

MEETING NOTICE

The Jefferson County Salary Board will convene on Tuesday, December 17, 2024 at 11:30 a.m. in the Large Conference room at Jefferson Place for the purpose of conducting any business that may properly come before the board.

SALARY BOARD MEETING

December 17, 2024 – 11:30 a.m.

I. Call to Order

II. Unfinished Business

III. Compensation and Positions

1) a. Motion by _____, second by _____, to increase the salary/wage/base rates of designated county employees/positions by .55/hour, effective January 1, 2025, excluding previous agreements, CBAs and/or MOUs.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

b. Motion by _____, second by _____, to exclude the Sheriff's Department Office Manager from the 2025 pay increase due to a wage adjustment earlier in 2024.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____ Bartley _____

2) Motion by _____, second by _____, to establish the wage for Seasonal Employees and Interns at \$12.00 per hour, effective January 1, 2025.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

3) Motion by _____, second by _____ to establish the stipend for members of the Assessment Appeals Board and the Official Count Board at \$100 per day.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

4) Motion by _____, second by _____, to establish mileage reimbursement at .60/mile.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

5) Motion by _____, second by _____, to establish staffing levels for county departments (attached).

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

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6) Motion by _____, second by _____, to establish On-Call non-union rates until changed or rescinded:

Domestic Rel, Probation, Sheriff, District Atty, Jail, 911/EMS, Maintenance - \$225.00/week
CYS Supervisor - \$25.00/day (weekend/holiday \$50.00/day)

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

7) Motion by _____, second by _____, to reclassify the EMA Administrative Assistant to Department Clerk effective January 1 2025.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

8) Motion by _____, second by _____, to establish the position of CYS Department County Case Manager at an annual salary of \$53,742.00 effective January 1 2025.

North _____ Humes _____ Pisarcik _____ VanSteenberg _____

No actions herein shall contravene agreements, CBAs and/or MOUs.

IV. Other Business

V. Adjournment

<u>Department Export</u>	<u>Title</u>	<u>Hours</u>	<u>WC Code</u>	<u>Dept. #</u>	<u>Title #</u>
AUD - Auditors	Elected Auditor	Elected		4135	010
COMM - Commissioners	Commissioner	Elected		4110	010
COR - Coroner	CORONER	Elected		4185	010
DA - District Attorney	District Attorney	Elected		4186	010
PROTH - Prothonotary	Prothonotary	Elected		4188	010
R&R - Register & Recorder	Register & Recorder	Elected		4189	010
SHER - Sheriff	Sheriff	Elected		4190	010
TAX COLL - Tax Collectors	Tax Collector	Elected		4145	010
TREAS - Treasurer	County Treasurer	Elected		4150	010
C&Y - Children and Youth	CYS Solicitor	Exempt		4420	020
COMM - Commissioners	Chief Clerk	Exempt 7		4110	020
CRTS - Courts	Law Clerk	Exempt		4180	020
DA - District Attorney	Victim Services Coordinator	7.5		4186	020
DOD - Department of Development	Development Specialist			4651	020
FINANC - Finance	Chief Financial Officer	Exempt 7		4130	020
PD - Public Defender	Public Defender	Exempt		4191	020
C&Y - Children and Youth	County Administrator I	Exempt 7.5		4420	030
ECON DEV - Economic Development	DIRECTOR	Exempt 7		4650	030
DOD - Department of Development	DIRECTOR	Exempt 7		4651	030
TOURISM - Department of Tourism	DIRECTOR	Exempt 7		4660	030
DRO - Domestic Relations	DIRECTOR	Exempt 7		4182	030
EMA - Emergency Management	DIRECTOR	Exempt 7		4290	030
HR - Human Resources	DIRECTOR	Exempt 7		4131	030
INFO SYS - Information Systems	DIRECTOR	Exempt 7		4125	030
JAIL - Jail	Warden	Exempt 7		4230	030
JPO - Juvenile Probation	Chief Probation Officer	Exempt 7		4234	030
MAINT - Maintenance	DIRECTOR	Exempt 7		4160	030
TC ASMT - Tax Assessment/Tax Claim	DIRECTOR	Exempt 7		4140	030
VA - Veterans Affairs	DIRECTOR	Exempt 7		4495	030
911 - 911	Asst Director of Emergency Services	Exempt		4292	040
C&Y - Children and Youth	Interim CYS Director (County Casework Manager)	7.5		4420	040
DA - District Attorney	Asst District Attorney	Exempt		4186	040
JAIL - Jail	Deputy Warden	Exempt 7		4230	040
911 - 911	SUPERVISOR	12	Clerical	4292	050
APO - Adult Probation	SUPERVISOR	Exempt 7		4231	050
C&Y - Children and Youth	SUPERVISOR (CLERICAL)	Exempt 7.5		4420	050

