



# BLAIR COUNTY SALARY BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141 Hollidaysburg, PA 16648

## Regular Blair County Salary Board Meeting of March 22, 2018 at 10:15 AM at the Blair County Courthouse in the Commissioner's Meeting Room

### Board Members in Attendance:

Commissioner Beam, Controller Stickel,  
Commissioner Erb, Commissioner Tomassetti

### Board Members not in Attendance:

All Present

**Quorum:** Present

### Non-Board Members in Attendance:

Helen Schmitt, Nicole Hemminger, Katherine Swigart, Glenn Nelson, Janice Meadows, Judge Milliron, Sheriff Ott, DeAnna Heichel

**Media in Attendance:** None

**Call to Order:** Commissioner Erb

**Call for Public Comment:** Commissioner Erb announced two additional items to the agenda. They were the re-creation of a Law Clerk position for President Judge Doyle and the second being discussion of a pending resignation and staff reorganization of the Sheriff's Office. Commissioner Erb called for public comment on current and additional agenda items. There was no comment at this time.

**Approval of Minutes:** A motion was made by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously carried that the minutes from the March 8, 2018 Salary Board meeting are approved as prepared.

**Warden Position:** A motion was made by Judge Milliron, seconded by Commissioner Beam and unanimously carried for the re-creation of the Warden position, Non-Union, Exempt, at the starting bi-weekly salary of \$2,884.62 to \$3,269.24 and an expected annual salary of \$75,000.12 to \$85,000.24, was approved. (See pages 3-6)

A motion was made by Judge Milliron, seconded by Commissioner Beam and unanimously carried for the creation of the Temporary Acting Warden position to replace Acting Warden Marsh effective March 24, 2018, pending the hire of a Warden, with the days of service not to exceed 90, no benefits, and the salary of \$75,000.12 prorated for the three month period, was approved. Former Sheriff Mitch Cooper will be hired for this position.

**Fort Roberdeau:** A motion was made by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously carried for the re-creation of two Seasonal Tour Guide positions, seasonal for the term of May 1, 2018 through October 31, 2018, Non-Union, Non-Exempt, at the starting rate of \$8.00 per hour for 35 hours or less per every 2-week period for an expected bi-weekly pay of \$400.00 and an expected annual pay of \$3,200.00, was approved. (See pages 7-9)

**Assessment Office:** A motion was made by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously carried for the re-creation of an Administrative Assistant position, UMWA-Residential Unit, Non-Exempt, at the starting rate of \$8.94 per hour for 70 hours per every 2-week period for an expected bi-weekly pay of \$625.80 and an expected annual pay of \$16,270.80, was approved. (See pages 10-14)

This position was vacated by Heidi Mullins whose last day was March 19, 2018.

The Assessor position does not need re-created due to the person who was hired had not received compensation.

**Social Services:** Upon Cathy Crum's retirement effective March 30, 2018, the current position title of Human Services Director is being abolished and replaced with the title, Quality Assurance and Housing Coordinator.

A motion was made by Commissioner Erb, seconded by Commissioner Beam and unanimously carried for the creation of a new Quality Assurance and Housing Coordinator position, Non-Union, Exempt, at the starting bi-weekly salary of \$1,461.54 to \$1,538.47 and an expected annual salary of \$38,000.04 to \$40,000.22, was approved. (See pages 15-18)

**Controller's Office:** A motion was made by Controller Stickel, seconded by Commissioner Erb and unanimously carried for the creation of a new Accountant position, Non-Union, Exempt, at the starting bi-weekly salary of \$1,230.77 to \$1,346.16 and an expected annual salary of \$32,000.02 to \$35,000.16, was approved. (See pages 19-22)

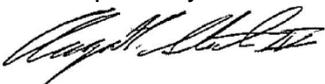
The request to change the salary of the Second Deputy, Controller was postponed.

A motion was made by Controller Stickel, seconded by Commissioner Erb and unanimously carried for the change of job description and increase the salary of the Chief Deputy Controller position, Non-union, Excluded, at the new bi-weekly salary of \$1,653.84 and an expected annual salary of \$42,999.84, was approved. (See pages 23-26)

**Judge Doyle's Law Clerk:** A motion was made by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously carried for the re-creation of the Law Clerk position, Non-Union, Exempt, at the starting bi-weekly salary of \$1,176.93 and an expected annual salary of \$30,600.00, was approved. (See pages 27-28)

**TODAY'S MEETING WAS RECESSED UNTIL WEDNESDAY, APRIL 4, 2018, AT 9:00 AM IN THE COMMISSIONER'S MEETING ROOM**

Respectfully Submitted,



Secretary



# JOB DESCRIPTION

Blair County  
Hollidaysburg, PA

**Job Title: Warden**

Reports to: Blair County Prison Board

Job Description #

Effective: March 22, 2018

Status: Full-Time

Classification: Exempt

Starting Wage:

\$2884.62 to \$3269.24 biweekly

\$75,000.12 to \$85,000.24 annual

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**Position Summary:**

Performs managerial functions associated with directing overall operations and activities of the Blair County Prison, including policy and procedure enforcement, budget, planning, inmate custody and control, records management, and treatment programs.

