

**Salary Board  
Meeting Agenda  
February 8, 2021**

1. Call to Order
2. Approval of minutes for the last monthly meeting held on January 11, 2021 recessed, and reopened on January 19, 2021.
3. **Vacancy Requests-Elected Officials and Department Heads** **9:00 a.m.**
  - a. Request approval to post the following full-time and part-time positions, effective February 1, 2021 with approval to fill the positions prior to the expiration of the hiring freeze. Positions will not be filled prior to the departure of the incumbent employee as indicated.
    - **BHDS:** Caseworker (504057), Grade N18, Vacant as of 2/15/2021
    - **Children & Youth:** Caseworker (504498), PSS Grade 73, Vacant
    - **District Attorney:** Two (2) Temporary PT Certified Legal Interns (500991, 500992), Grade 0, \$12.50/hour.
    - **Domestic Relations:** Secretary Senior (500748), Grade N11, Vacant
    - **Domestic Relations:** Secretary Senior (500801), Grade N11, Vacant
    - **Facilities Management:** 14 Temporary PT Seasonal Positions (10 General, 3 Mowers, 1 Trash), Grade N8.
    - **IT:** Information Systems Security Analyst (502773), Grade E19, Vacant
    - **Judicial Operations:** Judicial Secretary (503032), Grade N17, Vacant as of 2/26/2021.
    - **MDC 02-3-03:** MDC Clerk (504677), Grade N10, Vacant
    - **Office of Aging:** Caseworker (502367), Grade N18, Vacant
    - **Prison:** Drug & Alcohol Specialist (504509), AFS Grade 21, Vacant
    - **Treasurer's Office:** County Revenue and Collection Coordinator (500172), Grade N16, Vacant as of 2/15/2021.
    - **Treasurer's Office:** Account Clerk (500184), Grade N11, Vacant by 3/31/2021.
    - **Voter Registration:** PT Voting Machine Custodian (504188), Grade N14, Vacant
4. **Coroner - Stephen G. Diamantoni, M.D. and Eric S. Bieber** **9:05 a.m.**
  - a. Request approval to create and fund two (2) full-time Deputy Coroner/Lab Technician positions, Grade N24, 40 hours/week, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze.
5. **District Attorney – Heather Adams** **9:10 a.m.**
  - a. Request approval to reclassify Assistant District Attorney I position 504329, TM2 Grade 51, from Part-Time to Full-Time, 37.5 hours/week, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze.

**6. BH/DS – Judith Erb**

**9:15 a.m.**

- a. Request to simultaneously eliminate two (2) vacant Caseworker positions (503730, 504628), Grade N18, and create two (2) Senior Caseworker positions, Grade N22, effective February 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze.

**7. Children and Youth – Crystal Natan**

**9:20 a.m.**

- a. Request approval of a temporary 5% increase for employee (18873) for assuming the role of Fiscal Director, retroactive to November 2, 2020 through January 17, 2021.

**8. Purchasing – Linda Schreiner**

**9:25 a.m.**

- a. Request approval to reclassify the vacant Mailroom Processor position (504059) from a Grade N6 to a Grade N8, effective February 1, 2021 with additional approval to advertise and fill the position prior to the expiration of the hiring freeze.
- b. Request approval to reclassify the vacant Senior Buyer position (503811), Grade N22, to Deputy Director-Purchasing, Grade E18, effective February 1, 2021 with additional approval to advertise and fill the position prior to the expiration of the hiring freeze.

**9. County Administrator/Chief Clerk – Lawrence George**

**9:30 a.m.**

- a. Request approval for employee (11601) to maintain her current salary of \$70,409.60 as a result of her transfer to Deputy Chief Clerk, Grade E17, from Director of Administrative Services, Grade E20, effective February 1, 2021.

**10. Human Resources – Anthony Kern**

**9:35 a.m.**

- a. Request approval to retroactively increase departments' 2021 EE allocations from 20% to 30% and GEE allocations from 5% to 10% as reflected in Attachment 1, effective January 1, 2021. Additional approval is requested to allow managers to amend any 2021 evaluations that have already occurred with retro pay back to the original evaluation date.
- b. Discuss the status of the County's current hiring freeze on vacant positions with consideration of ending the hiring freeze effective March 31, 2021.

11. Good of the Order

12. Adjourn

Next Meeting: Monday, March 1, 2021