

# Luzerne County Mission, Vision and Principles

vision

A safe and healthy community with a diverse, prosperous and sustainable economy, offering excellent services while preserving the natural environment, local history and culture

mission

The Mission of Luzerne County Government is to provide honest, effective and equitable services to the residents of Luzerne County and to enhance the quality of life in the County through economic development and environmental stewardship

principles

Dignity,  
Fairness,  
Honesty  
And  
Respect  
For All

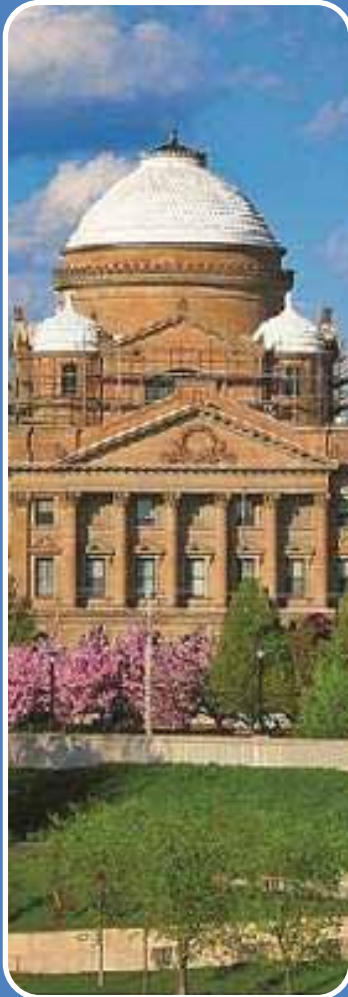
Openness  
And  
Transparency

Excellent  
Service  
Delivery

Fair, Ethical  
Conduct  
Through  
Teamwork

Sound Fiscal  
Management

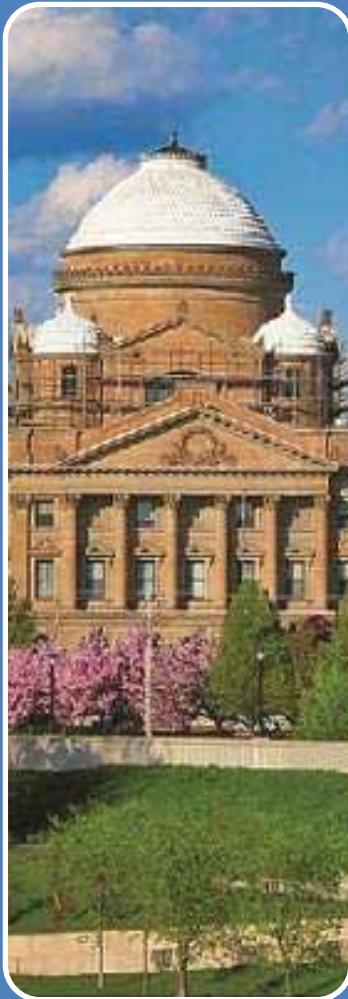
Economic  
Stability  
And  
Diversity



## Dignity, Fairness, Honesty And Respect For All

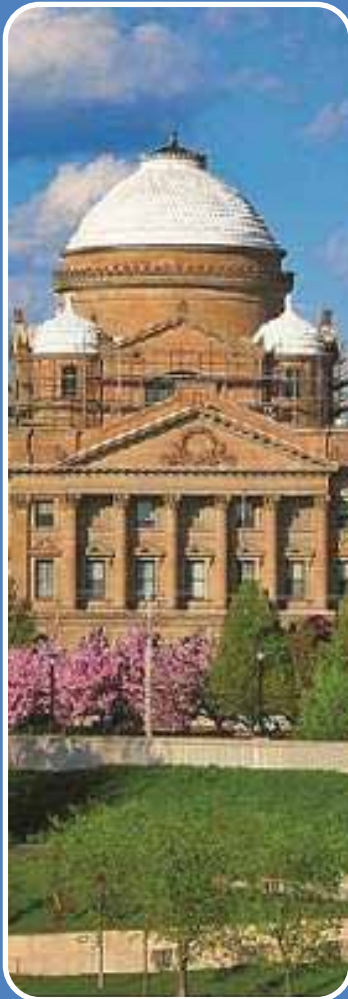
- To recognize County employees as the most valuable resource in providing services to County citizens.
- To provide equitable compensation packages for similar positions and proportional compensation within the context of the workforce.
- Work with the Courts and other offices and organizations to reduce the cost of incarceration while providing appropriate programs for offenders.
- Establish a better way of working with probation to get offenders out of the criminal system with programs for the individuals involved.
- Reduce Detention Population and Costs by developing appropriate alternative to incarceration. Expand and Enhance Juvenile and Adult Work Programs.

