

**Salary Board  
Meeting Agenda  
January 12, 2026  
1:30 p.m. – Conference Room #701, 7th Floor**

1. Call to Order
2. The Salary Board shall meet and organize on the first Monday of January, which shall consist of 3 individual members of the board of county commissioners and the county controller. The chairperson of the board of county commissioners shall be chairperson on the salary board.
3. Minutes of the December 1, 2025, meeting.
4. **Court Administration - President Judge Leonard Brown, III** **1:30 p.m.**
  - a. Request approval for a permanent 5% salary increase due to increased additional duties for seven (7) employees ( [REDACTED] ) effective January 12, 2026. Simultaneously eliminate vacant Judicial Floater (500664) position, effective January 12, 2026.
5. **Behavioral Health & Developmental Services – Lawrence George** **1:35 p.m.**
  - a. Request approval to transfer and reclassify one (1) Criminal Justice Planner/CIT Coordinator position (504605), Grade P, from Adult Probation and Parole to BHDS as a Director of Intake & Specialty Services, Grade N, effective upon approval. (Min: \$57,388.50 Mid: \$71,721 Max: \$86,073)
6. **District Attorney – Heather Adams** **1:40 p.m.**
  - a. Request approval for a permanent 5% salary increase for ADA Unit Supervisor position (500993) due to assuming additional duties, effective January 7, 2026.
  - b. Request approval to hire an applicant at an annual salary of \$54,697 which is above the start rate for a Community Outreach and Program Coordinator position (503001), Grade K, effective upon hire. (Min: \$49,588.50 Mid: \$61,971 Max: \$74,373).
  - c. Request approval to hire an applicant at an annual salary of \$77,000 which is above the start rate for an Assistant District Attorney I position (503785), Court Related Professionals Grade 51, effective upon hire. (Min: \$72,235 Max: \$107,300).
7. **Lawrence George** **1:45 p.m.**
  - a. Request approval to eliminate the following seventeen (17) positions effective January 12, 2026:
    - Office Support II PT, Office of Aging (502342)
    - Office Support II, Office of Aging (502311)
    - Office Support Supervisor, Office of Aging (502351)
    - Mailroom Processor, Purchasing (504059)
    - Office Support III, Property Assessment (500055, 500071)

- Naturalist PT, General Services (500297, 503254, 504619, 502701)
- Virtual Senior Center Manager, Office of Aging (504713)
- Fiscal Technician, Office of Aging (503579)
- Technical Support Specialist, Information Technology (500625)
- Youth Care Worker FT, Youth Intervention Center (503607)
- Corrections Major, Prison (501250)
- Assistant Office Support Supervisor, BHDS (504443)
- Probation Officer Sr, Juvenile Probation (502527)

8. Business from Guests

9. Adjourn

10. Next Meeting: Monday, February 2, 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: 1/2/2026 Department: Court Administration

Submitted by: Annie Flaud, District Court Administrator on behalf of President Judge Leonard G. Brown, III  
(Name and Title)

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

Request approval to eliminate vacant position #500664 Judicial Floater and provide permanent 5% increases to the following incumbent employees; # [REDACTED] due to increased duties.

Min: Various Mid: Various Max: Various

Grade: Various Union: No

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

1/12/2026

3. Purpose of action request:

Court Administration, through the vision of new leadership, is reorganizing some duties and adding duties to existing employees which justify minimum increases for incumbent employees.

4. Cost: \$14,747.72 Annualized Cost: \$14,747.42

5. Projected increase/decrease in cost to department:

\$14,747.72

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

The requested increases would cost (\$14,747) which is far less than funding the vacant position (\$65,318 salary + benefits). This approach saves money long-term and eliminates a FT position while fairly compensating staff for stepping up and ensuring the Court can continue to provide efficient, reliable service to the community. Budget Services reviewed and approved the financials.

7. Funding source:

General Fund

## Salary Board Action Request Form

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

The new District Court Administrator has been evaluating positions within Judicial Operations and Court Administration for months and has determined that the Judicial Floater position #500664 was no longer operationally necessary. Concurrently, the reorganization of duties and staffing which has resulted in additional duties to several employees were unavoidable in order to enhance deliverable services which ultimately benefits the community. PFA filings has seen a steady increase and reached an all time high in 2025 which equates to a 20% increase. This results in more interactions with the public, more filings to process, more cases scheduled for hearings, and more attendance in Court. The number of Children and Youth filings has been steadily increasing over the past few years. From 2024 to 2025 alone, filings rose by 12%, following a 28% increase from 2023, a 38% increase from 2022, and a 20% increase from 2021. Again, these figures represent only new filings and do not account for the ripple effect, the additional hearings that result from these filings, which further strain scheduling and staff resources.

Due to local Rule changes, there is additional processing demands for Bail motions which has resulted in receiving all filed bail motions from COC requesting a hearing be scheduled, determines a scheduling date, completes a scheduling order, brings to the business judge for signature, files with Clerk of Courts and adds to the court schedule. Staff will be providing break and lunch coverage for the receptionist (previously completed by floater position which will be eliminated), Prints and organizes all conference orders for status conferences and call of the lists and delivers to chambers. Staff will serve as primary assistant for Jury Coordinator when absent, including opening, sorting, and scanning summons and addendums. Determining eligibility of jurors. Those determined not eligible would be excused or deferred to the appropriate date. Create panels for voir dire and provide information to the Deputy District Court Administrator on the status of the jury pool. Answers jury calls and return voicemails. Available to address jurors who appear in the lobby with questions.

Lastly staff will now assist the Assistant District Court Administrator with the processing of new hire paperwork received from all Court Depts, schedule and maintain new employee orientation program (NCEOP), process all NCEOP evaluations and complete annual NCEOP report for distribution. Process all incoming HR paperwork including but not limited to corrective actions, performance improvement plans, FMLA and background check documents, maintain all computerized and manual files for the entire court system through an organized filing system. Process requests for tuition reimbursement from all Court departments. Process all terminations and separations. Assist employees by providing Court policies and answering basic HR inquiries. Hand deliver sensitive documents to County HR. Covers front desk during lunch and break periods as needed for receptionist. Staff will be providing break and lunch coverage for the receptionist (previously completed by floater position which will be eliminated).

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

## Salary Board Action Request Form

The Court, as a separate but equal branch of government, consistently explores ways to modify operations which results in greater efficiencies. The Court has heeded the call to reduce vacant positions where reasonable and feasible while also determining that increasing duties of existing incumbent employees would provide for a more efficient delivery of services to both external and internal customers.

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  
**Court of Common Pleas**  
**Job Description**  
An Equal Opportunity Employer

**JOB TITLE:** Clerical Specialist III

**JOB CODE:** N12 **DATE:** 11/19/2025

**POSITION #:** 500635, 500644, 500646, 504134

**DEPT:** Court Administration

**REPORTS TO:**

**Position # -** 00500639

**Job Title -** Assistant District Court Administrator

**FLSA CLASSIFICATION:**

Non-Exempt  Exempt

**WORK SCHEDULE:**

**Hours/Week:** 37.5

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

**TYPE POSITION:**

Full Time  Part Time  
 Temporary  Seasonal  Intern

**Work Days (Check all that apply):**

S M T W Th F Sa

**JOB SUMMARY**

This full-time, technical clerical position within the Office of Court Administration supports the Lancaster County Family Courts. Responsibilities include scheduling and processing court orders for custody, Children and Youth, and Protection from Abuse (PFA) cases; assisting self-represented litigants in PFA Court; and maintaining custody-related records. The role also involves processing PFA and PVSVI matters, preparing various court orders, performing data entry, and providing receptionist coverage as needed. Strong organizational skills, attention to detail, and familiarity with legal procedures are essential.

**REPORTING RELATIONSHIPS**

This position reports directly to the Assistant Court Administrator for Family and Civil Court

**ESSENTIAL JOB FUNCTIONS**

35% Provides clear and accurate instructions to self-represented parties in the filing of Protection from Abuse Petitions. Completes petitions, hearing notices and orders with the information provided by the self-represented parties. Presents the Petition to the Judges and attends the ex parte hearings with the self-represented parties. Makes appropriate copies, types the sheriff's service forms and files the petitions with the prothonotary's office. Provides information regarding community resources available, service procedures and attorney representation to the self-represented parties.

25% Receives petitions, motions, orders and continuance requests in family law cases. Independently schedules individual custody events of a diverse nature with the appropriate Custody Conference Officer or assigned Judge utilizing Teleosoft CountySuite, the Court Case Scheduling Calendar and E-Flow. Consider factors regarding time constraints/limitations and judicial, attorney and courtroom availability when scheduling, ensuring efficient case flow. Proofread scheduling information prior to distribution to all related parties.

30% Schedules and reschedules Protection from Abuse cases and notifies appropriate offices of PFA case lists and/or advises offices of any changes as soon as possible. Prepares for and attends PFA court sessions one time per week, every other week to prepare case continuances and provides continuance dates as needed. Court preparation includes assuring accuracy of the parties' personal information, accuracy of the court scheduling place and time, comparing the prison list to

the court list and updating the calendar appropriately, preparing continuance orders and speaking with all self-represented parties prior to going into the courtroom for their hearing.

5% Handles multiple telephone calls and walk-in inquiries from attorneys and pro se parties. Determines the nature of the business and responds to inquiries regarding custody scheduling and PFAs. Explains procedural elements needed for action or refers to a more appropriate office or individual for assistance.

5% Back up scheduling for Children & Youth matters. This includes independently scheduling dependency events with the appropriate judge/hearing officer utilizing CPCMS. Considers factors regarding time constraints/limitations when scheduling, ensuring efficient case flow. Prepares daily court schedules and disseminates to all parties.

#### **OTHER SPECIFIC TASKS OR DUTIES**

Assists/supports the Assistant District Court Administrator and co-workers with other duties during absences and when needed as well as performs other duties as assigned by the Assistant Court Administrator and/or President Judge.

#### **MINIMUM QUALIFICATIONS**

Education equivalent to the completion of high school, including and/or supplemented by course work in standard business practices or clerical legal training. Four years of clerical experience in a professional legal or court office setting, which has included substantial involvement with cases or other materials under the Court of Common Pleas' jurisdiction. Any combination of education and experience which is an acceptable substitute for the knowledge, skills and abilities cited above.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of clerical practices and procedures governing documentation and processing of cases commonly employed in governmental, legal and/or court offices.

Thorough knowledge of English usage, grammar, spelling and punctuation including terminology, as used in legal or court offices.

Knowledge of the Court of Common Pleas functions, objectives, programs and procedural requirements.

Basic knowledge of the organizational relationships within the Court and related organizations.

Skill in organizing workload, establishing priorities and completing clerical processing requirements independently.

Skill in operating, computer, Word, excel and Word-Perfect applications, copier and other equipment as required by work assignments. This position requires a high level of computer proficiency.

Able to communicate effectively both verbally and in writing.

Ability to learn specific procedural and statutory case processing requirements that are unique to this position.

Ability to establish and maintain effective working relationships with members of the judiciary, associates, callers, visitors, lawyers and representatives of other offices both within and outside the Court system.

Knowledge and ability to prepare legal documents and correspondences.

Ability to manage multiple tasks simultaneously, independently and with accuracy.

Ability to problem solve and carry out complex tasks with accuracy critical to the success of those tasks with little administrative supervision.

Ability to maintain records and files.

Ability to organize and complete work within established schedules.

**REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

This position requires a pre-employment background check as required by law or policy to perform the duties.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Ability to sit, sometimes for long periods of time.

Ability to communicate with court and non-court personnel.

Ability to frequently move from one location to another within the court office with reasonable accommodations.

Ability to regularly lift and/or move case files or office supplies weighing up to 10 pounds. Occasionally there may be some lifting involving boxes of records and/or office supplies.

Ability to operate a PC and/or any other general office equipment.

**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

# Court of Common Pleas

## Job Description

An Equal Opportunity Employer

JOB TITLE: Office Support II

JOB CODE: 319 DATE:

POSITION #: 500642, 503950

DEPT: Court Administration

## REPORTS TO:

Position # - 00500640

Job Title - Deputy District Court Administrator - Criminal

## FLSA CLASSIFICATION:

 Non-Exempt  Exempt

## WORK SCHEDULE:

Hours/Week: 37.5

## 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

### JOB SUMMARY

This full-time administrative position within the Office of Court Administration supports the scheduling and administration of criminal court proceedings. Responsibilities include independently scheduling criminal events, maintaining accurate records, assisting with trial term preparation, and recording case dispositions. This role also involves processing bail motions, reviewing incoming mail, providing backup support to the Jury Coordinator, and assisting with public inquiries and receptionist coverage. Strong organizational skills, attention to detail, and the ability to manage multiple tasks are essential.

### REPORTING RELATIONSHIPS

This individual reports directly to the Deputy District Court Administrator - Criminal. No employees report to this job.

### ESSENTIAL JOB FUNCTIONS

40% Independently schedules individual criminal events of a diverse nature with relevant judges. Considers factors regarding time constraints/limitations and judicial, attorney and courtroom availability when scheduling. Maintains an equitable caseload distribution among judges. Provides or assists in providing notification to all parties concerned regarding criminal scheduling events. Records scheduling information in multiple formats so information is accurate and available for users throughout the County. Proofreads scheduling information before distribution to determine accuracy.

20% Assists/supports the Deputy District Court Administrator in the preparation and administration of Criminal Court Trial terms. Records case dispositions and historical case data in accordance with established procedures on all information numbers filed in the Court of Common Pleas. Maintains historical case data in a logical manner that provides for easy and accurate retrieval of information. Notifies private counsel of upcoming cases as necessary. Distributes lists of upcoming events regarding individual cases to District Attorney, Public Defender and other Court and Court Related Offices. Researches dispositions unknown to ensure accurate data is obtained and recorded. Attends Court as necessary to record case dispositions.

10% Receives and reviews incoming mail: determines nature of material and procedural action required; identifies subject and relationship to current and/or historical cases; assembles available records, correspondence or other

information and attaches for review for use by the Deputy District Court Administrator if unable to resolve/identify the issue independently. Refers materials not requiring attention to the appropriate individual or department.

7.5% Receives all filed bail motions from COC requesting a hearing be scheduled, determines a scheduling date, completes a scheduling order, brings to the business judge for signature, files with Clerk of Courts and adds to the court schedule.

7.5% Fill in for Jury Coordinator when absent. This would include: opening, sorting, and scanning summons and addendums. Determining eligibility of jurors. Those determined not eligible would be excused or deferred to the appropriate date. Create panels for voir dire and provide information to the Deputy District Court Administrator on the status of the jury pool. Answers jury calls and return voicemails. Available to address jurors who appear in the lobby with questions.

5% Greets customers and determines nature of business, responds to inquiries regarding criminal scheduling, explains procedural elements needed for action or refers to a more appropriate office or individual for assistance.

5% Covers breaks and lunches for the receptionist 25% of the time.

5% Prints and organizes all conference orders for status conferences and call of the lists and delivers to chambers.

#### **OTHER SPECIFIC TASKS OR DUTIES**

- Maintains general files; safeguards confidential or sensitive information;
- Coordinates destruction of court records per Administrative Office of PA Courts Record and Retention Schedule and Guidelines and maintains records of such;
- Performs such other tasks as are assigned by the Deputy District Court Administrator.

#### **MINIMUM QUALIFICATIONS**

Education equivalent to completion of high school, including and/or supplemented by course work in standard business practices or clerical legal training. Four years of clerical experience in a professional legal or court office setting, which has included substantial involvement with cases or other materials under the Court of Common Pleas jurisdiction. Any combination of education and experience which is an acceptable substitute for the knowledge, skills and abilities cited above.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of clerical practices and procedures governing documentation and processing of cases commonly employed in governmental, legal and/or court offices.
- Thorough knowledge of English usage, grammar, spelling and punctuation including terminology, as used in legal or court offices.
- Knowledge of the Court of Common Pleas functions, objectives, programs and procedural requirements.
- Basic knowledge of the organizational relationships within the Court and related organizations.
- Skill in organizing workload, establishing priorities and completing clerical processing requirements independently.
- Skill in operating typewriter, computer, copying and other equipment as required by work assignments. This position requires a high level of computer proficiency.
- Ability to communicate effectively both verbally and in writing.
- Ability to learn specific procedural and statutory case processing requirements that are unique to this position.
- Ability to establish and maintain effective working relationships with members of the judiciary, associates, callers, visitors, lawyers and representatives of other offices both within and outside the Court system.

#### **REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

This position requires a pre-employment background check as required by policy to perform the duties.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- Ability to sit, sometimes for long periods of time;
- Ability to communicate with court and non-court personnel;
- Ability to frequently go from one location to another ie. Courtroom, Chambers and/or non-court offices and ability to access those locations with reasonable accommodations;
- Ability to regularly lift and/or move accounting files or office supplies weighing up to 10 pounds. Occasionally there may be some lifting involving boxes with fiscal/personnel and/or office supplies;
- Ability to operate a laptop or PC and/or any other general office equipment;
- The noise level in the work environment is usually moderate (Office with computer printers/copiers and light traffic).

**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

# Court of Common Pleas

## Job Description

An Equal Opportunity Employer

**JOB TITLE:** Account Clerk

**JOB CODE:** 032 **DATE:**

**POSITION #:** 503833

**DEPT:** Court Administration

**REPORTS TO:**

**Position # -** 00500636

**Job Title -** ADCA - HR, Fiscal & Purchasing

**FLSA CLASSIFICATION:**

Non-Exempt  Exempt

**WORK SCHEDULE:**

**Hours/Week:** 37.5

**TYPE POSITION:**

Full Time  Part Time  
 Temporary  Seasonal  Intern

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

**Work Days (Check all that apply):**

**S M T W Th F Sa**

**JOB SUMMARY**

This is a high performance technical account clerk position. Fiscal duties include, payroll, purchasing, supply ordering accounts payable functions and other related fiscal work for Court Administration, Bail Administration, Judicial Operations, Juror Services and District Court offices; assists with the processing of various human resources documents. Provide receptionist assistance as needed based on staffing levels.

**REPORTING RELATIONSHIPS**

This individual reports to Assistant District Court Administrator - HR/Fiscal. No employees report to this position.

**ESSENTIAL JOB FUNCTIONS**

25% Payroll – Review and enter payroll Court/Bail Administration staff, Judicial Operations staff and 19 District Court offices (total 175-200 employees). Must review all timecards, make appropriate corrections to punches, review paid time off, review missed punches, review unpaid time off, and resolve payroll issues submitted by staff. Work with County payroll staff to ensure clean submission of biweekly payroll. Review biweekly payroll reports for possible action. Monitor the use of comp time and overtime by staff. Maintain payroll file system for ease of research.

25% Purchasing – process individual supply requests through Office Basics, Amazon, and the County Warehouse through the requisition process. Work with vendors to procure quotes for possible purchasing and best available price for supplies and materials. Work with vendors to secure W9 submission, resolve any payment discrepancies, process applicable credit memos, etc. Work with Purchasing staff to resolve delivery or product issues. Distribute incoming supply deliveries to staff in Court Administration, Bail Administration, Judicial Operations, and Juror Services. Work with staff and County Purchasing dept to resolve disputes regarding orders and products received and delivery of items. Maintain and distribute stock of pre-printed forms to District Court offices monthly. routinely review PPE equipment to ensure adequate supplies are on hand. Monitor all hand sanitizer on the 3rd, 4th, and 5th floors to ensure proper functionality and fill when needed.

25% Fiscal – Receive and process invoices for process all incoming invoices for Court Administration, Bail Administration, Judicial Operations, and Juror Services in an organized and efficient manner ensuring that payments are

processed within required time frames. Scan and document each invoice. Verify the accuracy of items received or services rendered. Review assigned costs centers for payment processing which includes attorney invoices, interpreting invoices, utilities for MDC office rentals, monthly rent to 18 MDC offices, supplier invoicing. Create quarterly reports for submission to C&Y to receive grant money. Hand delivers checks and corresponding form to Treasurer's Office for deposit. Resolve discrepancies; code bills; check invoices for payment and code them to appropriate department and line items. Issue credit memos when appropriate and necessary.

25% HR – Processing of new hire paperwork received from all Court Depts, schedule and maintain new employee orientation program (NCEOP), process all NCEOP evaluations and complete annual NCEOP report for distribution. Process all incoming HR paperwork including but not limited to corrective actions, performance improvement plans, FMLA and background check documents, maintain all computerized and manual files for the entire court system through an organized filing system. Process requests for tuition reimbursement from all Court departments. Process all terminations and separations. Assist employees by providing Court policies and answering basic HR inquiries. Hand deliver sensitive documents to County HR. Covers front desk during lunch and break periods as needed for receptionist. Perform basic front desk procedures, accurately disseminate information to various court related office, to attorneys and to people coming into Court Administration. Open mail in a timely manner.

### **OTHER SPECIFIC TASKS OR DUTIES**

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Education equivalent to completion of high school with some business school or college courses in accounting or business, including, or supplemented by course work in accounting, bookkeeping or closely related field.
- One year of experience in bookkeeping, accounting, purchasing, payroll or related work.
- Or, any combination of acceptable education and experience which has provided the knowledge, skills and abilities cited above

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of methods and techniques commonly used in verifying and approving invoices, purchases and similar items for payment;
- Basic knowledge of the methods and techniques commonly used in payroll administration;
- Basic knowledge of accounting and bookkeeping principles and practices;
- Basic knowledge of priorities, procedures and operations as used in purchasing, payroll and related functions within the court/and/or county.
- Skill in organizing and maintaining financial records;
- Skill in operating computing and related office equipment;
- Skill in producing reports from a spreadsheet application program such as Excel.
- Ability to establish and maintain effective working relationships with associates, representative of other court offices, and personnel in county government.

### **REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

This position requires a pre-employment background check as required by policy to perform the duties.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to sit, sometimes for long periods of time.
- Ability to communicate with court and non-court personnel.
- Ability to frequently go from one location to another i.e.. Courtroom, Chambers and/or non-court offices and ability to access those locations with reasonable accommodations.

- Ability to regularly lift and/or move accounting files or office supplies weighing up to 10 pounds. Occasionally there may be some lifting involving boxes with fiscal/personnel and/or office supplies.
- Ability to operate a laptop or PC and/or any other general office equipment.
- The noise level in the work environment is usually moderate. (Office with typewriters/printers and light traffic) The noise level in the work environment is usually moderate. (Office with typewriters/printers and light traffic).

**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

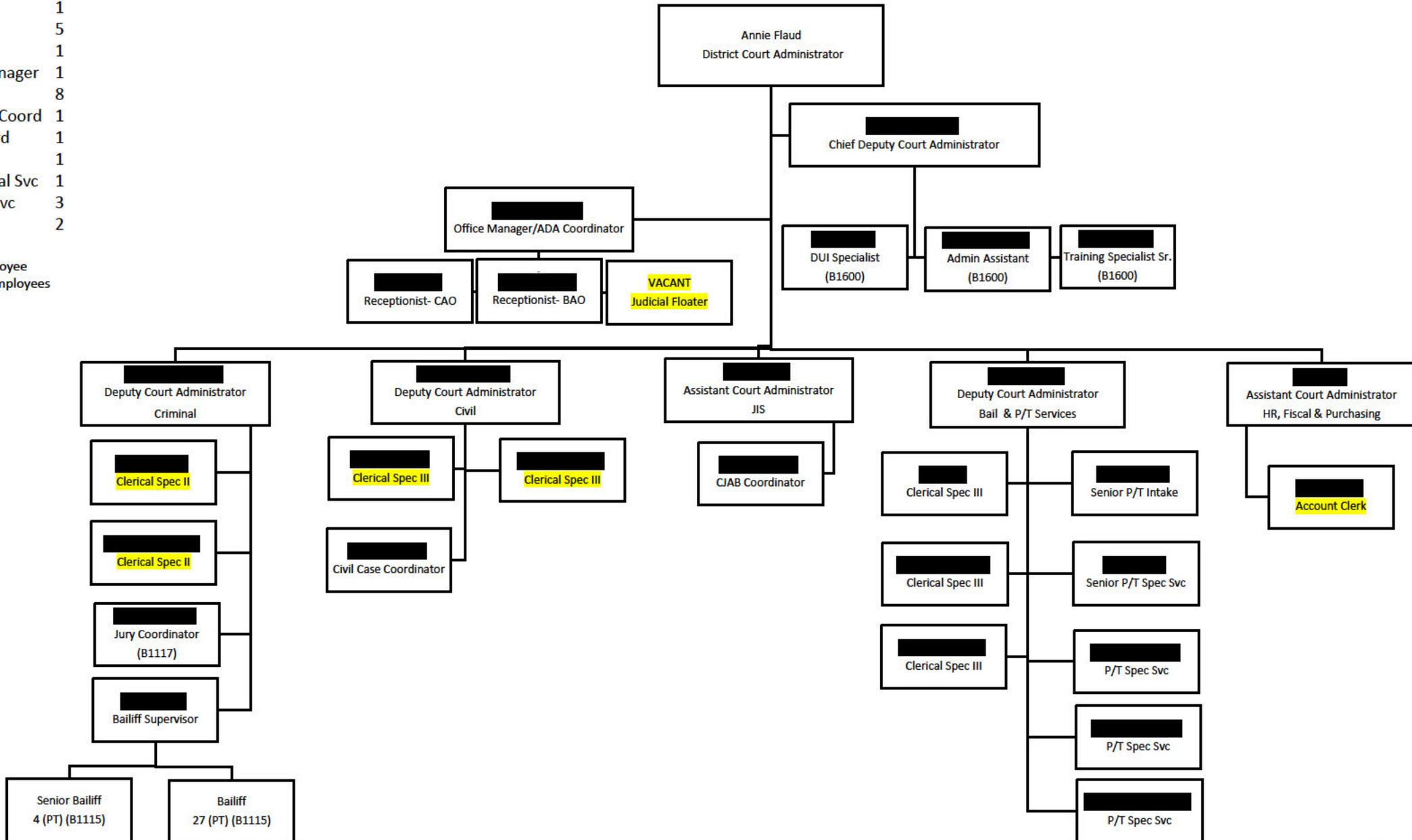
\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

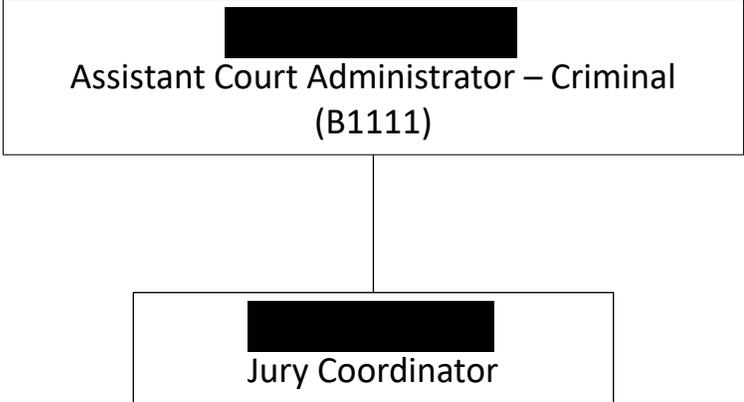
# Lancaster County Court of Common Pleas Court Administration Office

- DCA\* 1
- DDCA\* 1
- ADCA\*\* 5
- Acct Clerk 1
- Office Manager 1
- Clerical III 8
- Civil Case Coord 1
- CJAB Coord 1
- Sr. Intake 1
- Sr. Pre-Trial Svc 1
- Pre-Trial Svc 3
- Clerical II 2

\* State Employee  
\*\* 3 State Employees



# Jury Services



## 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: 12/30/2025 Department: BHDS

Submitted by: L. George  
(Name and Title)

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

This request is to transfer position # 504605 (Grade P) from Adult Probation and Parole to Behavioral Health and Developmental Services; downgrade the position to Grade N; and reclassify it and post as full-time Director of Intake & Specialty Services position. This position will provide oversight of Intake and Specialty Services currently managed at the supervisory level, in addition to Countywide oversight and facilitation of Crisis Intervention Training (CIT), a role previously supported by and housed within Adult Probation & Parole.

Min: \$57,388.50      Mid: \$71,721.00      Max: \$86,073.00

Grade: N                      Union: n/a

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

Upon Approval (pending DHS classification approval)

3. Purpose of action request:

The purpose of this request is to establish director-level leadership over Intake and Specialty Services currently overseen by a supervisor, while also incorporating Crisis Intervention Training (CIT) as a new responsibility to preserve a highly valued countywide function. It has been mutually agreed by Adult Probation & Parole and Behavioral Health & Developmental Services leadership that CIT is best supported and facilitated by BHDS, where it originally existed and aligns more naturally with departmental goals, training standards, and community partnerships.

4. Cost: Approx. \$64,000      Annualized Cost: = \$83,205

5. Projected increase/decrease in cost to department:

While this request establishes a new director-level position, the majority of programmatic responsibilities are already in place under existing supervision. The primary new function—Crisis Intervention Training—represents a transfer of responsibility rather than a service expansion, minimizing fiscal impact while preserving a critical and long-established countywide function.

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

## Salary Board Action Request Form

The position being proposed for transfer (and reclassification) was not originally part of the BHDS budget, however, it was funded at 50% through the Human Services Block Grant. The remainder was Court funded. Upon transfer, and reclassification, it will be funded almost entirely through the Human Services Block Grant, with a 3.05% County match.

7. Funding source:

Human Services Block Grant.

8.  Budget Services contacted

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

The duties of Intake and Specialty Services are currently managed by a supervisor; however, the addition of Crisis Intervention Training (CIT) significantly expands the scope and system-level impact of this role. CIT is a high-demand, cross-system training function supporting Prison Corrections Officers and Inmate Service professionals, the Sheriff's Office, law enforcement throughout the County, emergency responders, and behavioral health providers. As a result of an administrative restructuring within Adult Probation & Parole, continued operation of CIT requires placement within a department with the appropriate clinical expertise, system coordination capacity, and alignment with shared outcomes. BHDS Mental Health Services originally housed CIT and is best positioned to sustain and administer this function without service disruption.

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

Approval of this request ensures the continuation of Crisis Intervention Training while maintaining effective oversight of existing Intake and Specialty Services. Director-level coordination will improve alignment between intake operations, forensic services, homelessness coordination, and crisis response training.

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

An Equal Opportunity Employer

**JOB TITLE:** Director of Intake & Specialty Services

**JOB CODE:**                      **DATE:**

**POSITION #:**

**DEPT:** BHDS

**REPORTS TO:**

Position # - 502414

Job Title - Program Planner Mental Health

**FLSA CLASSIFICATION:**

Non-Exempt  Exempt

**WORK SCHEDULE:**

Hours/Week: 37.5

**TYPE POSITION:**

Full Time  Part Time  
 Temporary  Seasonal  Intern

**Start Time:** 8:30 a.m.    **End Time:** 5:00 p.m.

**Work Days (Check all that apply):**

S   M   T   W   Th   F   Sa

## JOB SUMMARY

This is a full-time director level position within Lancaster County Behavioral Health & Developmental Services (BHDS). The Director of Intake & Specialty Services provides leadership, oversight and coordination of multiple interconnected program areas, including Adult Mental Health Intake, Forensic Services, MH Homelessness Coordination, and Crisis Intervention Training (CIT).

This position was created to strengthen system integration, improve access to services for high-need populations with an SMI, and consolidate specialized mental health functions under a single unit. The role reflects the transition of the Crisis Intervention Team Training Program from Adult Probation and Parole to BHDS, ensuring clinical oversight, system alignment, and sustainability within the county's mental health infrastructure. The Director has direct oversight for planning, organizing and directing the Crisis Intervention Training (CIT) Program, including developing and fostering an atmosphere of teamwork and collaboration among CIT Advisory Board members and partner agencies. This position will act as a liaison between the Lancaster County criminal justice and behavioral health systems/provider communities to strengthen collaborative efforts to identify and divert, where possible and appropriate, individuals with serious and persistent mental health diagnoses from the criminal justice system.

This position operates with a high degree of independence and professional judgment, contributes to system planning and quality improvement initiatives, and ensures compliance. This position is supervised by, reports to, and acts upon authority delegated by the Deputy Director of Mental Health Services. The Director collaborates closely with the County's treatment courts, IDT team, Adult Probation & Parole, courts, jail administration, and community providers to support diversion, re-entry planning, and stabilization for justice-involved individuals with serious mental illness.

## REPORTING RELATIONSHIPS

This position reports directly to the Deputy Director of Mental Health Services and directly oversees the Supervisor of Intake and Forensic Services which consists of 2 Senior Speciality Services Caseworkers and two Intake Caseworkers. This position may also supervise a student-Intern. This employee provides supervision and direction to the unit Supervisor ensuring timely access to services, accurate assessments, and high quality linkage for individuals with mental health needs.

This position can be assigned work by the Director of Mental Health Services. Work performance is reviewed through formal and informal supervision, a review of documentation, direct observation, and feedback from staff, consumers, and providers.

## ESSENTIAL JOB FUNCTIONS

### Program Leadership & Administration:

- Provide operational oversight for Adult Mental Health Intake, Forensic Mental Health Services, MH Homelessness Coordination and Crisis Intervention Training.
- Establish program priorities, performance expectations and accountability structures aligned with BHDS/MH goals, County standards and funding requirements.
- Develop, implement and revise unit protocols and procedures and workflows to ensure efficient, consistent and responsive service delivery.
- Provide direct supervision, coaching and performance evaluation of the Adult Intake Supervisor.
- Provide functional oversight and all intake services - Adult, Forensic and Homelessness Coordination; directly oversee the coordination of CIT training activities.

### Adult Mental Health Intake:

- Oversee all Adult Mental Health Intake functions, ensuring timely access to services, accurate eligibility determinations, and appropriate linkage to resources (community-based, crisis, housing, and treatment services).
- Monitor intake volume, trends, and system capacity; recommend operational and resource adjustments to meet community need.
- Ensure documentation standards, referral processes, and follow-up practices comply with BHDS/County, State and requirements and protocols.
- Participate in or oversee admission decisions for forensic residential (TTC) and specialized programs.

### Crisis Intervention Team Training Program:

- Provide direct oversight of the Lancaster County Crisis Intervention Team (CIT) Program
- Coordinate CIT Trainings, supplemental courses and refresher courses for law enforcement to include instruction and training of local law enforcement and correctional officers on de-escalation techniques and pertinent mental health education as recommended through the CIT-Memphis Model and National Institute of Corrections.
- Foster an atmosphere of teamwork and collaboration among CIT Advisory Board members and partner agencies.
- Act as a liaison between the Lancaster County criminal justice and behavioral health systems and behavioral health community to strengthen collaborative efforts to identify and divert, where possible and appropriate, individuals with serious and persistent mental health diagnoses from the criminal justice system.
- Regularly attend and participate in local and regional meetings, trainings, seminars and conferences to maintain the highest level of education in the field of mental health services and current CIT initiatives, research, and recommendations.
- Facilitate CIT Advisory Board meetings; ensure there is representation, at minimum, from the following: Lancaster County Behavioral Health Developmental Services; Lancaster County Adult Probation and Parole; local law enforcement; National Association on Mental Illness (NAMI); consumer of mental health services; Crisis Intervention Services; community provider of mental health services.
- Form partnerships and maintain a constant dialogue with the Court, local law enforcement, and community-based agencies involved or concerned with the CIT Team or individuals diagnosed with chronic and serious persistent mental illness in the community.
- Form partnerships with local police chiefs to receive input and address concerns regarding the CIT training and implement solutions in order to continually strengthen the program.
- Oversee the submission of CIT Data Sheets including addressing and encouraging police departments who fail to submit data sheets.
- Stay abreast of current trends and research in CIT training, crisis intervention services, and mental health services to ensure the department is utilizing the most up-to-date research.

### Homelessness Coordination:

- Ensure alignment between mental health intake services and the County's homelessness response system.
- Support community based identification and engagement of individuals experiencing homelessness and serious mental illness.

- Monitor caseloads, service delivery, and outcomes for unsheltered individuals with serious and persistent mental illness who come into the pipeline for BHDS MH services.
- Coordinate with Continuum of Care (COC) stakeholders, shelters, outreach teams, housing providers, and county partners to improve access to mental health services.

#### Forensic Services:

- Provide leadership and oversight of the forensic case management unit.
- Monitor caseloads, service delivery, and outcomes for justice-involved individuals with serious and persistent mental illness.
- Collaborate with treatment courts, Adult Probation and Parole, jail administration, the District Attorney and Public Defender offices, and community providers to support diversion, stabilization, and re-entry planning.
- Participate in or oversee admissions decisions for forensic residential and specialized programs.

#### **OTHER SPECIFIC TASKS OR DUTIES**

1. Assist staff in prioritizing work load.
2. Provide as needed training and orientation for new staff or interns.
3. Develop policies and procedures regarding the Intake Process.
4. Understand billing procedures that may pertain to the Intake process and related services.
5. Maintain statistical information regarding the intake process to ensure that State defined Target Populations are being served
6. Attend Supervisory meetings and other administrative/management meetings as required.
7. Participate with the Unit Director in the hiring of new staff.
8. Develop and maintain a collaborative network of relationships both internal and external to the agency.
9. Participate in case management assignment process.
10. Participate in various planning meetings and interagency networking meetings within the community.
11. Participate in training/education of community providers regarding MH services.
12. Adherence to all County and Agency policies and procedures
13. All other duties as assigned by the Unit Director.

#### **MINIMUM QUALIFICATIONS**

Three years of professional experience in public or private social work which includes one year in a public welfare program and one year in a supervisory capacity; and a bachelor's degree which includes or is supplemented by 12 credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Any equivalent combination of experience and education which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge and understanding of State defined MH priority populations and eligibility criteria for adults and children.  
 Knowledge of current case management and social work principles, practices and methodologies.  
 Knowledge of Recovery and Resiliency principles as they relate to the populations being served.  
 Knowledge of the principals of supervision.  
 Knowledge of individual and group behavior and ways of working effectively with clients, staff, community, and provider organizations and the general public.  
 Ability to orient and instruct subordinates on laws, regulation, rules, policies and procedures.  
 Ability to analyze and evaluate case records.  
 Ability to make clear and pertinent statements, both orally and in writing.  
 Demonstrated ability to actively foster an open, cooperative and collaborative working relationship within and between the courts, law enforcement, behavioral health agencies, jail, and other departments and agencies.  
 Knowledge of issues related to Child Development, Transitioning Youth and the Aging populations.  
 Knowledge of specialty populations such as the Dually Diagnosed (MH and MR or MH and D&A)

Knowledge of and sensitivity to cultural issues which may impact mental health treatment.  
Ability to interpret policies and incorporate them into procedures and guidelines.  
Demonstrate basic computer and word processing skills.  
Possess leadership skills and the ability to delegate, embrace teamwork, and work independently.  
Ability to plan, organize, and manage time with efficiency and effectiveness.  
Ability and desire to work with people and the capacity to do so with tolerance and understanding.

**REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

Required prior to employment:

- Pennsylvania Childline Act 33 Clearances;
- Child Abuse and PA Criminal History Check;
- FBI Fingerprint Clearance

Must pass pre-employment drug screening and PA Driver's License in good standing

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work in a busy and open environment.
- Must be able to routinely provide own transportation to and from consumer's homes, meetings, outreach visits and other job-related appointments in a timely manner and be able to access those locations with reasonable accommodations.
- This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B are 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

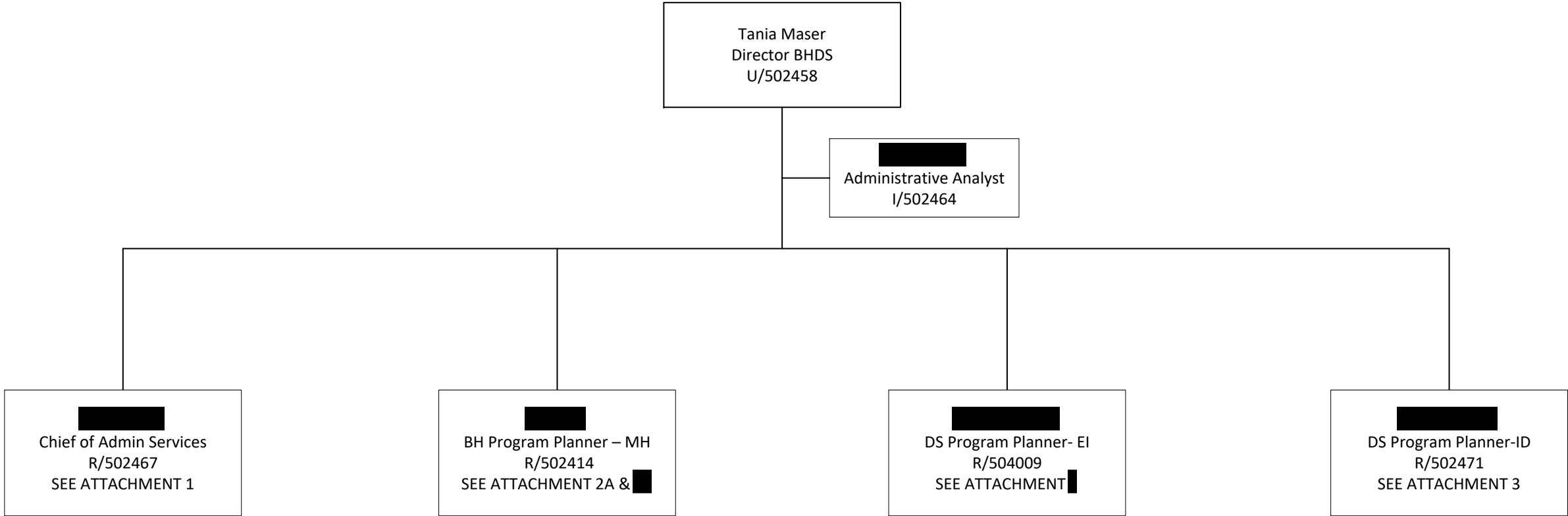
\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Lancaster County BH/DS



[REDACTED]  
BH Program Planner – MH  
R/502414

[REDACTED]  
Chief Caseworker  
N/502420  
See Attachment 2B

[REDACTED]  
Senior Program Planner  
N/504548  
See Attachment 2B

[REDACTED]  
Chief Caseworker  
N/502421

Dir Intake & Speciality

[REDACTED]  
Program Coordinator  
L/502989

[REDACTED]  
Senior Program/Planner  
N/504777

[REDACTED]  
Caseworker  
I/504055

[REDACTED]  
Assist Chief Caseworker  
L/503771

[REDACTED]  
Assist Chief Caseworker  
L/503728

Vacant – Frozen  
Assist Chief Caseworker  
L/502395

[REDACTED]  
Assist Chief Caseworker  
L/503870

Vacant – Frozen  
Assist Chief Caseworker  
L/502397

[REDACTED]  
Caseworker Senior  
K/502411

[REDACTED]  
Program/Planner Eval  
L/503692

[REDACTED]  
Caseworker Senior  
K/502661

[REDACTED]  
Caseworker Senior  
K/502412

[REDACTED]  
Caseworker Senior  
K/504694

[REDACTED]  
Caseworker Senior  
K/504686

[REDACTED]  
Caseworker Senior  
K/502435

[REDACTED]  
Caseworker  
I/503772

[REDACTED]  
Caseworker  
I/502406

Vacant – Frozen  
Caseworker  
I/502403

[REDACTED]  
Caseworker Senior  
I/504695

[REDACTED]  
Caseworker Senior  
K/504687

[REDACTED]  
Caseworker  
I/504057

Vacant – Frozen  
Caseworker  
I/503528

[REDACTED]  
Caseworker  
I/502987

Vacant – Frozen  
Caseworker  
I/[REDACTED]

[REDACTED]  
Caseworker Senior  
K/504504

Vacant – Frozen  
Caseworker  
I/[REDACTED]

Vacant – Frozen  
Caseworker  
I/503774

[REDACTED]  
Caseworker  
I/502879

Vacant – Frozen  
Caseworker  
I/[REDACTED]

[REDACTED]  
Caseworker Senior  
I/502410

[REDACTED]  
Caseworker  
I/502878

[REDACTED]  
Caseworker  
I/502533

[REDACTED]  
Caseworker  
I/502429

[REDACTED]  
Caseworker  
I/504493

[REDACTED]  
Caseworker  
I/502433

[REDACTED]  
Caseworker  
I/502401

## 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: 12/19/2025 Department: B1300

Submitted by: Heather L. Adams District Attorney  
(Name and Title)

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

To recognize a permanent duty pay increase of 5% for significant added duties to a current supervisor, Level U, position for position number 500979.

Min: 79,189.50 Mid: 99,001.50 Max: 118,794.00

Grade: U Union: No

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

Upon expiration of prior request 1/7/2025.

3. Purpose of action request:

To make permanent extra duty pay at 5% for added duties for a supervisor position that meets the operational needs of the department. 5% was added 6 mos ago for 6 mos to be reevaluated.

4. Cost: \$2048.99 Annualized Cost: 4098.05

5. Projected increase/decrease in cost to department:

Permanent Increase of 5%.

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

Position was budgeted at the higher rate.

7. Funding source:

B1300 7100 19011

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

In fall 2024, The District Attorney's Office reclassified a high level supervisor position to a line level supervisor position to oversee a new court initiative - Rapid Resolution Court (RRC). The ADA that took this position and established the expectations of the program was then transferred laterally to the juvenile unit supervisor position. While the RRC position was posted, the ADA continued to oversee RRC court, process a portion of the files and attend the Court sessions.

We have therefore evaluated the duties and demands of this position and, with the agreement of the ADA, have determined that this position will be assigned extra duties on a permanent basis to oversee RRC court. After the ADA has been doing this work for 6 months plus, all are in agreement that it is most efficient for him to continue to do this work and the 5% additional pay should become permanent.

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

As we have implemented this position, our needs have become more clear. By combining these duties with another supervisor position, we are streamlining the duties that must be performed by an attorney. The new Rapid Resolution Court has been effective and we expect a clearance rate of approximately 1,000 cases per year. The week-to-week efficiencies for all trial-unit ADAs will be substantial but there are significant additional duties pertaining to the point person for this program that must be recognized.

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:** Assistant District Attorney Juvenile Unit Manager

**JOB CODE:** 263 **DATE:** 1/8/2025

**POSITION #:** 500993

**DEPT:** District Attorney

**REPORTS TO:**

**Position # -** 00500985

**Job Title -** First Assistant District Attorney

**FLSA CLASSIFICATION:**

Non-Exempt  Exempt

**WORK SCHEDULE:**

**Hours/Week:** 37.5

**Start Time:** 830

**End Time:** 500

**TYPE POSITION:**

Full Time  Part Time  
 Temporary  Seasonal  Intern

**Work Days (Check all that apply):**

**S M T W Th F Sa**

### JOB SUMMARY

The Assistant District Attorney who supervises the Juvenile Unit will oversee the prosecution of all juvenile cases. These duties include case assignments and active monitoring and supervision of all cases in the unit and all unit members. The Supervisor is also responsible for a personal caseload including juvenile cases certified for adult prosecution as assigned. The Juvenile Unit Supervisor is expected to work in a collaborative manner with our partners in juvenile justice to promote public safety, address the need of victims and witnesses, resolve cases in a timely manner and in a way that reduces reoffending while ultimately holding the youth accountable.

The Supervisor for the Juvenile Unit is also responsible for overseeing the cases submitted by the District Attorney to Rapid Resolution Court and will be responsible for coordinating, supervising and running all aspects of cases designated for this accelerated track, including representing the Commonwealth at scheduled Court appearances.

### REPORTING RELATIONSHIPS

This position supervises the Juvenile Unit personnel, including one Assistant District Attorney. This position reports to the First Assistant District Attorney with oversight from the District Attorney.

### ESSENTIAL JOB FUNCTIONS

Supervise Juvenile Unit personnel and oversee cases to include plea negotiation advice and approvals

Prosecute personal caseload as described, including adult direct file cases

Act as liaison between Juvenile Judges and the Office of Juvenile Probation to foster communication between offices.

Provide outreach and educational sessions to school districts in the county with the aim of coordinating prevention efforts in the areas of crime and juvenile issues such as sexting, bullying, drugs and abuse.

Responsible for management and operation of the Rapid Resolution Court including ensuring completeness of discovery, proper redaction of discovery, and timely transmission of all necessary paperwork to defense counsel.

**OTHER SPECIFIC TASKS OR DUTIES**

- Oversee the training and operation of the Youth Aid Panel
- Advise law enforcement officers on cases, charges and law particularly relating to Juvenile offenses.
- Act as Duty DA to be on call for the office on a rotating basis.
- Assist in the training of all new Assistant District Attorneys
- Provide trainings to police or others as requested by DA.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree
- Juris Doctorate degree
- Licensed to practice law in the Commonwealth of PA

**KNOWLEDGE, SKILLS AND ABILITIES**

This ADA who holds this position must be an expert in PA juvenile criminal prosecutions; must be able to provide effective training to law enforcement personnel on legal issues; must be able to direct a major criminal investigation; must be able to work to foster collaborative work between law enforcement, other government agencies, and private victim service agencies.

**REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

License to practice law in the Commonwealth of Pennsylvania.  
Successfully meet the requirements of the criminal history background check.  
Compliance with the County's "authorized" driver guidelines.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Work is primarily sedentary in nature, no special demands are required.  
Must be able to work extended hours when in a trial and/or on a major investigation as needed

**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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## 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: 1/12/2026 Department: B1300

Submitted by: Heather L. Adams District Attorney  
(Name and Title)

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

To hire an applicant above starting rate for position number 503001, Grade K, with starting salary of \$54,697.00.

Min: 48,613.50 Mid: 60,781.50 Max: 72,930.00

Grade: K Union: No

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

Upon hire.

3. Purpose of action request:

To hire an applicant with significant prior work experience in law enforcement (29 years as a sworn officer) and with the Youth Aid Panel.

4. Cost: \$79,203 Annualized Cost: \$75,902

5. Projected increase/decrease in cost to department:

This position was budgeted for 35.25 hourly or 68,700

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:

B1300

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

This position covers four main areas including grant writing, overseeing the Youth Aid Panel, overseeing the NICE Justice program and community outreach. This coordinator position is extremely important financially as the coordinator researches, identifies, applies for and reports on grants for our detparment. The position also oversees the DA's Youth Aid Panel diversion program and assists with finding volunteers for that program countywide and coordinates the training for volunteers. Finally, this position trains and acts as a liason for the NICE Justice program which is important for the everyday operations of this office in retrieving and sending discovery in a timely manner.

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

See above. This position impacts many different areas in the office and is necessary to the long functioning of our long running diversion program for juveniles as well as eveyday operations in the DA's office including financial management of grants.

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:** Community Outreach and Program Coordinator

**JOB CODE:**                      **DATE:** 9/30/25

**POSITION #:** 503001

**DEPT:** DA's Office

**REPORTS TO:**

**Position # -** 500998

**Job Title -** District Attorney

**FLSA CLASSIFICATION:**

**Non-Exempt**     **Exempt**

**WORK SCHEDULE:**

**Hours/Week:** 37.5

**TYPE POSITION:**

**Full Time**     **Part Time**  
 **Temporary**     **Seasonal**     **Intern**

**Start Time:** 8:30              **End Time:** 5:00 (1 hr lunch)

**Work Days (Check all that apply):**

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

### JOB SUMMARY

The Community Outreach and Program Coordinator will perform multiple functions within the office relating to community outreach and programs implemented and/or overseen by the Office of the District Attorney. This position will be responsible for engaging community organizations and school districts to provide and share educational programs focused on mission awareness and crime trends. This position will also be responsible for coordination and oversight of public safety grant related initiatives, the Youth Aid Panel program and the Nice Justice digital discovery program.

The employee will also be responsible for coordination and oversight of the Lancaster County District Attorney's Office Youth Aid Panel (YAP). The YAP Coordinator will be tasked with working jointly with outside agencies, including law enforcement, to recruit and coordinate trainings for panel members and to ensure standardization and proper adherence to the policies and procedures of the programs.

The Coordinator will also serve as a trainer and liaison for the NICE Justice digital discovery program between our office and law enforcement agencies in Lancaster County.

### REPORTING RELATIONSHIPS

There are no staff positions that report to this individual. The employee reports to the District Attorney.

### ESSENTIAL JOB FUNCTIONS

**Grant Coordination:**

- Research and identify potential public safety grants and funding opportunities.
- Responsible for the drafting and submission of public safety related grant initiatives for the District Attorney's Office.
- Maintain all grants received by the District Attorney's office to ensure conformance with grant requirements. Gather all necessary data from reporting parties for timely submission of all reports including, quarterly, program and final reports to the grant authority.

**Youth Aid Panel Coordination:**

- Responsible for promoting the value, meaning and purpose of the Youth Aid Panels.
- Responsible for recruitment, interviews and selection of candidates for training in the Youth Aid Panel program as well as coordination of training sessions for new members of the Youth Aid Panel.

- Assure completion of all background checks for trainees and that trainees meet the requirements for certification.
- Oversee periodic in-service training for existing active panel members.
- Assist with start-up and ongoing management of all Youth Aid Panels in Lancaster County and facilitate review meetings with YAP Chairpersons to identify programs, exchange ideas and matters of concern.
- Collect, evaluate and calculate required statistical information regarding all Youth Aid Panels in Lancaster County such as: caseload, recidivism indicators and any other relevant information required for State and Federal reporting requirements.

#### Nice Justice Coordination:

- Act as liaison between law enforcement agencies, DA staff, Assistant District Attorneys and NICE.
- Troubleshoot, log and coordinate system issues with NICE, law enforcement agencies and staff.
- Train new users within each user group on NICE, communicate and train on upgrades to all user groups.

#### Community Outreach:

- Attend community events as representative of the DA's office
- Attend community partner meetings as necessary as representative of DA's office
- Work to establish educational programs/pamphlets designed to raise awareness of current crime trends.

### **OTHER SPECIFIC TASKS OR DUTIES**

Maintain good communications between the other county agencies and outside agencies to meet established policies and procedures, objectives, program assessment and standards in order to aid the District Attorney's Office in attaining program goals.

Perform other duties and assignments as assigned or required.

### **MINIMUM QUALIFICATIONS**

Bachelors Degree in related field is desirable.

Ability to communicate effectively with the public, customers, peers, and policy making bodies within the County Government.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.

Ability to learn about the Criminal Justice System

Ability to perform a variety of tasks; possess strong organization skills and attention to details skills; and the ability to maintain flexibility to multitask as needed.

Professionally interact and communicate with others

Knowledge of General Office Procedures and Practices.

### **REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

- \* Must possess a valid Pennsylvania driver's license.
- \* Pass a background investigation.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. Operate standard office equipment
2. Sitting long periods of time in an office environment

### **ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

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

## 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: 1/12/2026 Department: B1300

Submitted by: Heather L. Adams District Attorney  
(Name and Title)

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

To hire an ADA applicant above starting rate for position number 503785, with a starting salary of \$77,000.00.

Min: 72,235.00 Mid: -- Max: 107,300

Grade: 51 Union: Yes Teamsters

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

Upon start date 1/26/26 effective upon hire.

3. Purpose of action request:

To hire an applicant with 15 years legal experience.

4. Cost: \$105,322 Annualized Cost: \$96,544

5. Projected increase/decrease in cost to department:

This position is budgeted for 2026 at \$75,826.00

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

1,174.00

7. Funding source:

B1300

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

We have been operating with an average of 4-5 openings for years. We have undertaken measures to alleviate administrative tasks from the ADAs and have improved file flow within the office, but caseloads per ADA are high due to so many openings. It is imperative that we fill our open slots so that we can retain more attorneys at the 2-3 year mark.

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

We currently have five additional ADA openings. Bringing in an attorney with 15 years' experience will greatly help reduce the workload on other ADAs.

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:** Assistant District Attorney I

**JOB CODE:** 349 **DATE:** 1/06/24

**POSITION #:** 00503785

**DEPT:** District Attorney's Office

**REPORTS TO:**

**Position # -** 00500985

**Job Title -** First Deputy District Attorney

**FLSA CLASSIFICATION:**

Non-Exempt  Exempt

**WORK SCHEDULE:**

**Hours/Week:** 37.50

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

**TYPE POSITION:**

Full Time  Part Time  
 Temporary  Seasonal  Intern

**Work Days (Check all that apply):**

**S M T W Th F Sa**

### JOB SUMMARY

An Assistant District Attorney is responsible for the prosecution of a wide array of criminal offenses and handles all phases of a prosecution from pre-investigation through post-sentence appeals. It is the duty of an Assistant District Attorney to seek justice. In doing so, an Assistant District Attorney is responsible for evaluating cases, taking into consideration resources, strength of the evidence, severity of the crime, any impact on victims and the community and policy considerations. Compensation is subject to collective bargaining.

### REPORTING RELATIONSHIPS

Supervision received directly from an Assistant District Attorney Unit Supervisor, with oversight from the First Assistant District Attorney and the District Attorney.

### ESSENTIAL JOB FUNCTIONS

- Conduct Preliminary Hearing blocks.
- Screen assigned cases for discovery, plea offer, pretrial litigation, and trial presentation.
- Conduct pretrial hearings, jury and bench trials, juvenile hearings and posttrial hearings.
- Conduct summary conviction appeals, current business sessions, guilty pleas, and bench warrants.
- Prepare pretrial, post-trial and appellate briefs and memoranda of law.

### OTHER SPECIFIC TASKS OR DUTIES

- Advise law enforcement officers on cases, charges and law.
- Verify Rule 600 status of each assigned case.
- Act as Duty DA to be on call for the office on a rotating basis.
- Assist in the training of all new Assistant District Attorneys
- Provide trainings to police or others as requested by DA.
- Complete continuing legal education in order to maintain license to practice law.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Juris Doctorate degree
- Licensed to practice law in the Commonwealth of PA

**KNOWLEDGE, SKILLS AND ABILITIES**

An Assistant District Attorney is a trial attorney and must possess analytical abilities, communication skills, a working knowledge of the criminal justice system as well as an understanding of the current state of the law, Pennsylvania crimes code, rules of criminal procedure and possess a presence in the courtroom.

**REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

License to practice law in the Commonwealth of Pennsylvania.  
Successfully meet the requirements of the criminal history background check.  
Compliance with the County's "authorized" driver guidelines.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Work is sedentary in nature. Expect in the context of driving a motor vehicle in the course of employment, there are no specific physical demands.

**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

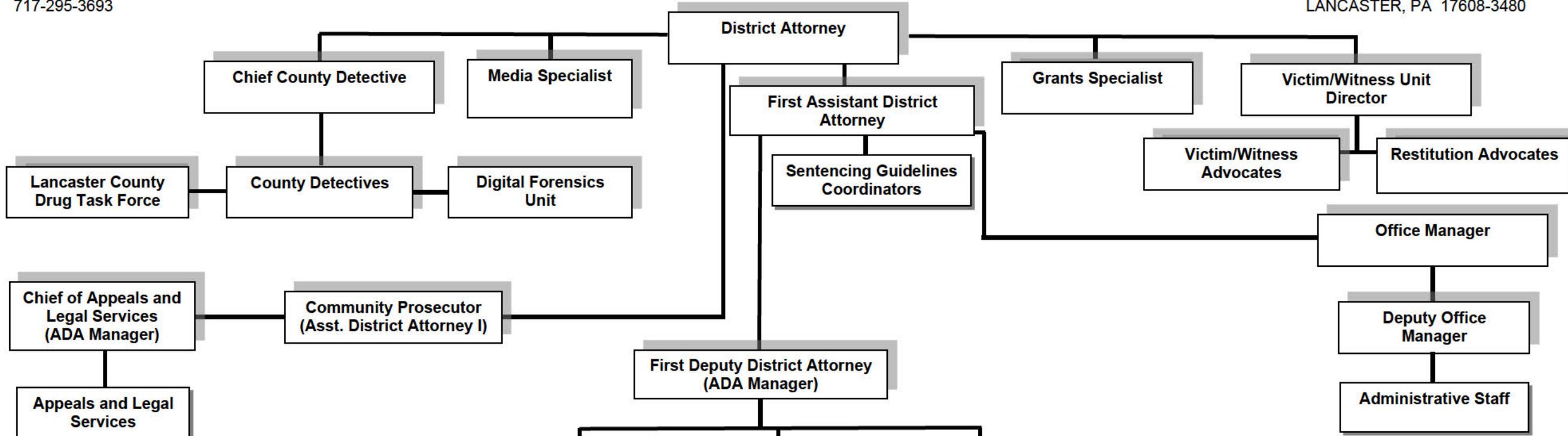
\_\_\_\_\_  
Date

Office of The  
**District Attorney of Lancaster County**  
 Budgetary Organizational Chart



LANCASTER COUNTY COURTHOUSE  
 50 NORTH DUKE STREET  
 PO BOX 8348  
 LANCASTER, PA 17608-3480

TELEPHONE  
 717-299-8100  
 FAX  
 717-295-3693



Asst. District Attorney II  
 Asst. District Attorney I  
 Asst. District Attorney I  
 (Juvenile / Appellate)

**Trial Team Specialty / Unit Key**

- Domestic Violence
- Sexual Assault / Child Abuse
- Major Crimes
- Felony Drug
- Highway and Traffic Safety
- General Trial

Juvenile Unit	Trial Teams 1 & 4	Trial Teams 2 & 3
Assistant District Attorney ADA Unit Supervisor Asst. District Attorney I (Juvenile / Appellate)	Assistant District Attorney ADA Unit Supervisor Asst. District Attorney I Asst. District Attorney I Asst. District Attorney II Asst. District Attorney I Asst. District Attorney I (Part-Time DV) Asst. District Attorney I Asst. District Attorney I ADA Unit Supervisor Asst. District Attorney I	Assistant District Attorney First Asst. Dist. Atty. First Dep. Dist. Atty. Asst. District Attorney II ADA Unit Supervisor ADA Unit Supervisor Asst. District Attorney I Asst. District Attorney I

Total Staff Numbers	
Attorneys	29 FT & 1 PT (2 FT Vacancies)
Detectives	18
Victim Advocates	12 FT & 1 PT
Restitution Advocates	2
Support Staff	21 FT (2 FT Vacancies)
Civilian Tech Analyst	1
Media Specialist	1
Grant Coordinator	1
Sentencing Guidelines Coordinator	3

## 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: 1/2/2026 Department: \_\_\_\_\_

Submitted by: Lawrence George  
(Name and Title)

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

Request approval to eliminate the following positions effective January 12, 2026.

Office of Aging Office Support II PT (502342)  
Office of Aging Office Support II (502311)  
Office of Aging Office Support Supervisor (502351)  
Purchasing Mailroom Processor (504059)  
Property Assessment 2 Office Support III (500055, 500071)  
General Services 4 Natural PT (500297, 503254, 503254, 504619, 502701)  
Office of Aging Virtual Sr Center Manager (504713)  
Office of Aging Fiscal Technician (503579)  
IT Technical Support Specialist (500625)  
YIC Youth Care Worker FT (503607)  
Prison Corrections Major (501250)  
BHDS Assistant Office Support Supervisor (504443)  
Juvenile Probation Probation Officer Sr (502527)

Min:

Mid:

Max:

Grade:

Union:

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

January 12, 2026

3. Purpose of action request:

As part of an ongoing effort to streamline operations, improve efficiency and align resources with organizational mission and priorities.

4. Cost:

Annualized Cost:

5. Projected increase/decrease in cost to department:

Decrease of \$978,038.37 salary and benefit cost.

## Salary Board Action Request Form

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:

N/A

8.  Budget Services contacted

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

Strategic Analysis of the positions determined there is no longer an operational need.

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

These position eliminations are part of a strategic initiative to streamline operations, improve organizational efficiency and support financial stability and operational effectiveness.

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>  
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