

PERSONNEL AGENDA

Erie County Council

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Jay Breneman, Chairman  
Edward T. DiMattio, Jr., Vice Chairman  
Kathy Fatica  
Dr. Kyle Foust  
André R. Horton  
Fiore Leone  
Carol J. Loll

May 12, 2016

4:00 p.m. - follows immediately after Finance Meeting.  
Room 114A

1. Ordinance Number , 2016, "2016 Appointed Official's Salary Ordinance Full Time Assistant Public Defender"  
**Page 2**
2. Ordinance Number , 2016, "2016 General Fund Budget Revised Expenditures in the Prothonotary Office"  
**Page 4**
3. Ordinance Number , 2016, "2016 General Fund Budget Supplemental Appropriation Of \$30.00 For Salary Correction In Public Defender Office"  
**Page 7**
4. Resolution Number , 2016, "Holding All Raise/Upgrade Requests Until Completion of Felice & Associates Pay Plan Analysis"  
**Page 9**

**ORDINANCE NUMBER . 2016**

**2016 Appointed Official's Salary Ordinance  
Full Time Assistant Public Defender**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B(2)(h), and Article XI, Section 8B of the Home Rule Charter for the County of Erie, and Section 5A(4) of the Personnel Code for the County of Erie, that the following 2016 Appointed Official's Salary:

Full Time Assistant Public Defender	2016 Wages	\$22,835 (Effective June 1, 2016) (\$45,669 annually)
Position Number 003600-024	Hourly Rate	\$23.42

**BE IT FURTHER ENACTED** by the County Council of the County of Erie, that should any vacancy occur in the position listed in this ordinance, the salary of any new appointee shall be established by County Council.

This ordinance shall be effective June 1, 2016.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

Rationale For Public Defender Ordinance, Full-time Position 003600-024

This is a position which has been vacant since the July 31, 2015 retirement of an attorney who was making approximately \$22,000 more than the requested amount of money for this hiring. Due to the retirement, posting, interviewing process and hiring freeze this position was reposted to gauge additional interest. A candidate has been offered the position after this time frame and accepted the offer. Filling this position will help reduce case load numbers of full and part time attorneys.

**ORDINANCE NUMBER , 2016**

**2016 General Fund Budget Revised Expenditures in the Prothonotary Office**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Section 3B(1) and 3B(2)(d) of the Erie County Home Rule Charter that revised expenditures in the 2016 General Fund Budget for a 4.2% increase in pay for Position #003240-001 in the Prothonotary Office is hereby approved as outlined in the attached Exhibit A.

This ordinance shall be retroactive to January 1, 2016.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Exhibit A  
 2016 General Fund Budget  
 Revised Expenditures  
 For Waiver of Personnel Code for 4.2%  
 Increase in First Deputy Prothonotary**

Effective January 1, 2016

**Change from:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
First Deputy Prothonotary	M-II	003240-001	44,499	44,499	22.82

**To:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
First Deputy Prothonotary	M-II	003240-001	46,371	46,371	23.78
Total Increase			<u>1,872</u>	<u>1,872</u>	

**Rationale for Ordinance: Waiver of the Personnel Code**  
**Re: a change in starting salary for the First Deputy Prothonotary**

- The First Deputy Prothonotary (M-II) position was budgeted in the 2015 original budget with a salary of \$76,644.36.
- An increase in salary to the approved 2016 budgeted amount of \$46,378 from the current \$44,499 would not require a supplemental appropriation. The amount of the proposed 4.2% increase (approximately \$1,879) is already available in the 2016 budget in non-bargaining wages. Retroactive pay is being requested.
- The mandated duties of the First Deputy Prothonotary position, including supervision of 12 court-related staff, have been increased in number and complexity by Court Rules and statute since the salary was last established and the position was last filled.
- The First Deputy Prothonotary appointee has 15 years of experience in the Prothonotary Department, having performed every job or duty within the department, with an extraordinary record of performance which would merit an increase under Personnel Code Section 9D.1.
- The proposed salary of approximately \$46,378 is more commensurate with the duties and requirements of the position.
- The low starting rate limited interest by other applicants in the position.
- If the appointee had been an applicant not already employed by the County, she would have started at 4.2 % above the starting pay rate. Application of 9.E.2. of the personnel code limited a current bargaining unit employee to the new hire starting rate for the non-bargaining M-II position of First Deputy Prothonotary , while outside applicants' new hire rate would be 4.2% above that. Accordingly, a request for waiver of Section 9.E.2. and application of Section 9.B.1. for a 4.2% increase is submitted.

ORDINANCE NUMBER . 2016

           2016 General Fund Budget Supplemental Appropriation Of \$30.00 For  
Salary Correction In Public Defender Office

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), 3B(2)(d) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that this 2016 General Fund Budget supplemental appropriation of \$30.00 for correction of the salary for Position #003600-006, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective June 1, 2016.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Exhibit A  
 2016 General Fund Budget  
 Supplemental Appropriation of \$30  
 For Salary Correction in  
 Public Defender's Office**

Effective June 1, 2016

**Change from:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
Assistant Public Defender	00000	003600-006	46,979	46,976	24.09

**To:**

Title	Grade	Position Number	2016 Wages	Annual Salary	Hourly Rate
Assistant Public Defender	00000	003600-006	47,005	47,034	24.12
<b>Total Increase</b>			<u>26</u>	<u>59</u>	

**RESOLUTION NUMBER , 2016**

**Holding All Raise/Upgrade Requests Until Completion of  
Felice & Associates Pay Plan Analysis**

**WHEREAS**, bargaining contracts and the Personnel Code contain provisions for upgrades and/or raises which may occur in some circumstances without County Council approval; and

**WHEREAS**, County Council, in agreement with all branches of County Government through Resolution 70, 2014, "Urging The Formation of a Multi-Branch Committee To Review And Update The Erie County Pay Plan In 2015"; and

**WHEREAS**, Felice & Associates has been contracted to review and re-format the Non-Bargaining Pay Plan; a process still ongoing but on track to be completed by May, 2016.

**RESOLVED, THE COUNTY COUNCIL OF ERIE COUNTY** hereby asks the all branches of County government to place a hold on all requests for changes in position grades and salaries which require Council approval until Felice and Associates complete their plan; it is reviewed by the Committee and a commitment to action has been determined.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by a vote of \_\_\_\_ to \_\_\_\_.

APPROVED BY:

\_\_\_\_\_  
André R. Horton, Chairman  
Erie County Council

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

Date: \_\_\_\_\_