## Openness And Transparency



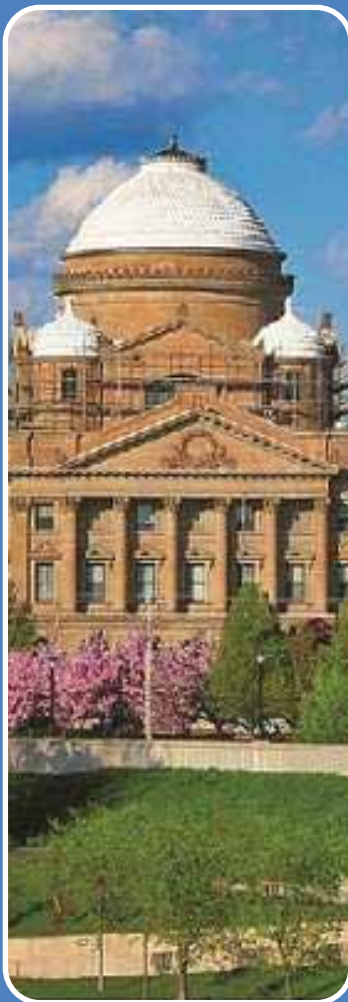
- Limit audit engagements to 3 consecutive years.
- No more than three (3) years between competitive acquisitions, i.e.. Financial advisors, insurance providers etc.
- Development and completion of a comprehensive purchasing acquisitions policy as per the Administrative Code and Charter.
- Establish a Contracts Office to coordinate and centralize the County Contracts.
- Creation of a comprehensive Capital Improvements Plan that includes the funding resources and allocation for each particular project.
- Per Article 1001 of the Personnel Code, Completion and Institution of a job description for each County position; a pay classification plan that fairly reflects the differences in salary levels; and a position classification plan that fairly reflects the differences in job classes, such as level of difficulty, education and experience requirements, and skill requirements.
- To describe accurately the duties and responsibilities of each position/job classification in the County workforce.
- To create a personnel system that standardizes job descriptions, work hours, employee benefits and employee Holidays.

# Excellent Service Delivery



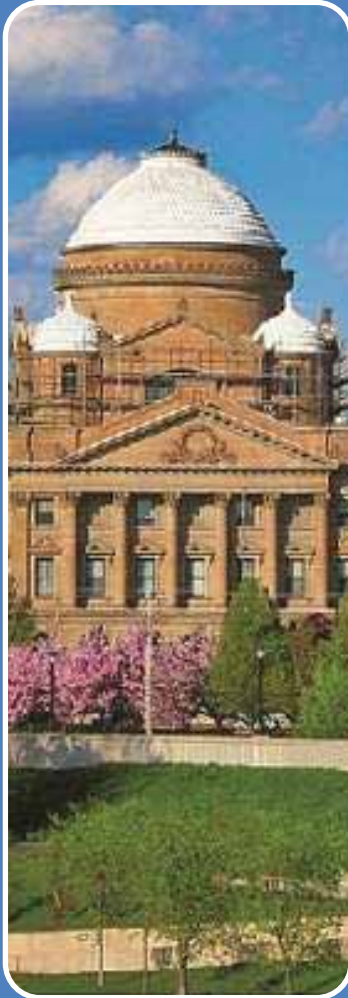
- Converting the existing parking lot on Water Street for use by the public.
- Create safe pedestrian crossing at River Street.
- Present comprehensive plan to maintain Bridges in good condition.
- Present comprehensive plan to maintain Roads and Facilities in good condition.
- Within the first 6 months of 2013, Department Heads need to be permanently appointed and actively working.
- Establish a County uniformed employee evaluation policy, which includes provisions regarding merit-based promotions and merit-based pay increases.
- Per Section 1004 of the Personnel Code, Division of Administrative Services shall have in place a formal orientation program for all employees. The Head of Administrative Services shall decide the timing for orientation, the scope of the program, and those who will be involved.
- Per Section 1004 of the Personnel Code, Establishment of a Performance Evaluation System shall be established by the Head of Administrative Services and approved by the County Manager. Among other things, the procedures shall provide for the frequency of evaluation, the type of evaluation rating appropriate for each class of employees, the review process, and the opportunity for an employee to file objection to the evaluation.
- Per Section 1004 of the Personnel Code, creation of a comprehensive plan to oversee, foster, and develop programs for the improvement of employee development and effectiveness.
- To consolidate or eliminate multiple part-time positions and replace them with full-time positions wherever possible.
- To provide employees with opportunities for advancement and to encourage and reward excellence in job performance through adequate compensation and internal promotion.
- To move towards a 40-hour work week for County employees.
- Enhance the correctional services and judicial services and records information technology systems to integrate document management and scheduling of various court related offices and other County offices to provide services and support.
- Creation of Comprehensive Emergency and Technology Disaster Plan, which includes a business continuity plan or policy regarding how essential services will continue to function during any crisis.
- Development of a better County jail and system.
- Secure Additional funding, whether through State or Federal means, for increasing correctional staff.

