

**Salary Board
Meeting Agenda
March 2, 2026
1:30 p.m. – Conference Room #701, 7th Floor**

1. Call to Order
2. Minutes of the February 2, 2026, meeting.
3. **Court Administration - President Judge Leonard Brown, III** **1:30 p.m.**
 - a. Court Reporters
 1. Request approval to hire an applicant at an annual salary of \$68,500 which is above the start rate for a Court Reporter position (500707), Grade N, effective March 23, 2026. (Min: \$57,388.50 Mid: \$71,721 Max: \$86,073)
4. **Budget Services – Lawrence George** **1:35 p.m.**
 - a. Request approval to reclassify, post, and fill one (1) vacant Director of Budget Services position (504666), Grade X, to Chief Financial Officer Grade Z, effective upon approval. (Min: \$109,948.80, Mid: \$137,425.60, Max: \$164,902.40)
5. **Controller’s Office – Scott Wiglesworth** **1:40 p.m.**
 - a. Request approval for a permanent 2.5% increase for incumbent of Account Clerk II position (504770), Grade E, due to assuming additional duties and simultaneously eliminate vacant part-time Account Clerk I position (503801), Grade D, effective March 9, 2026.
 - b. Request approval for a permanent 2.5% increase for incumbent of Accounts Payable Supervisor (500194), Grade J, for significant additional duties, effective March 9, 2026.
6. **General Services – Carmen Simone** **1:45 p.m.**
 - a. Request approval to post and fill five (5) frozen Lifeguard positions (500314,500327,502603,504094,504328), Grade 11, effective April 1, 2026. (Starting Rate \$15.00)
7. **Human Resources & Prison – Christina Peddigree** **1:50 p.m.**
 - a. Request approval to reclassify, post, and fill one (1) vacant Human Resource Manager – Prison position (504510), Grade N, to part-time, Human Resource Manager- Prison, Grade N, effective upon approval. (Min: \$29.43, Mid: \$36.78, Max: \$44.14).
8. **Planning – William Clark** **1:55 p.m.**
 - a. Request approval for a temporary 5% salary increase for employee (██████), due to assuming additional duties for position 500556, effective January 20, 2026, until March 17, 2026, or until the incumbent returns to duty.
9. **Public Defender – Christopher Tallarico** **2:00 p.m.**
 - a. Request approval to hire an applicant at an annual salary of \$73,618 which is above the start rate for an Assistant Public Defender I position (500445), Court Related Professionals Grade 51, effective March 30, 2026. (The minimum/maximum for this position is \$72,235/\$107,300).
10. Business from Guests
11. Adjourn
12. Next Meeting: Monday, April 6, 2026

Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on the 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: 3/2/2026 Department: Court Reporters' Office

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 hire candidate [REDACTED] for Court Reporter above the starting salary at a rate of \$68,500 which is commiserate with experience.

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

Grade: N Union: No

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

3/23/2026

3. Purpose of action request:

To hire a highly qualified candidate with 30 years of experience in the court reporting field along with multiple certifications.

4. Cost: \$68,500 Annualized Cost: \$95,367

5. Projected increase/decrease in cost to department:

\$54,167.50

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

This position was previously approved to post and fill through SB. The cost to hire above the starting salary is \$11,111.50. Budget Services confirmed the savings from eliminating position #500664 will cover this cost.

7. Funding source:

General Fund

8. Budget Services contacted

Salary Board Action Request Form

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

In order to maintain the effective functioning of the judicial system, it is necessary to have qualified court reporters on staff. NCRA (National Court Reporters Association) reports a growing demand for court reporters due to the aging workforce and an increased number of legal proceedings across the country. The NCRA projects a 10% growth in demand for court reporters over the next decade, emphasizing the importance of retaining this skilled profession within the judicial system.

This candidate brings over 30 years of court reporting experience and holds three professional certifications. These certifications in the reporting profession speak volumes to the type of reporter she is. Achieving and maintaining these certifications requires a high level of skill, accuracy and dedication. While our last four hires have been great additions to the office, three of them were newly out of school and naturally required a significant learning curve to adjust to courtroom procedures, judicial expectations and transcript production. With this candidate's level of experience, her learning curve would be minimal and she would be able to step into her role and contribute immediately. There has been a court reporter shortage for years and given the competitive nature of the job market, there is a real risk of losing this candidate to another county if we are not able to accommodate this request.

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

Hiring this candidate will improve productivity and efficiency by strengthening staffing levels in an aging office that is facing anticipated retirements. Measurable results include reduced coverage gaps, improved scheduling efficiency and an ability to accommodate sick leave and vacation time. Given the current staffing demands of covering hearings for 13 judges and numerous hearing officers, it is imperative we bring this qualified reporter onboard to maintain consistent court coverage.

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: Official Court Reporter

JOB CODE: 159 **DATE:** 2/13/2026

POSITION #: 500707

DEPT: 86550433 Court Reporters

REPORTS TO:

Position # - 00500717

Job Title - Director of Court Reporters

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.50

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

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 is a full-performance-level reporting position that requires the taking, transcribing and processing of verbatim court and other judicial proceedings via stenographically or utilizing voice writing equipment. Work is performed by use of state-of-the-art computerized equipment to report, transcribe and edit proceedings prior to proofreading, certifying and distribution of transcripts to applicable parties.

REPORTING RELATIONSHIPS

Official Court Reporters report to the Director of Court Reporters. There are currently 14 Official Court Reporters.

ESSENTIAL JOB FUNCTIONS

Ability to operate a court reporting steno machine or voice writing equipment. Ability to record verbatim notes of testimony of court and other judicial proceedings; utilize state-of-the-art computer-aided transcription and/or other equipment to produce transcripts; interrupts proceedings as necessary to ensure accuracy and completeness of the record; determines correct spelling of names, terminology and other specifics of testimony.

Transcribes notes of verbatim testimony; completes a separate sheet of names, addresses, terms used and other factual data from the testimony to ensure accuracy of spellings, language, etc; proofreads rough drafts and/or utilizes a proofreader at individual reporter's expense; makes corrections needed to produce timely and final transcripts to comply with Rule 4000. Processes data from computer-aided transcription devices; utilizes court-reporter-specific software program to translate either steno notes or voice notes into English; utilizes currently available computer hardware and techniques to produce a electronic and/or hard copy transcript directly from computer system. Be able to fill out billing forms within time limits and keep accurate and detailed records to comply with Rule 4000.

Be subject to a very flexible schedule with occasional reassignment at the last minute. Ability to sit for very long periods of time. Perform a variety of clerical and administrative tasks including answering of phones and basic scheduling requirements. Be willing to work as part of a team of reporters in order to fulfill the needs of all judicial officers of the court and possess excellent communication skills. Must have knowledge of principles and processes for providing customer and personal services. This includes customer needs, assessment, meeting quality standards for services and

evaluation of customer satisfaction. Must possess tact, good judgment, poise, initiative and maintain a professional appearance at all times.

Possess excellent organizational skills to permit the production of transcripts within strict time limitations. Work well under pressure. Ensures accuracy of transcripts; maintains records on status of workload; provides necessary information to detail staff personnel for binding, lodging, filing, noticing and forwarding of transcripts to judges, attorneys and other authorized personnel, as outlined in current "How To Do It" manual; when questions arise, compare final transcript to original steno notes and/or voice notes of testimony and, if necessary, make additions, deletions, or supplementations to the record; catalogues and maintains records of notes, electronic and backup files and also maintains exhibits as required in the Exhibit Rule in assigned cases; performs related tasks as required.

Work remotely as required and function within the guidelines of the telecommuting policy.

OTHER SPECIFIC TASKS OR DUTIES

Ability to communicate professionally with court, non-court personnel, and visitors.

Ability to work independently and as a team member.

Timely answer questions from various court offices when asking for clarification or assistance.

Ability to cover phone and general secretarial duties when assistance is needed during breaks and absences of secretarial staff.

A proofreader is required to check for accuracy within transcripts before final product is produced.

Must be able to implement Rule 4000 guidelines and abide by all conditions therein.

Be willing and able to work remotely within the requirements of the telecommuting guidelines when needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education requirement is an RPR (Registered Professional Reporter) or NVRA (National Verbatim Reporters Association) certificate and/or Court Reporting Associate's degree diploma and/or the meeting of minimum qualifications and skills for standard court reporting certification: 225 Q&A, 200 jury charge, 180 literary - all at 95% accuracy.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of terminology and practices employed in the judicial system.

Knowledge of principles, procedures and practices of civil and criminal trials, hearings and related court activities.