**Essential Duties:**

1. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; reviews performance appraisals prepared by staff members.
2. Coordinates facility work activities; organizes and prioritizes department workload; analyzes staffing requirements; reviews and/or makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.
3. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
4. Ensures facility compliance with labor contracts and labor laws; participates in labor-management meetings; reviews and evaluates union grievances.
5. Ensure adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
6. Ensures facility maintains compliance to Department of Corrections Title 47 requirements.
7. Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.
8. Consults with Prison Board and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice and/or direction.
9. Develops, reviews, updates, and implements policies and procedures for the facility.
10. Develops and implements long- and short-term goals for the facility.
11. Creates documents that are used in the institution (e.g., key logs, docket sheets, tool inventory, training records, JNET logs).
12. Develops and implements operating, capital, and revenue budgets for the facility; monitors expenditures.
13. Develops requests for proposal; monitors compliance with contracts.
14. Monitors facility compliance inspections; monitors quality of food services.
15. Reviews and responds to inmate grievances and appeals. Monitors disciplinary actions.
16. Monitors inmate and staff assaults; authorizes and evaluates use of force. Initiates investigations as needed.

17. Ensures staff receive pre-service, in-service, and ongoing training.
18. Interacts with and maintains relationship with media. Interacts with and maintains relationship with outside law enforcement agencies. Interacts with and maintains relationships with Pennsylvania Prison Society and NAACP.
19. Compiles various administrative and statistical data pertaining to facility operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.
20. Prepares or completes various forms, reports, correspondence, Prison Board reports, budgets, fiscal reports, statistical analyses, budget justifications, response to inspection reports, or other documents.
21. Receives various forms, reports, correspondence, logs, inmate appeals, disciplinary reports, incident reports, misconduct reports, shift information sheets, administrative segregation forms, extraordinary occurrence reports, inmate population reports, inmate request slips, medical reports, seniority reports, attendance reports, leave forms, time cards, meeting minutes, financial reports, contracts, blueprints, policies, procedures, rules, regulations, standards, handbooks, union contracts, manuals, trade magazines, bulletins, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
22. Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, e-mail, or other software programs.
23. Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to request for service or assistance.
24. Communicates with Prison Board members, commissioners, County officials, employees, inmates, and other departments, correctional facility personnel, law enforcement personnel, criminal justice agencies, probation staff, court officials, vendors, contractors, medical personnel, school officials, family members, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems and/or give/receive advice/direction.
25. Attends meetings; serves on committees as needed; makes speeches or presentations.
26. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
27. Works predominantly in Blair County Prison. May travel to other County properties and, occasionally, outside of county. Maintains regular, consistent presence at work site(s).
28. Works long hours, possibly across all shifts, on-call, or on an as-needed basis that may result in working up to 16 hours consecutively.
29. Performs other related duties as assigned or directed.

**Requirements:**

1. Holds associate's degree or 60 college credits in criminal justice, public administration, behavioral sciences or closely related field OR equivalent of previous experience and/or training that includes progressively responsible levels of correctional management OR

- any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for the essential functions of the job.
2. Minimum of seven years' supervisory experience in corrections
  3. Successful completion of Pennsylvania Department of Corrections Approved Basic Training Program
  4. Moderate computer literacy
  5. Basic mathematical skills sufficient to add, subtract, multiple, and divide
  6. Proficient interpersonal relations and communications skills in order to effectively interact with varied personalities
  7. Fluency in English sufficient to read, write, and communicate
  8. Complies with applicable laws; established practices, policies, and procedures of Blair County Prison; collective bargaining agreement; and/or County of Blair Employee Handbook.

**Skills and Abilities:**

1. Initiative and problem solving
2. Organizational skills
3. Proofreading abilities
4. Recognizes and maintains confidentiality.
5. Accuracy and attention to detail
6. Ability to follow oral and written direction
7. Ability to provide clear direction to subordinates
8. Ability to make decisions based on precedents and/or regulations, and to apply either to work issues
9. Maintains positive interactions with supervisors, subordinates, inmates, law enforcement agencies, peers, and the public.

**Physical Requirements and Work Environment:**

1. Sustains regular exposure to unpredictable conditions.
2. Hearing and speaking
3. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reads computer monitor for long periods of time.
4. Manual dexterity to perform data entry, filing, handwriting, and typing
5. Sits, stands, and walks for extended period of time (several hours at a time), interrupted by need to bend, climb and descend stairs, crouch, push, pull, reach, stoop, and twist.
6. Occasional physical effort when justified to restrain and subdue inmates
7. Understands and practices universal precautions as related to infectious diseases
8. Works indoors in limited work space with adequate temperatures, ventilation, and lighting.
9. Mobility required among County properties
10. Normal indoor exposure to dust and dirt
11. Normal exposure to noise

12. Works long hours, possibly across all three shift, which could result in the need to work up to 16 hours consecutively.

