

BUTLER COUNTY SALARY BOARD

Wednesday, March 17, 2021

10:00 a.m.

MINUTES

PRESENT

Commissioner Leslie Osche, Chairman
Commissioner Kimberly Geyer
Commissioner Kevin Boozel
Controller Ben Holland, Secretary
Register Sarah Edwards¹
Prothonotary Kelly Ferrari¹
Treasurer Diane Marburger¹
Sheriff Mike Slupe¹
H. William White, Solicitor
Lori Altman, Chief Clerk, Human Resources

Ann Brown, Commissioner's Office
Maria Malloy, Commissioner's Office
Lori Shah, Commissioner's Office
Pam Hammonds, Commissioner's Office
Leslie Powers, Controller's Office
Kristin Wilson, Controller's Office
Linda Sell, Controller's Office
Candace Graff, Court Administration
Aaron Sheasley, Elections
Steve Bicehouse, Emergency Services
Brandon Savochka, Human Services
Amanda Feltenberger, Human Services
Bill Kepple, Human Services
Mark Gordon, Planning
Kevin Gray, Planning
Doug Ritson, Probation
Harry Callithen, Sheriff's Office
Paula Grubbs, Butler Eagle

CALL TO ORDER

Chairman Leslie Osche called the public meeting to order at 10:01 a.m. in the Government Center Annex Large (Planning) Conference Room, Butler County Government Center Annex, 124 W. Diamond Street, Butler, PA.

PUBLIC COMMENT

No public comment was made.

APPROVAL OF THE MINUTES

Mr. Boozel motioned to approve the minutes from October 28, 2020, December 23, 2020, and January 4, 2021; seconded by Ms. Geyer. Motion carried unanimously.

¹ Whenever the board shall consider the number or salaries of the deputies or other employees of any county officer, such officer shall sit as a member of the board, as long as any matter affecting the office is under consideration and no longer.

NEW BUSINESS

Ratification of the following action:

Elections

Creation: Registrar
Hourly Rate: \$15.8922 / hour (per CBA)
Effective Date: 02/12/2021
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Approval of the following action:

Human Resources

Fix Salary: Workers Compensation Coordinator, Pay Grade 5 (18.14—25.40)
Hourly Rate: \$19.5000 / hour
Effective Date: 03/01/2021
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Property & Revenue

Creation: Mapper
Hourly Rate: \$22.7423 / hour (per CBA)
Effective Date: 02/09/2021—04/23/2021
Status: Full Time (Benefits, Retirement)

Mr. Boozel motioned to approve; seconded by Ms. Geyer. Motion carried unanimously.

Creation: Chief Assessor, less than 1,000 hours
Hourly Rate: \$25.0000 / hour
Effective Date: 03/02/2021
Status: Part Time, Temporary (No Benefits, No Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Creation: Administrative Assistant I, Pay Grade 5 (18.14—25.40)
Hourly Rate: \$21.7700 / hour
Effective Date: 02/22/2021
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Information Technology

Mr. Venturini is requesting the following job description be evaluated by a third party:

- IT Manager

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Human Services

Elimination: MH Specialist I / Emergency
Hourly Rate: \$26.7618 / hour (per CBA)
Effective Date: 03/17/2021
Status: Full Time (Benefits, Retirement)

Elimination: MH Specialist I / CASSP
Hourly Rate: \$26.7618 / hour (per CBA)
Effective Date: 03/17/2021
Status: Full Time (Benefits, Retirement)

Elimination: MH Specialist I / BHRS
Hourly Rate: \$26.7618 / hour (per CBA)
Effective Date: 03/17/2021
Status: Full Time (Benefits, Retirement)

Creation: (3) MH Specialist I
Hourly Rate: \$26.7618 / hour (per CBA)
Effective Date: 03/17/2021
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Prison

Creation: Shift Commander, Pay Grade 9 (23.49—32.88)
Hourly Rate: \$31.6702 / hour
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Ms. Geyer motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Register

Elimination: Clerk Typist II
Hourly Rate: \$20.2240 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Creation: Account Clerk II
Hourly Rate: \$21.3461 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Ms. Edwards motioned to approve; seconded by Mr. Holland. Motion carried unanimously.

