



## BOARD OF COMMISSIONERS AGENDA

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

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

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

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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 Board of Commissioners. For items not on the agenda, the Board of Commissioners 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

The Board will consider approving the minutes from the Thursday, July 14, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from July 14, 2022.*

V. PERSONNEL ITEMS

A. Human Resources

- i. Accept the **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.

**Action:** *ACCEPT the Archer Compensation and Classification Study.*

Recess

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- ii. Consider approval of the change in title for the following positions based on **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15.
  1. Office Supervisor 2-Tax Assessment (60), Tax Assessment to Office Supervisor 1 (60), Tax Assessment, (p.c. #02, exempt) – Dept. 121.
  2. Department Clerk 3 (75), Tax Collections to Tax Claim/Collections Assistant, Tax Collection, (p.c. #05, non-exempt) – Dept. 122.
  3. Department Clerk 3 (75), Elections and Voter Registration to Elections Clerk, Elections and Voter Registration, (p.c. #01, non-exempt) – Dept. 131.
  4. Records Management Supervisor, Records Management to Deputy Director of Records Management, Records Management, (p.c. #02, non-exempt) – Dept. 143.
  5. Secretary 3 (75), Planning to Department Clerk 3 (75), Planning, (p.c. #07, non-exempt) – Dept. 151.
  6. Secretary 3 (75), Planning to Fiscal Technician (75), Planning, (p.c. #16, non-exempt) – Dept. 151.
  7. Custodial Worker 1, Facilities Management to Custodial Worker, Facilities Management, (p.c. #16, 17, 28 & 29, non-exempt) – Dept. 161.
  8. Custodial Worker 2, Facilities Management to Custodial Worker, Facilities Management, (p.c. #15, non-exempt) – Dept. 161.
  9. Facilities Technician 1, Facilities Management to Facilities Technician 1 CCCF, Facilities Management, (p.c. #25, 26, non-exempt) – Dept. 161.
  10. Administrative Assistant-CCCF, Correctional Facility to Accounting Clerk 3, Correctional Facility, (p.c. #82, non-exempt) – Dept. 333.
  11. Emergency Communications Shift Supervisor, Emergency Communications 911 to Quality Assurance Supervisor, Emergency Communications 911, (p.c. #31, non-exempt) – Dept. 354.
  12. Department Clerk 3 (75)-Adult Services, Adult Services to Department Clerk 2 (75), Adult Services, (p.c. #04, non-exempt) – Dept. 501.
  13. Office Supervisor 2, Children and Youth Services to Office Supervisor-C&YS, Children and Youth Services, (p.c. #21, non-exempt) – Dept. 511.
  14. Secretary 3 (75), Aging to Department Clerk 1 (75), Aging, (p.c. #22, non-exempt) – Dept. 521.
  15. Department Clerk 3 (60), Aging to Department Clerk 2 (60), Aging, (p.c. #21, non-exempt) – Dept. 521.
  16. Department Clerk 2 (80), Veterans Affairs to Department Clerk 3 (80), Veterans Affairs, (p.c. #04, non-exempt) – Dept. 523.
  17. Staff Assistant, Transportation to Department Clerk 3 (75), Transportation, (p.c. #31, non-exempt) – Dept. 531.

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18. Secretary 3 (75), MH/ID/EI to Department Clerk 3 (75), MH/ID/EI, (p.c. #30, non-exempt) – Dept. 561.
19. Office Supervisor 2 MHID, MH/ID/EI to Office Supervisor 1, MH/ID/EI, (p.c. #31, exempt) – Dept. 561.
20. Department Clerk 3 (80), Conservation District to Administrative Assistant, Conservation District, (p.c. #10, non-exempt) – Dept. 822.

**Action:** *APPROVE the change in title for the positions 1-20 based on the Archer Compensation and Classification Study.*

iii. Consider approval of the new job descriptions for the following positions based on **Archer Compensation and Classification Study.**

1. Fiscal Technician 2 (75), Controllers – Dept. 125.
2. Assistant District Attorney 2, District Attorney – Dept. 221.
3. Prothonotary Clerk, Prothonotary – Dept. 223.
4. Register of Wills Clerk, Register of Wills – Dept. 224.
5. Recorder of Deeds Clerk, Recorder of Deeds– Dept. 133.
6. Judicial Coordinator, Court Administration – Dept. 271.
7. MDJ Office Supervisor 1, MDJ – Dept. 251, 252, 253, 254, 256, 257.
8. Allocation Reimbursement Specialist, Domestic Relations – Dept. 281.
9. Office Supervisor 1 (60), Tax Assessment – Dept. 121.
10. Tax Claim/Collections Assistant, Tax Claim – Dept. 123.
11. Elections Clerk, Elections and Voter Registration – Dept. 131.
12. Assistant Public Defender 2, Public Defender – Dept. 132.
13. Deputy Director of Records Management, Records Management – Dept. 143.
14. Facilities Technician 1 CCCF, Facilities Management – Dept. 161.
15. Senior AC/Electronics, HVAC/Refrigeration Technician, Facilities Management– Dept. 161.
16. Quality Assurance Supervisor, Emergency Communications 911 – Dept. 354.
17. Office Supervisor-CYS, Children & Youth Services – Dept. 511.

**Action:** *APPROVE the creation of the new job descriptions 1-17 based on the Archer Compensation and Classification Study.*

- II. EXECUTIVE SESSION REPORT
- III. QUESTIONS FROM THE PRESS
- IV. ADJOURNMENT