Thorough knowledge of English grammar, spelling, punctuation and usage.

Skill in taking verbatim testimony stenographically or through voice writing technology of judicial proceedings involving multiple speakers, specialized testimony, emotional circumstances and similar factors.

Skill in editing and proofreading verbatim testimony.

Ability to safeguard stenographic and voice writing notes and proper backing up of proceedings as required by PA Rule 4000.

Must be able to furnish adequate equipment for the efficient performance of duties and be proficient in utilizing such equipment. Such equipment would be a steno machine or voice writing equipment, computer with court reporting software and a printer.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

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

The National Court Reporters' Association (RPR) and the National Verbatim Reporters' Association (NVRA) confirm the entry-level designation upon those who pass an examination and participate in mandatory continuing education programs. Although voluntary, the designation is recognized as a mark of distinction in the field.

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.

While performing the duties of this position, the employee is regularly required to sit, sometimes for long periods of time.

The employee has to be able to communicate with court and non-court personnel. The employee is frequently required to go from one location to another, i.e. courtroom, chambers and/or non-court offices.

In addition to possessing speed and accuracy, court reporters must have excellent listening skills and hearing, good English grammar and vocabulary, and punctuation skills.

Ability to regularly lift and/or move equipment and/or office supplies and exhibits weighing up to ten pounds. Occasionally there may be some lifting involving boxes of records, exhibits and/or office supplies.

Ability to operate a steno machine or voice writing equipment, transcribe and edit using specific software, and basic computer skills related to court reporting software.

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

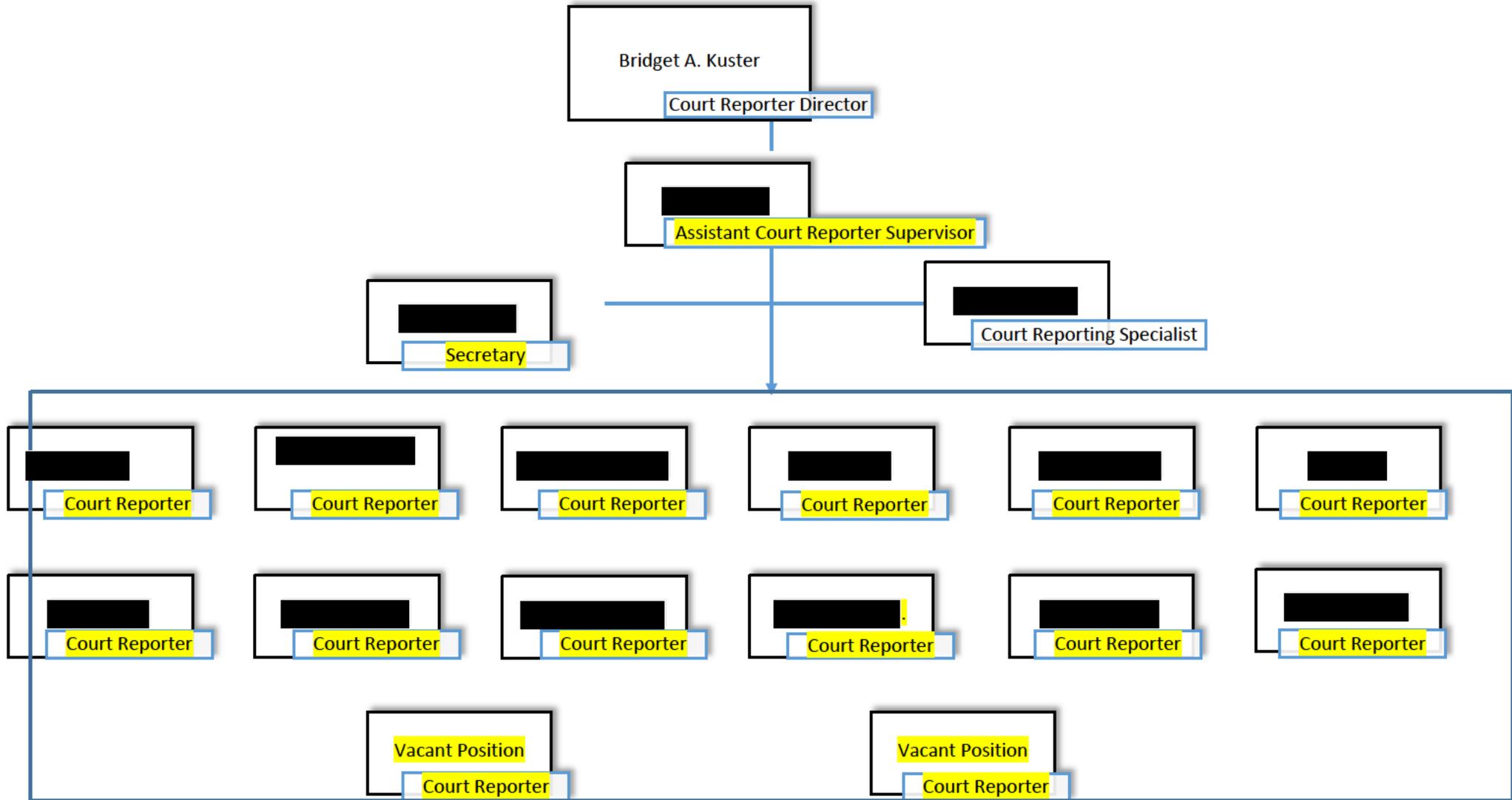
Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date



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: 2/25/2026 Department: Budget Services

Submitted by: L George Administrator
(Name and Title)

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

Redefinition and reclassification of (current) Budget Director, Class X to Chief Financial Officer, Class Z

Min: \$109,948.80 Mid: \$137,425.60 Max: \$164,9020

Grade: Z Union:

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

March 2, 2026. The intention is to post the position immediately upon approval of request to redefine and reclassify. Hire date and salary to be determined.

3. Purpose of action request:

Redefinition and reclassification of the Budget Director, Class X to Chief Financial Officer, Class Z.

4. Cost: TBD Annualized Cost: TBD

5. Projected increase/decrease in cost to department:

TBD

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:

General Fund

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

Upon systematically reviewing the budget and finance operations of a cross-section of counties within the Commonwealth, which included recent site visits to Franklin and Berks Counties, the executive team believes that prioritizing the creation and hiring of a Chief Financial Officer is in the County's best interest. The CFO position represents a redefinition and reclassification of the prior Budget Director title, elevating the role to one of senior leadership within the County. It is anticipated that the future incumbent will work closely with the executive team and departmental and elected official stakeholders in assessing Budget Department operations and countywide financial efficiencies. This process, with the assistance of the CFO, will help inform the potential realignment of functions and responsibilities in the eventual composition of a Finance Department.

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

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: Chief Financial Officer

JOB CODE: 632 DATE: 03/02/2026

POSITION #: 00504666

DEPT: Budget Services

REPORTS TO:

Position # - 00500007
Job Title – Chief Clerk

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 40.00

TYPE POSITION:

X Full Time Part Time
Temporary Seasonal Intern

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

Workdays (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

The **Chief Financial Officer (CFO)** is a senior leader responsible for ensuring the County meets its fiscal objectives while delivering efficient, effective, and transparent services to taxpayers. Under general direction, the CFO organizes and oversees the development, preparation, and monitoring of the County budget; provides strategic financial and administrative support to the Chief Clerk/County Administrator, Board of Commissioners, and County departments; and leads fiscal policy development and implementation. This role involves planning, coordinating, and reviewing financial activities, conducting complex analyses, managing revenue and expenditure forecasts, and ensuring compliance with accepted accounting and budgetary practices. The CFO also advises on financial impacts of legislation, supports labor negotiations with cost analysis, and collaborates on capital improvement planning and investment strategies.

REPORTING RELATIONSHIPS

The Chief Financial Officer reports to the Chief Clerk for the County of Lancaster, who reports to the Elected Board of Commissioners.

Reporting to the Chief Financial Officer is a Deputy Director of Budget Services.

ESSENTIAL JOB FUNCTIONS

- Provide managerial leadership, to include the selection, supervision, and evaluation of department staff and the development of department's strategic plans, with the goal of ensuring the Department's optimal accuracy, efficiency and effectiveness.
- Directs the preparation of the County's annual budget with consideration of requirements for provision of services, operational goals and objectives, available resources and revenues, cost estimates, and in accordance with the priorities of the Board of Commissioners. Approve a final draft budget to present to the Board of Commissioners and a public presentation thereof.
- Analyze current and future financial trends and the financial position of the County; make recommendations to the Board of Commissioners as needed.
- Construct revenue and expenditure forecasts; provide alternative budget scenarios, track budget variances and ensure compliance with accepted accounting and fiscal practices.

