

## ARTICLE VI: OFFICE AND DIVISIONAL RESPONSIBILITIES

### SECTION 6.01 – DIVISION OF ADMINISTRATIVE SERVICES.

#### A. FUNCTION OF THE DIVISION

The Division of Administrative Services shall oversee human resources, purchasing and acquisition activities, information technology and data management services, registration of voters and conduct of elections, issuance of appropriate licenses and permits, maintenance of appropriate records, grant writing, community development, tourist promotion and any other powers, duties, programs, services or functions that may be assigned by the County Charter or the Administrative Code.

#### B. DIVISION HEAD

The Division of Administrative Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

#### C. RESPONSIBILITIES OF THE DIVISION

The Division of Administrative Services shall have the responsibility to:

1. Maintain the County personnel system;
2. Conduct purchasing and acquisition activities subject to Section 6.09 of the Home Rule Charter;
3. Provide information technology, information security, website management, and other data management service for all County departments, offices, and agencies, including hardware and software acquisition;
4. Manage requirements or requests for the Board of Elections and Voter Registration;
5. Oversee and administer a system for the issuance of appropriate licenses and permits, including those issued on behalf of the Commonwealth of Pennsylvania as may have been in the past conferred by applicable law upon the County Treasurer;
6. Maintain necessary records as required by law;
7. Support grant-writing activities;
8. Manage community development programs;
9. Direct tourism promotion efforts;
10. Perform any other powers, duties, programs, services, or functions that may be assigned by the Administrative Code or the County Manager.

Maintain the County personnel system;

Conduct purchasing and acquisition activities subject to Section 6.09 of the Home Rule Charter;

~~Provide information technology, data processing, and other data management services for all County departments, offices or agencies, including hardware and software acquisition;  
Manage personnel requirements or requests for the Board of Elections and Voter Registration;  
Oversee, with the Division of Budget and Finance, the issuance of appropriate licenses and permits  
Administer a system for the sale of licenses on behalf of the Commonwealth of Pennsylvania as may have been in the past conferred by applicable law upon the County Treasurer;~~

~~Maintain necessary records as required by law;  
Support grant writing activities;  
Manage community development programs;  
Direct tourism promotion efforts;  
Perform any other powers, duties, programs, services, or functions that may be assigned by the Administrative Code or the County Manager.~~

#### ~~-D. ORGANIZATION OF THE DIVISION~~

The Division of Administrative Services shall ~~be composed of the following functional departments~~organized as follows:

- ~~1. Division Head,~~
- ~~2. Human Resources Department~~
- ~~3. Purchasing and Acquisition~~
- ~~4. Information Technology~~
- ~~5. Bureau of Elections and Voter Registration~~
- ~~6. Bureau of Licenses and Permits~~
- ~~7. Luzerne County Convention and Visitor Bureau~~
- ~~8. Office of Community Development~~
- ~~9. GIS and Mapping Department~~
  - ~~1. who shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 5, 6, 7 and 10;~~
  - ~~2. The Human Resources Department, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 1 and 4;~~
  - ~~3. The Purchasing and Acquisition Department, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 2;~~
  - ~~4. The Information Technology Department, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 3, with the support of the Purchasing and Acquisition Department where necessary;~~
  - ~~5. The Bureau of Elections and Voter Registration, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 4;~~
  - ~~6. The Office of Community Development, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 8;~~

~~7. The Convention and Visitor Bureau, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 9;~~

~~8. The GIS/Mapping Department, which shall support the Information Technology Department in carrying out the responsibilities set forth above in Paragraph C, Subparagraph 3, and support the activities of other Departments and Divisions as directed by the County Manager.~~

#### E. RESPONSIBILITIES OF THE DEPARTMENTS

1. The Human Resources Department shall maintain the County personnel system and shall follow the provisions of Article VII: Personnel System of the Luzerne County Home Rule Charter and the Luzerne County Personnel Code and Policy.

##### A. Function of Department

The Department of Human Resources shall be responsible for administering personnel services to the County Manager, the elected offices, the Courts, and other units as may be provided by law or agreement, and shall exercise general supervision over the personnel program of the County.

##### B. Department Head

The Department of Human Resources shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

##### C. Responsibilities of the Department

- i. Direct all administrative and technical activities and all provisions for personnel actions in this ordinance and personnel rules;
- ii. Recruit and examine applicants for employment;
- iii. Provide methods for determining the merit and qualifications of candidates for appointment or promotion;
- iv. Certify which applicants are qualified and are eligible for employment;
- v. Develop and maintain a compensation plan;
- vi. Develop and maintain a position classification plan;
- vii. Develop and implement a performance evaluation system;
- viii. Establish a system for reduction in force, lay-offs, demotions, transfers, and promotions;
- ix. Establish a system for discipline, grievance hearings, and appeals for all employees not covered by an employee contract;
- x. Establish a system for the receipt, acknowledgment, and recording of suggestions of employees for improving County government;
- xi. Establish procedures for maintaining attendance and leave records and actions based on these records;
- xii. Develop training programs in cooperation with directors and elected officials;
- xiii. Promote employee activity programs;
- xiv. Maintain all employee personnel records;

- xv. Prepare and recommend revisions and amendments to the Personnel Code;
- xvi. Develop and foster programs for the improvement of the employees' safety, health, and welfare;
- xvii. Certify Personnel Change and Payroll Authorization Forms;
- xviii. Conduct contract negotiations;
- xix. Review, evaluate, and report compliance or noncompliance with the Personnel Code and collective bargaining agreements;
- xx. Develop and administer employee benefit and insurance programs;
- xxi. Develop policies and procedures governing relationships with employee organizations;
- xxii. Develop policies and procedures governing persons holding provisional, probationary, or temporary appointments;
- xxiii. Submit to the County Council a quarterly statistical review of County employment;
- xxiv. Perform the duties and exercise the powers as prescribed by law for the various federal programs;
- xxv. Prepare and update Affirmative Action Plans for Luzerne County and insure compliance with Equal Employment Opportunities legislation;
- xxvi. Advise officials of any changes of legislation regarding Equal Employment Opportunities (minorities, status of women, etc.); and
- xxvii. Perform such other duties as may be assigned or delegated by the County Manager.

**2. The Purchasing and Acquisition Department shall carry out the responsibilities as outlined in the Luzerne County Home Rule Charter Section 6.09: Purchasing and Acquisition Procedures, Section 8.06 of this Administrative Code, and the Luzerne County Purchasing Policy.**

**A. Function of the Department**

The Purchasing and Acquisition Department is responsible to purchase or contract for all materials, supplies, equipment, and contractual services for all County departments, office, and agencies in accordance with the Luzerne County Home Rule Charter, detailing competitive monetary limits and methods of source selection.

**B. Department Head**

The Department of Purchasing and Acquisition shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

**C. Responsibilities of Department**

1. Review all requisitions for the purchase of materials, supplies, equipment, and services, in terms of quality, cost, and availability of budgeted funds to cover the purchase.
2. Prepare in cooperation with user agencies standard specifications for materials, supplies, equipment and services, not exempted from this Code, that are common to various County agencies.
3. Place orders for all supplies, materials, equipment and services, either by the issuance of a Purchase Order, or by any other generally accepted procedure.

4. Enforce all regulations and procedures concerning purchasing.
5. Procure for the County the highest quality of commodities and services that meet the users' needs at the least expense.
6. Endeavor to obtain as full and open competition as possible.
7. Purchase as many items as feasible in bulk to take full advantage of discounts.
8. Keep informed of current developments in the field of purchasing including prices and market development.
9. Keep accurate and up to date records of all verbal and written solicitations and bids so that they are available for public inspection.
10. Formulate and submit for approval to the County Council and Manager modifications or additions to purchasing regulations and procedures as deemed necessary.
11. Establish and administer a system of service and maintenance for office equipment as required.
12. Establish and either maintain a storeroom of office supplies which are commonly required by each department and agency within the County, or contract for such materials as may be in the best interest of the County.
13. Recommend to the County Manager or his/her designee, disqualifications of vendors who default on their quotations.
14. Develop and maintain a purchasing manual for distribution to user agencies which specifically outlines all appropriate procedures. This manual shall be subject to the approval of the County Manager and County Council prior to printing and distribution and shall be amended as needed.
15. Review and revise requisitions and estimates of products needed and amounts designated by the user agencies.
16. Make awards to the vendor who meets the specifications for the items or services to be purchased at the most economical cost while maintaining an acceptable level of quality and meeting the best interests of the County.
17. Maintain a list of all awarded contracts which states who received the bid, the award date and the price. This list shall be made available for review upon request.
18. Maintain documentation in the bid file whenever an award to other than the lowest cost bidder is given involving any publicly offered formal bid.
19. In conjunction with the Office of Information Technology, develop and maintain an Internet web page to include purchasing related information which may be of interest to County residents and vendors.

Excluded from the purchase or contract authority of the County Purchasing Agent are the following items:

1. Insurance
2. Utilities
3. Association dues
4. Books, magazines, periodicals and subscriptions
5. Travel expenses
6. Training expenses
7. Civic expenses and charitable contributions (grants)
8. Business meeting expenses
9. Meal Expenses
10. Advertising Expenses

11. Items or services purchased by the Office of the District Attorney with monies obtained through forfeiture.

12. Services of members of the medical or legal profession, registered architects, engineers, certified public accountants, or other personal services involving professional expertise including, without limitation, management services involving the outsourcing of a county function and staffing for it.