JPO - Juvenile Probation	SUPERVISOR	7			4234	050
C&Y - Children and Youth	SUPERVISOR (FISCAL TECH)	Exempt 7.5			4420	051
C&Y - Children and Youth	SUPERVISOR	7.5			4420	052
TC ASMT - Tax Assessment/Tax Claim	Chief Assessor	7		Salesman	4140	060
TC ASMT - Tax Assessment/Tax Claim	GIS/Field Assessor	7			4140	061
TC ASMT - Tax Assessment/Tax Claim	Field Assessor	7		Salesman	4140	062
INFO SYS - Information Systems	IT Technician	7		Salesman	4125	063
C&Y - Children and Youth	Program Specialist I	7.5		Salesman	4420	064
C&Y - Children and Youth	Caseworker III	7.5		Salesman	4420	065
C&Y - Children and Youth	Caseworker II	7.5		Salesman	4420	066
C&Y - Children and Youth	Caseworker I	7.5		Salesman	4420	067
C&Y - Children and Youth	Case Aide II	7.5		Salesman	4420	068
C&Y - Children and Youth	Case Aide I	7.5		Salesman	4420	069
EMA - Emergency Management	Emergency Management Planner	7		Salesman	4290	070
DA - District Attorney	County Detective	PT		Police & Fire	4186	080
JAIL - Jail	Lieutenant	12		Police & Fire	4230	081
JAIL - Jail	Sergeant	12		Police & Fire	4230	082
JAIL - Jail	Corrections Officer	12		Police & Fire	4230	083
APO - Adult Probation	Probation Officer	7		Police & Fire	4231	084
JPO - Juvenile Probation	Probation Officer	7		Police & Fire	4234	084
SHER - Sheriff	Chief Deputy	7		Police & Fire	4190	085
SHER - Sheriff	Sergeant			Police & Fire	4190	086
SHER - Sheriff	Deputy Sheriff	8		Police & Fire	4190	087
MAINT - Maintenance	Maintenance Worker	8		MAINT	4160	090
FINANC - Finance	Staff Accountant/Payroll Coordinator	7		Clerical	4130	100
DRO - Domestic Relations	Deputy Director	7		Clerical	4182	101
CRTS - Courts	Court Recorder	7		Clerical	4180	102
C&Y - Children and Youth	Fiscal Technician	7.5		Clerical	4420	103
C&Y - Children and Youth	Fiscal Assistant	7.5		Clerical	4420	104
C&Y - Children and Youth	Clerk Typist III	7.5		Clerical	4420	105
911 - 911	911 Dispatcher	12		Clerical	4292	106
C&Y - Children and Youth	Clerk Typist II	7.5		Clerical	4420	107
CRTS - Courts	Judge's Secretary	7		Clerical	4180	108
DA - District Attorney	Legal Assistant	7		Clerical	4186	109
JAIL - Jail	Records Manager	8		Clerical	4230	110
PROTH - Prothonotary	DEPUTY (CLERK OF COURTS)	7		Clerical	4188	111
PROTH - Prothonotary	DEPUTY (PROTHONOTARY)	7		Clerical	4188	111

R&R - Register & Recorder	DEPUTY (ORPHAN COURTS)	7	Clerical	4189	111
R&R - Register & Recorder	DEPUTY (RECORDER OF DEEDS)	7	Clerical	4189	111
TREAS - Treasurer	DEPUTY (1ST)	7	Clerical	4150	111
TREAS - Treasurer	DEPUTY (2ND)	7	Clerical	4150	111
DA - District Attorney	Legal Secretary	7	Clerical	4186	112
PD - Public Defender	Legal Secretary I	7	Clerical	4191	112
VA - Veterans Affairs	Claims Coordinator	PT	Clerical	4495	113
APO - Adult Probation	Administrative Assistant	7	Clerical	4231	114
EDJ - Eastern DJ	Administrative Assistant	7	Clerical	4082	114
JPO - Juvenile Probation	Administrative Assistant	7	Clerical	4234	114
SDJ - Southern DJ	Administrative Assistant	7	Clerical	4081	114
WDJ - Western DJ	Administrative Assistant	7	Clerical	4082	114
APO - Adult Probation	Clerical II	7	Clerical	4231	115
DRO - Domestic Relations	Enforcement Officer	7	Clerical	4182	116
DRO - Domestic Relations	PACES Coordinator	7	Clerical	4182	117
FINANC - Finance	Accounts Payable Technician	7	Clerical	4130	118
SHER - Sheriff	Office Manager	7	Clerical	4190	119
COMM - Commissioners	Voter Registration/Elections Clerk	7	Clerical	4110	120
DA - District Attorney	Department Clerk	7	Clerical	4186	120
ECON-DEV - Economic Development	Department Clerk	7	Clerical	4650	120
EMA - Emergency Management	Department Clerk	7	Salesman	4290	120
PROTH - Prothonotary	Department Clerk	7	Clerical	4188	120
R&R - Register & Recorder	Department Clerk	7	Clerical	4189	120
SHER - Sheriff	Department Clerk		Clerical	4190	120
TC-ASMT - Tax Assessment/Tax Claim	Department Clerk	7	Clerical	4140	120
DRO - Domestic Relations	Intake/Interstate Worker	7	Clerical	4182	121
CRTS - Courts	Tipstaff	PT	Clerical	4180	122
GRTS - Courts	Work Release Records Coordinator	PT	Clerical	4180	123
JAIL - Jail	Assist. Records Coordinator/Receptionist	7	Clerical	4230	124
JAIL - Jail	Receptionist	7	Clerical	4230	125
COR - Coroner	Deputy Coroner	PT		4185	150
COR - Coroner	Coroner Driver	PT		4185	151