



AGENDA

PERSONNEL BOARD REGULAR MEETING TUESDAY, JUNE 16, 2026

1. Call Meeting to Order
2. Pledge of Allegiance to the Flag
3. Approval of Minutes
 - 3.A. Approval of the Minutes of the Personnel Board Meeting held on May 18, 2026.
4. Public Comment
5. Personnel Items
 - 5.A. Approval to create new position "Election Systems Administrator" CODA29 minimum of \$68,596 and a maximum of \$102,894. Elections position will be covered by the Elections Integrity Grant.
 - 5.B. Approval to convert AFSCME Probate Clerk grade E (minimum \$16.54) to Senior Probate Clerk Grade G (minimum \$18.93), which provides training and support to Probate Clerks.
 - 5.C. Approval to convert Orphan's Court Supervisor (MGA CODA24) to 2nd Deputy (MGB CODA27) with oversight of professional (paralegal) and administrative staff; responsibilities for managing the Orphan's Court department. Minimum of \$56,689 to mid-point \$70,862.
 - 5.D. Approval to change the George W. Hill Prison Director of Information Systems position from CODA27 to CODA29 with a minimum of \$78,395 to mid-point

\$97,993.

- 5.E. Approval to change George W. Hill Prison Classification Coordinator CODA20 to CODA24 with a minimum of \$53,119 to mid-point \$63,742.

- 5.F. Approval to convert the Assistant Director Labor Relations position to Labor Relations Specialist in the Human Resources Department, CODA30 with a minimum of \$75,850 to mid-point \$98,606.

- 5.G. Approval to convert custodian position in Facilities AFSCME Grade C, (minimum \$15.00/hr) to Flooring Technician with AFSCME Grade F (minimum \$17.70/hr).

- 5.H. Approval to retitle Director of Human Services to Deputy Director, Operations CODA 33 minimum \$123,601 to mid-point \$160,680.

- 5.I. Approval to change Admin Assistant 1, from CODA17 to CODA21, minimum \$22.06/hr and mid-point \$26.47/hr, in the Human Services Department (HS14).

- 5.J. Approval of Media Regional Office Supervisor for the Juvenile Courts to CODA29 with entry \$45.54 in line with other Regional Office Supervisors.

5.K. Approval of Resource Administrator retitled to Probation Supervisor for the Juvenile Courts – Resources (QA/CQI); functioning supervisor of PSSU; CODA29 with entry \$45.54 in line with other supervisors.

5.L. Approval of temporary salary adjustment for Jacqueline Kirby, as the Interim Director for the Recorder of Deeds, at entry for CODA31, in the amount of \$87,229, effective date May 11, 2026.

5.M. Approval to create a new Senior Assistant Solicitor — COSA, CODA31, minimum \$87,229 to mid-point \$113,397.

5.N. Approval to create a new position for the Right to Know and Contracts Specialist in the Solicitor's Office at CODA30 with entry of \$75,850 and mid-point \$98,606.

5.O. Approval to create a new position for Deputy Solicitor - Contracts Attorney in the Solicitor's Office at CODA33 with entry of \$115,361 and mid-point of \$149,968.

5.P. Approval of temporary salary adjustment for additional account payable duties absorbed from the Solicitor's Office to Nicole Thomas, in the Budget Department, at a recommendation of \$100.00 per pay, effective June 21, 2026.

5.Q. Approval to change the grade for CID Office Manager from CODA27 to CODA28 minimum \$62,359 to mid-point \$77,949.

5.R. Approval to grade attorneys for classification for the following:

- CODA23: non-barred Assistant District Attorney, non-barred Assistant Solicitor
 - Entry \$45,000
- CODA29: Assistant District Attorney (District Court)
 - Entry \$72,000 to mid \$85,744; entry comparable to bargaining Assistant Public Defenders
- CODA30: Assistant District Attorney (Jr Trial Team), Assistant Solicitor, CYS Attorney
 - Entry \$75,850 to mid \$98,606
- CODA31: Assistant District Attorney (Leads, Appeals), Senior Assistant Solicitor, aforementioned COSA attorney
 - Entry \$87,229 to mid \$113,397 (Leads entry \$90,229)
- CODA33: Chief Public Defender, Deputy District Attorney, Deputy Solicitor
 - Entry \$120,000 to mid \$149,968
- CODA34: 1st Assistant Public Defender (Deputy Public Defender), 1st Assistant District Attorney, Chief Litigation Solicitor
 - Entry \$132,863 to mid \$172,463
- CODA35: Public Defender, District Attorney (salary determined by State), Solicitor
 - Entry \$152,563 to mid \$198,333

6. Adjourn