**3. The Information Technology Department shall maintain the County Information Technology System and shall provide information technology, website maintenance, information security, and other data management services, including hardware and software acquisition, for all County departments and offices, as well as for agencies as necessary.**

**A. Function of Department**

The Department of Information Technology shall be responsible for administering technology services to the County. The Department shall maintain the County Information Technology System and shall provide information technology, website maintenance, information security, and other data management services, including hardware and software acquisition, for all County departments, offices, and agencies.

**B. Department Head**

The Department of Information Technology shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

**C. Responsibilities of the Department**

**a. Strategic Planning:**

- i. Set standards for the computing environment;
- ii. Propose policy and procedure regarding the computing environment;
- iii. Develop strategic plans to improve use of technology throughout the County;
- iv. Regularly meet with other County departments, offices, and agencies regarding ways to leverage information technology systems to improve efficiency and public service;
- v. Maintain the IT Continuity of Operations, Disaster Recovery, and Incident Response plans.

**b. Management**

- i. Provide monthly status reports to the Division Head of Administrative Services including cybersecurity posture, help desk performance, and infrastructure projects and issues;
- ii. Manage the technical and contracting aspects of the County websites;
- iii. Manage department vendors and contracts;

**c. Technology Acquisition:**

- i. Recommend, specify and acquire hardware, software, and other electronic devices such as telephones, cellphones and tablets;
- ii. \*Maintain inventory of hardware, software, and other electronic devices, including an annual physical inventory;

**d. Information Systems Security:**

- i. Manage the cybersecurity posture of the County's computing systems;

- ii. Deliver annual cybersecurity training to all employees;
- iii. Maintain automated systems to protect County systems and users from malware, intrusions, and scams;
- iv. Monitor, review and respond to network/computer intrusions and security incidents of all types;
- v. \*Perform periodic evaluations of automated security systems to ensure effectiveness and adequacy;
- vi. Manage employee access to County computing systems;
- vii. Manage vendor access to County computing systems;
- viii. Perform and secure system and data backups;
- ix. \*Perform periodic tests of the systems including backups and firewalls;
- x. \*Perform regular reviews of compliance and overall security posture and implement corrections;
- e. Server Administration
  - i. Manage all on-premise servers;
  - ii. Upgrade the operating systems of all servers prior to obsolescence;
  - iii. Provide local/on-site support for vendor managed systems;
  - iv. Perform application version upgrades;
  - v. Provide break/fix service for all server-side applications
  - vi. Provide capacity planning for all systems;
  - vii. Provide patch management for all servers
- f. Endpoint Administration
  - i. Manage all end user workstations and other devices;
  - ii. Upgrade the operating systems of all workstations prior to obsolescence
  - iii. Provide patch management for all workstations
  - iv. Perform application version upgrades
  - v. \*Manage mobile devices such as cell phones and tablets;
- g. Network Administration:
  - i. Manage the local, metropolitan and wide area networking systems;
  - ii. Manage remote office and teleworker VPNs
  - iii. Replace networking equipment prior to obsolescence
  - iv. Provide patch management for all networking equipment
- h. Data Management
  - i. Maintain application databases
  - ii. Provide eDiscovery and Right-To-Know data extractions;
  - iii. Provide data mining and other management information extractions;
- i. Specific System Administration
  - i. Manage the e-mail system;
  - ii. Maintain the phone systems and process adds/changes;
  - iii. Provide Election Night Reporting support to the Bureau of Elections;
- j. Training
  - i. \*Provide end user application training on office productivity software, website content management, and core processing systems;
  - ii. \*Ensure adequate training of department staff on new technologies, upgraded systems, and cyber-threats;
- k. Service Desk
  - i. Provide break/fix service for all users and endpoints
  - ii. Provide end user applications support;

iii. Provide a knowledge base regarding IT issues;

**D. Organization of the Department**

**a. IT Director**

- i. Help Desk Supervisor**
  - 1. Help Desk Staff**
- ii. Infrastructure Staff**
- iii. Indirect Reports**

**4. The Luzerne County Bureau of Elections and Voter Registration shall be responsible for the implementation of procedures and policy, as determined by the Board of Elections and Registration, for the registration of electors in the County and the orderly conduct of all elections conducted by the County, in conformity with federal and state laws and the Luzerne County Home Rule Charter.**

**A. Function of the Department**

The Bureau of Elections shall be responsible for implementing the procedure and policy for the registration of electors in the County; and provide direct supervision over and implement all regulations promulgated by the Board of Elections and Registration for all elections conducted by the County, under the general direction of the Division Head of Administrative Services and the County Manager.

**B. Department Head**

The Bureau of Elections shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Division Head of Administrative Services for the proper performance of the Department. The Director of the Bureau of Elections shall be required to attend all meetings of the Board of Elections and Registration.

**C. Responsibilities of the Department**

The Department of the Bureau of Elections shall have and exercise the powers and duties as prescribed by the Board of Elections and Registration and delegated to County administration as well as those responsibilities delegated by the County Manager, including the powers and duties to:

1. Publish such notices as required by the election law;
2. Send notices to persons, electors, candidates, and parties as decided by the Board or election law;
3. Provide and arrange for sworn employees to assist the Board of Elections in computing the return of votes;
4. Prepare and provide to the Board of Elections sufficient forms for tally and computation;
5. Arrange for a suitable place for the Board of Elections to receive and compute returns;
6. Cause to be prepared certificates of election;
7. Receive and review filing papers;
8. Receive, when applicable, fees required for filing of papers;
9. File copies of certified returns with the Secretary of State of the Commonwealth;
10. Receive petitions for recount and notify appropriate officers;
11. Receive cash or bonds for recounts;

12. Notify petitioners and/or arrange for the return of deposits or the forfeiture of deposits;
13. Identify suitable polling places and storage places and cost thereof and report the same to the Board;
14. Prepare rental arrangements for polling places;
15. File accepted and rejected petitions;
16. Notify petitioners whether petitions or filings are rejected or accepted;
17. Supervise the filing and maintenance of records and recording of the official acts of the Board;
18. Arrange, order, and obtain sufficient ballots;
19. Prepare and propose budget for election activities;
20. Prepare and submit a report of election activities;
21. Prepare and publish the election notices and advertisements;
22. Supervise the processing and distribution of Board communications;
23. Keep a record in permanent form of the Board proceedings;
24. Register electors and keep a current list of registered voters in the County;
25. When requested by the Board:
  - a. Investigate questions relating to registration;
  - b. Inspect and verify residency of registrants;
  - c. Notify the appropriate law enforcement officers of disturbances; and
  - d. Notify the District Attorney of violations of the act and possible fraudulent practices;
26. Accept all complaints of reported irregularities and refer the same to the Board;
27. Arrange a suitable place for the meeting of the Board;
28. Secure, distribute, receive, and preserve street lists, registration cards, affidavits, vouchers, notices, etc.
29. Observe and supervise inspection of all registration records;
30. Approve or reject applications for registration and notify applicant of right to appeal to Board;
31. Record incomplete and rejected applications;
32. Maintain general and district registers;
33. Issue removal notices;
34. Transfer registrants;
35. Record changes in party enrollment;
36. Maintain street list;
37. Verify registrations by mail check;
38. Compare street list and registers;
39. Accept petitions for the striking of a name on the register;
40. Notify registrant of petition to strike his name from register;
41. Deliver registers to Election Offices;
42. Examine registers and report indications of fraud to the Board;
43. Cancel registration for failure to vote, in conformity with election law;
44. Preserve all canceled registration cards;
45. Provide voting machines in sufficient number for the polling places and provide maintenance and repair to ensure that the same are in good \_\_\_\_\_ working condition;
46. Implement the policies and procedures of the Board for the use of voting machines for elections other than general, municipal, and primary elections;
47. Maintain a written procedural manual for all operations of the Bureau;
48. Provide current information to keep the Elections webpage up to date;

- 49. Arrange and provide for recruitment and training of pollworkers and seasonal workers;
- 50. Create a policy for pollworkers for attendance requirements and Election Day procedures;
- 51. Provide for supervision of seasonal and temporary workers in the Bureau;
- 52. Make campaign financial statements accessible via the County website; and
- 53. Perform such other duties as may hereafter be conferred or imposed by the County Manager.

D. Organization of the Department

a. Director

- (i) Deputy Director
- (ii) Administrative Assistants

5. The Office of Community Development shall undertake the development of viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities that will lead to an improved quality of life for Luzerne County residents through the administration of community development grant programs.

A. Function of Office

The Office of Community Development shall be responsible for administering the Community Development Block Grant program (CDBG), the HOME Investment Partnership program (HOME), the Emergency Solutions Grant program (ESG), the Housing Trust Fund, as well as other federal and state grant programs as authorized.

