



SALARY BOARD

Thursday, March 5, 2020, 10:00 A.M.

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

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. MEETING MINUTES

Minutes from the Thursday, February 20, 2020 Salary Board meeting.

Action: APPROVE the Salary Board meeting minutes from Thursday, February 20, 2020.

IV. ACTION ON PERSONNEL ITEMS

A. Courts

i. Court Administration

1. Approve the rate for Sean W. McFadden at SG-N16A(01)--\$19.79/hour, effective retro to March 2, 2020, pay period 6. President Judge Pamela Ruest is appointing Mr. McFadden to full-time Law Clerk, Court Administration, (p.c. #04, non-exempt, replacing B. Mason). Salary budget savings for 2020 \$4,263, annualized salary savings for 2021 \$1,521 – Dept. 271.
2. Approve the rate for Kelley A. James at SG-N08A(01)--\$13.52/hour, effective March 9, 2020, pay period 6. President Judge Pamela Ruest is appointing Ms. James to full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing S. Riling). President Judge Ruest is requesting that Ms. James be approved at SG-N08F(06)--\$14.92/hour. Salary budget savings for 2020 \$3,479, annualized salary impact for 2021 \$1,619 – Dept. 271.

- ii. Probation – Approve the upgrade/reclassification to the position of full-time Court Program Coordinator/Supervisor, Probation, (p.c. #07, exempt), at SG-S54A(01)--\$48,443.20/annum to full-time Deputy Chief Probation Officer, Probation, (p.c. #07, exempt), at SG-S55A(01)--\$50,793.60/annum, effective March 29, 2020, pay period 8.

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- B. Prothonotary – Approve an extension to temporary overtime (up to five (5) hours per week) for full-time Chief Deputy Prothonotary and the full-time First Deputy Prothonotary positions (currently occupied by C. Clark, L. Lutz, M. Heckman, L. Kerschner), effective March 7, 2020, pay period 6 through April 4, 2020 as new staff are trained in their positions. Salary budget impact for 2020 \$2,258 – Dept. 223.
- C. Public Defender – Consider approval of a temporary increase in hours for Ashley Bowes, full-time Legal Secretary 2, Public Defender, from 75 hours to 80 hours, effective March 5, 2020, pay period 6 until the vacant Legal Secretary 2 position is filled and staff adequately trained, not to exceed 6 weeks. Salary budget impact for 2020 \$219 – Dept. 132.
- D. Conservation District
- i. Consider approval of the creation of an on-call/occasional Senior Advisor, Conservation, (p.c. #14, non-exempt), at SG-S54Z(26)--\$38.19/hour, effective April 14, 2020, pay period 9 through May 26, 2020, pay period 12, not to exceed 144 hours – Dept. 822.
 - ii. Consider approval of the change in title/status for Robert Sweitzer from full-time Conservation District Manager, Conservation, (p.c. #01, exempt), at SG-S54Z(26)-\$38.19/hour to on-call/occasional Senior Advisor, Conservation, (p.c. #14, non-exempt, new), at SG-S54Z(26)--\$38.19/hour, effective April 14, 2020 through May 26, 2020, pay period 12. Salary budget impact for 2020 \$5,499 – Dept. 822.
- E. Transportation
- i. Consider approval of the creation of a full-time Department Clerk 3 (75), Transportation, (p.c. #30, non-exempt), at SG-N08A(01)--\$13.52/hour, effective retro to March 1, 2020, pay period 6 – Dept. 531.
 - ii. Consider approval of the change in title/department for Rhonda Kelly from full-time Staff Assistant Commissioners, Commissioners, (p.c. #12, non-exempt, 80 Hour), at SG-N10F(06)--\$16.42/hour to full-time Department Clerk 3 (75), Transportation, (p.c. #30, non-exempt, 75 Hour, new), at SG-N08J(10)--\$16.16/hour, effective retro to March 1, 2020, pay period 6. David Lomison is requesting that Ms. Kelly be approved at SG-N08N(14)--\$17.48/hour. Salary budget impact for 2020 \$25,452, annualized salary impact for 2021 \$31,512 – Dept. 531.
 - iii. Consider approval of the change in status for the position of part-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt) to full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt), at SG-N04A(01)-\$11.20/hour, effective March 15, 2020, pay period 7. (Currently occupied by F. Kerschner) Salary budget impact for 2020 \$7,734, annualized salary impact for 2021 \$8,490 – Dept. 531.

V. ADJOURNMENT