Prothonotary

Elimination: (6) Clerk Typist II
Hourly Rate: \$20.2240 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Creation: (6) Account Clerk II
Hourly Rate: \$21.3461 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Ms. Ferrari motioned to approve; seconded by Mr. Holland. Discussion ensued.

Ms. Ferrari voted in favor of the motion; Mses. Osche and Geyer and Messrs. Boozel and Holland opposed the motion. Motion failed with one vote in favor; and four votes opposed.

Treasurer

Elimination: Reconciliation Clerk I
Hourly Rate: \$23.1230 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Creation: Accounts Clerk II
Hourly Rate: \$20.7431 / hour (per CBA)
Effective Date: 03/14/2021
Status: Full Time (Benefits, Retirement)

Ms. Marburger requested the action be tabled.

Ms. Marburger is requesting the following job description be re-evaluated by a third party:

- First Deputy Treasurer
- Second Deputy Treasurer

Ms. Marburger motioned to approve; seconded by Mr. Boozel. Discussion ensued.

Ms. Marburger requested the action be tabled.

Controller

Creation: Internal Auditor II
Hourly Rate: \$20.5192 / hour (per CBA)
Effective Date: 01/23/2021—06/23/2021
Status: Full Time (Benefits, Retirement)

Mr. Holland motioned to approve; seconded by Mr. Boozel. Motion carried unanimously.

Amending the Compensation Policy:

Amend Section II

The Compensation Policy shall guide the Salary Board in setting the pay rates for all Non-Union County employees that are either a new hire, are transferring positions, or have a change in status. The policy is designed to help establish pay rates that recognize relevant qualifications, experience, and length of County service in determining an employee's pay rate. Each position shall have an established job description that describes the duties and the minimum qualifications of the position, and each position shall be classified into a pay grade accordingly. To develop a competitive compensation plan, the County has established a reasonable correlation between the internal job classifications, and the external market value of comparable position(s). This was accomplished statistically through linear regression analysis. The Salary Board hereby adopts twenty-one (21) pay grades. The pay grades have been specifically determined by the number of jobs, the applicable evaluation points, and pay grade groupings. Each pay grade has a range using a forty percent (40%) spread from the midpoint. These ranges expressly define the minimum and maximum salaries for a specific position, and afford an employee sufficient latitude to progress through the salary range. Any proposed position or proposed changes to an existing position's pay grade shall require the completion of both a job classification ~~questionnaire summary~~ and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade evaluation or re-evaluation. ~~This may be presented at a scheduled Salary Board meeting, or during a scheduled Salary Board executive session, with all members being notified in advance.~~

Amend Section III

Add: Subsection E: Proposals for the creation of a new position(s) shall require the completion of both a job classification questionnaire and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade evaluation. The questionnaire and the job description shall be submitted to the Salary Board at a scheduled Salary Board meeting, or during a scheduled Salary Board executive session, with all members being notified in advance.

Add: Subsection F: Proposed changes to an existing position's pay grade shall require the completion of both a job classification questionnaire and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade re-evaluation. The questionnaire and the job description shall be submitted to the Salary Board on or before March 31st, in the year of the request. An existing position's pay grade shall not be re-evaluated more than once, during a four year period.

Mr. Boozel motioned to approve the revised Compensation Policy and Job Classification Questionnaire; seconded by Ms. Geyer. Motion carried unanimously. Mses. Edwards, Ferarri, and Marburger, and Mr. Slupe voted in favor of the motion, as the matter also affects their offices of Register, Prothonotary, Treasurer and Sheriff respectively.

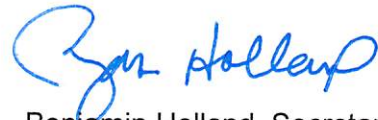
CONFERENCE TIME WITH MEDIA

The minutes were suspended for conference time with the media.

ADJOURNMENT

Chairman Osche called for a motion to adjourn the meeting. Mr. Boozel motioned to adjourn; seconded by Ms. Geyer. The motion carried and the meeting was adjourned at 10:44 a.m.

Respectfully submitted,



Benjamin Holland, Secretary
Butler County Salary Board

Approved: June 23, 2021