B. Department Head

The Office of Community Development shall be headed by the Executive Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

C. Responsibilities of the Department

a. Strategic Planning:

- i. Develop the 5-year Consolidated Plan as required by HUD and approved by the County Manager that outlines community development priorities for Luzerne County;
- ii. Develop programs based on the Consolidated Plan priorities within and the federal guidelines of the funding sources;
- iii. Develop policies and procedures to effectively administer funding programs and monitor expenditures;
- iv. Regularly communicate with municipal officials, non-profit agencies, and economic development professionals regarding ways to effectively to improve the quality of life in Luzerne County through community development;

b. Management:

- i. Provide monthly status reports to the Division Head of Administrative Services including updates on programs, projects, and issues;
- ii. Manage all programs and staff;
- iii. Manage department contracts;

c. Municipal Projects:

- i. Administer CDBG funds in income eligible areas of the County's Borough's and Township's to public facilities and infrastructure in those communities;
- ii. Administer CDBG funds for the purpose of eliminating slum and blight throughout Luzerne County;

d. Housing:

- i. Administer CDBG funds for the purpose of addressing emergency repairs to the homes of income eligible home owners;
- ii. Administer HOME and Housing Trust funds to assist income eligible homebuyers to purchase a home;

e. Public Services:

- i. Administer CDBG funds to assist and preserve the County's human services network and social service programs;
- ii. Administer ESG funds and work with service providers to help address the issue of homelessness in Luzerne County;

f. Economic Development

- i. Provide funding to local economic development agencies for the purpose of creating and retaining jobs in Luzerne County;
- ii. Provide low-interest loans to for-profit businesses for job creation that principally benefits low/moderate income County residents;

D. Organization of the Department

a. Executive Director

i. Deputy/Fiscal Director

1. Fiscal Staff

ii. Municipal Projects Manager

iii. Housing Manager

iv. Public Service Manager

v. Support staff

6. The Luzerne County Convention and Visitors Bureau works to foster economic development and to increase the number of visitors to Luzerne County utilizing a comprehensive marketing program including advertising, promotion, and excellent customer service

**A. FUNCTION OF THE DEPARTMENT**

- i. Create and execute marketing campaigns, designed to attract visitors to Luzerne County and also to promote the use of the area's attractions and assets to residents and visitors alike;
- ii. Consistently and positively promote Luzerne County as a great place to live, work, and play;
- iii. Work with local Chambers of Commerce to promote the area as a great place to do business;
- iv. To assist visitors and residents by providing information on attractions and events in Luzerne County, including: Theaters, Arenas, Hiking & Biking Trails, natural areas, historical areas, dining and refreshment establishments, etc.;
- v. To solicit and maintain a list of local partners from the recreation and tourism industry;
- vi. Maintain Visitors' Bureau website;
- vii. Maintain social media presence;
- viii. Frequently communicate with members/partners regarding promotional opportunities;
- ix. Communicate with our database frequently regarding ongoing and upcoming events;
- x. Encourage meetings, conventions, and sporting events to come to Luzerne County;

- xi. Conduct regular meetings with the “Convention & Visitors Bureau Board” to inform them of the departments’ activities and finances, and discuss the marketing plans and activities of the Bureau.

**B. HEAD OF THE BUREAU**

The head of the Bureau shall be the **Executive** Director, who is appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the department.

**C. RESPONSIBILITIES OF THE BUREAU**

**1. MARKETING**

- a. Create, manage and execute a marketing plan designed to promote local attractions and businesses
- b. Utilize various media outlets, both locally and out-of-the-area for advertising and promotion
- c. Create a “Visitors Guide” and distribute, locally and regionally, through selected outlets so that information on area attractions and businesses is easily available to residents and potential visitors
- d. Periodically create and distribute literature on county attractions
- e. Create, manage, and regularly maintain a website dedicated to the Visitor’s Bureau for easy online access to residents and visitors that contains information on attractions and businesses, and also provides information on ongoing activities and events in Luzerne County
- f. Utilize Social Media to promote area attractions and businesses, including, but not limited to: Facebook, Instagram, Google, etc
- g. Maintain multiple databases of partners, visitors, and interested parties
- h. Maintain and monitor a dedicated email account for visitor inquiries and requests.

**2. MANAGEMENT**

- a. Provide monthly activity reports to Division Administrative Head
- b. Provide regular updates in marketing, activities, and finances to Board members
- c. Organize regular Board meetings
- d. Create, submit, and manage annual budget
- e. Approve invoices for paymen
- f. Approve department personnel time off requests, and approve bi-weekly submitted work schedule

**D. ORGANIZATION OF THE BUREAU**

**1. Executive Director**

- a. Director of Sales and Marketing
- b. Marketing and Membership Coordinator
- c. Office Administrator

**7. The GIS/Mapping Department** shall be responsible for the administration, integrity, supervision, and operation of the Luzerne County GIS/Mapping Department and the proper performance of the office.

**A. FUNCTION OF THE DEPARTMENT**

The GIS/Mapping Department serves to provide professional Enterprise Geographic Information Services to both the general public and numerous internal departments within Luzerne County. The primary department function is to “Maintain the integrity, accuracy and availability of critical Enterprise Geographic Information Systems for use by both the County and the public”.

#### B. DEPARTMENT HEAD

The GIS/Mapping Department shall be managed by a Director who shall be responsible to the Division Head of the Administrative Services Division for the proper performance of the department.

#### C. RESPONSIBILITIES OF THE OFFICE

The Enterprise Geographic Information Systems supports various critical county applications and services including (but not limited to):

##### a) Management:

- i. Provide monthly status reports to the Division Head of Administrative Services including department goals and milestones, department performance, and department infrastructure reports;
- ii. Manage the technical and contracting aspects of the department web mapping portal and hosting capacities;
- iii. Manage department vendors and contracts;

##### b) GIS server administration

- i. Manage all department specific servers;
- ii. Upgrade the operating systems of all servers prior to obsolescence;
- iii. Perform application version upgrades;
- iv. Ensure optimal performance of department servers and data interoperability;

##### c) Data Management:

- i. Tax assessment property mapping & limited assessment database maintenance;
- ii. Maintains web portal that supports various mapping configurations;
- iii. Data mining and management;

##### d) Project/Service Management:

- i. Assist county departments and agencies with GIS/mapping needs;
- ii. Supports counter terrorism taskforce as an asset (and as subject matter experts);
- iii. Flood warning capabilities;
- iv. Flood mitigation asset;
- v. General EMA ad hoc uses;
- vi. Information analysis (ad hoc analysis and query);
- vii. Produce hardcopy products (maps, analysis results, wide-format, etc.);
- viii. Maintains historic mapping and/or other geospatial data;
- ix. E911 system data support/integration with 911 Data Department;

D. Organization of the Office

a. Director

i. Senior GIS Analyst

a. GIS Analysts

**SECTION 6.02 – DIVISION OF BUDGET AND FINANCIAL SERVICES.**

A. FUNCTION OF THE DIVISION

The Division of Budget and Finance shall perform the function of administering the financial affairs of the County of Luzerne and each of its agencies, boards, commissions, departments, and offices. It will be responsible for the financial administration of the County Government, including the custody and disbursement of all County funds; the establishment and maintenance of the budgeting, accounting, and financial management systems; the assessment of real property; and any other powers, duties, programs, services, or functions that may be assigned by the Administrative Code.

The Division of Budget and Finance shall be responsible for all county budgeting and financial activities, including but not necessarily limited to the following county departments, functions, and services: budget; tax claim; grant writing; property assessment; and any other related budgetary and financial services or functions, as well as any related boards, commissions, committees, or other duly constituted advisory bodies.

B. DIVISION HEAD

The Division of Budget and Finance shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

C. RESPONSIBILITIES OF THE DIVISION

The Division of Budget and Finance shall have the responsibility to:

1. Collect and/or receive all fees, revenues, and other funds of the County of Luzerne or for which the County of Luzerne is responsible;
2. Require all County agencies, boards, commissions, departments, and offices to report and remit all receipts as often as the Director of Finance deems desirable;
3. Deposit funds in depositories in accordance with procedures established by resolution of County Council;
4. Administer a system for the collection of municipal tax claims and liens in accordance with law;

~~5.1. Administer a system for the sale of licenses on behalf of the Commonwealth of Pennsylvania as may have been in the past conferred by applicable law upon the County Treasurer;~~

**Commented [LH1]:** function of the Office of Licensing & Permits under Adm Services Division

- ~~6.5.~~ Assess real estate for tax purposes;
- ~~7.6.~~ Prepare tax rolls which are not prepared by other political subdivisions of the County;
- ~~8.7.~~ Maintain and update annual inventories of equipment and furnishings located in County administrative buildings;
- ~~9.8.~~ Maintain a uniform accounting system including the payroll system for the County and each of its departments, boards, commissions, agencies, and offices, applying generally accepted accounting principles for governmental units;
- ~~10.9.~~ Exercise financial budgetary control over each of the agencies, boards, commissions, departments, and offices of the County;
- ~~11.10.~~ Verify the appropriation, allotment, and availability of funds for all bills, claims, and demands made upon the County of Luzerne;
- ~~12.11.~~ Disburse all payments for approved expenditures of the County of Luzerne or for which the County of Luzerne is responsible, except in the case of over expenditures for which County Council's approval is necessary;
- ~~13.12.~~ Provide for the prudent investment of funds in accordance with procedures established by the County Manager;
- ~~14.13.~~ Prepare and transmit all claims for reimbursement to the applicable Federal and State agencies;
- ~~15.14.~~ Submit to the County Manager and to the County Council on a ~~bi-~~monthly basis a statement of the revenues and expenditures for the County General Fund for the preceding month and for the fiscal year up to and including the preceding month, and on a quarterly basis a statement of revenues and expenditures for all funds and budgets; said statements shall be sufficiently detailed regarding appropriations, allotments, and funds to show the exact financial condition of the County and of each of its agencies, departments, and offices;
- ~~16.15.~~ Submit annually to the County Manager and to County Council a report of the financial transactions of that year and the Luzerne County CAFR (Comprehensive Annual Financial Report);
- ~~17.16.~~ Assist the County Manager in the preparation of the annual operating budget, and the current three (3) year plan;
- ~~18.17.~~ Administer a system for the collection and remittance of the hotel/motel tax; and all County property taxes;
- ~~19.18.~~ Obtain bids for the Annual Tax Anticipation Note (TAN);
- ~~20.19.~~ Perform such other duties as may be assigned or delegated by the County Manager;
- ~~21.20.~~ Prepare the Administrative Proposed Budgets ninety (90) days before the end of the calendar year, and submit to County Council; for submission to County Council by October 15;

21. Manage the information included on financial and administrative computer networks, and work with the Information Technology Department to host and maintain the financial information on the County's website.

