

**Salary Board
Meeting Agenda
April 6, 2026
1:30 p.m. – Conference Room #701, 7th Floor**

1. Call to Order
2. Minutes of the March 2, 2026, meeting.
3. **Controller's Office – Scott Wiglesworth** **1:30 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$37,050 which is above the start rate for an Account Clerk I position (500187), Grade D, effective March 23, 2026 (Min: \$35,217 Mid: \$44,031 Max: \$52,845)
4. **Human Resources – Christina Peddigree** **1:35 p.m.**
 - a. Request approval to hire an applicant at an hourly rate of \$38.20, which is above the start rate for a Human Resource Manager PT position (504510), Grade N, effective upon hire. (Min: \$29.43 Mid: \$36.78 Max: \$44.14)
 - b. Request approval to hire an applicant at an annual salary of \$65,000 which is above the start rate for a Human Resource Manager (600002), Grade N, effective upon hire. (Min: \$61,214.40 Mid: \$76,512.80 Max: \$91,811.20)
5. **Prison – Cheryl Steberger** **1:40 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$64,428 which is above the start rate for an Administrative Sergeant position (501243), Grade M, effective April 20, 2026 (Min: \$58,302.40 Mid: \$72,862.40 Max: \$87,443.20)
6. Business from Guests
7. Adjourn
8. Next Meeting: Monday, May 4, 2026

Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on a Salary Board agenda. Please review the attached Form Completion Guide for important information regarding information sought. If additional space is needed to describe your request, you may attach additional information.

Date: 3/23/2026 Department: Controller's Office

Submitted by: Scott Wiglesworth - Controller
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Request to hire above minimum salary for Account Clerk 1 Position #00500187

Min: \$35,217 Mid: \$44,031 Max: \$52,845

Grade: D Union: N/A

2. Effective date (if retroactive, provide justification):

03/23/2026

3. Purpose of action request:

Request to hire above minimum salary for Account Clerk 1 Position #00500187

4. Cost: Annualized Cost: \$37,050

5. Projected increase/decrease in cost to department:

Cost is in range of budgeted position

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

7. Funding source:

General Fund

8. Budget Services contacted

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Salary Board Action Request Form

The justification for requesting a salary increase from \$35,217 to \$37,050 per year for this qualified applicant is based on their superior qualifications compared to the minimum requirements for the role's starting salary.

The position's base starting salary of \$35,217 aligns with no education and experience threshold: In contrast, the selected candidate possesses stronger credentials.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

This position supports the Controller's office in fulfilling accounts payable responsibilities and providing essential fiscal support to County departments. This candidate's combination of education and practical experience positions them to deliver immediate contributions, such as higher-quality work, improved risk identification, reduced supervision needs, and faster onboarding. The proposed \$37,050 salary reflects a modest adjustment to recognize these qualifications while remaining competitive and well below national averages for similarly credentialed professionals.

Approving this increase would help secure a high caliber hire in a competitive talent market.

11. Attached: Organization Chart (All requests)
 County Employment Application (New hires above start rate only)
 Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request---Hire-Above-Supplement>
 Job descriptions (All requests, excluding vacant over 1 year)
 Other _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Account Clerk I

JOB CODE: 032 **DATE:** 02/06/26

POSITION #: 00500187

DEPT: A1511 / Controller

REPORTS TO:

Position # - 00500194

Job Title - A/P Supervisor

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30am **End Time:** 5:00pm

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Individual will process general ledger transactions and invoices for payment in a timely and accurate fashion while ensuring a balanced general ledger and a complete audit trail, in accordance with generally accepted accounting principles.

REPORTING RELATIONSHIPS

Reports to the A/P Supervisor

ESSENTIAL JOB FUNCTIONS

Closely review invoices for overall reasonableness and consistency as they relate to approvals; account codes; vendor numbers; payment terms; and other county, state, and federal guidelines – all within specific deadlines.

Enter invoice and other general ledger-related information in the computer system with speed and accuracy.

Process, approve, scan and/or save supplier invoices, forms, and documentation into Workday as necessary.

Assist with attaching remittance advices where necessary, operation of envelope stuffing machine, and mailing the checks.

Answer questions from County departments and vendors regarding invoice payments and other information by looking up data entered in Workday.

Must be able to maintain a high degree of confidentiality.

Must be willing to be cross-trained for other tasks.

OTHER SPECIFIC TASKS OR DUTIES

Attends Salary Board, Prison Board, Youth Intervention Board, and Retirement Board meetings to document and write minutes to be reviewed by the Controller.

Assists in issuing vouchers for retirement plan invoices and maintaining pension files by reviewing obituaries and preparing documentation as needed.

Prepares monthly schedules including the Controller's Office form supply inventory report and incoming bid documentation.

Place purchase orders and enters purchase requisitions using Workday software. Maintains and orders supplies from Purchasing warehouse for the office staff..

MINIMUM QUALIFICATIONS

High school diploma (or equivalent) and one (1) year experience in an office/business setting with a minimum of six months experience performing bookkeeping and/or accounting duties; or Any equivalent combination of relevant education, training or experience

KNOWLEDGE, SKILLS AND ABILITIES

- * Knowledge, skill and ability to use computer word processing and spreadsheet applications such as Word and Excel
- * Knowledge of administrative and clerical procedures, managing files and records, designing forms, and other office procedures and terminology
- * Knowledge of arithmetic, statistics and their applications
- * Ability to read and understand information and ideas presented in writing and to communicate information and ideas so others will understand
- * Ability to choose the right mathematical methods or formulas to solve a problem
- * Ability to add, subtract, multiply or divide quickly and correctly
- * Ability to sense when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

None

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Ability to lift up to 30 pounds. Operate envelope stuffing machine and assist in mailing the checks.