## Fair, Ethical Conduct Through Teamwork



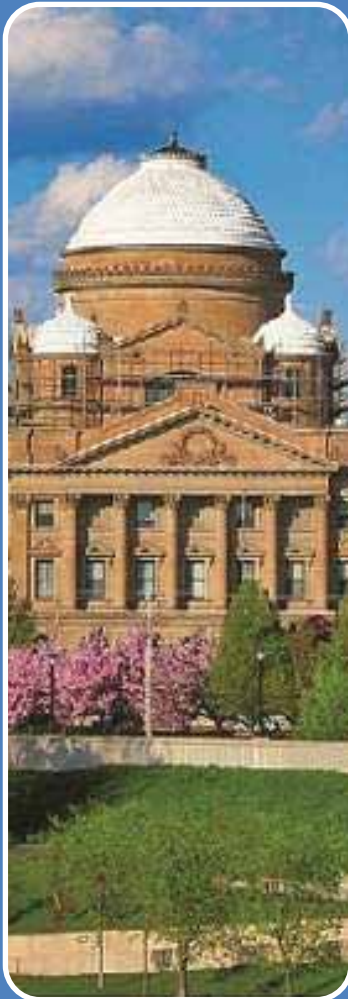
- To foster a team approach to County operations with the understanding that each employee at every level contributes to good government and delivery of services.
- To develop an efficient and effective workforce through recruitment, hiring, orientation, and staff management procedures, utilizing cross-training and ongoing staff development.
- To provide training and ongoing in-service in principles of ethical behavior in the workplace.
- To discourage harassment, bullying, mobbing, and other negative behaviors in the workplace by reinforcement of positive behaviors, staff development, and substantial penalties for negative behavior.
- Communication between the 911 service providers.

## Sound Fiscal Management



- Centralized financial services/banking, using one bank for receipts, where feasible, of payments for taxes, fines, fees and other County bills.
- Establish County policy to determine appropriate contingency reserve percentage for all County budgets, with the aim of creating a plus 2% reserve, and accumulated levee fund.
- Annual review of investment policy and debt policy and providing review of options to Council.
- Payment of funds in year incurred.
- Establish an efficient method of collecting taxes.

## Economic Stability And Diversity



- Create a new Luzerne County Zoning Ordinance and a Subdivision/Land Development Ordinance that protects the environment and provides thoughtful and rational regulation of development.
- Work with neighboring Municipalities and State/Federal governments to pass legislation regarding limiting the open burning of plastics.
- Work with neighboring Municipalities and State/Federal governments to pass legislation establishing acceptable levels of noise at certain times and in certain locations.
- Work with neighboring Municipalities and State/Federal governments to pass legislation limiting the introduction of lead into the environment particularly our waterways.
- Work with neighboring Municipalities and State/Federal governments to improve the water quality in the Susquehanna River by separating Storm Water Systems from Sanitary sewers.
- Work with neighboring Municipalities and State/Federal governments to decrease the littering of our environment, particularly the discarding of cigarette butts on the ground.
- Promote and partner with others in NEPA to improve freight and passenger rail and infrastructure.
- Work with neighboring Municipalities to pass legislation or include in Zoning or Subdivision/Land Development Ordinance the requiring of sidewalks and bike paths along all public rights-of-way with some exceptions.
- Work with neighboring municipalities and other third party organizations, whether through advocacy or direct involvement, in demolishing the Hotel Sterling.