22. Prepare, maintain, and update a Documentation of Accounting Processes Manual that shall define, in writing, controls over significant accounting processes in accordance with generally accepted accounting procedures for government bodies. The manual shall be available to all financial staff employed by the County, and the Division Head of Budget and Finance shall be responsible to ensure that the processes defined therein are followed with consistency.

#### D. ORGANIZATION OF THE DIVISION

The Division of Budget and Finance shall be composed of the following functional units:

1. **Division Head**, who shall oversee the operation of the division in carrying out the responsibilities set forth above in Paragraph C;
2. The ~~Bureau of Assessment~~**Assessor's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 6 and 7;
- 2.3. **The Tax Claim Bureau**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 4;
- 3.4. The ~~Bureau of Revenue and Tax Claims~~**Treasurer's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 1, 2, and 3, 4, and 5;
- 4.5. The ~~Bureau of General Accounting~~**Accounts Payable Department**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20.

### SECTION 6.03 – DIVISION OF CORRECTIONAL SERVICES.

#### A. FUNCTION OF THE DIVISION

The Division of Correctional Services shall be responsible for the operation of the prison, pre-release operations after prison, and such related offices, agencies, and programs as determined by County Council from time to time.

#### B. DIVISION HEAD

The Division of Correctional Services shall be headed by a ~~Warden~~Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

### C. RESPONSIBILITIES OF THE DIVISION

The Division of Correctional Services shall have the responsibility to:

1. Provide for the safety and well-being of all individuals remanded to the prison;
2. Provide reasonable health care services to all prisoners;
3. Administer reasonable rehabilitative services consistent with public safety;
4. Provide written rules, regulations, and policies to insure the proper operation and safety of the prison;
5. Maintain all records and documents as required by Luzerne County and applicable Federal and State law;
6. Recommend staffing to ~~insure~~ensure the security and custody of all prisoners;
7. Review or prepare applications for grants relating to the Division of Correctional Services and advise the County Manager or his/her designee as to the need and priority of said grants;
8. Monitor and evaluate the effectiveness of rehabilitative staff, programs, and grants for the County Manager;
9. Provide coordination of correctional services with the Courts and other County, State, and Federal agencies, bureaus, and boards; and
10. Perform such other duties as may be assigned or delegated by the County Manager.

### D. ORGANIZATION OF THE DIVISION

The Division of Correctional Services shall be composed of the following:

1. Division Head, who shall function as the Warden where such title is formally required; Division Head shall delegate duties to fulfill the responsibilities listed in Paragraph C as appropriate within the Division;
- ~~1. Warden and Deputy Warden;~~
2. Prison Correctional Facilities, which shall be overseen by the Division Head and Deputy Warden;
  - a. Prison;
  - b. Minimal Offenders Unit;
    - i. Work Release/Day Reporting Center

SECTION 6.04 – DIVISION OF HUMAN SERVICES.

A. FUNCTION OF THE DIVISION

The Division of Human Services shall be responsible for overseeing the administration of the Department of Drug and Alcohol Programs, the Mental Health and Developmental Services Department, the Children and Youth Services Department, the Area Agency on Aging Department, Veterans Affairs, the Office of Human Services, and such other agencies and programs as the County Manager may from time to time ~~determine~~ deem appropriate.

B. DIVISION HEAD

The Division of Human Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The Division Head shall be responsible to the County Manager for the proper performance of the Division.

C. RESPONSIBILITIES OF THE DIVISION

The Division of Human Services shall have the responsibility to:

1. Oversee the administration of such offices, departments, and human service programs as are assigned to the Division;
2. Develop a structural organization for human services delivery in the County which provides an optimum mix of services to an individual or family, with minimum destruction of functional and professional autonomy in the community;
3. Establish linkages to other human service programs in the County to achieve maximum coordination among agencies and programs, including coordination of planning effort;
4. Review annual plans and budget estimates of the Department of Drug and Alcohol Programs, the Mental Health and Developmental Services Department, the Children and Youth Services Department, and any other agencies and programs of the department, and make such changes, comments, and recommendations to the County Manager as are deemed appropriate. The Division's action shall be consistent, however, with other provisions of the Administrative Code and State law and regulations assigning authority to determine priorities of need to the Drug and Alcohol Executive Commission, the Mental Health and Developmental Services Board, and the Advisory Board to the Office of Children and Youth.
5. Submit recommendations to the County Manager and County Council concerning participation and funding levels of other human service programs not integral to the Division, as requested by the County Manager or the County Council.

D. ORGANIZATION OF THE DIVISION

The Division of Human Services shall be composed of the following departments:

1. Department of Drug and Alcohol Programs
2. Mental Health/Developmental Services Department

~~3.~~ Children and Youth Services Department

~~4.~~ Area Agency on Aging Department

~~4-5.~~ Veterans Affairs Department

## **1. DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS**

### *A. FUNCTION OF THE ~~OFFICE-DEPARTMENT~~*

The Department of Drug and Alcohol Programs is the designated agency listed as the authority responsible for program planning and the administration of Federal and State funded agreements. Luzerne County shall agree to comply with the requirements of the "State Plan" Act 1972-63 through the Department of Health, Bureau of Drug and Alcohol Program's grant agreement for such programs. The Luzerne/~~Wyoming Counties~~  
~~Department of~~ Drug and Alcohol Programs provides local planning for and administrative oversight to community-based drug and alcohol programs and contracts with providers for education, prevention, intervention, treatment, and treatment-related services.

### *B. HEAD OF ~~DEPARTMENT~~OFFICE*

The Department of Drug and Alcohol Programs shall be headed by an Executive Director appointed by the County Manager in accordance with procedures set forth to manage the day-to-day operations of the office. The Executive Director shall be responsible to the ~~Director of~~ Human Services Division Head for the proper performance of the office.

### *C. RESPONSIBILITIES OF ~~OFFICE-DEPARTMENT~~ HEAD*

The Executive Director for the Department of Drug and Alcohol Programs shall have the following duties and responsibilities:

- i. To ~~insure~~ensure that drug and alcohol services required by the Pennsylvania Drug and Alcohol Control Act, Act 1972-63, are available which include a comprehensive Drug and Alcohol delivery system of prevention, intervention, and treatment;
- ii. To report to the County Manager, keeping her/him informed and updated on all matters that impact the department;
- iii. To function as a member of the Division of Human Services executive team, collaborating with other program offices as appropriate;
- iv. To administer the office to ensure compliance with State and County ordinances;
- v. To maintain liaison with governmental and private community services, agencies, organizations, and state-operated facilities; and develop and maintain positive relationships with external customers and stakeholders;
- vi. To prepare and submit an annual report to the County Manager, Advisory Board, ~~Bureau-Department~~ of Drug and Alcohol Programs, and the community which includes all activities of the program and administration thereof;

- vii. To develop, negotiate, and implement all contracts with local providers for the provision of services under the authority of the County Department of Drug and Alcohol Programs;
- viii. To prepare the annual budget based on service plans negotiated rates, and allocation of funds.

*D. RESPONSIBILITIES OF THE ~~OFFICE-DEPARTMENT~~*

- i. To assess the need for services;
- ii. To manage and allocate resources to meet the needs;
- iii. To evaluate the effectiveness of addressing the needs;
- iv. To adjust allocation of resources, where necessary;
- v. To advocate for client services to include coordination with other service agencies.

**2. MENTAL HEALTH AND DEVELOPMENTAL SERVICES DEPARTMENT**

*A. FUNCTION OF THE ~~OFFICE-DEPARTMENT~~*

The Mental Health and Developmental Services Department shall carry out responsibilities assigned to the County by the Mental Health and Mental Retardation Act of 1966, Spec. Sess. No. 3, Oct. 20, P.L. 96, Article III, Section 3.04, et seq., 50 P.S. §4304, and other applicable laws and regulations. Included among these are the prevention of mental disability, as well as the diagnosis, care, treatment, rehabilitation, and detention of the mentally disabled.

*B. HEAD OF ~~OFFICE-DEPARTMENT~~*

The Mental Health and Developmental Services Department shall be headed by an Executive Director appointed by the County Manager in accordance with procedures set forth in the Mental Health and Mental Retardation Act of 1966, supra. The Executive Director shall be responsible to the ~~Director of Human Services~~ Division Head for the proper performance of the office.