**Special Needs:**

1. Valid Pennsylvania driver's license
2. Reliable transportation
3. Have no convictions for a crime by a state or federal government for which the punishment could have been imprisonment in a federal penitentiary or state prison

**Titles Supervised:**

Deputy Warden – Operations, Deputy Warden – Facility Services

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

*\*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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.**

Received by: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



## COUNTY OF BLAIR SALARY BOARD REQUEST

DEPT: Fort Roberdeau DATE: 03/12/18

REQUESTED BY: Glenn Nelson Pos: Department Head

JOB TITLE: Seasonal Tour Guides (2)  Job Description Attached

TYPE OF REQUEST: Re-Creation

UNION: NON-UNION STATUS: Non-Exempt (Hourly)

THIS POSITION IS: Part Time Hourly at EXEMPT Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:	\$ 8.00		
HRS/DAYS PER 2-WEEK PERIOD:	50.00		
EXPECTED BI-WEEKLY PAY:	\$ 400.00		
LONGEVITY PAY (Annual Amount):	\$ 3,200.00		
EXPECTED ANNUAL PAY:	\$ 3,200.00		

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)

LIAISON COMM: Commissioner Eric Beam RECOMMENDATION: Recommended

**FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT**

RECEIVED BY HR: 3-12-18 SUBMITTED TO UNION: N/A

UNION RESPONSE: Other

HR RESPONSE: Other approved

Comments:

**IN ORDER TO ENSURE SUFFICIENT TIME FOR REVIEW:**  
 Requests that need Union approval must be submitted a minimum of 3 weeks prior to the Salary Board meeting,  
 Requests that do NOT need Union approval must be submitted a minimum of 2 weeks prior to the Salary Board Meeting,  
 While this does not guarantee inclusion, every effort will be made to include the item for deliberation.



# Fort Roberdeau Association

(814) 946-0048  
www.FortRoberdeau.org

383 Fort Roberdeau Road  
Altoona, Pa. 16601

March 12, 2018

Blair County Salary Board  
423 Allegheny Street, Suite 141  
Hollidaysburg, PA 16648

Dear Blair County Salary Board:

Please add the following item to the agenda for March 22, 2018 meeting of the Salary Board:

A) Approval of request to hire two seasonal tour guides for the fort tour season, May 1 – October 31, 2018. The seasonal tour guides work 35 or less hours per week for about 16 weeks at an hourly rate of \$8.00 with no benefits. The goal is to have a start date of May 1, 2018 so the seasonal tour guides are available for the start of the school tour season.

For the seasonal tour guide positions, the scheduled weekly hours are based on tour schedules, special events, group tour requests in addition to weather conditions. Schedule Hours per Pay Period will be less than 70 hours. Please see the attached salary board request form for more details.

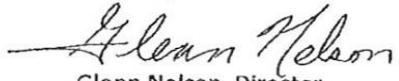
**FISCAL IMPACT STATEMENT:** The money exists within 2018 Fort Budget to pay their seasonal salaries.

**JOB DESCRIPTION:** The Seasonal Tour Guides essential duty is to provide guest services and an educational tour of the Fort to all visitors by:

- Emphasizes welcoming atmosphere to all visitors.
- Provides exceptional customer service and accurate information to enhance their Fort Roberdeau experience.
- Works to add value to the visitors' time on site and inspire their return.
- Conducts tours and educational/interpretative sessions.
- Assists the Gift Shop Manager and staff with restocking inventory and as needed;
- Ensures fort grounds and building, display areas and exhibits are public-ready, clean and organized.
- Monitors appearance of property, disposes of litter, empties trash, restock toiletries as warranted. Assist the maintenance staff as requested by the Director.
- Reports suspicious activity and/or individuals to director or senior staff.
- Follows county policies and procedures.

This This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by the director. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

Sincerely,



Glenn Nelson, Director  
Fort Roberdeau

- C:     Commissioner Ted Beam  
          Commissioner Bruce Erb  
          Commissioner Terry Tomassetti  
          County Administrator Helen Schmitt  
          Controller AC Stickel  
          Human Resources Director Katherine Swigart



# COUNTY OF BLAIR SALARY BOARD REQUEST

DEPT:  DATE:

REQUESTED BY:  Pos:

JOB TITLE:   Job Description Attached

TYPE OF REQUEST:

UNION:  STATUS:

THIS POSITION IS:  at  Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:	\$ 8.94		
HRS/DAYS PER 2-WEEK PERIOD:	70.00		
EXPECTED BI-WEEKLY PAY:	\$ 625.80		
LONGEVITY PAY (Annual Amount):			
EXPECTED ANNUAL PAY:	\$ 16,270.80		

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)

LIAISON COMM:  RECOMMENDATION:

**FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT**

RECEIVED BY HR:  SUBMITTED TO UNION:

UNION RESPONSE:

HR RESPONSE:

Comments:

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Requests that do NOT need Union approval must be submitted a minimum of 2 weeks prior to the Salary Board Meeting,  
While this does not guarantee inclusion, every effort will be made to include the item for deliberation.