- Develop and implement county-wide accounting and financial management and strategic fiscal policies while partnering with county stakeholders to develop policies.
- Working with senior county management, lead periodic reviews of all programs, services and expenditures to determine cost-benefit and whether the programs and/or services are performed in the most cost-efficient manner. Make recommendations to senior management and the Board of Commissioners as needed.
- Working with departments, establish grant compliance guidelines and ensure compliance with state and federal guidance as it pertains to applicable cost principals, reimbursement, procurement, and audit requirements. Advise senior management and the Board of Commissioners of sound policy and actions to be taken to ensure compliance with federal or state audits.
- Develop key assumptions and reports for rolling forecast of revenues, expenditures, and fund balance.
- Oversee the development of rolling cash flow forecast and presentation to the County Investment Board. Participate in Investment Board meetings to advise on liquidity needs, and available dollars for investment portfolio to maximize investment returns.
- Develop capital finance strategy incorporating GFOA best practices for use of reserves, available grant dollars, fees, bond/bank/lease financing.
- Evaluate all capital financing proposals and alternatives, balancing the use of reserves, tax or tax-exempt financing, and other available and applicable instruments to minimize debt, net interest costs and overall impact to the taxpayers.
- Lead all calls with bond rating agencies setting forth the strategy, key analysis, and data points to ensure the best possible bond rating for Lancaster County.
- Collaborate with the Purchasing Department to enhance budgetary control, and collaborate with HR on position control and compensation costing
- Advise the Commissioners on wage and benefit contracts, in conjunction with the Human Resources Director, and provide timely and effective decision support to the Board of Commissioners, Chief Clerk, and HR with respect to matters of County fiscal affairs.
- Build effective partnerships and promote collaborative relationships in the organization.
- Interface with the Controller's Office regarding debt, accrual and receivable estimates, inter-fund expenditures and revenues, and County policies.
- Provide fiscal guidance to department heads, and fiscal staff regarding operational strategy and related fiscal impacts.
- Working with the IT Department and Controller, review and recommend all financial management and accounting software systems. Participate in technology steering committee to set vision and strategy.
- Support departments in creating budget-related agenda items and documentation for meetings of various boards, such as, but not limited to the Board of Commissioners and Salary Board.
- Prepare agenda items, budget adjustments, and comprehensive financial reports for the Board of Commissioners.
- Monitor changes in laws and regulations; adjust policies and practices as appropriate and report fiscal impacts.

OTHER SPECIFIC TASKS OR DUTIES

- Facilitate team and client meetings and workshops.
- Perform other duties and assignments as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, business or public administration, or closely related field.
- Eight (8) years of progressively responsible professional level experience in fiscal management directly applicable to the requirements of this position, including a minimum of three (3) in a senior or lead financial or budgetary management role.
- Prior experience in local or state government preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of accounting principles and practices, cost and fund accounting.
- Advanced knowledge of financial techniques used in the collection, review, and presentation of data, governmental budgetary processes, and applicable guidelines.
- Knowledge and ability to perform financial modeling and analysis, including interpreting complex financial data, contracts and regulations.
- Knowledge of, and ability to adhere to, GASB standards.
- Advanced computer skills, including proficiency in MS Office and financial reporting software.
- Ability to develop organize work in a logical, effective and efficient manner.
- Ability to perform a variety of tasks; maintain flexibility to multitask as needed.
- Ability to exercise sound judgement in analyzing, appraising, evaluating, and solving problems of a difficult procedural, organizational, administrative and technical nature.
- Ability to establish and maintain effective working relationships with co-workers, public officials, representatives of other agencies, vendors and the general public.
- Ability to communicate effectively with customers, peers, and policy-making bodies within the County.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Government Financial Manager (CGFM) preferred.
- Background check review – criminal, credit and driver's license.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature. No special physical requirements.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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

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graph TD; CFO[Chief Financial Officer] --- BSD[Budget Services Deputy Director];
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Chief Financial Officer

Budget Services
Deputy Director

Salary Board Action Request Form

This form serves as an Executive Summary and must accompany requests for placement on the 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: 2/21/2026 Department: Controller's Office

Submitted by: Scott Wiglesworth - Controller
(Name and Title)

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

Request a 2.5% salary increase to reflect the significant addition of work duties due to the elimination of a part-time support position(Position 00504770). Elimination of Part-time Account Clerk 1 position(Position 00503801).

Min: Mid: Max:

Grade: E Union: N/A

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

3/9/2026

3. Purpose of action request:

Request a 2.5% salary increase to reflect the significant addition of work duties due to the elimination of a part-time support position. (Position 00504770)

4. Cost: \$1,003 Annualized Cost: \$41,079

5. Projected increase/decrease in cost to department:

\$18,170 (Savings from eliminated position) - \$1,003 (2.5% salary increase) = \$17,167 Net decrease

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:

General Fund

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

The additional workload has been greatly increased due to the elimination of a part-time support position:

- Processing one-time payment invoices with a high degree of speed and accuracy
- Researching missing payments and resolving purchase order discrepancies
- Assisting the supervisor in monitoring and approving departmental daily check requests, applying professional judgment to identify and flag potential issues
- Establishing suppliers for direct deposit upon departmental request and Controller's Office approval
- Supporting the supervisor in reviewing and approving purchase orders, followed by invoice creation—a new process requiring several hours daily
- Participating as needed in meetings with Controller's management and Systems Administration to evaluate, recommend, and implement new accounting programs, system upgrades, and enhancements
- Assisting with research and reconciliation of prior-year close-out purchase orders that remain unpaid
- Processing refunds for tax duplicates and overpayments
- Reviewing and approving expense reports, which has notably increased processing time and complexity
- Providing ongoing guidance and training to other departments on expense reports, purchase orders, and related processes
- Managing incoming calls on the main Accounts Payable line, addressing inquiries, and appropriately routing others within the office

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

This position plays a critical role in supporting the Controller's Office by supporting core Accounts Payable responsibilities and delivering essential fiscal support to various County departments. The workload for this position has greatly increased with the elimination of a part-time support position. The employee brings a strong combination of advanced technical skills, extensive practical experience, and a consistent work ethic that ensures high-quality, accurate, and timely work output essential to departmental operations.

The proposed 2.5% salary increase represents a modest and prudent adjustment to appropriately recognize the expanded increase of duties and contributions this position provides as a result of the elimination of the parttime support position. This adjustment remains conservative and positions the compensation well below national market averages for professionals with comparable credentials, experience, and responsibilities in accounts payable roles.

Approving this increase would demonstrate the County's recognition of increased workload and retaining high-caliber talent in a competitive labor market.

This recommendation aligns with principles of equitable and competitive compensation while remaining fiscally responsible.

County of Lancaster

Job Description

An Equal Opportunity Employer

JOB TITLE: Account Clerk II

JOB CODE: 038 **DATE:** 03/01/2025

POSITION #: 00504770

DEPT: A1511 / Controller

REPORTS TO:

Position # - 00500194

Job Title - Accounts Payable Supervisor

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 position will be responsible for working closely with the Accounts Payable Supervisor to ensure the accounts payable work is distributed, entered, and paid on a timely basis. The Account Clerk Senior will be responsible for stepping in for the Accounts Payable Supervisor if they are unavailable. They will work closely with the Accounts Payable Supervisor for any issues that arise.

REPORTING RELATIONSHIPS

This position reports to the Accounts Payable Supervisor.

ESSENTIAL JOB FUNCTIONS

This position will be responsible for working with the Accounts Payable Supervisor on any issues that arise. The Account Clerk II will understand the accounts payable process and make sure that process is carried out in the absence of the Accounts Payable Supervisor.

In the absence of the Accounts Payable Supervisor, the Account Clerk II will distribute accounts payable work to A/P staff, and ensure it is entered, and paid on a timely basis.

This position research missing payments as well as resolves purchase order issues. This position will be responsible for placing check voids and stop payments as needed, in the absence of the Accounts Payable Supervisor.

Assist in maintaining the 1099MISC system - issuing W9 letters and reconciling year end Form 1099MISC reporting.

Assist in maintaining the 1099S system - tracking easement payments and reconciling year end Form 1099S reporting.

Assist in maintaining the contract system - maintain contract files by working together with Purchasing to ensure Controller's Office receives every contract electronically.

Closely review invoices for overall reasonableness and consistency as they relate to approvals; account codes; vendor numbers; payment terms; and other county, state, and federal guidelines – all within specific deadlines.