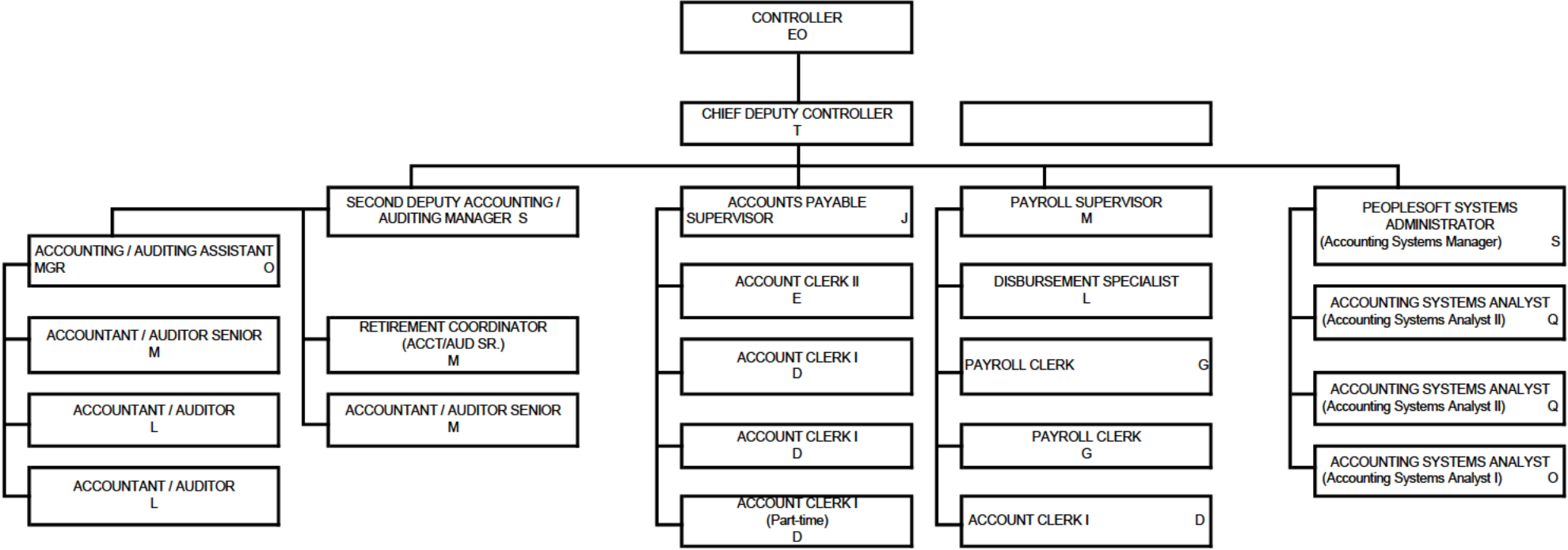
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name	Employee Signature	Date
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Supervisor's Printed Name	Supervisor's Signature	Date
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CONTROLLER'S OFFICE ORGANIZATION CHART



Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on a Salary Board agenda. Please review the attached Form Completion Guide for important information regarding information sought. If additional space is needed to describe your request, you may attach additional information.

Date: 3/27/2026 Department: Human Resources

Submitted by: Christina Peddigree
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Request approval to hire an applicant at an hourly rate of \$38.20, which is above the start rate for a Human Resource Manager PT position (504510).

Min: \$29.43 Mid: \$36.78 Max: \$44.14

Grade: N Union: No

2. Effective date (if retroactive, provide justification):

Upon hire

3. Purpose of action request:

Request to hire above minimum hourly rate for HR Manager PT Prison position.

4. Cost: \$22,003.20 Annualized Cost: \$35,755.20

5. Projected increase/decrease in cost to department:

\$22,003.20

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

Prison is currently trending under budgeted salary YTD and plan to makeup the additional unbudgeted funds from current and future vacancies.

7. Funding source:

General Fund

8. Budget Services contacted

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Salary Board Action Request Form

The minimum education and experience required for this position is Bachelor's degree in human resources or a related field and two years of relevant experience. Employee and Labor relations management experience preferred. This candidate comes with 15+ years of government Human Resources experience.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

The HR Manager position's essential duties are to quickly resolve complex employee/labor issues, mitigate legal risk and ensure policy application. With the nature of the Prison work and the complexity of a 24-hour facility it is critical to have onsite support for employees and front line supervisors/managers. Hiring an HR Manager with this level of experience, will allow us to manage employee concerns proactively and professionally, reduce risk, support our leaders more effectively, and strengthen the overall employee experience. This role is a critical investment in organizational stability and long-term success.

11. Attached:
- Organization Chart (All requests)
 - County Employment Application (New hires above start rate only)
 - Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request---Hire-Above-Supplement>
 - Job descriptions (All requests, excluding vacant over 1 year)
 - Other _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Human Resource Manager – Prison (PT)

JOB CODE: 597 **DATE:** 3-2-2026

POSITION #: 00504510

DEPT: Prison

REPORTS TO:

Position # 00504715

Job Title – Field Human Resources Manager

FLSA CLASSIFICATION:

Non-Exempt **Exempt**

WORK SCHEDULE:

Hours/Week: 18

TYPE POSITION:

Full Time **Part Time X**

Temporary **Seasonal**

Intern

Start Time: 08:00 am

End Time: 5:00 pm (Shift work as needed)

Workdays (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Under the supervision of the Office of Human Resources, the Human Resources Manager – Prison, will lead the proactive management of employee relations (ER) across the department, ensuring timely, fair, and consistent resolution of workplace issues. This role builds manager capability, strengthens policy application, mitigates risk, and elevates the employee experience through sound investigations, coaching, and data-informed insights.

The prison is a 24 hour/7 day per week operation, and this position must, on occasion, work hours and/or days other than those noted in the typical work schedule.

REPORTING RELATIONSHIPS

This position reports directly to the Field Human Resources Manager. This position serves as a coach and mentor for supervisory staff positions at the prison and HR Administrator.