# COUNTY of BLAIR

## ASSESSMENT OFFICE

COURTHOUSE  
423 ALLEGHENY ST STE 041  
HOLLIDAYSBURG PA 16648-2022  
DeAnna M. Heichel  
Chief Assessor/Director of Assessment  
Phone (814) 693-3110  
Fax (814) 693-3115

BRUCE ERB  
Chairman  
TERRY TOMASSETTI  
Vice Chairman  
TED BEAM, JR.  
Secretary  
HELEN P. SCHMITT  
County Administrator  
NATHAN W. KARN, SR.  
Solicitor

March 15, 2018

August C. Stickel IV, Controller  
Blair County Courthouse  
423 Allegheny Street  
Hollidaysburg, PA 16648

Re: Fiscal Impact Statement

Dear A.C.:

My request to re-create an Administrative Assistant position has been included in the Assessment Office's 2018 budget. The annual starting salary is \$16,270.80 with an estimated 25% contribution of \$4,067.70 for taxes, benefits, and retirement.

Sincerely,

DeAnna M Heichel, CPE  
Chief Assessor/Director of Assessment



## JOB DESCRIPTION

Blair County  
Hollidaysburg, PA

**Job Title: Administrative Assistant**

Reports To: Chief Assessor/Director of Assessment

**Job Description #**

Effective: December 8, 2014

Status: Full-Time

Classification: Nonexempt, UMWA

Starting Rate: \$16,270.80

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**Position Summary:**

Under supervision of chief assessor/director of assessment, performs administrative duties and assists general public.

**Essential Duties:**

1. Performs wide variety of customer service duties relevant to department operations:
  - a. Provides assistance to internal and external customers who contact department. Answers questions related to assessment practices, procedures, regulations; parcel maps; tax rolls; and title of property.
  - b. Retrieves daily mail; stamps date received in office; distributes accordingly.
  - c. Handles money collected for appeals, copies, or maps. Prepares daily deposit.
  - d. Makes copies; sends e-mails and faxes documents as requested by public.
  - e. Produces invoices for customers whose frequency of business merits their having a charge account.
  - f. Enters information related to deeds and property splits into CAMA system. Tracks whether sales are valid or invalid for monthly Tax Equalization Division reports.
  - g. Maintains computer records related to address and situs changes.
  - h. Maintains up-to-date files of assessment rolls.
2. Prepares documentation or reports:
  - a. Tracks types of revenue-producing sales and daily/monthly deposit figures.
  - b. Completes tasks needed to conduct semiannual appeal board meetings (i.e., schedules meetings, announces meetings to relevant parties, notifies appellants of meeting decision, notifies taxing bodies of any assessment changes).
  - c. Sends regular inquiry to county trailer park owners to verify and maintain up-to-date data on trailer properties.
  - d. Corresponds with tax collectors, municipalities, and school districts as applicable about property value changes.
  - e. Produces supplemental information that tax collectors use in annual tax billings.
  - f. Maintains database of Homestead and Farmstead (Act 1) additions, changes, and deletions; provides information to appropriate school district for their processing of applications. Corresponds with applicants to inform of application acceptance/denial. Removes property owner from Homestead and Farmstead (Act 1) standing when eligibility expires.
3. Supports Assessment Department personnel:
  - a. Verifies accuracy of information entered into CAMA system; corrects errors as appropriate.

- b. Contributes to timely entry into CAMA system of information that assessors gather from field collections.
  - c. Assists with daily coverage of universal parcel indicator (UPI) functions in absence of full-time incumbent.
  - d. Assists with Clean and Green (Act 319 and Act 154) application process as deadlines or work volume necessitate.
4. Performs other duties as assigned or directed.

**Requirements:**

1. Holds high school diploma or GED.
2. Minimum of one year's experience, preferably in an office environment
3. Fluency in English sufficient to read, write, and communicate with customers
4. Proficient computer literacy, and the ability to quickly navigate new software
5. Superior attention to detail and proofreading abilities
6. Strong customer service orientation
7. Regular, consistent presence at work site

**Skills and Abilities:**

1. Demonstrated experience working within a fast-paced environment with frequent change and the need to meet regular deadlines
2. Ability to operate general office equipment, such as personal computer, copier, scanner, fax, and telephone
3. Proficient interpersonal relations and communications skills
4. Proficient organizational skills

