Wages</b>	<b>Hourly Wages</b>
	1	Law Librarian		26.63

Magisterial District Justice	# of Emp	Position	Salaried Wages	Hourly Wages
	5	Administrative Assistant		24.23-25.44
	14	Sr. Procedure Clerk (2 unfilled)		19.34-21.92
	1	PT Sr. Procedure Clerk		20.64
	1	Temp PT Sr. Procedure Clerk		19.34

**Moved:**

**Seconded:**

**Vote:**

**# 2025-158** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 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 2026:

IPP Department	# of Emp	Position	Salaried Wages	Hourly Wages
	1	Director	74,170.68	
	1	Supervisor – Community Service		32.35
	1	Supervisor–Pre-Trial/TASC/DVIP		32.35
	1	Direct IP/ARD Coordinator		27.37
	2	House Arrest Officer		27.37-32.35
	2	IPP Intake Admin Assistant		17.95-24.34
	2	Specialty Court Coordinator		25.12-25.75

**Moved:**

**Seconded:**

**Vote:**

**# 2025-159** RESOLUTION to approve the following HUMAN RESOURCES actions:  
 Create one Temporary Fiscal Administrator position in the Fiscal Department at the PA05 Level effective 12/08/2025.

**Moved:**

**Seconded:**

**Vote:**

**Old Business:**

**New Business:**

**Motion to Adjourn**

**Moved:**

**Seconded:**

\_\_\_\_\_

\_\_\_\_\_

**Attest:**

\_\_\_\_\_

\_\_\_\_\_  
**Chief Clerk**

12/18/2025

\_\_\_\_\_  
**Mercer County Salary Board**