ESSENTIAL JOB FUNCTIONS

- Partner with the prison leadership team to understand and execute the department's Human Resources related short and long-term strategies and goals.
- Conduct impartial investigations into employee issues and complaints involving policy violations, harassment, discrimination, retaliation, workplace conflicts, safety concerns, and ethics hotline reports, documents and provide recommendations for appropriate action to HR Field Manager/Director into.
- Coach leaders on performance management, corrective actions, progressive discipline, conflict resolution, and policy application.
- Provide confidential employee and front-line supervisor support, helping resolve issues early to prevent escalation.
- Interpret and apply policies consistently; recommend updates based on legal/regulatory changes and organizational needs. Maintain compliance with federal, state, and local employment laws and regulations, and county policy.
- Support workplace accommodations and leave-of-absence case coordination with HR Office.
- Assist with union-related matters, grievance handling, and labor negotiations where applicable.
- Develop training programs and deliver training content on Human Resources subject matters.
- Develop, review, and revise Human Resources internal policies as related to Title 37.
- Oversee the Prison Leave management programs, specifically focused on FMLA and Worker's Compensation management.
- HRIS Administration as needed for leaves, position management, recruitment, etc.

OTHER OCCASSIONAL TASKS OR DUTIES

- Conduct onboarding and exit interviews.
- Aid in recruiting, interviewing, and hiring processes to ensure compliance with applicable policies.
- Act as a liaison and resource for employee benefits in coordination with the County’s Benefit Manager
- Coordinate and attend job fairs.
- Travel as necessary to other County offices and seminars.
- Ensure compliance with County, State and Federal employment laws to include Title 37, PA Code, Chapter 95.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor’s degree in human resources or a related field and two years of relevant experience. Employee and Labor relations management experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resources management as a Human Resources Generalist
- Knowledge of Labor Relations and grievance management preferred
- Ability to maintain department/employee/prison confidentiality.
- Working knowledge of Federal, State, and local employment, Labor and leave laws.
- Ability to make sound judgements based on facts and data.
- Excellent verbal and written communication skills
- Ability to effectively deal with prison leadership, staff, correctional officers, the Office of Human Resources, other departments, and if required, the inmate population.
- Ability to handle sensitive information and situations in an appropriate and timely manner.
- Proficiency with various computer applications including HRIS, Microsoft Office, etc.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

SHRM certification preferred; Criminal background check; ChildLine check; Driver History; Pre-employment Drug Test, Prison Rape Elimination Act (PREA) check

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Work is primarily sedentary in nature; ability to navigate throughout the Prison including inmate blocks.
- Ability to stand for extended periods of time intermittently to provide training or circulate around the Prison.
- Sit for long periods of time in an office setting.
- Activities performed in a professional secure prison environment.
- Ability to navigate to other County of Lancaster office locations other than the Prison.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee’s Printed Name	Employee Signature	Date

Supervisor’s Printed Name	Supervisor’s Signature	Date

Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on a Salary Board agenda. Please review the attached Form Completion Guide for important information regarding information sought. If additional space is needed to describe your request, you may attach additional information.

Date: 3/27/2026 Department: Human Resources

Submitted by: Christina Peddigree
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Request approval to hire an applicant at an annual salary of \$65,000 which is above the start rate for a Human Resource Manager 911 (600002)

Min: \$61,214.40 Mid: \$76,512.80 Max: \$91,811.20

Grade: N Union: No

2. Effective date (if retroactive, provide justification):

Upon hire

3. Purpose of action request:

Request approval to hire an applicant at an annual salary of \$65,000 which is above the start rate for a Human Resource Manager.

4. Cost: \$57,238.15 Annualized Cost: \$93,012

5. Projected increase/decrease in cost to department:

\$3318 annual increase

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

7. Funding source:

100% PA Act 12 911 funds

8. Budget Services contacted

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

Salary Board Action Request Form

The minimum education and experience required for this position is Bachelor's degree in human resources or a related field and two years of relevant experience. Candidate has 4 years of Human Resources experience and a Masters Degree in Human Resources Management.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

This role involves overseeing HR operations, ensuring compliance with employment laws and county policy, and collaboration with Public Safety leadership to develop and implement HR best practices to achieve departmental goals. This role is instrumental in aiding the 911 center in achieving its mission to provide timely, convenient access to public safety for those in need.

11. Attached: Organization Chart (All requests)
 County Employment Application (New hires above start rate only)
 Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request--Hire-Above-Supplement>
 Job descriptions (All requests, excluding vacant over 1 year)
 Other _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: 9-1-1 Human Resources Manager

JOB CODE: 597 **DATE:** 11/04/2024

POSITION #: 600002

DEPT: A2410

REPORTS TO:

Position # - 00504715

Job Title - Field HR Manager

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 40

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 8:30 **End Time:** 5:00

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

The 9-1-1 Human Resources (HR) Manager is responsible for overseeing all HR functions for the 9-1-1 emergency communications center (ECC). This role includes talent acquisition and retention, employee relations, training and development, performance management, absence management, and worker's compensation, ensuring compliance with policies and regulations. While directly reporting to the Field Human Resources Manager of Lancaster County Human Resources Department, the 9-1-1 HR Manager works closely with both the 9-1-1 operations team and the county HR department to support staffing needs, improve employee satisfaction, and maintain an efficient and well-functioning team of emergency dispatchers and related personnel.

REPORTING RELATIONSHIPS

The 9-1-1 Human Resources (HR) Manager reports to the Field Human Resources Manager.

ESSENTIAL JOB FUNCTIONS

Talent Acquisition & Retention

- Coordinate recruitment and retention program for emergency communications staff, including job postings, pre-employment screening and pre-employment testing, interviews, and selection.
- Collaborate with 9-1-1 ECC management to forecast staffing needs based on operational demands.
- Collaborate with the HR Department to implement retention strategies to reduce turnover and improve employee satisfaction.
- Develop and maintain relationships with local educational institutions, employment centers, veterans affairs offices, emergency services agencies, and talent pools to recruit qualified candidates.