**Physical Requirements and Work Environment:**

1. Manual dexterity to perform data entry, filing, and handwriting
2. Ability to sustain predominantly sedentary job consisting of long periods of sitting, with intermittent periods of standing, walking, pushing, grasping, bending, twisting, and reaching as necessary to carry out responsibilities
3. Occasionally lifts and carries up to ten pounds
4. Works exclusively indoors except for lunch break, with normal amounts of noise, adequate lighting and ventilation, and limited mobility required among County buildings
5. Vision requiring varying focus, distinguishing colors, and periods of reading a computer monitor
6. Hearing

**Special Needs:**

1. Reliable transportation

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

*\*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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.**

Received by:    Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



# COUNTY OF BLAIR SALARY BOARD REQUEST

DEPT:  DATE:

REQUESTED BY:  Pos:

JOB TITLE:   Job Description Attached

TYPE OF REQUEST:

UNION:  STATUS:

THIS POSITION IS:  at  Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:			
HRS/DAYS PER 2-WEEK PERIOD:			
EXPECTED BI-WEEKLY PAY:		range	
LONGEVITY PAY (Annual Amount):		—	
EXPECTED ANNUAL PAY:		range	

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)  
*via Hudack separately*

LIAISON COMM:  RECOMMENDATION:

### FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT

RECEIVED BY HR:  SUBMITTED TO UNION:

UNION RESPONSE:

HR RESPONSE:

#### Comments:

Abolishing current title of human services director upon retirement of incumbent Cathy Crum eff 03/30/18 and replacing with title above and attached job description. Seeking approval of proposed biweekly salary range \$1461.54 to \$1538.47 (\$38,000.04 to \$40,000.22 annual).

#### IN ORDER TO ENSURE SUFFICIENT TIME FOR REVIEW:

Requests that need Union approval must be submitted a minimum of 3 weeks prior to the Salary Board meeting, Requests that do NOT need Union approval must be submitted a minimum of 2 weeks prior to the Salary Board Meeting, While this does not guarantee inclusion, every effort will be made to include the item for deliberation.



**JOB DESCRIPTION**

Blair County  
Hollidaysburg, PA

**Job Title: Quality Assurance and Housing Coordinator**  
Reports to: Executive Director, Social Services

Job Description #:  
Effective: March 22, 2018

Status: Full-Time  
Classification: Exempt

Starting Salary Range:  
\$1461.54 to \$1538.47 biw  
\$38,000.04 to \$40,000.22 ann

**Position Summary:**

Directs County human services planning and coordination; oversees contracted services, grant writing and grant administration; supervises staff; provides fiscal management; and ensures effective intergovernmental relations.

**Essential Duties:**

1. Coordinates development of yearly contracts and budgets with providers and vendors with other staff.
2. Prepares contract changes and amendments such as allocation adjustments and service additions and deletions. Ensures changes are implemented during contract period.
3. Performs duties associated with monitoring providers:
  - a. Develops and maintains activities to monitor providers to ensure compliance with contract, program licensing, and fiscal accountability.
  - b. Verifies monitoring occurs and is documented according to standards needed to meet specifications of each program area.
  - c. Facilitates process that assigns monitoring checkpoints to office personnel.
  - d. Maintains monitoring schedule. Ensures all sections of monitoring documents are completed and that providers accomplish performance improvement measures.
  - e. Provides support to track, analyze, and present statistical information and other monitoring summaries to administration, staff, and advisory committee as needed for quality improvement planning.
4. Coordinates with department staff in the development of department policies and procedures for program operations.
5. Maintains effective working relationship with providers, contractors, and local social service agencies. Shares expertise in collaboration of the human services system with County and community partners.
  - a. Works with United Way of Blair County and Family Resource Center to develop and approve operating budget and submissions to Department of Public Welfare.
  - b. Serves as liaison between providers and state for Human Services Development Fund (HSDF).
6. Collaborates with various agencies and committees in development of affordable housing opportunities.
  - a. Explores and develops funding opportunities for affordable housing.
  - b. Contributes to grant application to develop affordable housing.
  - c. Serves as liaison between providers and state for Homeless Assistance Program (HAP).

- d. Serves as liaison between Local Housing Options Team (LHOT) and homelessness/housing needs.
7. Oversees and manages requirements for contract and budget development process.
8. Actively participates in various committee and board meetings.
  - a. Convenes meetings of Blair County Fuel Bank Steering Committee.
  - b. Prepares agendas and updates.
  - c. Prepares various human services program reports for state and federal agencies.
  - d. Prepares program reports for regular meetings and annual reports to full board.
9. Works primarily in Blair County, but will be required to attend meetings and training in other locations; maintains regular, consistent presence at work site(s).
10. Performs other related duties as assigned or directed.

