

Minutes of the  
Monthly Meeting of the  
Lancaster County Salary Board  
March 1, 2021

The meeting was called to order by Commissioner Joshua Parsons at 1:30 p.m. in the Human Resources Training Room at the Lancaster County Offices, 150 North Queen Street.

Members Present: Commissioner Joshua Parsons, Commissioner Ray D'Agostino, Commissioner Craig Lehman, and Controller Brian Hurter.

Others Present: Anthony Kern, Christie Jolly, Larry George, Lisa Colon, Carter Walker, and Diana Rivera.

Controller Hurter moved to approve the minutes of the monthly meeting of February 8, 2021. Commissioner D'Agostino seconded. The motion carried unanimously.

Elected Officials and Department Heads requested approval to post the following full-time and part-time positions, effective March 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.

- APPS: Probation Officer (503330), TMS Grade 80, Vacant
- APPS: Probation Officer Sr. (504029), TMS Grade 82, Vacant
- APPS: Probation Officer Sr. (500889), TMS Grade 82, Vacant as of 3/31/2021
- APPS: Probation Officer Sr. (504025), TMS Grade 82, Vacant as of 5/21/2021
- APPS: Probation Officer Supv. (500920), Grade E17, Vacant as of 5/28/2021
- BHDS: Caseworker (502987), Grade N18, Vacant
- Controller: Auditor/Accountant (500195), Grade E11, Vacant
- Controller: Accountant Junior (500210), Grade N17, Vacant
- Court Reports: Secretary (500701), Grade N10, Vacant
- Children & Youth: Caseworker (504632), Grade 73, Vacant as of 3/29/2021
- Children & Youth: Caseworker (504559), Grade 73, Vacant
- District Attorney: Clerical Specialist III (501078), LIU Grade 43, Vacant
- District Attorney: Paralegal (504602), LIU Grade 44, Vacant
- District Attorney: Legal Secretary (503693), LIU Grade 43, Vacant
- District Attorney: Asst. District Atty (503785), TM2 Grade 51, Vacant
- District Attorney: Asst. District Atty (502883), TM2 Grade 51, Vacant as of 3/31/2021
- Domestic Relations: Hearing Officer Secretary (500788), Grade N11, Vacant
- Domestic Relations: Secretary Senior (500745), Grade N11, Vacant
- Facilities Mgmt: PT Seasonal PT Bi-Lingual Mosquito Control Education Tech

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- (504650), \$18.50/hr
- Facilities Mgmt: Two PT Seasonal Mosquito Technicians (504651,504652), \$12.25/hr
- MDC 02-2-06: MDC Clerk (501094), Grade N10, Vacant
- Property Assessment: Clerical Specialist III (500073), Grade N12, Vacant
- Prothonotary: Clerical Specialist I (501028), LIU Grade 41, Vacant
- Public Defender: Investigator (504180), LIU Grade 44, Vacant
- Purchasing: Assistant Buyer (503825), Grade N17, Vacant

Following discussion, Commissioner D'Agostino moved to approve. Controller Hurter seconded. The motion carried unanimously.

Robert Devonshire and John Ulaky, Facilities Management, requested approval to reclassify two full-time Maintenance Worker II positions (500285 and 500286), Grade N15, to Building Maintenance Mechanic, Grade N17, effective March 1, 2021. This action will result in incumbents (25250 and 20716) receiving a 5% increase. Mr. Ulaky noted that they will leave a part-time position that is not currently being utilized unfilled this year to cover funding for these positions. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Lon Wible, Office of Aging, made the following requests:

- a. Requested approval to create one full-time Assistant Chief Caseworker position, Grade E13, 37.5 hours/week, effective March 1, 2021 with approval to post and fill the position prior to the expiration of the hiring freeze.
- b. Requested to create two full-time Caseworker Senior positions, Grade N22, 37.5 hours/week, effective March 1, 2021 with approval to post and fill the positions prior to the expiration of the hiring freeze.

Following discussion, Controller Hurter moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Christina Hausner, Solicitor's Office, made the following requests:

- a. Requested approval to create one full-time Administrative Secretary Senior position, Grade N17, 37.5 hours/week, effective March 21, 2021. Following discussion, there was an additional request that approval to post and fill the position be contingent upon existing 2021 budget funding being identified and available to fully cover the additional cost.
- b. Requested approval to reclassify the Administrative Assistant position (504077) from Grade N19, non-exempt to Office Manager II, Grade E12,

exempt, effective March 1, 2021. This action will result in the incumbent (21566) receiving a 5% increase.

Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Lawrence George, Commissioner's Office, on behalf of Human Resources, requested approval to hire applicant (76246) above the starting pay rate for the Director of Human Resources position (500027), Grade E25, at an annual salary of \$84,000, effective March 29, 2021. The minimum/maximum pay range for this position is \$70,657.60/\$117,748.80. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Lawrence George, Commissioner's Office, requested approval to end the County's current hiring freeze on vacant positions, which will also be approved at a future Commissioner's meeting, effective March 31, 2021. Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Christy Jolly noted that Human Resources compiled a list of positions that have been vacant for more than two years and that list was sent to the departments for review. She stated that departments were asked to review those positions and let Human Resources know if they should eliminate or keep, with the understanding that they may be asked to come to Salary Board at a future date to request to maintain the positions.

Commissioner D'Agostino moved to adjourn the meeting at 2:16 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for April 5, 2021 at 1:30 p.m.

Respectfully submitted,

Brian K. Hurter  
Secretary