Employee Relations

- Serve as the primary point of contact for HR-related matters for 9-1-1 ECC personnel, including emergency dispatchers, supervisors, and leadership.
- Collaborate with the County HR department to address and resolve employee conflicts, grievances, and disciplinary matters in alignment with County of Lancaster human resources policies.
- Conduct investigations into workplace incidents and recommend appropriate actions.

- Leverage the full potential of County of Lancaster HR department resources to support and advocate for employee wellness initiatives to address the unique challenges of high-stress emergency communication roles, including behavioral health support and holistic fitness/wellness programs.

Performance Management & Development

- Collaborate with 9-1-1 ECC management to develop clear staff performance metrics and appraisals for emergency communication staff.
- Coordinate the completion of the employee performance review process and provide guidance for improvements or corrective actions.
- Work with the 9-1-1 Training Supervisor to create and implement ongoing training programs to ensure skill development and compliance with both PEMA and all applicable HR regulatory standards.
- Support leadership development by identifying and scheduling leadership as well as business/management training.

Policy Compliance & Administration

- Ensure HR activities comply with Lancaster County, Commonwealth of Pennsylvania, and federal labor laws and regulations.
- Maintain and update employee files, ensuring confidentiality and accuracy.
- Provide support for 9-1-1 ECC staff grievances as needed.
- Acts as a liaison and resource for employee benefits in coordination with the County's Benefit Manager.

Absence Management and Payroll

- Collaborate with payroll and finance teams to ensure accurate and timely salary and overtime payments.
- Administer all Leaves of Absences including FMLA, Short Term Disability, and Worker's Compensation

OTHER SPECIFIC TASKS OR DUTIES

- Foster a positive workplace culture & proactive staff engagement.
- Coordinate employee engagement activities, including recognition programs and team-building events.

Communication & Liaison:

- Act as a liaison between the 9-1-1 center, external agencies, and the Human Resources department, and other county departments for HR administrative needs.
- Contact various agencies to schedule and conduct 9-1-1 telecommunicator recruiting and retention events.
- Coordinate onboarding and exit interviews.

MINIMUM QUALIFICATIONS

Bachelor's degree in human resources or a related field, with two years of relevant experience, or any equivalent combination of education and experience. Public sector experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Human Resource Information Systems.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Ability to handle confidential information with discretion.
- Strong knowledge of employment laws, labor relations, and HR best practices. Familiarity with emergency communications environments or 9-1-1 operations is a plus

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

- Must successfully obtain PA State Police Background Check, as well as PA HHS Child Abuse Clearances.

- A person in this position may not have been convicted, plead guilty, or plead no contest to a felony or serious misdemeanor.
- Must consent to and pass a drug screening.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- This is a primarily office-based position but may require occasional visits to different shifts or operations centers.
- The ideal candidate must have the ability to work in a high-pressure, 24/7 environment, responding to HR needs for both day and night shifts.
- An employee in this class must be able to communicate, sit, stand, walk, reach, and twist frequently. Therefore, employee must be able to pull, push, kneel, and squat occasionally. Lifting up to 10 pounds will be performed frequently.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