**Requirements:**

1. Holds bachelor's degree in finance, public administration or business administration, human services, or other related field.
2. Minimum of three years' experience in affordable housing development program, project management, contract management, or a combination of education and experience that will provide the opportunity to acquire knowledge and abilities listed.
3. Knowledge of contract development and monitoring
4. Demonstrated familiarity with government housing programs on federal, state, and local levels
5. Demonstrated experience supporting and driving housing and community development projects
6. Proven abilities to make significant decisions, choosing among alternatives, and acting in accordance with established policies and procedures within time constraints
7. Proficient written and oral communications skills
8. Experience recognizing and maintaining confidentiality
9. Strong customer service orientation
10. Demonstrated experience juggling multiple priorities, changing gears quickly
11. Proficiency with marshalling resources, seeking out pertinent data, monitoring progress, providing direction, adjusting approach to reach goal(s)
12. Accuracy and attention to detail
13. Fluency in English sufficient to perform essential functions of position

**Skills and Abilities:**

1. Ability to collect, research information
2. Ability to set schedules and meet deadlines
3. Organizational skills
4. Time management skills
5. A desire to excel, and move others in a similar direction

**Physical Requirements and Work Environment:**

1. Frequent periods of sitting, and movement that can include bending, crouching, reaching, twisting, turning, kneeling, grabbing, walking, and ascending and descending stairs

2. Hearing and speaking
3. Manual dexterity sufficient for data entry, filing, handwriting, typing
4. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and long periods at a computer screen.
5. Lifts, moves, and/or carries whatever is required in the capacity of the job up to 15 pounds.
6. Works predominantly indoors, with normal amounts of noise, adequate lighting and ventilation
7. Mobility required within and among all County properties.
8. Periodic travel of varying distances and possible overnight need

**Special Needs:**

1. Valid Pennsylvania driver's license
2. Reliable transportation

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

*\*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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.**

Received by: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



# COUNTY OF BLAIR SALARY BOARD REQUEST

DEPT:  DATE:

REQUESTED BY:  Pos:

JOB TITLE:   Job Description Attached

TYPE OF REQUEST:

UNION:  STATUS:

THIS POSITION IS:  at  Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:			
HRS/DAYS PER 2-WEEK PERIOD:			
EXPECTED BI-WEEKLY PAY:		\$ 1030.77 10 \$ 1346.16	
LONGEVITY PAY (Annual Amount):		—	
EXPECTED ANNUAL PAY:		\$ 32000.08 10 \$ 35000.16	

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)  
*via AC separately*  
LIAISON COMM:  RECOMMENDATION:

### FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT

RECEIVED BY HR:  SUBMITTED TO UNION:

UNION RESPONSE:

HR RESPONSE:

Comments:

### IN ORDER TO ENSURE SUFFICIENT TIME FOR REVIEW:

Requests that need Union approval must be submitted a minimum of 3 weeks prior to the Salary Board meeting,  
Requests that do NOT need Union approval must be submitted a minimum of 2 weeks prior to the Salary Board Meeting,  
While this does not guarantee inclusion, every effort will be made to include the item for deliberation.



**JOB DESCRIPTION**

Blair County  
Hollidaysburg, PA

**Job Title: Accountant**  
Reports to: Chief Deputy Controller

**Job Description #**  
Effective: March 22, 2018

Status: Full-Time  
Classification: Exempt

**Starting Salary:** \$1230.77 to \$1346.16 biweekly  
\$32,000.02 to \$35,000.16 annl

**Position Summary:**

Works closely with controller and chief deputy controller to carry out statutory and discretionary duties of the office, including but not limited to recording County financial activity in accordance with Generally Accepted Accounting Principles (GAAP) for state and local governments, balancing general ledger accounts, performing internal audits, and preparing for annual audit.

**Essential Duties:**

1. Works closely with controller and chief deputy controller to carry out statutory and discretionary duties of the office:
  - a. Maintains a comprehensive understanding of the Countywide financial system and works to improve efficiency.
  - b. Records County financial activity in accordance with Generally Accepted Accounting Principles (GAAP) for state and local governments.
  - c. Balances general ledger accounts.
  - d. Prepares financial statements.
  - e. Performs internal audits, including audit of tax collectors, row-office agency funds, and magisterial district court funds.
2. Performs duties within function of accounts payable as volume and expertise requires.
3. Contributes to preparation of weekly warrant lists.
4. Contributes to preparation for annual audit.
5. Works predominantly in Blair County Courthouse. Works additional hours as workload necessitates or as requested. Maintains regular, consistent presence at work site(s).
6. Performs other related duties as assigned or directed.

**Requirements:**

1. Holds a minimum of an associate's degree in accounting or business administration.
2. Possesses at least two years' work experience, preferably via a combination of public- and private-sector employment
3. Knowledge of accounting and auditing principles and techniques, including governmental accounting principles as defined by the Governmental Accounting Standards Board (GASB).
4. Ability to prepare financial statements in compliance with GASB statements applicable to the Blair County reporting entity, its proprietary funds, and component units.
5. Working knowledge of fiscal operations of County Treasurer's Office, Finance Department, and Tax Claim Office
6. Ability to establish and maintain effective working relationships with all County departments, and relevant external agencies; effective interpersonal skills and communications skills (both verbal and written)
7. Computer literacy with E-mail, Microsoft Excel, Microsoft Word, and office-specific software packages

8. Math skills sufficient to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; addition, subtraction, multiplication, and division
9. Ability to define problems, collect data, establish facts, and draw valid conclusions
10. Accuracy and attention to detail

**Skills and Abilities:**

1. Experience maintaining confidentiality
2. Demonstrated experience setting schedules, meeting deadlines, and managing multiple priorities
3. Thorough knowledge of relevant fiscal sections of the Pennsylvania County Code within one year of placement into position if without it at hire
4. Knowledge of specific fiscal regulations applicable to County's grant-funded programs
5. Ability to read, analyze, and interpret general business information
6. Ability to prepare reports and compose business correspondence
7. Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.
8. Ability to deal with problems involving several concrete variables in standardized situations

**Physical Requirements and Work Environment:**

1. Vision requiring varying focus, distinguishing colors, and periods of reading a computer monitor
2. Ability to sustain predominantly sedentary job consisting of periods of sitting, interspersed with twisting, reaching, bending, pushing, grasping, and occasional standing; climbing and descending stairs; uses hands and fingers to handle or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, or crouches.
3. Strength necessary to occasionally lift and carry up to 15 pounds
4. Manual dexterity for data entry, filing, handwriting, and typing
5. Hearing and speaking
6. Works exclusively indoors except for lunch break and occasional travel; with minimal noise, adequate lighting and ventilation; and limited mobility required within Courthouse and/or to outlying locations.

**Special Needs:**

1. Valid Pennsylvania driver's license
2. Reliable transportation

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

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**By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.**

Received by: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



# COUNTY OF BLAIR SALARY BOARD REQUEST

DEPT:  DATE:

REQUESTED BY:  Pos:

JOB TITLE:   Job Description Attached

TYPE OF REQUEST:

UNION:  STATUS:

THIS POSITION IS:  at  Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:			
HRS/DAYS PER 2-WEEK PERIOD:			
EXPECTED BI-WEEKLY PAY:		\$ 1,653.84	
LONGEVITY PAY (Annual Amount):			
EXPECTED ANNUAL PAY:		\$ 42,999.84	

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)  
*via AC*

LIAISON COMM:  RECOMMENDATION:

**FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT**

RECEIVED BY HR:  SUBMITTED TO UNION:

UNION RESPONSE:

HR RESPONSE:

Comments:

NOW at \$1520.58 / \$39,535.08  
Fiscal unit spvr - Cyl - \$44,122.40 , DOH 9/23/96

**IN ORDER TO ENSURE SUFFICIENT TIME FOR REVIEW:**

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While this does not guarantee inclusion, every effort will be made to include the item for deliberation.



**JOB DESCRIPTION**

Blair County  
Hollidaysburg, PA

**Job Title: Chief Deputy, Controller**  
Reports to: Controller

Job Description #  
Effective: March 14, 2016  
Revised: November 2016  
Revised: March 22, 2018

Status: Full-Time  
Classification: Excluded

Starting Salary Range: \$35,000 to \$38,000

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**Position Summary:**

Performs all statutory and discretionary duties of the office, serving as supervisor of the office and assistant to the controller in all matters; retains voting authority of controller at Salary Board, Retirement Board, and Prison Board in controller's absence.

**Essential Duties:**

1. Records all County financial activity in accordance with Generally Accepted Accounting Principles (GAAP) for state and local governments.
2. Prepares countywide governmental accounting financial statements in compliance with Governmental Accounting Standards Board (GASB) guidelines. This captures modified and full accrual journal entries for all funds, including governmental funds, business-type funds, and fiduciary funds.
3. Prepares modified accrual basis of accounting financial statements
4. Ensures accuracy and integrity of all County financial records, including recordkeeping of revenues and expenses.
  - a. Maintains comprehensive understanding of countywide financial system and works to improve efficiency.
  - b. Reviews and approves journal entries submitted to be entered in County financial system.
  - c. Reviews and signs disbursement requests made from County financial system.
  - d. Balances general ledger source documents and accounts prior to external auditors' review.
  - e. Creates and maintains financial chart of accounts.
  - f. Creates and maintains relevant MUNIS financial codes.
  - g. Monitors County financial system throughout year. Investigates and resolves issues. Runs end-of-period closing functions as assigned. Runs year-end close process.
  - h. Trains users in MUNIS.
5. Monitors internal audit function, including audit of County tax collectors, all row office trust accounts, and other limited areas.
6. Oversees pension/retirement activities performed in Controller's Office.
7. Maintains knowledge and understanding of matters brought before County Salary Board, County Retirement Board, and County Prison Board. Serves as controller's representative to Prison Board, Retirement Board, and Salary Board in the absence of controller and/or second deputy.
8. Provides signatory authorization on County checks in lieu of controller or second deputy signature.
9. Ensures financial information presented in County's Comprehensive Annual Financial Report conforms to Government Accounting Standards Board reporting requirements.
10. Supervises financial reporting to IRS and multiple federal and state agencies, including but not limited to Forms 1099-MISC, 1099-R, 1099-S, Liquid Fuel report, Pennsylvania Department of Treasury Unclaimed Property Report.
11. Supervises, trains, and evaluates work of assigned personnel. Addresses performance matters in compliance with guidelines of Human Resources Department and applicable collective