*C. RESPONSIBILITIES OF ~~DEPARTMENT~~ OFFICE HEAD*

The powers and duties of the Executive Director shall be in accordance with procedures set forth in the Mental Health and Mental Retardation Act of 1966, supra, Section 3.05, and are as follows:

- i. To administer the County Mental Health and Developmental Services Program;
- ii. To ~~insure~~ensure that County Mental Health and Developmental Services required by the Act are available;
- iii. To monitor the availability of funds for MH/DS and to alert the County Manager and County Council to such availability, if any, and to inform them both as to the advantages and any disadvantages to securing such available funds;

- iv. To provide staff services to the County Mental Health and Developmental Services Board;
- v. To make such reports to the Department of Public Welfare in such form and containing such information as may be required;
- vi. To develop, together with the County Mental Health and Developmental Services Board, annual plans for the Mental Health and Developmental Services Programs required by the Act;
- vii. To submit to the Director of Human Services and the County Manager annual plans and estimated costs for the provision of services, establishment and operation of facilities, and other related matters for review, approval, and transmittal to the Department of Public Welfare;
- viii. To review and evaluate facilities and services and to cooperate with the Department of Public Welfare in the maintenance of established standards;
- ix. To maintain effective liaison with governmental and private community health and welfare agencies and organizations and State- operated facilities;
- x. To submit an annual report to the Director of Human Services, the County Manager, the Board, and the Department of Public Welfare, reporting all activities of the program and administration thereof;
- xi. To analyze and evaluate mental health and developmental needs and services in the County and recommend improvements to the County Mental Health and Developmental Services Board and the County Manager, conduct such research studies, and take such steps to adopt such measures as are necessary for the proper discharge of the Administrator's duties; and;
- xii. To have such other powers and duties which may be given to the Administrator by the Mental Health Procedures Act of 1976, July 9, P.L. 817, No. 143, Section 1.01, et seq.; 50 P.S. §7101, and such other rules and regulations of the Commonwealth of Pennsylvania as apply to the Administrator.

*D. RESPONSIBILITIES OF THE ~~OFFICE~~ DEPARTMENT*

Subject to the provisions of Section 5.09(5) of the Act, it shall be the duty of the Mental Health and Developmental Services Department, in cooperation with the Department of Public Welfare, to ~~insure~~ensure that the following mental health and developmental services are available in the County:

- i. Short-term inpatient services other than those provided by the State;
- ii. Outpatient services;
- iii. Partial hospitalization services; Emergency services 24 hours per day, which shall be provided by, or available within, at least one of the types of services specified heretofore in this paragraph;
- iv. Consultation and education services to professional personnel and community agencies;
- v. Aftercare services for persons released from State and County mental health or mental retardation facilities;
- vi. Specialized rehabilitative and training services, including sheltered workshops;

- vii. Interim care of mentally retarded persons who have been removed from their homes and who, having been accepted, are awaiting admission to a State-operated facility; and
  - viii. Unified procedures for intake for all County services and a central place providing referral services and information.
- e. The Mental Health and Developmental Services Department shall also have the power to establish the following additional services or programs for the mentally disabled:
- i. Training of personnel;
  - ii. Research; and
  - iii. Any other service or program designed to prevent mental disability or the necessity of admitting or committing the mentally disabled to a facility.
- ~~f.~~ Services herein required or authorized may be provided either directly or by purchase of such services, except that in accordance with the Act, unified procedures for intake for all County Mental Health and Developmental Services and a central place providing referral services and information shall be provided directly through the Mental Health and Developmental Services Department.

### 3. CHILDREN AND YOUTH SERVICES DEPARTMENT

#### *A. FUNCTION OF THE ~~OFFICE DEPARTMENT~~*

The Children and Youth Services Department is responsible for the administration of the County Children and Youth Social ~~Services Program, and~~ Services Program and is designated as the County agency pursuant to Pennsylvania Department of Public Welfare regulations, 55 Pa. Code, Chapter 3130.

#### *B. HEAD OF ~~OFFICE DEPARTMENT~~*

The Children and Youth Services Department shall be headed by an Executive Director who shall be appointed by the County Manager. The head of the ~~office department~~ shall be responsible to the ~~Director of Human Services~~ Division Head for the proper performance of the ~~officedepartment~~.

#### *C. RESPONSIBILITIES OF THE ~~OFFICE DEPARTMENT~~*

The Children and Youth Services Department shall be organized and staffed to ensure administration of the agency, including:

- i. The maintenance of case records by County agency staff;
- ii. The direct investigation and assessment by County agency staff of complaints, requests, and referrals for service to determine their appropriateness for: 1) Child Abuse Protective Service; and; 2) General Child Protective Service;
- iii. Referral to other service providers and agencies;
- iv. Cooperation with other providers and agencies to ensure the appropriateness and follow-up of referrals to and from the County agency;
- v. Direction of case management by County agency staff of all cases accepted for service by the County agency including:

- a. Developing family service plans as required by 3130.61, 3130.66, and 3130.67 (relating to family service plans, case planning for children in emergency shelter care, and placement planning);
- b. Assuring that services are provided as required by family service plans;
- c. Scheduling and conducting case reviews as required by 3130.63, 3130.71, and 3130.72 (relating to review of family service plans, placement reviews, and to dispositional review hearings);
- d. Revising the service plans as required by the case review process.
- e. Investigating reports of suspected child abuse and services provided to abused children and their families in accordance with Chapter 3490 (relating to child protective services — child abuse);
- vi. Development of an Annual County Children and Youth Services Plan and Budget Estimate, pursuant to Act 148 Rules and Regulations;
- vii. Provision of written policies and procedures which clearly describe the means for implementing the social service to children and youth;
- viii. Maintenance of all records and documents as required by law;
- ix. Departmental compliance with all laws and regulations;
- x. Maintaining and working with an Advisory Board appointed pursuant to Act 148 Rules and Regulations;
- xi. Submission of quarterly reports of expenditures to the Advisory Committee, Director of Human Services, County Manager, and Pennsylvania Department of Public Welfare;
- xii. Review and evaluation of the social service delivery system and issuance of report annually to the County Manager, County Council, and public regarding the Children and Youth program;
- xiii. Delivery of needed services consistent with available funds;
- xiv. Facilitation of interagency coordination of social services to children and youth;
- xv. Facilitation of resource acquisition and development, and negotiation of all purchase of social service agreements for children and youth between the County and vendor agencies.

*D. ORGANIZATION OF THE ~~OFFICE DEPARTMENT~~*

The Children and Youth Services Department shall be composed of the following:

- i. Child Welfare Services;
- ii. Day Care.

**4. AREA AGENCY ON AGING DEPARTMENT**

*A. FUNCTION OF THE DEPARTMENT*

The Area Agency on Aging Department, with the guidance and assistance of its Advisory Board, is responsible for the administration of social services to residents of Luzerne County who are 60 years of age and older.

*B. HEAD OF DEPARTMENT*

The Area Agency on Aging Department shall be headed by an Executive Director who shall be appointed by the County Manager. The head of the department shall be

responsible to the Human Services Division Head for the proper performance of the department.

C. RESPONSIBILITIES OF THE DEPARTMENT HEAD

~~a. The Office of Area Agency on Aging Department shall be headed by an Executive Director who shall be appointed by the County Manager. The head of the office shall be responsible to the Division Head of Human Services for the proper performance of the office.~~

~~b. The Area Agency on Aging Department shall, with the guidance and assistance of its Advisory Board, offer social services to the residents of Luzerne County who are 60 years of age and older.~~

~~c.~~ The Executive Director shall perform the following duties:

- i. Provide, directly or through the purchase of service agreements, services which may include:
  - a. Outreach;
  - b. Care Management;
  - c. Information and referral;
  - d. Transportation;
  - e. Counseling;
  - f. Protective services;
  - g. Congregate and home deliver meals;
  - h. Recreation and education;
  - i. Senior citizens center services and activities;
  - j. Volunteer services; and
  - k. Home care services.
- ii. Administer and coordinate services within the department;
- iii. Provide Community Education;
- iv. Monitor and assure service standards for department operated and purchased services;
- v. Represent the ~~Division~~ department at all meetings and conferences;
- vi. Serve as liaison to cooperating agencies;
- vii. Perform such other duties and functions related to services for the aging as are assigned by the Director of Human Services or the County Manager;
- viii. Present an annual budget to the County Manager ~~no later than~~ by September 1<sup>st</sup>.
- ix. To function as a member of the Division of Human Services executive team, collaborating with other ~~program offices~~ departments in the Division as appropriate.

D. ORGANIZATION OF THE DEPARTMENT

The Area Agency on Aging Department shall be composed of the following:

- i. Executive Director
- ii. Office Staff;
- iii. Senior Center Staff.

5. VETERANS AFFAIRS DEPARTMENT

A. FUNCTION OF THE DEPARTMENT

The Veterans Affairs Department is responsible for the administration of the Federal and State laws and regulations governing Veterans Affairs and for assistance to County Veterans and their families.

B. HEAD OF THE DEPARTMENT

The Veterans Affairs Department shall be headed by a Director who shall be appointed by the County Manager. The head of the department shall be responsible to the Human Services Division Head for the proper performance of the department.