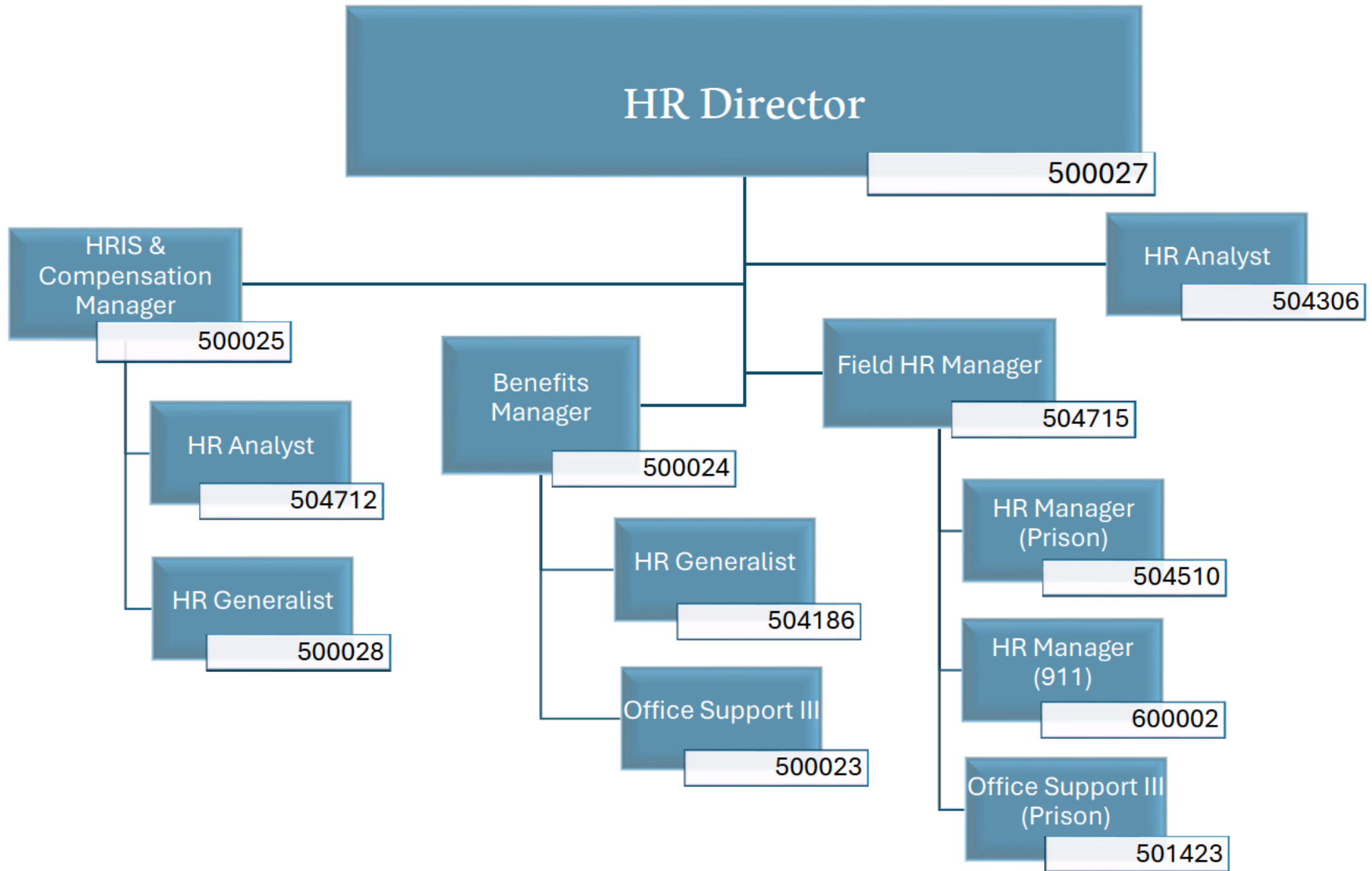
Date

Supervisor's Printed Name

Supervisor's Signature

Date

Department of Human Resources



Salary Board Action Request Form

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Date: 3/23/2026 Department: Prison

Submitted by: Miguel A. Castro - Deputy Warden
(Name and Title)

1. State action submitted for approval (no acronyms, please):

Request approval to hire internal applicant [REDACTED] at an annual salary of \$64,428 resulting in a 5% increase for promotion to Corrections Sergeant -- Prison.

Min: \$28.03 Mid: \$35.03 Max: \$42.04

Grade: M Union: N/A

2. Effective date (if retroactive, provide justification):

April 20, 2026

3. Purpose of action request:

To provide a 5% increase coinciding with a promotion to Corrections Sergeant to fill a vacant position.

4. Cost: \$60,383 (S&B) in 2026 Annualized Cost: \$92,351 (S&B)

5. Projected increase/decrease in cost to department:

The position was budgeted for 2026 at an annualized cost of \$102,569 (S&B of previous incumbent), of which \$98,624 remains budgeted but unspent for this position. The applicant, if the 5% salary increase is approved, will be budgeted at \$60,383 (S&B) for the remainder of 2026. This is a savings to the Count of approximately \$38,240 in 2026.

6. Is the cost of the request included in the current dept. budget? Yes No If not, describe how cost will be covered:

The costs will be covered due to the position being budgeted for 2026, but vacated 1/7/2026.

7. Funding source:

General Funding

8. Budget Services contacted

Salary Board Action Request Form

9. Provide justification for this request by providing comparison data such as survey information, caseload data, national averages/benchmarks, etc.

The applicant is currently a Correctional Officer (CO) at the Lancaster County Prison (LCP) whose current salary is 5% above that of the starting rate for a Corrections Sergeant. The applicant is transferring from a bargaining to non-bargaining position and per the Salary Administration Plan their current rate of pay will be reduced by 5%. However, this action should be recognized as a promotion based on the rank structure of LCP as well as assuming the responsibilities of a supervisor; therefore, they should receive a 5% increase in pay.

Starting Rates	July 2025
Correctional Officer	\$29.50
Corrections Sergeant	\$28.03

The position is the first line supervisor overseeing staff and inmate operations in a 24-hour, 7-days a week correctional facility. They have direct supervision authority of approximately 40 - 60 correctional officers. Essential functions include, but are not limited to, ensuring inmate safety and security; coordinating inmate movement to include new commitments and releases. This position is responsible for the day-to day security and operational supervision of the inmate population. The Corrections Sergeant has the authority and responsibility of ensuring that Prison and County policies as well as State and Federal laws are enforced. Sergeants may assume operational authority as the shift commander in the absence of a lieutenant, acting on behalf of Prison Administration.

10. Briefly describe the impact of this request on productivity/efficiency and list expected measurable results.

Failure to approve this request will result in the loss of a qualified candidate with unlimited potential.

11. Attached: Organization Chart (All requests)
 County Employment Application (New hires above start rate only)
 Hire above supplement (All new hires above start rate, permanent increases, and reclassifications) <https://lcpaemployees.org/DocumentCenter/View/3460/Salary-Board-Action-Request---Hire-Above-Supplement>
 Job descriptions (All requests, excluding vacant over 1 year)
 Other _____

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Corrections Sergeant

JOB CODE: 082 **DATE:** July 2021

POSITION #:

DEPT: Prison

REPORTS TO:

Position # -

Job Title – Corrections Lieutenant

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 40 hours. 24/7 facility. Shift and schedules are assigned as needed

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: TBD

End Time: TBD

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This is a supervisory position with the responsibility of overseeing the correctional officer staff who are responsible for the operational security in a 24-hour, 7-days a week prison. Under direction, the incumbent oversees operations of a correction facility; supervising the activities correctional officers; ensuring the care, custody, and control of the inmate population. Responsibilities include coordinating inmate movement; new commitments and release of inmates, day-to-day supervision of assigned staff and shift specific tasks in addition to the overall security and operation of the Lancaster County Prison and other work as required. The Corrections Sergeant will provide guidance and direction to ensure that Prison policies and procedures are enforced. May assume responsibilities of Shift Commander as needed.

REPORTING RELATIONSHIPS

Reports directly to the shift commander, Corrections Lieutenant with direct supervision of correctional officers responsible for the oversight of the inmate population.

ESSENTIAL JOB FUNCTIONS

1. Supervise the staff and activities in a corrections facility which houses pre-trial and sentenced inmates.
2. Maintain facility security through regular inspections to ensure compliance with governing regulations and standards relating to facility maintenance and health and safety of inmates.
3. Maintain established staffing levels by arranging staff work schedules, shift coverage, and overtime approval.
4. Ensure that correctional staff are fully trained, and that proper conduct, actions and procedures are followed.
5. Review and provide guidance on written reports prepared by Correctional Officers.
6. Evaluate the work performance of correctional staff.
7. Handle a variety of employee actions such as training, awards, discipline, grievances, and time off requests.
8. Supervise the movement of inmates to include new commitments and release.
9. Prepare and distribute daily and reoccurring reporting.
10. Assist as needed with inmate medical and chaplain services.
11. Coordinate and assist with inmate services programs.

12. Investigate inmate involved incidents, policy violations, irregular, or suspicious occurrences, and take or recommend action as appropriate.
13. Ensure daily compliance with Title 97, Chapter 95, PA Code.
14. Assume responsibilities of Shift Commander as needed.
15. Must be able to work mandatory overtime.

OTHER SPECIFIC TASKS OR DUTIES

1. Ensure completion of shift reporting requirements to include attendance, evaluations, incident reports, routine investigation, and staff assignment.
2. Correcting inappropriate staff performance/behavior, deals directly with operational concerns/needs.
3. Performing miscellaneous operational duties and responding to emergency situations.
4. Must attend all training and supervisory meetings on a regular basis.
5. Establish and maintain a working relationship with internal and external law enforcement departments.
6. Other duties as needed.

MINIMUM QUALIFICATIONS

High school diploma or equivalent

Eighteen (18) or more months experience as a Correctional Officer or a field related to Corrections; or any relevant equivalent combination of education, experience and training that provides the required knowledge, skills, and ability to perform the essential functions of this job.

Pre-Employment qualification: Successfully complete Agility, Educational, and Psychological Testing unless the applicant holds a supervisory position or a Correctional Officer position within the Lancaster County Prison.

Must receive certification in OC, Axon Camera, Taser use, and any other equipment required to be used in a supervisory capacity. All must be carried daily.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to evaluate the work of others.

Demonstrated decision making skills.

Effective communication skills, both oral and written

Problem-solving skills

Knowledge of prison procedures, protocol, rules/regulations, security operations.

Be familiar with correctional security posts.

Be familiar and able to implement Emergency Plans.

Be familiar with labor management issues, the Collective Bargaining Agreement (CBA), and Human Resources policies.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

Valid driver's license required

PREA background check

PA Child Abuse History Record (Childline & Abuse registry)

Clean criminal background

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Ability to maintain good physical fitness, withstand standing, walk, run, climbing upstairs, or sitting periodically for (8) eight hours or more.
2. Lifting emergency equipment more than fifty (50) pounds (e.g., Scott Air Pack, fire extinguisher, defibrillator) and performing assisted lifting of inmates.
3. Apply handcuffs and other restraint devices.
4. Operate a motor vehicle.
5. Carry and discharge Taser and/or chemical agents.
6. Must be able to withstand periods of high stress and mental pressure.

7. Capable of performing acceptable levels of self-defense techniques and restraint of assaultive inmates is mandatory.
8. Must be able to wear the required equipment on a full duty belt.
9. This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B is provided.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

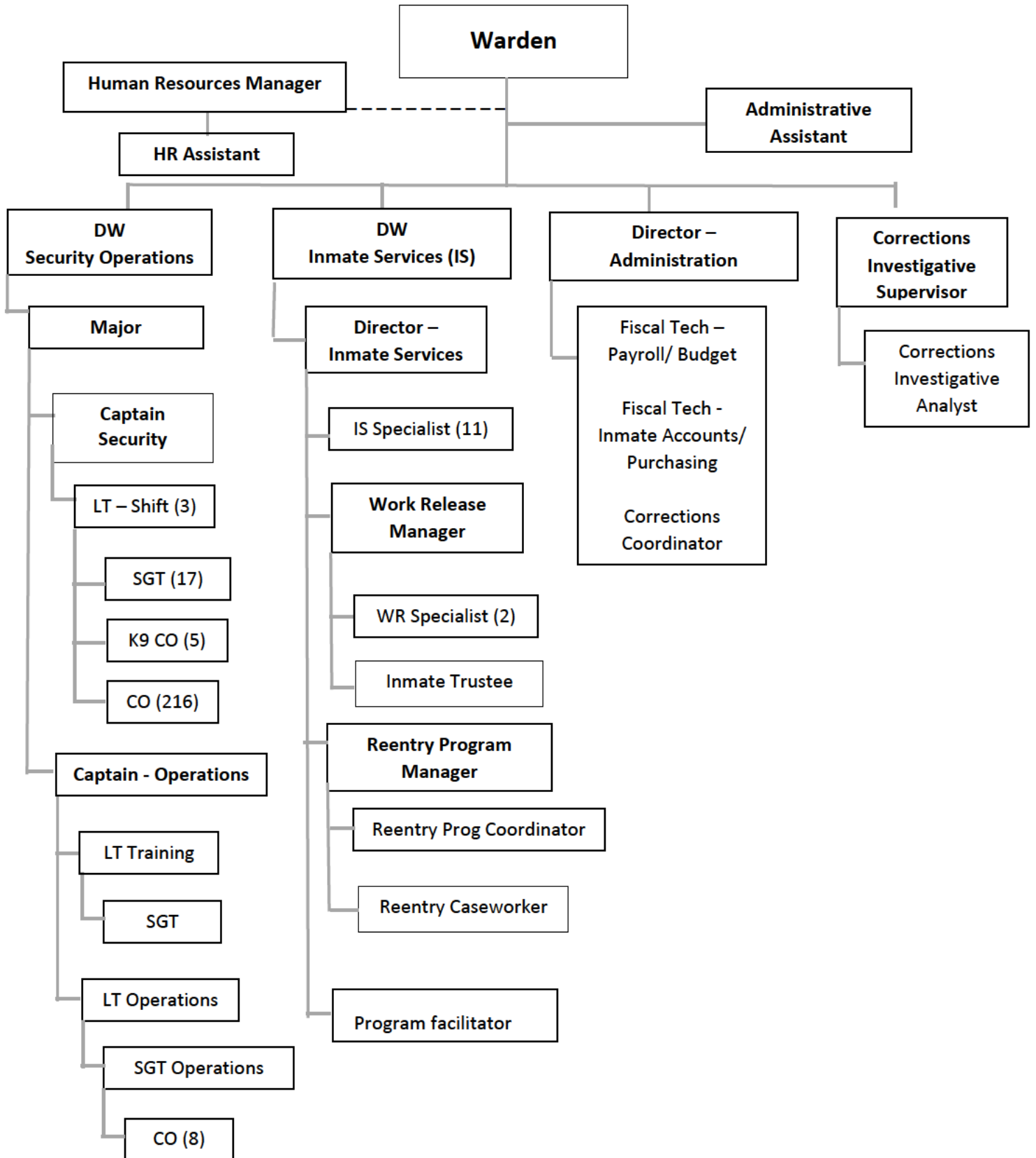
Date

Supervisor's Printed Name

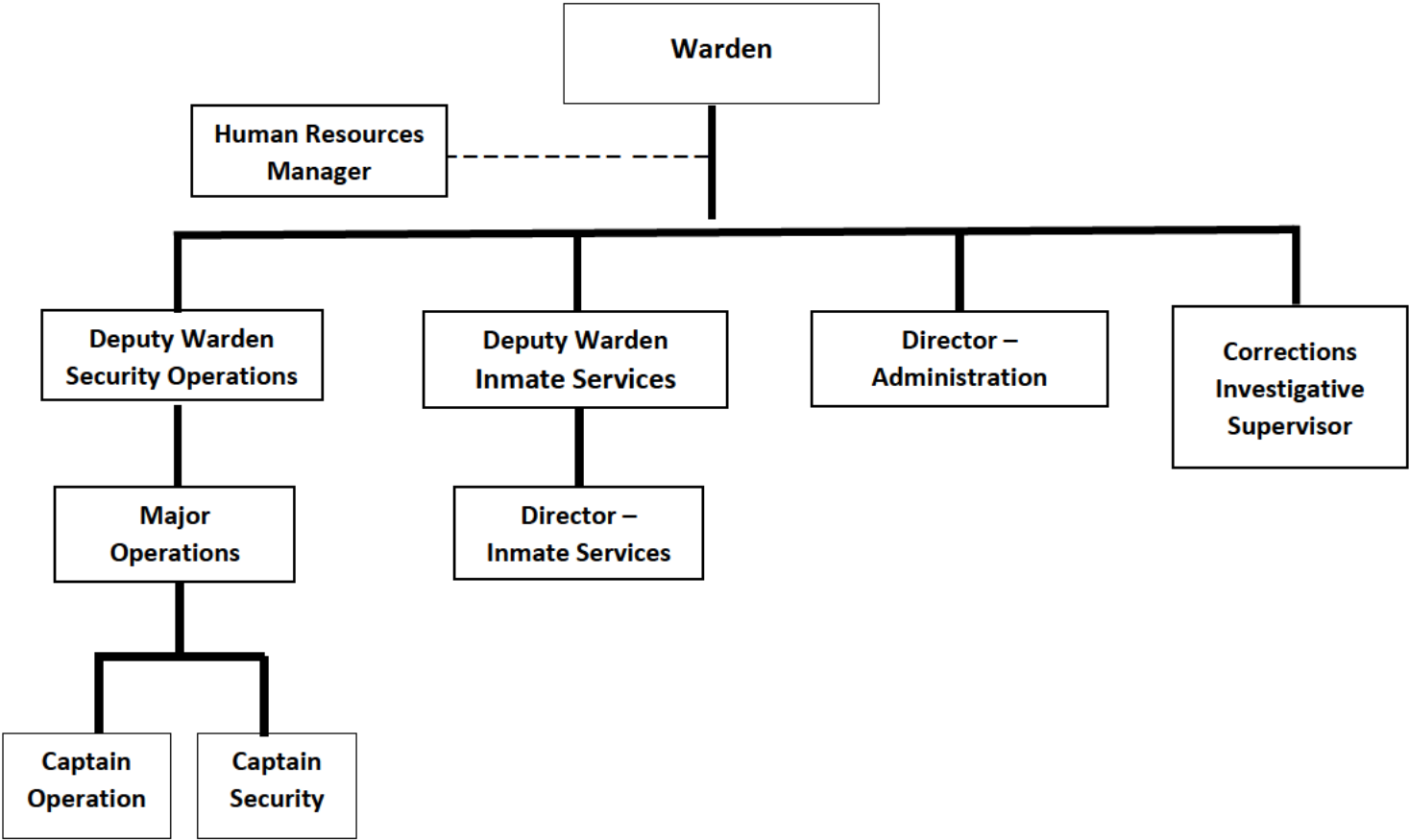
Supervisor's Signature

Date

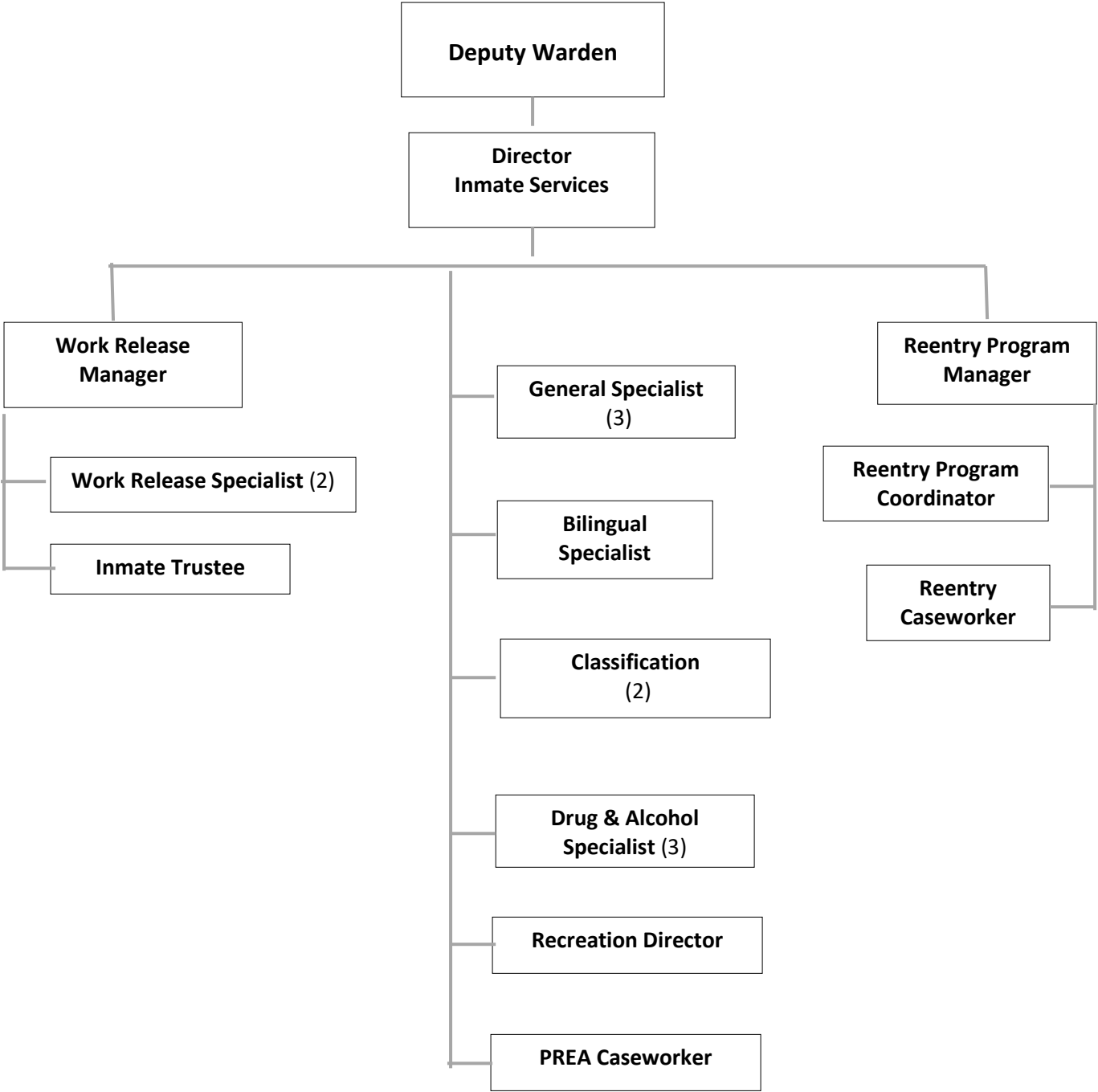
ORGANIZATIONAL CHART



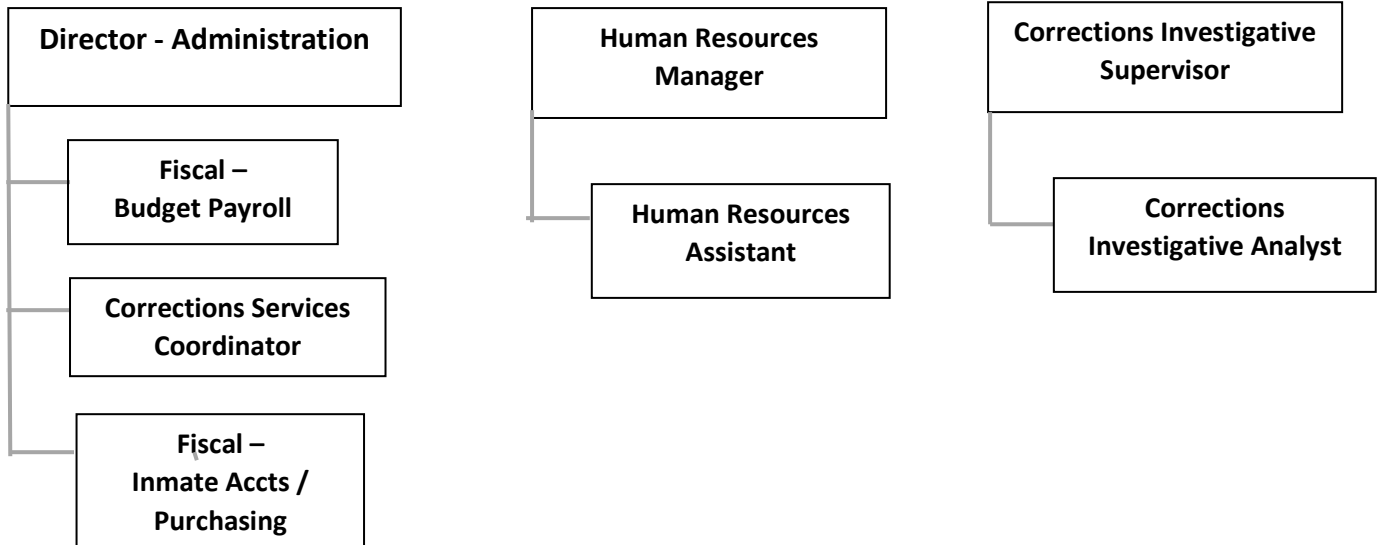
PRISON ADMINISTRATION



Inmate Services



Administration & Investigations



Security Operations

Deputy Warden

Major

Captain - Security

Captain - Operations

1st Shift Commander
LT

1st Shift Sergeants
(5)

Correctional
Officers (61)

2nd Shift Commander
LT

2nd Shift Sergeants
(6)

Correctional
Officers (80)

K9 Correctional Officers (5)

3rd Shift Commander
LT

3rd Shift Sergeants
(5)

Correctional
Officers (75)

LT Operations

Sergeant Operations

Records
Correctional
Officers (6)

Supply
Correctional
Officers (2)

LT Training

Sergeant Training