Establishing suppliers for direct deposit upon departmental request and Controller's Office approval

Enter invoices, voucher, and other general ledger-related information in the computer system with speed and accuracy.

Assist with weekly and monthly closeouts of accounts payable computer files, and reconcile transactions as necessary.

Assist with attaching remittance advices where necessary, operation of envelope stuffing machine, and mailing the checks.

Answer questions from County departments and vendors regarding invoice payments and other information by looking up data entered in Workday.

Must be able to maintain a high degree of confidentiality.

Must be willing to be cross-trained for other tasks.

OTHER SPECIFIC TASKS OR DUTIES

Managing incoming calls on the main Accounts Payable line, addressing inquiries, and appropriately routing others within the office.

Participating as needed in meetings with Controller's management and Systems Administration to evaluate, recommend, and implement new accounting programs, system upgrades, and enhancements

Other duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma (or equivalent) Two years experience in a business setting. Accounts Payable and accounting experience. Candidate must be proficient in Excel. Workday experience a plus.

Any equivalent combination of relevant education, training or experience.

KNOWLEDGE, SKILLS AND ABILITIES

- * Knowledge, skill and ability to use computer word processing and spreadsheet applications such as Word and Excel
- * Knowledge of administrative and clerical procedures, managing files and records, designing forms, and other office procedures and terminology
- * Knowledge of arithmetic, statistics and their applications
- * Ability to read and understand information and ideas presented in writing and to communicate information and ideas so others will understand.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

None.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Ability to lift up to 30 pounds. Sit for long periods of time. Operate 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

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: 2/21/2026 Department: Controller's Office

Submitted by: Scott Wiglesworth - Controller
(Name and Title)

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

Request a 2.5% salary increase to reflect the significant expansion of responsibilities for the Accounts Payable Supervisor (Position 00500194)

Min: Mid: Max:

Grade: J Union: N/A

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

3/9/2026

3. Purpose of action request:

Request a 2.5% salary increase to reflect the significant expansion of responsibilities and workload in the Accounts Payable Supervisor (Position 005194)

4. Cost: \$1,198 Annualized Cost: \$49,123

5. Projected increase/decrease in cost to department:

\$1,198

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

Account Clerk 1 Position vacant for 2.5 months = savings of \$6,188.05 of salary.

7. Funding source:

General Fund

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

The additional duties now performed on a regular basis include:

- Uploading, balancing, and processing weekly interface files from BH/DS and monthly files from CYA, Recorder of Deeds, Tax Claim, Treasurer, Jury, and Voter Registration (bi-annually), ensuring timely and accurate check or direct-deposit issuance. 10%
- Substantial workload increase in regards to; Reviewing and approving purchase orders, then creating corresponding invoices, the updated process has created additional hours of work per day. 15% increase.
- Providing ongoing guidance and training to other departments on expense reports, purchase orders, and related processes. 10%

Reviewing and approving expense reports. 5%

- Interviewing, evaluating, and hiring new Accounts Payable personnel as needed. 2.5%
- Researching and reconciling prior-year close-out purchase orders that remain unpaid. 2.5% increase
- Processing refunds for tax duplicates and overpayments. 2.5%

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

This is critical position supports the Controller's office in fulfilling Accounts Payable responsibilities and providing essential fiscal support to County departments. This employee's combination of advanced skills and practical experience vital to supervise and deliver the quality work needed. The proposed 2.5% salary increase reflects a modest adjustment to recognize these additional duties while remaining competitive and well below national averages for similarly credentialed professionals.

Approving this increase would help recognise and retain a high caliber employee in a competitive talent market, where advanced skills, relevant experience, drive, and performance are compensated at a much higher level.

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: Accounts Payable Supervisor

JOB CODE: 592 **DATE:** 03/01/2025

POSITION #: 00500194

DEPT: A1511 / Controller

REPORTS TO:

Position # - 00500203

Job Title - Chief Deputy Controller

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

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

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This position will be responsible for ensuring the accounts payable work is distributed, entered, and paid on a timely basis. This position will review invoices for overall reasonableness and consistency as they relate to approvals; account codes; vendor numbers; payment terms and assist in preparing checks to be mailed. The Accounts Payable Supervisor processes daily ACH deposits and checks and file uploads as needed.. The Accounts Payable Supervisor will maintain the W9 and 1099 MISC and 1099S files for year end reporting. The Accounts Payable Supervisor will maintain the Controller's Office contract system physically and/or electronically and monitor the TIN matching program for Accounts Payable vendors..

REPORTING RELATIONSHIPS

This position supervises all Accounts Payable account clerks.

ESSENTIAL JOB FUNCTIONS

- This position will be responsible for ensuring the accounts payable work is distributed to A/P staff, entered, and paid on a timely basis. They are responsible for the reconciliation of batch totals to the software system for weekly check run.
- This position researches missing payments as well as resolving purchase order issues. This position is responsible for placing check voids and stop payments as needed.
- Must be willing to train new hires and maintain a cross-training program.
- Train account clerks on all A/P job functions, including invoice and purchase order approval, data entry, check matching, vendor numbers and scanning.
- Maintain 1099MISC system - issue W9 letters and reconcile for year end Form 1099MISC reporting.
- Maintain 1099S system - track easement payments and reconcile for year end Form 1099S reporting.
- Maintain the Controller's Office contract system - maintain paper and/or electronic contract files, upon receipt of complete contract package from the Purchasing Department.

- Attend meetings as requested by supervisor, with Controller's management and systems administration staff to discuss and implement new accounting programs, system upgrades, or program improvements /corrections.
- Uploading, balancing, and processing weekly interface files from BH/DS and monthly files from CYA, Recorder of Deeds, Tax Claim, Treasurer, Jury, and Voter Registration (bi-annually), ensuring timely and accurate check or direct-deposit issuance.
- Reviewing and approving purchase orders, then creating corresponding invoices, the updated process has created additional hours of work per day.
- Providing ongoing guidance and training to other departments on expense reports, purchase orders, and related processes.
- Must be able to maintain a high degree of confidentiality.

OTHER SPECIFIC TASKS OR DUTIES

- Work with departments to correct errors as needed.
Reviewing and approving expense reports.
- Testing preview releases of software updates and new products to ensure seamless adoption and minimize disruptions.
- Interviewing, evaluating, and hiring new Accounts Payable personnel as needed. 2.5%
- Researching and reconciling prior-year close-out purchase orders that remain unpaid. 2.5% increase
- Processing refunds for tax duplicates and overpayments. 2.5%
- Run envelope stuffing inserter machine as needed.
Other duties as assigned.

MINIMUM QUALIFICATIONS

Accounts Payable and accounting experience. Candidate must be proficient in Excel. Four years experience in a business setting. Workday experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES

See minimum qualifications.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

None.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Ability to lift up to 30 pounds. Sit for long periods of time. Operate office equipment.

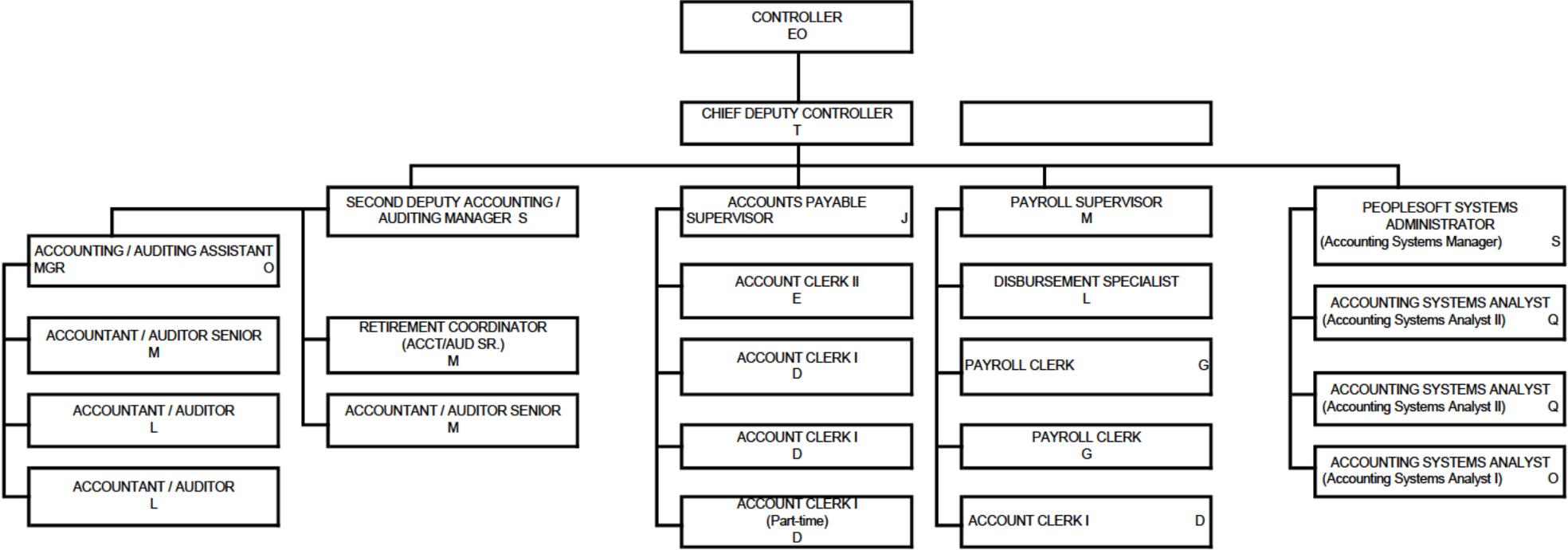
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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

CONTROLLER'S OFFICE ORGANIZATION CHART



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: 1/8/2026 Department: General Services - Parks & Rec

Submitted by: Tammy Agesen, Parks Program Superin
(Name and Title)

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

Approval of this request to "unfreeze" the following 5 Lifeguard positions: 00500314,00500327, 00502603, 00504094 and 00504328

Min: \$15.00 Mid: Max:

Grade: 2 Union: NA

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

April 1, 2026

3. Purpose of action request:

Approval of this request to "unfreeze" the following 5 Lifeguard positions: 00500314,00500327, 00502603, 00504094 and 00504328

4. Cost: \$0.00 Annualized Cost: \$0.00

5. Projected increase/decrease in cost to department:

\$0.00

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:

7215 A A3100 43053

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 always try to fill every open lifeguard position. Unfortunately this doesn't always happen due to candidates not passing the course, not passing the drug screen or background checks or simply changing their mind after being offered a position. Not filling every position results in frozen positions for the following year, therefore limiting the "pool" of certified lifeguards available to schedule.

- We operate the largest and busiest pool in the County. Accordingly we need to schedule a minimum of 12 lifeguards in the daily rotation, every day that we are open. Holidays and heat-waves require additional lifeguards. Additionally, we need to schedule at least 1 Lifeguard Supervisor each day.

- Family vacations, pre-season for fall sports, band camp, college courses and other commitments limit the total number of available lifeguards each day. Additionally, illnesses (in and out) and injuries also regularly decrease the pool of available lifeguards.

- We don't want to "burn-out" lifeguards by over scheduling, nor do we want to have lifeguards earning overtime wages. Additionally, we don't want to close the tube slides or sections of water or even the entire facility because of a shortage of available lifeguards. This staffing requirement is determined by Chapter 18 of the Pennsylvania Bathing Code.

- Hiring a larger number of lifeguards allows more options for scheduling. The payroll budget for the swimming pool is determined by a total number of open hours multiplied by lifeguard slots per day, not by individual positions. We will not increase the number of lifeguards scheduled each day because we have additional positions available for hiring. There will be no additional cost to the County by unfreezing these positions.

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

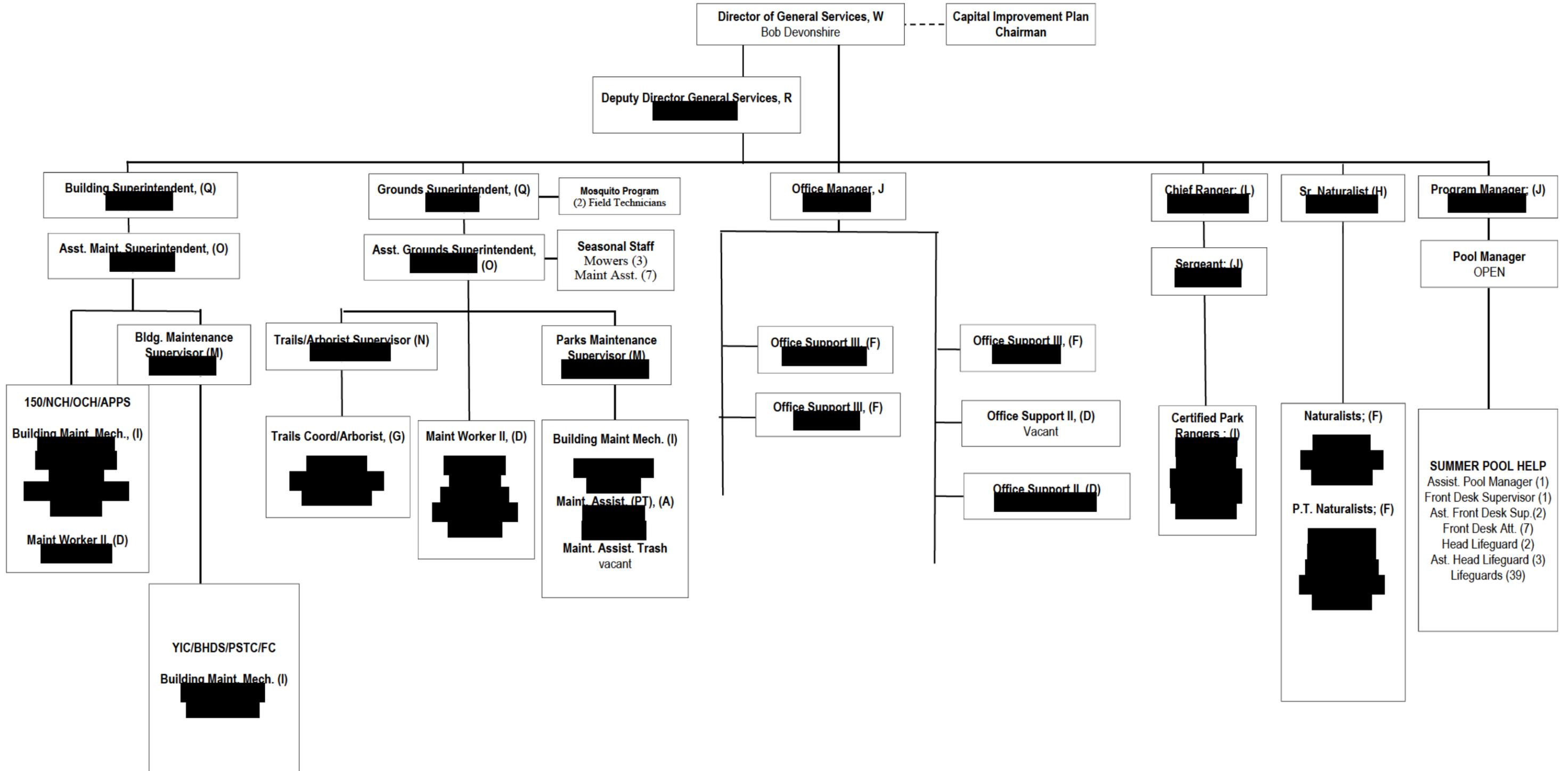
If we do not have enough available lifeguards to work on any given day, the pool will need to be closed, the number of admitted patrons limited, or the slides and other parts of the pool will need to be closed to patrons. The Pennsylvania Bathing Code determines the number of lifeguards on duty/in chairs, based on the square footage of the surface of the water. Lifeguard rotations are determined by the layout of the pool along with the temperature and number of patrons - according to industry experts, including lifeguard certification agencies, lifeguards should spend 15 of every hour off of the chair and in a shaded location.

During the 2025 season, we matched the highest number of lifeguard positions filled. There were still several days when slides needed to be closed and some lifeguards needed to work 7 or more days in a row (earning overtime pay) due to illnesses and other last minute "call-offs".

During the summer, lifeguards vary in their availability to work. Factors include vacations, summer classes, camps, sports, parents limiting work hours and other jobs.

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>

Lancaster County Department of General Services
Facilities Management — Parks and Recreation
February 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: 3/2/2026 Department: Prison and Human Resources

Submitted by: Christina Peddigree, HR Director
(Name and Title)

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

Request to reclassify one vacant full time HR Manager (position # 00504510) from full time to part time status and to post and fill.

Min: \$29.43 Mid: \$36.78 Max: \$44.14

Grade: N Union:

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

March 2, 2026

3. Purpose of action request:

Request to reclassify one vacant full time HR Manager (position # 00504510) from full time to part time status and to post and fill

4. Cost: \$30,000 Annualized Cost: \$40,000

5. Projected increase/decrease in cost to department:

Decrease of 60,000 from 2025 salary and benefit cost

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

Prison is currently trending under budgeted salary YTD and plan to makeup the additional unbudgeted funds from current and future vacancies.

