



**Butler County Salary Board  
Regular Meeting  
September 15, 2021—10:00 A.M.**

**CALL TO ORDER**

**PUBLIC COMMENT**

**APPROVAL OF MINUTES—June 23, 2021**

**NEW BUSINESS**

**Ratification of the following actions:**

**Court Administration**

1. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:
  - Administrative/Financial Assistant
  - In-Custody Coordinator/Law Librarian
  
2. Creation: In-Custody Coordinator/Law Librarian, Pay Grade 7 (20.81—29.14)  
Annual Salary: **[Salary Board will fix the salary at a later date]**  
Effective Date: 07/19/2021  
Status: Full Time (Benefits, Retirement)
  
3. Elimination: Administrative Assistant I, Pay Grade 4 (16.80—23.53)  
Effective Date: 07/19/2021  
Status: Full Time (Benefits, Retirement)

**District Attorney**

4. Elimination: Victim Witness Aide  
(30% VOJO, 70% RASA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)

5. Elimination: Victim Witness Clerk  
(30% VOJO, 70% RASA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)
6. Creation: Victim Witness Aide  
(2.5% VOJO, 67.5% RASA, 30% VOCA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)
7. Creation: Victim Witness Clerk  
(10% VOJO, 72.5% RASA, 17.5% VOCA)  
Effective Date: 01/01/2021  
Status: Full Time (Benefits, Retirement)

**Changes in grant funding sources retroactive to 01/01/2021.**

**Sheriff**

8. The Sheriff is requesting the following base rate:

Deputy Sheriff – Part Time  
Hourly Rate: \$18.3615  
Effective Date: 07/12/2021  
Status: Part Time (No Benefits, No Retirement)

9. The Sheriff is requesting the following base rate:

Deputy Sheriff – Part Time  
Hourly Rate: \$18.3615  
Effective Date: 08/16/2021  
Status: Part Time (No Benefits, No Retirement)

**Human Services**

10. Fix Salary: Administrative Services Manager, Pay Grade 9 (48,852—68,393)  
Annual Salary: \$62,654.00  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

## Information Technology

11. Fix Salary: Systems Engineer, Pay Grade 11 (54,411—76,176)  
Annual Salary: \$56,000.00  
Effective Date: 08/23/2021  
Status: Full Time (Benefits, Retirement)

## Prison

12. Creation: Maintenance Supervisor, Pay Grade 7 (43,292—60,610)  
Annual Salary: **[Salary Board will fix the salary at a later date]**  
Effective Date: 07/01/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Assessment

13. Creation: Property & Revenue Director, Pay Grade 14 (62,750—87,851)  
Annual Salary: \$75,300.00  
Effective Date: 03/14/2021  
Status: Full Time (Benefits, Retirement)
14. Fix Salary: Administrative Assistant II, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$22.2957  
Effective Date: 07/26/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Tax Claim

15. Eliminate: Tax Claim Director, Pay Grade 11 (54,411—76,176)  
Annual Salary: \$59,676.02  
Effective Date: 03/14/2021  
Status: Full Time (Benefits, Retirement)

## Property & Revenue—Planning

16. Eliminate: Administrative Assistant I, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$17.6085  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

17. Creation: Administrative Assistant III, Pay Grade 6 (19.48—27.27)  
Hourly Rate: \$23.3700  
Effective Date: 08/15/2021  
Status: Full Time (Benefits, Retirement)

**Approval of the following actions:**

**Clerk of Courts**

18. Eliminate: Second Deputy Clerk of Courts, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

19. Creation: Second Deputy Clerk of Courts, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

**Controller**

20. Creation: First Deputy Controller, Pay Grade 14 (62,750—87,851)  
Annual Salary: \$75,300.97  
Effective Date: 09/20/2021  
Status: Full Time (Benefits, Retirement)

**Prothonotary**

21. Eliminate: Second Deputy Prothonotary, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$22.6683  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

22. Creation: Second Deputy Prothonotary, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$22.6683  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

## Recorder

23. Eliminate: Account Clerk I \*  
Hourly Rate: \$15.3425 (Hired after April 3, 2019)  
Hourly Rate: \$19.6577 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

**\*Must meet the requirements for an Accounts Clerk II and at the recommendation and discretion of the Recorder of Deeds and at least one (1) year after hire or later, each separate position would be eligible for promotion to Accounts Clerk II.**

24. Creation: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

25. Eliminate: Account Clerk I \*  
Hourly Rate: \$15.3425 (Hired after April 3, 2019)  
Hourly Rate: \$19.6577 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

**\*Must meet the requirements for an Accounts Clerk II and at the recommendation and discretion of the Recorder of Deeds and at least one (1) year after hire or later, each separate position would be eligible for promotion to Accounts Clerk II.**

26. Creation: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

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27. Eliminate: Second Deputy Recorder, Pay Grade 4 (16.80—23.53)  
Hourly Rate: **[Position is vacant]**  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