C. RESPONSIBILITIES OF THE DEPARTMENT

~~The Director of Veterans Affairs shall be appointed by the County Manager. The head~~  
The Director of Veterans Affairs shall be responsible to the Director of Human Services for the proper performance of the department and shall be responsible to  
perform the following duties:

- A. Administer Federal and State laws and regulations governing Veterans Affairs;
- B. Assist veterans and their families in obtaining financial allowances and support under Federal and State Laws and regulations;
- C. Maintain such records as are required by Federal and State Laws;
- D. Prepare and submit reports to appropriate officials;
- E. To report to the County Manager, keeping the Manager informed and updated on all matters that impact the department;
- F. To function as a member of the Division of Human Services executive team, collaborating with other program offices as appropriate.

**SECTION 6.05 –JUDICIAL SERVICES AND RECORDS DIVISION**

**A. FUNCTION OF THE DIVISION**

The ~~Division of~~ Judicial Services and ~~Records~~ Division shall perform all the functions which otherwise would be performed by ~~the~~ Prothonotary ~~with respect to civil matters~~, by the Clerk of ~~County Courts~~ ~~with respect to criminal matters~~, by the Recorder of Deeds ~~with respect to real estate matters~~, by the Register of Wills and Clerk of Orphans Court Division ~~with respect to decedents’ estates and other Orphans Court Division matters~~, by the Coroner, and ~~by the Office of~~ Sheriff. The Division, through its Departments, ~~which~~ shall have and exercise all powers and duties provided under the laws of the Commonwealth of Pennsylvania and the County of Luzerne, as well as any additional functions conferred by resolution of County Council, statute, rule of court, or order of court of competent jurisdiction.

**B. DIVISION HEAD AND DEPUTY**

1. The County Manager, subject to confirmation by Council, shall appoint a Division Head. The Division Head serves at the pleasure of the County Manager. ~~Division Head of Judicial Services/Records shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by County Council, and who shall serve at the pleasure of the County Manager.~~ The head of the Division shall be responsible to the County Manager for the proper performance of the Division.
2. The Division Head of the Judicial Services and Records Division shall serve as the Clerk of Records for the Division. The Division Head shall appoint a Deputy Clerk of Records from one of her Department Heads who shall act as Clerk of Records in the event of a temporary absence or incapacity of the Division Head of Judicial Services and Records. Such Deputy Clerk of Records shall not be a separate position.

**C. ORGANIZATION OF THE DIVISION**

1. The Division of Judicial Services/Records shall be ~~composed of the following departments~~ organized as follows:

- a. Division Head
- a-b. \_\_\_\_\_ Coroner Department
- b-c. Prothonotary/Clerk of Courts Department
- c-d. Recorder of Deeds/Register of Wills/~~Clerk of the~~ Orphans Court Department
- d-e. \_\_\_\_\_ Records Storage Department
- e-f. Sheriff and Security Department

#### D. RESPONSIBILITIES OF THE DIVISION

The Division of Judicial Services and Records shall have the responsibility to:

1. File, index, and maintain custody of pleadings and other legal papers relating to legal actions in the Civil Division, Criminal Division, and Orphans Court Division of the Court;
2. File, index, and maintain custody of all records which otherwise would be held by the Prothonotary with respect to civil matters, by the Clerk of County Courts with respect to criminal matters, by the Recorder of Deeds with respect to real estate matters, and by the Register of Wills and Clerk of the Orphans Court Division with respect to decedents' estates and other Orphans Court Division matters;
3. Maintain custody of the seal of the Court;
4. Sign and affix the seal of the Court to all writs, process, certificates, and exemplifications of records and processes;
5. Administer oaths and affirmations in conducting the business of the office;
6. Administer oaths of office to all deputies of County offices and to Notary Publics appointed by the Commonwealth of Pennsylvania and make a record thereof;
7. Enter and sign all judgments and acknowledge the satisfaction of judgments or decrees entered of record;
8. Collect and record all costs, fees, and taxes required by law for filing pleadings and other legal papers;
9. Prepare and transmit such reports of the civil and criminal business of the Court as may be required by law;
10. Exercise jurisdiction over the probate of wills, the grant of letters to personal representatives, and other matters dealing with decedents' estates as required by law, together with the power to issue subpoenas and commissions or rules to take the depositions of witnesses in aid of said jurisdiction;
11. Act as collection agent for the Commonwealth of Pennsylvania and County of Luzerne for the collection of all fines and forfeitures, for the Commonwealth of Pennsylvania, County of Luzerne, and Commonwealth political subdivisions for the collection of taxes due for the filing and recording of pleadings, legal papers, deeds, and other civil records, and for the Commonwealth of Pennsylvania for the collection of Pennsylvania inheritance and estate taxes; to prepare reports of these collections; and to remit these collections according to law;
12. Provide quarterly reports to the County Manager as to the total amount of monies collected, indicating types of collections, and distribution;
13. Assist attorneys, searchers, and the general public to locate pleadings, legal papers, and other records;
14. Perform such other duties which otherwise would be performed by the Prothonotary with respect to civil matters, by the Clerk of Courts with respect to criminal matters, by the Recorder of Deeds with respect to real estate matters, and by the Register of Wills and Clerk of the Orphans Court Division with respect to decedents' estates and other Orphans Court Division matters, as well as any duties conferred by resolution of County Council, statute, rule of court, or order of court of competent jurisdiction;

15. Maintain a Records Improvement Committee, which shall exist and operate in accordance with the Recorder of Deeds Fee Law of 1982 and its amendments of 1998 and 2002 or with any subsequent State laws related to records maintenance.
16. Responsible for retention, retrieval and disposal of all county records. Maintaining and storing records in a safe, secure and ~~temperature-controlled~~temperature-controlled environment. Adhering to retention schedules stated in the Pennsylvania State Records Manual and working with all county offices providing guidance and education on record retention rules and proper preservation and disposal of records.

#### E. DEPARTMENTS WITHIN THE DIVISION

The Division of Judicial Services/Records shall be composed of the following departments:

##### 1. PROTHONOTARY/CLERK OF COURTS DEPARTMENT

###### a. Function of the Department

The Department serves as the filing office for Criminal and Civil matters in the County and maintains custody of those filings. Filings include but are not limited to criminal, juvenile delinquency, juvenile dependency, civil lawsuits, protection from abuse, divorce, custody, municipal, state and federal liens, mortgage foreclosures, and appeals of magistrate decisions. The Department acts as the collection agent for the State of certain fees.

###### b. Department Head

The Prothonotary/Clerk of Courts Department shall be managed by a Department Head who shall oversee the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

###### c. Organization of the Department

###### i. Department Head

- a) Fiscal Supervisor
- b) Department Staff

###### d. Responsibilities of the Department

- i. Filing, indexing and custody of civil and criminal documents.
- ii. Collection and distributing of costs, fees and taxes required by law for filing of documents.
- iii. Prepare and transmit reports required by law relating to civil and criminal filings.
- iv. Act as collection agent for the Commonwealth of Pennsylvania and County of Luzerne for the collection of all fines and forfeitures, the collection of JCS/JCP fees (AOPC funding for Courts). Prepare reports of these collections and remit these collections according to law.
- v. Enter and sign all judgments and acknowledge the satisfaction of such judgments.
- vi. Assist the general public to locate pleadings, legal papers and other records, including Naturalization records.
- vii. Process all appeals to the higher courts for both civil and criminal matters, and expungement of records.

## 2. CORONER DEPARTMENT

### A. DEPARTMENT FUNCTIONS

The Coroner Department shall be responsible for the investigation of all deaths that occur without prior medical attention, deaths where the physician is unable to certify the cause of death, and those deaths due to unnatural causes or violence, which include all accidents, suicides, and homicides, and to rule as to the manner of death. The Department Director must approve all cremations and organ donations in this County and is responsible for identification and proper disposal of all unclaimed bodies.

### B. DEPARTMENT DIRECTOR

The Director of the Coroner's Department shall be the Luzerne County Coroner. The Coroner shall be responsible for all duties as outlined in the Laws of Pennsylvania and Luzerne County and shall be responsible to the Judicial Services and Records Division Head for the proper performance of the department.

### C. RESPONSIBILITIES OF THE OFFICE

- i. To order post-mortem examinations and witness the same when necessary;
- ii. To cooperate with all law enforcement agencies;
- iii. To consult and advise with the District Attorney in any suspected criminal death;
- iv. To hold inquests in certain cases with subpoena power and power to administer the oath; To assume jurisdiction of bodies and personal effects falling under the Department's purview and not allow them to be moved or released without the consent of the Department Director;
- v. To arrange, in appropriate cases, for transportation of remains to the County morgue, to private mortuary facilities or elsewhere in accordance with the wishes of survivors;
- vi. To submit reports of all death investigations as required by, and in accordance with, applicable law, rules, regulations and codes.
- vii. To complete medical portions of death certificates for cases under his/her purview, particularly in every case referred by Vital Statistics;
- viii. To be on call 24 hours a day, 7 days a week.
- ix. To maintain and submit a detailed annual budget for the PA Vital Statistics Improvement Fund to the County Council.
- x. To assume the responsibility for notifying next-of-kin of decedents;
- xi. To administer the department of the Coroner in accordance with Pennsylvania law.

A. ORGANIZATION OF THE CORONER'S DEPARTMENT

The Coroner's Department shall be organized as follows:

a. Coroner

i. Deputy Coroner

ii. Adjunct Deputy Coroners

iii. Additional Staff

3. RECORDER OF DEEDS/REGISTER OF WILLS/CLERK OF THE ORPHANS COURT DEPARTMENT

a. Function of the Department

The Department serves as the filing office for all real estate related documents, notary public commissions and various elected official commissions, administration of estate filings, petitions before the Orphans' Court and the issuance of marriage licenses. Filings include but are not limited to deeds, mortgages, right of ways, maps, military discharges, letters of administration/testamentary, inheritance tax, guardianships and adoptions.

b. Department Head

The Recorder of Deeds/Registers of Wills/Clerk of the Orphans Court Department shall be managed by a Department Head who shall oversee the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

c. Organization of the Department

i. Department Head

a) Department Staff

d. Responsibilities of the Department

i. Filing, indexing and custody of documents related to real estate, estates, guardianships and adoptions.

ii. Collection and distributing of costs, fees and taxes required by law for filing of documents.

iii. Prepare and transmit reports required by law relating to real estate, estates, guardianships and adoptions.

iv. Act as collection agent for the Commonwealth of Pennsylvania, County of Luzerne, and the Municipalities and School Districts of the County for the collection and distribution of realty transfer tax, inheritance tax, JCS/JCP fees (AOPC funding for Courts), and affordable housing fees. Prepare reports of these collections and remit these collections according to law.

v. Assist the general public in locating of land and estate records.

vi. Issue marriage licenses.

vii. Administer oaths for estates and notary publics.

viii. Exercise jurisdiction over the probate of wills, the grant of letters to personal representatives, and other matters dealing with decedents' estates as required by law.

ix. Enter data concerning guardianships into the AOPC mandated Guardianship Tracking System.

x. Process all appeals to the higher courts in adoption and Clerk of Orphans Court matters.

#### 4. RECORDS STORAGE DEPARTMENT

##### a. Function of the Department

The Department serves as the central area for storage of County records, provides public access to those records and acts in accordance with state laws for retention and disposal. A public search area is part of the Department and providing computer access to records in addition to paper.

##### b. Department Head

The Records Storage Department shall be managed by a Department Head who shall oversee the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

##### c. Organization of the Department

- i. Department Head
  - a) Rotating Clerks

##### d. Responsibilities of the Department

- i. Provide for the protection of County records; maintaining the integrity, security and effective performance of the County records program.
- ii. Provide guidance to departments in the organization of, transferring of and purging of records.
- iii. Ensure the purging and retention of records is in accordance with all federal, state and local laws.
- iv. Manage and administer retention/disposal schedules.
- v. Maintain a County Records database with location, date of storage and record of retrieval/refile of said record.
- vi. Assist the public in requests for records and use of equipment.
- vii. Oversee the in-house back scanning of records.
- viii. Retrieval and refile of departmental requests.

#### 4.5. SHERIFF AND SECURITY DEPARTMENT

##### A. DEPARTMENT FUNCTIONS

~~There shall be an Office of Sheriff which~~ Sheriff and Security Department shall have and exercise all powers and duties provided for a Sheriff under the laws of the Commonwealth of Pennsylvania and ~~the County of~~ Luzerne County, and, in addition, shall provide for the security and safety of all County facilities, personnel and visitors.

B. DEPARTMENT DIRECTOR

The Director of the Sheriff's Department shall be the Luzerne County Sheriff. The Sheriff shall be appointed by the County Manager and shall be responsible for all duties as outlined in the Laws of Pennsylvania and the County of Luzerne.

C. ORGANIZATION OF THE DEPARTMENT

- i. Sheriff
- ii. Deputies
- iii. Security Personnel

D. RESPONSIBILITIES OF THE DEPARTMENT

- i. To serve as an Officer of the Courts, to serve writs, complaints and other forms of process, court orders, warrants and notices and, when ordered by the Court, to enforce Court orders;
- ii. To provide and maintain courtroom security;
- iii. To provide transportation to the Courts for:
  - 1. Luzerne County Prison inmates;
  - 2. County jail inmates outside of Luzerne County and State Correctional Institution inmates;
  - 3. Extradited persons, as required for Luzerne County judicial proceedings;
- iv. To issue firearm licenses to qualified residents of the County;
- v. To conduct sales of real estate and personal property located in Luzerne County in accordance with the Pennsylvania Rules of Civil Procedure;
- ~~vi.~~ To perform such additional and related duties as may be prescribed by County Council pursuant to the Luzerne County Home Rule Charter and the Administrative Code of Luzerne County;
- ~~vii-vi.~~ To supervise the security system of County administrative buildings and parking lots, including assignments of swipe-cards, keys and security measures and staff.
- viii. To provide assistance to other law enforcement agencies when requested.
- ~~ix.~~ To perform Security Duties as necessary to provide for the safety of those in a county buildings and properties including parking areas, including and screening people entering the county buildings for weapons.
- ~~ix.~~ Real Estate Deputy. The Sheriff may appoint a Real Estate Deputy to take charge of all matters relating to sheriffs' sales of real estate and distribution of the proceeds thereof, whose appointment shall be made and be revocable as hereinbefore provided for the Sheriff. Such Deputy shall have full power to perform all duties incumbent upon the Sheriff with respect to sale of real estate and distribution of proceeds thereof, with like effect in law as if such official act had been done by the Sheriff in person. Such duties shall include the execution and acknowledgement of sheriffs' deeds for real estate upon receipt of the purchase price thereof.

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**C. RESPONSIBILITIES OF THE DEPARTMENT**  
Remove this clause as it appears to violate the Charter regarding separation of powers.

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SECTION 6.06 – DIVISION OF OPERATIONAL SERVICES.

A. FUNCTION OF THE DIVISION

The Division of Operational Services shall be responsible for the management of the physical operation of the County, including all aspects of county infrastructure, maintenance of facilities, planning and zoning procedures and regulations, emergency management, 911 dispatch, and solid waste/recycling programs and outreach.

A.B. DIVISION HEAD

The Division of Operational Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

B.C. ORGANIZATION OF THE DIVISION

1. 911 DispatchCommunications
- ~~1. Department of County Infrastructure~~
- ~~2. Engineering and Environmental Projects~~
  - ~~a. Roads and Bridges~~
  - ~~b. Parks and Recreation~~
  - ~~c. Department of Facility Management and Operations~~
2. Emergency Management Agency
3. Engineering and Environmental ProjectsDepartment
  - a. Boiler Plant Office
  - b. Building and Grounds Office
  - c. Engineering Office
  - d. Road and Bridge Office
- ~~4. Department of Planning and Zoning~~ Department
  - ~~Roads and Bridges~~
  - a. Planning and Zoning Office
  - ~~d.b. Solid Waste/Recycling Office~~
- ~~3.5. Emergency Management Agency~~
- ~~4.1. 911 Dispatch~~

D. RESPONSIBILITIES OF THE DEPARTMENTS

1. 911 COMMUNICATIONS

a. Function of the Department

The 9-1-1 Communications Department shall receive calls and provide dispatch services to county residents and emergency responders so that emergency events receive appropriate assistance in a timely and efficient manner.

**b. Department Head**

The 9-1-1 Communications Department shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

**c. Organization of the Department**

**i. Executive Director**

**a. Executive Administrative Assistant**

**i. Staff**

**b. GIS Manager**

**c. Data/Tech Support Manager**

**i. Staff**

**ii. Radio Support Coordinator**

**iii. Technical Support Supervisor**

**1. PT Technical Support**

**a. Staff**

**d. PSAP Manager**

**i. Lead PSAP Supervisor**

**ii. PSAP Supervisor**

**1. Staff**

**e. Quality Assurance/Operations Coordinator**

**i. 9-1-1 Training Supervisor/QA**

**ii. Quality Assurance/Policy**

**d. Responsibilities of the Department**

- i. Take calls and dispatch associated 9-1-1 emergency and non-emergency calls from the general public, public safety agencies and municipalities**
- ii. Perform various GIS mapping duties including, but not limited to, research, integration, plotting 9-1-1 standardized addressing descriptions, subdivision and address assignments and data entry to ensure 9-1-1 address database accuracy.**
- iii. Collect and preserve records as requested by agencies and as required by law.**
- iv. Evaluate and train employees in accordance with Pennsylvania Emergency Management Agency (PEMA) guidelines, standards and applicable laws.**
- v. Analyze, implement, and maintain Luzerne County 9-1-1's Next Generation (NG911) geodatabase.**
- vi. Support and maintain countywide radio system, including remote tower sites, used by public safety agencies and stakeholders.**
- vii. Maintain and comply with all applicable funding and budget laws as required by PEMA.**

**2. EMERGENCY MANAGEMENT AGENCY**

**a. Function of the Department**

The Emergency Management Agency shall provide emergency planning, training, response, recovery and mitigation services to elected and appointed officials, first responders and the public, in accordance with the Commonwealth Emergency Operations Plan and Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107-7707, as amended.

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**b. Department Head**

The Emergency Management Agency shall be managed by a Department Head (Coordinator/Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

**c. Organization of the Department**

**i. Coordinator/Director**

**a. Deputy Director**

- 1. Emergency Planning Manager**
- 2. Act 165 Coordinator**

**d. Responsibilities of the Department**

- i. Apply and administer grants through state and federal programs;**
- ii. Perform public outreach on preparedness;**
- iii. Provide training assistance to municipalities and support agencies.**
- iv. Maintain open, reliable, redundant, and interoperable communication systems to implement alert and warning procedures, transmit information, and issue directions in emergency situations**
- v. Develop and update comprehensive emergency management plans, programs, and capabilities.**
- vi. Establish and maintain a Continuity of Operations Plan (COOP) that identifies delegation of authority and order of succession, responsibilities, essential functions, key personnel, essential records management, and emergency duty location.**

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**3. ENGINEERING DEPARTMENT**

**a. Function of the Department**

The Engineering Department shall manage all County Projects related to the Capital Plan, Maintenance and Emergencies in a professional manner with the goals of providing safety, value and efficiency.

**b. Department Head**

The Engineering Department shall be managed by a Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

c. Organization of the Department

- i. Chief County Engineer
  - a. Boiler Plant Office
  - b. Building and Grounds Office
  - c. Engineering Office
  - d. Road and Bridge Office

d. Responsibilities of the Engineering Department

- i. Control all operations of the Engineering Office, including but not limited to Capital Projects, recreational areas, Wyoming Valley Airport, planning reviews, and engineering reviews.
- ii. Control all operations of the Boiler Plant Office, including but not limited to monitoring and maintaining of all County-owned mechanical equipment.
- iii. Control all operations of the Building and Grounds Office, including but not limited to maintenance of all County-owned buildings.
- iv. Control all operations of the Road and Bridge Office, including but not limited to maintenance of County Roads and Bridges, and maintenance of all County fleet vehicles and equipment.
- v. The County Engineer shall:
  - 1. prepare plans, specifications, and estimates of all engineering work undertaken by the county, and, whenever required, shall furnish the County Manager and Division Head with reports, information, or estimates on any such work and, in general, shall perform all duties with reference to any county engineering work as the County Manager may from time to time prescribe.
  - 2. provide all duties relating to surveying services as may be needed by the Division Head or by law; and
  - 3. perform all duties heretofore imposed on county surveyors

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e. Functions of the Offices

i. Boiler Plant

a. Function of the Office

The Boiler Plant Office shall manage and maintain the mechanical systems for all buildings and property owned by Luzerne County and used for government operations to ensure the proper function and safe operation for all County employees and visitors.

b. Office Head

The Boiler Plant Office shall be managed by the Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. Chief County Engineer
  - a. Mechanical Systems Engineer

d. Responsibilities of the Office

- i. Administer maintenance contracts for all county-owned mechanical system infrastructure;
- ii. Monitor mechanical systems daily to ensure optimal, efficient and safe operation;
- iii. Maintain equipment compliance with Federal, State, and Local regulations;
- iv. Perform such other duties as may be assigned or delegated by the Chief County Engineer.

ii. Building and Grounds

a. Function of the Office

The Building and Grounds Office shall maintain all buildings and property owned by Luzerne County and used for government operations to ensure clean and safe conditions for all County employees and visitors.

b. Office Head

The Building and Grounds Office shall be managed by the Department Head (County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. County Engineer
  - a. Executive Secretary
    - i. Staff

d. Responsibilities of the Office

- i. Administer all real property owned or occupied by the County;
- ii. Maintain County administrative buildings and grounds;
- iii. Supervise the daily cleaning of County administrative buildings and adjacent grounds;
- iv. Maintain proper safety precautions to ensure compliance with Federal, State, and Local regulations;
- v. Perform such other duties as may be assigned or delegated by the County Manager.

iii. Engineering Office

a. Function of the Office

The Engineering Office shall manage all County Projects related to the Capital Plan, Maintenance and Emergencies in a professional manner with the goals of providing safety, value and efficiency.

b. Office Head

The Engineering Office shall be managed by a Department Head who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

**c. Organization of the Office**

- i. Chief County Engineer
  - i. County Engineer/Fleet Manager
  - ii. Staff Engineer

**d. Responsibilities of the Engineering Office**

- i. Administer the requirements of the County's capital investment plan;
- ii. Administer the County's public/private partnership with the fixed based operator for the Wilkes-Barry/Wyoming Valley Airport including general oversight of the operation of the airport;
- iii. Perform engineering reviews for compliance with the technical requirements of the Luzerne County Subdivision and Land Ordinance on behalf of the Luzerne County Planning Commission;
- iv. Administer the requirements of the County's Highway Occupancy Permit Ordinances for public and utility access to County ROW;
- v. Administer the County's obligations in regard to the Environmental Special Projects program (West Nile Virus, LCD partnership agreement, Black Fly program);
- vi. Serve as the County's technical advisory support for its Emergency Response Team;
- vii. Administer the County's Special Events Policy;
- viii. Provide the technical support to safely operate and maintain the Wyoming Valley Levee System through intergovernmental agreement with the Luzerne County Flood Protection Authority;
- ix. Administer the County's surplus property disbursement program.

**iv. Road and Bridge Office**

**a. Function of the Office**

The Road and Bridge Office shall maintain roads and bridges owned by the County to keep them suitable for safe travel by motorists and maintain the fleet of County-owned vehicles and equipment to keep it safe for operation and in compliance for use by county employees.

**b. Office Head**

The Road and Bridge Office shall be managed by the Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

**c. Organization of the Office**

- i. Chief County Engineer

a. Road and Bridge Supervisor

i. Staff

b. Executive Secretary

d. Responsibilities of the Office

i. Maintain all County roads;

ii. Maintain all County bridges;

iii. Manage and perform scheduled maintenance for the County fleet;

iv. Manage and perform scheduled maintenance for County equipment.

4. PLANNING AND ZONING DEPARTMENT

a. Function of the Department

The Planning and Zoning Department shall provide planning and zoning services to Luzerne County municipalities and residents with the assistance of the Luzerne County Planning Commission.

~~The Department of Planning and Zoning shall be responsible for providing planning services to the County of Luzerne with the assistance of the Luzerne County Planning Commission.~~

b. Department Head

The Planning and Zoning Department shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

~~The Department of Planning and Zoning shall be administered by a Director of Planning and Zoning who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The director shall be responsible to the County Manager for the proper performance of the department.~~

c. ~~e.~~ Organization of the department

i. Executive Director

a. Planning and Zoning Office

b. Solid Waste/Recycling Office

d. Responsibilities of the Department

i. Conduct the administrative functions of the Luzerne County Planning Commission in compliance with the Pennsylvania Municipalities Planning Code (Act of 1968, P. L. 805, No. 247), as amended;

ii. Coordinate the planning and data collection activities of the Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization;

iii. Facilitate the purchase of development rights from eligible agricultural properties in Luzerne County through the State Farmland Preservation Board;

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iv. Administer the County's Solid Waste Program for compliance with Commonwealth regulations.

i. Responsibilities of the Department

The Department of Planning and Zoning shall have the responsibility to:

- ~~a. Develop and maintain a Luzerne County Comprehensive Plan and assist the County's 76 municipalities in their comprehensive planning and land use regulatory efforts;~~
- ~~b. Perform reviews and prepare recommendations, pursuant to Act 47 of 1968 as amended: the Pennsylvania Municipalities Planning Code, pertaining to local planning and zoning, including changes in local zoning maps, amendments of zoning and subdivision ordinances, and adoption of new municipal comprehensive plans, and all subdivision and land development proposals in Luzerne county~~
- ~~c. Administer and manage planning and construction projects in conjunction with numerous Federal and State grant programs;~~
- ~~d. Coordinate and manage all administrative, programmatic, and planning and construction related activities from contractor and/or consultant selection to final audit reporting for planning and construction projects;~~
- ~~e. Educate and increase awareness of planning and recycling initiatives, and to instruct the public and municipal officials as to long-range community development projects, available grant funding, and other planning issues;~~
- ~~f. Provide outreach to 1 municipal governments in promoting inter-municipal/regional efforts;~~
- ~~g. Review and respond, as required, to federal and state agency initiatives/programs;~~
- ~~h. Provide administrative and technical assistance for County sponsored projects;~~
- ~~i. Administer the County's Solid Waste Program for compliance with Commonwealth regulations;~~
- ~~i. Serve as the County's representative on the Luzerne/Lackawanna bi-county Metropolitan Planning Organization.~~

i. Responsibilities of the Offices

i. Planning and Zoning Office

a. Function of the Office

The Planning and Zoning Office shall provide planning and zoning services to Luzerne County municipalities and residents with the assistance of the Luzerne County Planning Commission.

b. Office Head

The Planning and Zoning Office shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. Executive Director
  - a. Transportation Planner
  - b. Planning and Zoning Analyst
  - c. Staff

d. Responsibilities of the Office

- i. Develop and maintain a Luzerne County Comprehensive Plan and assist the County's 76 municipalities in their comprehensive planning and land use regulatory efforts;
- ii. Perform reviews and prepare recommendations, pursuant to Act 247 of 1968 as amended: the Pennsylvania Municipalities Planning Code, pertaining to local planning and zoning, including changes in local zoning maps, amendments of zoning and subdivision ordinances, and adoption of new municipal comprehensive plans, and all subdivision and land development proposals in Luzerne county;
- iii. Administer and manage planning and construction projects in conjunction with numerous Federal and State grant programs;
- iv. