

# Memo

**To:** David Derbin  
**From:** Kim Etherton *kge*  
**cc:** Nicole Gross  
**Date:** 09/01/2022  
**Re:** Request for Fiscal and Organization Impact Statement

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**Attachment #1** is an organizational chart for Community Corrections. The new class being proposed is highlighted in yellow (Program Supervisor).

The new classification does not add staff to the department, rather provides an opportunity for a promotion within the department. These individuals will continue to perform their case management/mental health specialist duties but will have added responsibilities to monitor program efficiencies and chair department committees.

There will be an opportunity for three staff to promote into the position. Initially, one promotional position will be posted. However, to accomplish some of the position requirements identified in this new class, two to three positions will be optimal. The department will be creating a Data Collection Committee, A Policy and Procedure Committee, and an Equity and Fairness Committee; these committee will be chaired by staff in the Program Supervisor position.

**Attachment #2** is the Lancaster County Unrepresented Pay Grades, effective August 11, 2022.

Highlighted in yellow are the classes who are eligible to apply for the promotion (C06 and C08). The promotional position is set at a C10, highlighted in green.

Case managers and Mental Health Specialist in the department are not eligible to apply for the promotional position until they have achieved three years of department experience.

The budget impact for these promotions is 3.6% for each of the positions as the promotion is a one-step increase.

Individuals promoting from C6 to C10 will, at most, have an additional 7 steps before reaching the top of the pay scale. Individuals promoting from C8 to C10 will, at most, have an additional 5 steps before reaching the top of the pay scale.

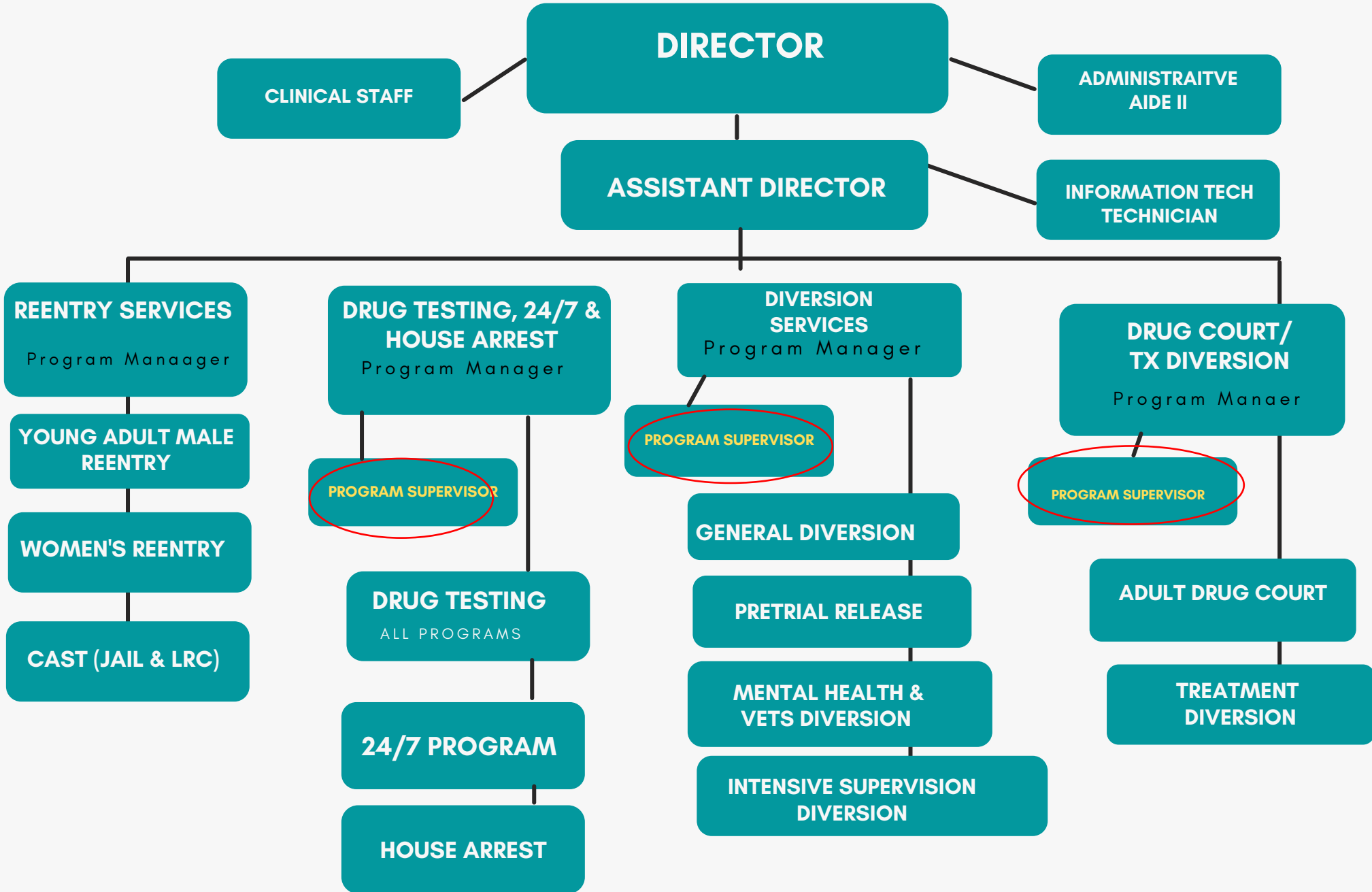
**Attachment #3** is the class created in consultation with Human Resources.