28. Creation: Reconciliation Clerk I  
Hourly Rate: \$18.0472 (Hired after April 3, 2019)  
Hourly Rate: \$23.1230 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

29. Eliminate: Account Clerk II  
Hourly Rate: \$16.1897 (Hired after April 3, 2019)  
Hourly Rate: \$20.7431 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

30. Creation: Reconciliation Clerk I  
Hourly Rate: \$18.0472 (Hired after April 3, 2019)  
Hourly Rate: \$23.1230 (Hired before April 3, 2019)  
Effective Date: 09/15/2021  
Status: Full Time (Benefits, Retirement)

### Register

31. Eliminate: Second Deputy Register, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

32. Creation: Second Deputy Register, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

### Treasurer

33. Eliminate: First Deputy Treasurer, Pay Grade 7 (43,293—60,610)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

34. Creation: First Deputy Treasurer, Pay Grade 8 (46,073—64,502)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

35. Eliminate: Second Deputy Treasurer, Pay Grade 4 (16.80—23.53)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)
36. Creation: Second Deputy Treasurer, Pay Grade 5 (18.14—25.40)  
Hourly Rate: \$23.5300  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

### **Elections**

37. Creation: Poll Worker & Precinct Coordinator, Pay Grade 6 (19.48—27.27)  
Hourly Rate: \$20.00  
Effective Date: 09/20/2021  
Status: Full Time (Benefits, Retirement)

### **Property & Revenue—Assessment**

38. Elimination: Chief Assessor, less than 1,000 hours  
Hourly Rate: \$25.0000  
Effective Date: 09/15/2021  
Status: Part Time, Temporary (No Benefits, No Retirement)

### **Property & Revenue—Planning**

39. Eliminate: CDBG Coordinator, Pay Grade 7 (43,293—60,610)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)
40. Creation: CDBG Coordinator, Pay Grade 8 (46,073—64,502)  
Annual Salary: \$60,610.02  
Effective Date: **01/01/2022**  
Status: Full Time (Benefits, Retirement)

## All Offices and Departments

41. Approval of the following Pay Scale, for all non-union County employees, including employees of the Court, the Clerk of Courts, the Controller, the Coroner, the District Attorney, the Prothonotary, the Register, the Recorder, the Sheriff, and the Treasurer, effective January 1, 2022:

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>3</b>	33,538.74	40,246.48	46,954.23
<b>4</b>	36,436.35	43,723.62	51,010.89
<b>5</b>	39,333.96	47,200.75	55,067.54
<b>6</b>	42,231.56	50,677.88	59,124.19
<b>7</b>	45,129.18	54,155.01	63,180.85
<b>8</b>	48,026.79	57,632.15	67,237.51
<b>9</b>	50,924.40	61,109.28	71,294.16
<b>10</b>	53,822.01	64,586.41	75,350.81
<b>11</b>	56,719.62	68,063.54	79,407.47
<b>12</b>	59,617.23	71,540.68	83,464.12
<b>13</b>	62,514.83	75,017.80	87,520.77
<b>14</b>	65,412.45	78,494.94	91,577.43
<b>15</b>	68,310.06	81,972.07	95,634.08
<b>16</b>	72,656.47	87,187.77	101,719.06
<b>17</b>	78,451.70	94,142.04	109,832.38
<b>18</b>	84,246.91	101,096.30	117,945.68
<b>19</b>	90,042.13	108,050.56	126,058.98
<b>20</b>	95,837.36	115,004.83	134,172.30
<b>21</b>	101,632.57	121,959.09	142,285.60



42. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union department and agency employees, subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
43. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Court** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
44. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Clerk of Courts** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
45. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Controller** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
46. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Coroner** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
47. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **District Attorney** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
48. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Prothonotary** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
49. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Register** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
50. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Recorder** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
51. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Sheriff** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.
52. Approval of a \_\_\_\_\_% annual salary or hourly rate increase for all non-union employees of the **Treasurer** subject to the limitations of the County's Compensation Policy, effective January 1, 2022.

53. Review of the following positions, vacant for greater than six (6) months:

- AAA – Clerk Typist II (1,000 hours)
- AAA – RN (20 hours/week)
- Commissioners – Solicitor (1,000 hours)
- Controller – Deputy Controller
- Courts/DRS – Clerk I (1,000 hours)
- Courts/DRS – Clerk Typist I
- DA's Office – Victim Witness Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Election Bureau – Election Clerk (1,000 hours)
- Facilities – Custodial Worker I / On-call (1,000 hours)
- Facilities – Laborer (1,000 hours)
- Recorder – Accounts Clerk I
- Treasurer – Reconciliation Clerk I

#### **CONFERENCE TIME WITH MEDIA**

#### **ADJOURNMENT**

**Next Meeting: Wednesday, December 22, 2021 @ 10:00 AM**