- bargaining agreement. Consults with controller and Human Resources Department prior to finalizing actions. Interview and hires personnel.
12. Possesses and may discharge all the rights, powers, and duties of controller as called upon during that person's necessary or temporary absence.
  13. Works predominantly in Blair County Courthouse; works beyond standard office hours as workload dictates; maintains regular consistent presence at work site(s).
  14. Performs other duties as assigned or directed.

**Requirements:**

1. Holds bachelor's degree in accounting, business administration, or other directly related field, OR equivalent combination of education and experience
2. Minimum of five years' relevant work experience in private- or public-sector business administration
3. Extensive knowledge of accounting and auditing principles and techniques as defined by GASB
4. Thorough knowledge of organization, function, and regulations of County Controller's Office within one year of placement into position if without it at hire
5. Understanding and recognition of duties of a pension fund fiduciary; basic understanding of actuarial principles
6. Math skills sufficient to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; addition, subtraction, multiplication, and division
7. Ability to define problems, collect data, establish facts, and draw valid conclusions
8. Computer proficiency with E-mail, Microsoft Excel, Word, and office-specific software packages
9. Proficient interpersonal relations and communications skills (both verbal and written)
10. Accuracy and attention to detail

**Skills and Abilities:**

1. Ability to prepare financial statement in compliance with GASB
2. Experience maintaining confidentiality
3. Demonstrated experience setting schedules, meeting deadlines, and managing multiple priorities
4. Ability to understand and follow oral and written instructions and to use sound judgment
5. Ability to read, analyze, and interpret general business materials; write reports; and compose business correspondence
6. Ability to establish and maintain effective relationships with internal and external customers
7. Ability to effectively respond to questions from customers with all levels of financial understanding
8. Ability to maintain permanent records

**Physical Requirements and Work Environment:**

1. Vision requiring varying focus, distinguishing colors, and periods of reading a computer monitor
2. Ability to sustain predominantly sedentary job consisting of periods of sitting, interspersed with twisting, reaching, bending, pushing, grasping, and occasional standing; uses hands and fingers to handle or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, or crouches. Ascends and descends stairs.
3. Strength necessary to occasionally lift and carry up to 15 pounds
4. Manual dexterity for data entry, filing, handwriting, and typing
5. Hearing and speaking

6. Works exclusively indoors except for lunch break and occasional travel, with minimal noise, adequate lighting and ventilation, and limited mobility required within Courthouse and to outlying locations.

**Special Needs:**

1. Valid Pennsylvania driver's license
2. Reliable transportation

**Title(s) Supervised:**

xxx

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Print name: \_\_\_\_\_



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DEPT:  DATE:

REQUESTED BY:  Pos:

JOB TITLE:   Job Description Attached

TYPE OF REQUEST:

UNION:  STATUS:

THIS POSITION IS:  at  Hrs. Per Week

	FT/PT Hourly Rate	Exempt/Excluded Annual Salary	Per Diem Rate 1/2 or Full Day
PROPOSED RATE:			
HRS/DAYS PER 2-WEEK PERIOD:			
EXPECTED BI-WEEKLY PAY:		\$ 1,176.93	
LONGEVITY PAY (Annual Amount):			
EXPECTED ANNUAL PAY:		\$ 30,600.00	

FISCAL IMPACT STATEMENT ATTACHED: (Funding Source OR Included in Current-Year Budget)

LIAISON COMM:  RECOMMENDATION:

**FOR USE BY HUMAN RESOURCES PRIOR TO AGENDA PLACEMENT**

RECEIVED BY HR:  SUBMITTED TO UNION:

UNION RESPONSE:

HR RESPONSE:

Comments:

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While this does not guarantee inclusion, every effort will be made to include the item for deliberation.

## **Law Clerk for President Judge Doyle**

### **Fiscal Impact Statement for President Judge Doyle's Law Clerk**

There will be no impact on the general fund as funds were approved in the 2018 budget for President Judge Doyle's law clerk under account 01160ED Salary of Staff at \$31,212 with funds remaining after the resignation of President's Judge Doyle's former law clerk. A \$5000 increase in the salary was requested by denied in the approved budget.

Based on the salary, benefit funds were approved in the 2018 budget under the Medicare, Social Security Tax, Retirement, Life Insurance, Medical Insurance and HRA Expense line item accounts.