7. Funding source:

General Fund

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

Society of HR Management data shows average of 1.7 HR staff for 100 employees. The Prison complement currently sits at 265 staff. 1 full time filled HR Administrator with a recruitment, onboarding and leave of absence focus. Plus guidance and assistance from HR Main Office. Analysis over the last 18 months shows a need for 1.5 HR staff onsite at the Prison.

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

The HR Manager position's essential duties are to quickly resolves complex employee/labor issues, mitigates legal risk and ensure policy application. With the nature of the Prison work and the complexity of a 24 hour facility it is critical to have onsite support for employees and front line supervisors/managers. Hiring the HR Manager will allow us to manage employee concerns proactively and professionally, reduce risk, support our leaders more effectively, and strengthen the overall employee experience. This role is a critical investment in organizational stability and long-term success.

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: Human Resource Manager – Prison (PT)

JOB CODE: 597 **DATE:** 3-2-2026

POSITION #: 00504510

DEPT: Prison

REPORTS TO:

Position # 00504715

Job Title – Field Human Resources Manager

FLSA CLASSIFICATION:

Non-Exempt **Exempt**

WORK SCHEDULE:

Hours/Week: 18

TYPE POSITION:

Full Time **Part Time X**

Temporary **Seasonal**

Intern

Start Time: 08:00 am

End Time: 5:00 pm (Shift work as needed)

Workdays (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Under the supervision of the Office of Human Resources, the Human Resources Manager – Prison, will lead the proactive management of employee relations (ER) across the department, ensuring timely, fair, and consistent resolution of workplace issues. This role builds manager capability, strengthens policy application, mitigates risk, and elevates the employee experience through sound investigations, coaching, and data-informed insights.

The prison is a 24 hour/7 day per week operation, and this position must, on occasion, work hours and/or days other than those noted in the typical work schedule.

REPORTING RELATIONSHIPS

This position reports directly to the Field Human Resources Manager. This position serves as a coach and mentor for supervisory staff positions at the prison and HR Administrator.

ESSENTIAL JOB FUNCTIONS

- Partner with the prison leadership team to understand and execute the department's Human Resources related short and long-term strategies and goals.
- Conduct impartial investigations into employee issues and complaints involving policy violations, harassment, discrimination, retaliation, workplace conflicts, safety concerns, and ethics hotline reports, documents and provide recommendations for appropriate action to HR Field Manager/Director into.
- Coach leaders on performance management, corrective actions, progressive discipline, conflict resolution, and policy application.
- Provide confidential employee and front-line supervisor support, helping resolve issues early to prevent escalation.
- Interpret and apply policies consistently; recommend updates based on legal/regulatory changes and organizational needs. Maintain compliance with federal, state, and local employment laws and regulations, and county policy.
- Support workplace accommodations and leave-of-absence case coordination with HR Office.
- Assist with union-related matters, grievance handling, and labor negotiations where applicable.
- Develop training programs and deliver training content on Human Resources subject matters.
- Develop, review, and revise Human Resources internal policies as related to Title 37.
- Oversee the Prison Leave management programs, specifically focused on FMLA and Worker's Compensation management.
- HRIS Administration as needed for leaves, position management, recruitment, etc.

OTHER OCCASSIONAL TASKS OR DUTIES

- Conduct onboarding and exit interviews.
- Aid in recruiting, interviewing, and hiring processes to ensure compliance with applicable policies.
- Act as a liaison and resource for employee benefits in coordination with the County’s Benefit Manager
- Coordinate and attend job fairs.
- Travel as necessary to other County offices and seminars.
- Ensure compliance with County, State and Federal employment laws to include Title 37, PA Code, Chapter 95.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor’s degree in human resources or a related field and two years of relevant experience. Employee and Labor relations management experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resources management as a Human Resources Generalist
- Knowledge of Labor Relations and grievance management preferred
- Ability to maintain department/employee/prison confidentiality.
- Working knowledge of Federal, State, and local employment, Labor and leave laws.
- Ability to make sound judgements based on facts and data.
- Excellent verbal and written communication skills
- Ability to effectively deal with prison leadership, staff, correctional officers, the Office of Human Resources, other departments, and if required, the inmate population.
- Ability to handle sensitive information and situations in an appropriate and timely manner.
- Proficiency with various computer applications including HRIS, Microsoft Office, etc.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

SHRM certification preferred; Criminal background check; ChildLine check; Driver History; Pre-employment Drug Test, Prison Rape Elimination Act (PREA) check

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Work is primarily sedentary in nature; ability to navigate throughout the Prison including inmate blocks.
- Ability to stand for extended periods of time intermittently to provide training or circulate around the Prison.
- Sit for long periods of time in an office setting.
- Activities performed in a professional secure prison environment.
- Ability to navigate to other County of Lancaster office locations other than the Prison.

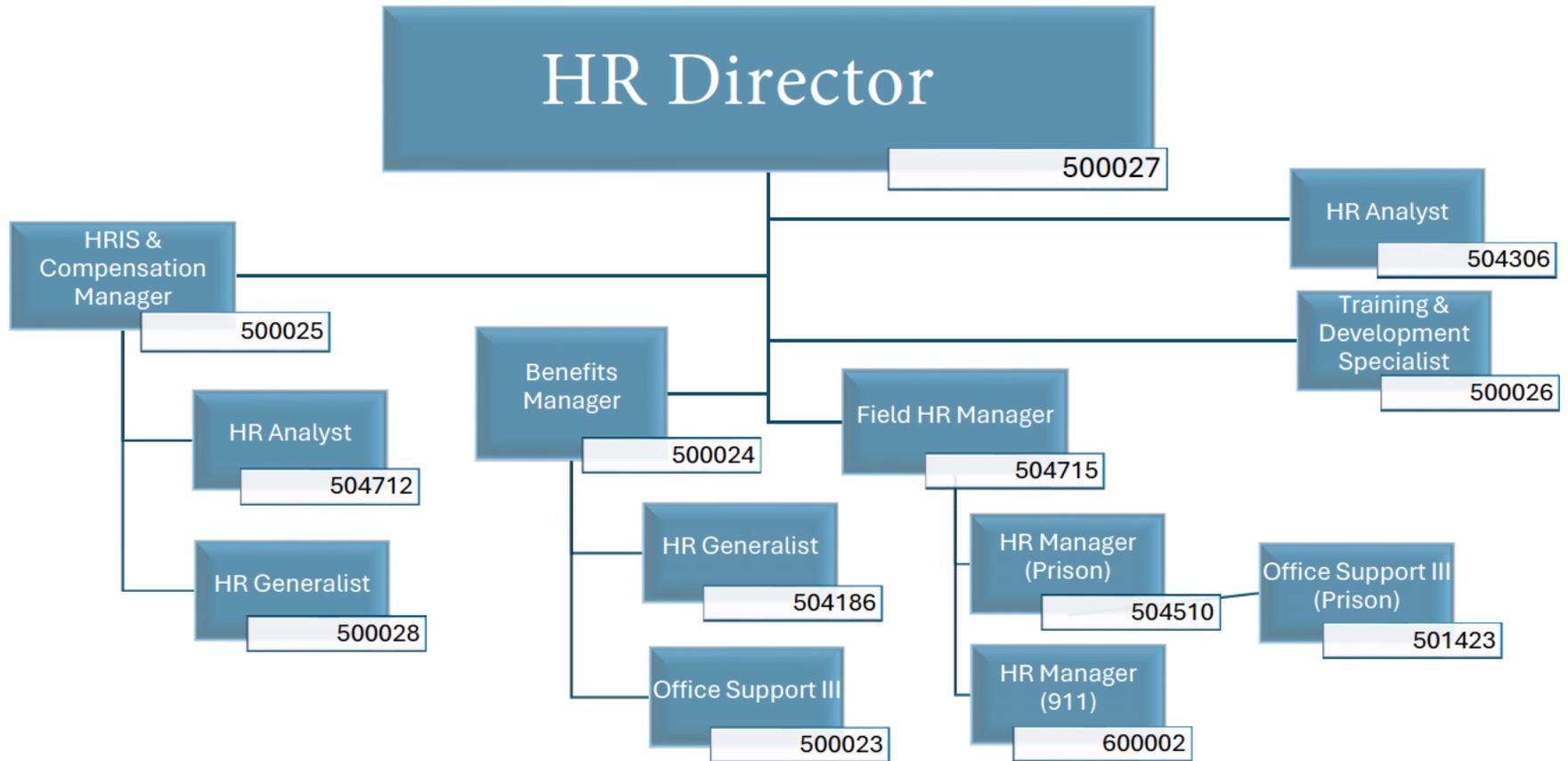
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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

Department of Human Resources



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: 2/20/2026 Department: Planning

Submitted by: Will Clark, Excutive Director
(Name and Title)

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

To temporarily increase the Office Support II - 00500555's - salary by 5%, in order to cover the increased responsibilities from the work absorbed due to the Graphic Arts Specialist - 00500556 - going on leave. This increase will go from 1/20/2026 to 3/17/2026, when the Graphic Arts Specialist is expected to return.

Min: \$35,217.00 Mid: \$44,031.00 Max: \$52,845.00

Grade: D Union: No

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

1/20/2026, retro to when the incumbent for 500556 started leave.

3. Purpose of action request:

With the Graphic Arts Specialist going on leave, their workload was reassigned to the Office Support - 00500555's- workload. With the increase in work the Planning Department is requesting an increase of salary, bringing their rate from \$19.84 to \$20.83 an hour.

4. Cost: \$558.27 Annualized Cost: 0

5. Projected increase/decrease in cost to department:

An increase to the department Payroll of \$558.27

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

For the last two years the Planning Department has had an employee turnover rate of 10%, using this historical data we would expect to have a temporary decrease in staffing by one person at some point this year and would make back the cost of this within one payroll.

7. Funding source:

Salary Board Action Request Form

7113 A A2600 14100

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 5% increase is inline with standard county procedure when a staff member takes on the responsibilities of a unfilled position temporarily. The Graphic Design Specialist also has a higher job code (H) versus the Office Support II.

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

The 5% increase will fairly compensate the Office Support II - 00500555 - for the added workload they have taken on caused by the Graphic Arts Specialist Leave.

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: Administrative Secretary

JOB CODE: 052 **DATE:** 8/19/2024

POSITION #: 500555

DEPT: Planning

REPORTS TO:

Position # - 500559

Job Title - Administrative Services Manager

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5 hours

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

Administrative Secretaries provide administrative support to the department's functional teams (Planning Implementation, Land Use & Transportation, Technical Services, and Administrative Services), to implementation teams focused on the Lancaster County comprehensive plan (called places2040), and to other task forces and committees. This involves maintaining and updating records and calendars, answering phones, and facilitating the work of other staff.

This position also assists with communications (creating and distributing email and paper correspondence, documents, and presentations), meeting support (agendas, room setup, registration, note taking, minutes), and digital scanning of paper records.

REPORTING RELATIONSHIPS

This position reports to position #500559, Administrative Services Manager.

ESSENTIAL JOB FUNCTIONS

Administrative support to the Executive Director, committees, and task forces
Assists in scheduling, set-up, take down and registration, promotion and posting of educational programs
Maintain division files and records and provide data entry for projects.
customer service - greets and assists visitors
perform a variety of tasks and to multi-task in a high paced environment
initiative
Assists Senior Administrative Secretary in organizing educational or special events.
Some regular responsibilities that have deadlines.

ADMINISTRATIVE SUPPORT

Maintain calendars for selected department activities.

Provide general administrative support to functional teams and implementation teams.

Provide backup assistance to other administrative staff. Answer the department's phone as needed.

Maintain document templates

COMMUNICATIONS

Assists in maintaining complete and accurate contact lists for staff teams and outside partners as assigned.

Compose, format, proofread, edit, and distribute printed correspondence, emails, documents, and presentations.

Assist in maintaining the department's website.

Assist the Senior Administrative Secretary in managing the use of shared office equipment such as computers, projectors, and cameras.

MEETING SUPPORT

Attend and take notes at assigned public meetings and staff meetings. Prepare draft agendas and minutes and work with planners and the Leadership Team to finalize these items.

Identify meeting dates for groups, collect responses from meeting invitees, and report results to appropriate staff.

Assist the Senior Administrative Secretary with logistics and setup for the department's in-person and virtual webinars, meetings, and workshops.

DIGITAL SCANNING

Scan paper plans and other documents on a large-format digital scanner. Save and organize these digital records in computer files and folders.

GRAPHIC DESIGN AND MEDIA PRODUCTION

Create layouts and artwork for documents and promotions including countywide and regional plans, reports, presentations, and online media. Develop illustrations, logos, tables, etc. to be included in these materials.

Assist Team Leaders in developing and maintaining a consistent brand identity for materials produced by the department and the Lancaster County MPO. Develop and utilize design features and colors that establish a consistent visual identity for specific families of products.

Create and enhance maps using layers imported from Geographic Information Systems (GIS) or other sources.

Carefully manage complex edits to these products, and archive earlier document versions for future retrieval.

Optimize designs and layouts to meet the needs of different types of products including posters, banners, signage, engraved awards, etc. Assist other staff in choosing appropriate media for specific applications.

Research and recommend new methods, software, and equipment for producing high-quality print and online materials.

PRINTING, SCANNING, AND AUDIOVISUAL

Coordinate large in-house print jobs. Print posters and other large-format materials, and assist with plotter maintenance.

Serve as primary technical contact for print vendors. Work collaboratively with the Fiscal Clerk to coordinate vendor print jobs.

Assist with desktop and large-format digital scanning.

OTHER SPECIFIC TASKS OR DUTIES

Occasionally provide on-site support for meetings outside the office, including before and after scheduled office hours.

As assigned by the Leadership Team, perform other duties related to implementing the department's current work program.

Assist in developing and implementing strategies to improve the department's delivery of services, both internally (among other staff) and externally to planning partners and the general public.

Work collaboratively and cooperatively with coworkers and internal teams.

MINIMUM QUALIFICATIONS

Completion of a high school business curriculum and/or training at a business school or college and two years of clerical experience -- or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES

COMMUNICATION

Strong verbal and written communication skills.

Strong interpersonal skills.

TECHNICAL SKILLS

Strong organizational ability.

Proficiency with Microsoft Office applications, particularly Outlook, Word, and Excel. Familiarity with websites is a plus.

Experience operating office equipment including copiers, scanners, and networked telephones. Familiarity with audiovisual equipment is a plus.

WORK HABITS

Flexibility in adjusting to changes in workload. Ability to prioritize tasks when busy, and willingness to find ways of being productive when assigned tasks are completed.

Commitment to produce high-quality, accurate work.

Ability to work collaboratively on teams and solve problems independently as needed.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

If willing and able to drive to off-site meetings, a valid driver's license is required, as well as an acceptable pre-employment driver history check in accordance with county policy.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

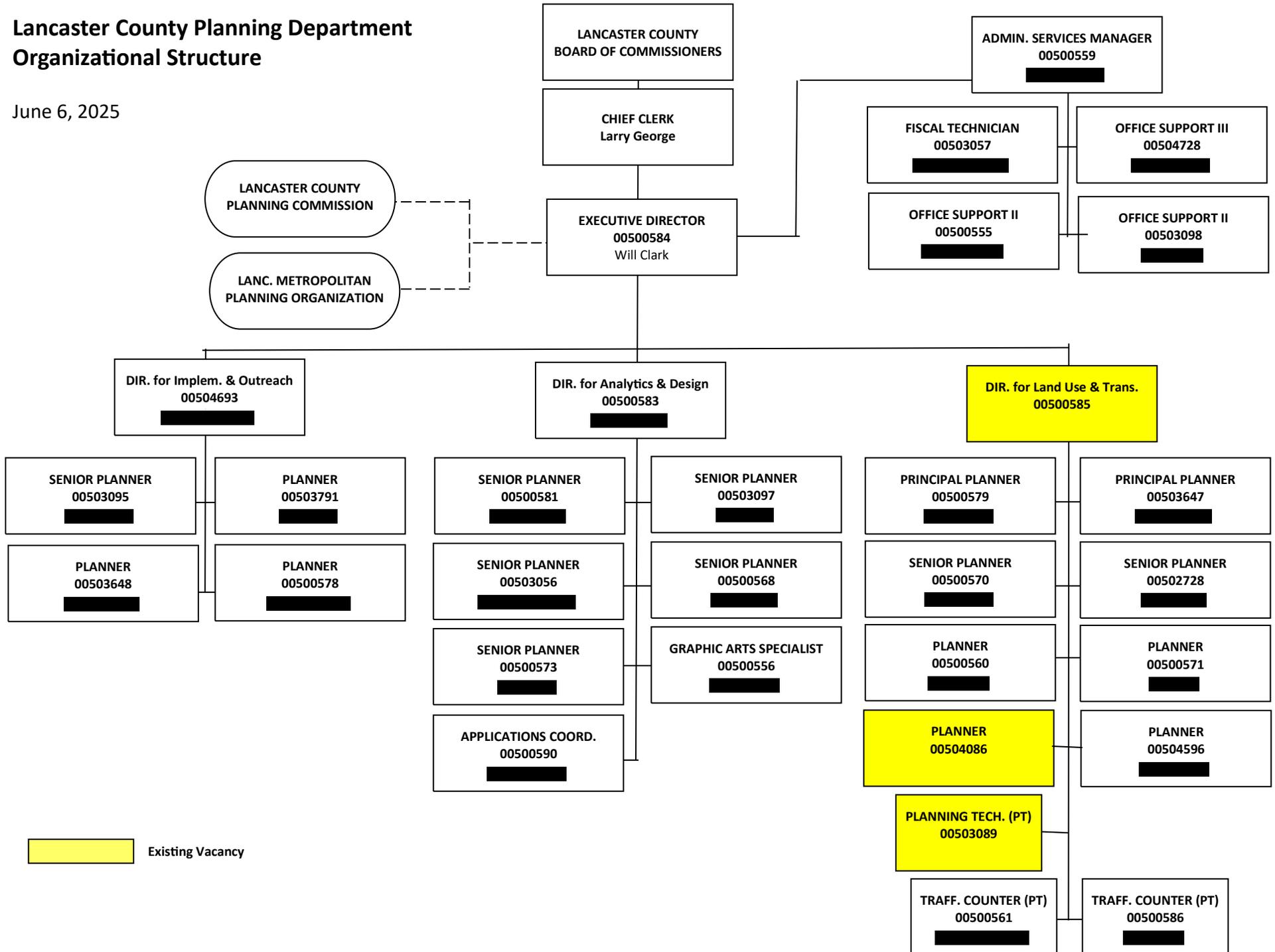
Work is primarily sedentary in nature. Position involves limited physical activity including 1) moving chairs, wheeled tables, and small electronic equipment for meeting setup, and 2) standing for several minutes at a time and handling large paper prints while operating a digital scanner.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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

Lancaster County Planning Department Organizational Structure

June 6, 2025



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: 2/23/2026 Department: Public Defender

Submitted by: Christopher Tallarico, Chief PD
(Name and Title)

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

Hire above the starting rate for applicant [REDACTED] at \$73,618 for Assistant Public Defender I position (JR-2025-621).

Min: \$72,235 Mid: \$89,768 Max: \$107,300

Grade: 51 Union: Teamsters

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

3/30/2026, applicant's first day reporting to work in this position.

3. Purpose of action request:

Compensate a lateral criminal defense attorney with two years relevant service in Colorado's public defender statewide office.

4. Cost: \$77,220 Annualized Cost: \$102,961

5. Projected increase/decrease in cost to department:

No increase, as position was budgeted and has been vacant since November 2025.

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:

General Fund

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 2025 the Office of the Public Defender opened over 6500 adult criminal court matters. The office also represented 1700 clients with violations of probation and parole. The staff attorneys provide representation for all matters in which there is a possibility of incarceration, as required by the 6th Amendment. The majority of our office's representation arises in approximately 950 preliminary hearing sessions at the 19 MDJ offices across the county, 150 sessions of probation violations, weekly PFA violation sessions, bimonthly summary appeal court sessions, and over 100 days of juvenile court sessions. In a 2024 statewide study of County Public Defender offices across Pennsylvania, Lancaster was expected to have over 55 attorneys to meet the current caseload demands, assuming an average of working 2000 hours a year (40hrs/wk). At the time of the study the Lancaster caseload was such that the complement of attorneys would be expected to work over 5000 hrs a year to meet expectations of effective representation. There are currently 21 attorneys on staff, with four vacancies.

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

Having this candidate with two years of similar responsibilities and jury trial experience from another public defender office will aide in the distribution of court assignments and caseload among the criminal trial attorneys. This candidate would be expected to start individually representing clients and handle court assignments in about one month.

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 Public Defender I

JOB CODE: 350 **DATE:** 8/9/2021

POSITION #: 500444

DEPT: Public Defender

REPORTS TO:

Position # - 500441

Job Title - Public Defender Manager

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

Start Time: 8:30 A.M. **End Time:** 5:00 P.M.

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

Attorney providing professional legal representation to indigent adults charged with crime and to children in delinquency proceedings. Practice in magisterial district court, court of common pleas, and Pennsylvania appellate courts.

REPORTING RELATIONSHIPS

Supervision received directly from a Public Defender Manager with oversight from the Chief and First Deputy Public Defender.

ESSENTIAL JOB FUNCTIONS

1. IN-COURT REPRESENTATION

Provide competent and effective legal representation to adult defendants and to allegedly delinquent children in the following court proceedings:

- a. preliminary hearings in magisterial district court for adults charged with homicide, felony offenses, misdemeanor offenses.
- b. trials in magisterial district court for summary offenses in which incarceration is a likely punishment.
- c. jury and non-jury trials in the court of common pleas for adults charged with homicide, felony offenses, and misdemeanor offenses.
- d. pre-trial hearings, guilty plea hearings, and sentencing hearings in the court of common pleas for adults charged with homicide, felony offenses, and misdemeanor offenses.
- e. parole/probation violation hearings in the court of common pleas.
- f. administrative parole violation hearings initiated by the Pennsylvania Parole Board.
- g. Post-Conviction Relief Act hearings in the court of common pleas.
- h. proceedings under the Protection from Abuse Act in the court of common pleas.
- i. representation of adults in the court of common pleas in miscellaneous matters: support contempt hearings; bench warrant court; fines & costs hearings; summary appeal hearings; Drug Court; Mental Health Court; Veterans Court; and ARD Court.

- j. adjudicatory and dispositional hearings in the court of common pleas for children in juvenile delinquency cases.
- k. detention hearings in the Youth Intervention Center for children in juvenile delinquency cases.
- l. post-dispositional review hearings for children in juvenile delinquency cases.
- m. direct appeal of any of the above matters in the Pennsylvania appellate courts.

2. OUT-OF-COURT REPRESENTATION

Provide competent and effective legal representation to adult defendants and to allegedly delinquent children in the following out-of-court activities:

- a. communicate with client in various settings: live office interviews; prison interviews; telephone calls; and letters.
- b. communicate with client's family, loved-ones, doctors, teachers, social workers.
- c. perform factual investigation individually or coordinate factual investigation with Public Defender investigative staff.
- d. review file materials, including all police reports, witness statements, expert reports, and medical records.
- e. coordinate the involvement of defense expert either hired by Public Defender or appointed by the court.
- f. perform legal research.
- g. prepare legal documents for filing in the court of common pleas and the Pennsylvania appellate courts.
- h. prepare oral presentations for the court proceedings identified above at Essential Job Function #1.

OTHER SPECIFIC TASKS OR DUTIES

- 1. Prepare reports to Chief Public Defender as directed.
- 2. Enter data into the office's computerized case management system.
- 3. Complete continuing legal education in order to maintain license to practice law, to maintain death penalty certification, and to enhance overall legal knowledge.
- 4. Serve as member of sitting committees and ad hoc committees as directed by Chief Public Defender or as requested by the court.

MINIMUM QUALIFICATIONS

- 1. Baccalaureate degree (e.g. Bachelor of Arts, Bachelor of Science).
- 2. Juris Doctor (J.D.) degree.
- 3. License to practice law in the Commonwealth of Pennsylvania.
- 4. Qualified to serve as defense counsel in death penalty trials under the terms of Rule 801 of the Pennsylvania Rules of Criminal Procedure
- 5. Any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES

Commitment to providing a high level of professional service to indigent adults charged with crime and to children in delinquency proceedings. Ability to communicate with clientele, opposing counsel, judges, court-related personnel, prison personnel, and witnesses.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

License to practice law in the Commonwealth of Pennsylvania under the rules and regulations of the Supreme Court of Pennsylvania. Qualified to serve as defense counsel in death penalty trials under the terms of Rule 801 of the Pennsylvania Rules of Criminal Procedure. If meeting the criteria for "driver" designation under the Lancaster County Transportation Policy, then compliance with "Authorized Driver Guidelines" under same Policy; PA State Criminal history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is sedentary in nature. Except 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 PUBLIC DEFENDER ORGANIZATION CHART (FEBRUARY 2026)