The benefits the department will realize from this new classification include improved continuity of program implementation, the development and consistent application and review of department policies and procedures, and empowering staff to participate in the on-going improvement of program services and staff development.

Employees can look forward to advancement options within the department, which increases staff investment, supports retention and an improves the overall environment. The position will afford opportunities to demonstrate and develop leadership skills, which could result in continued movement within the county system.

# COMMUNITY CORRECTIONS

## ORGANIZATIONAL CHART



## Attachment #2

## UNREPRESENTED PAY GRADES

Reflects 3.25% increase  
Effective August 11, 2022  
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C06	ANNUAL	44,358.08	45,955.52	47,604.96	49,323.04	51,097.28	52,942.24	54,843.36	56,817.28
	MONTHLY	3,696.51	3,829.63	3,967.08	4,110.25	4,258.11	4,411.85	4,570.28	4,734.77
	BIWEEKLY	1,706.08	1,767.52	1,830.96	1,897.04	1,965.28	2,036.24	2,109.36	2,185.28
	HOURLY	21.326	22.094	22.887	23.713	24.566	25.453	26.367	27.316
C07	ANNUAL	45,955.52	47,604.96	49,323.04	51,097.28	52,942.24	54,843.36	56,817.28	58,864.00
	MONTHLY	3,829.63	3,967.08	4,110.25	4,258.11	4,411.85	4,570.28	4,734.77	4,905.33
	BIWEEKLY	1,767.52	1,830.96	1,897.04	1,965.28	2,036.24	2,109.36	2,185.28	2,264.00
	HOURLY	22.094	22.887	23.713	24.566	25.453	26.367	27.316	28.300
C08	ANNUAL	47,604.96	49,323.04	51,097.28	52,942.24	54,843.36	56,817.28	58,864.00	60,983.52
	MONTHLY	3,967.08	4,110.25	4,258.11	4,411.85	4,570.28	4,734.77	4,905.33	5,081.96
	BIWEEKLY	1,830.96	1,897.04	1,965.28	2,036.24	2,109.36	2,185.28	2,264.00	2,345.52
	HOURLY	22.887	23.713	24.566	25.453	26.367	27.316	28.300	29.319
C09	ANNUAL	49,323.04	51,097.28	52,942.24	54,843.36	56,817.28	58,864.00	60,983.52	63,180.00
	MONTHLY	4,110.25	4,258.11	4,411.85	4,570.28	4,734.77	4,905.33	5,081.96	5,265.00
	BIWEEKLY	1,897.04	1,965.28	2,036.24	2,109.36	2,185.28	2,264.00	2,345.52	2,430.00
	HOURLY	23.713	24.566	25.453	26.367	27.316	28.300	29.319	30.375
C10	ANNUAL	51,097.28	52,942.24	54,843.36	56,817.28	58,864.00	60,983.52	63,180.00	65,453.44
	MONTHLY	4,258.11	4,411.85	4,570.28	4,734.77	4,905.33	5,081.96	5,265.00	5,454.45
	BIWEEKLY	1,965.28	2,036.24	2,109.36	2,185.28	2,264.00	2,345.52	2,430.00	2,517.44
	HOURLY	24.566	25.453	26.367	27.316	28.300	29.319	30.375	31.468

LANCASTER COUNTY  
COMMUNITY CORRECTIONS PROGRAM SUPERVISOR

NATURE OF WORK

This is advanced human service work with direct responsibility for the supervision of an identified program area operating within the Department of Community Corrections.

Work involves monitoring the daily needs and activities of the program to provide continuity of services for clients, the department and other criminal justice partners. Work also involves organization of activities in other department areas of operation including participation and leadership in department committees. In addition, an employee in this class is responsible for maintaining records and monitoring quality improvement functions in accordance with best practice standards and evidence-based practices. Incumbents of this class are expected to carry a caseload in their area of expertise and participate in all program functions including multidisciplinary team activities and are subject to afterhours program support. Supervision is received from the Program Manager.

EXAMPLES OF WORK PERFORMED

Reviews daily activities of the specified program areas to provide continuity of services to clients, program staff, the department and other criminal justice partners.

Trains new staff in program area to ensure program guidelines and parameters and standard operating procedures are implemented.

Supports program staff to promote optimal team functioning in a dynamic criminal justice environment where change and accommodation is often necessary.

Develop and maintains a current, up to date policy and procedural guide for the daily operations of Community Corrections to remain in compliance with best practice and evidence-based standards.

Performs a leadership function on other identified Department Policy and Development Committees.

Work jointly with agency representatives to coordinate necessary client services.

Carries a case load in the program area of expertise and perform all duties as a Community Corrections Case Worker or Mental Health Specialist.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of people.

Considerable knowledge of the laws, statutes and ordinances covering the requirements of persons served by Community Corrections.

Considerable knowledge of best practice standards and evidence-based practices in the field of Criminal Justice.

Considerable knowledge of functions and services of community organizations and agencies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with clients, staff and criminal justice systems personnel.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business, psychology, sociology or related field plus three years of experience case managing activities of individuals participating in a program under the administration of the Department of Community Corrections or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

9/22

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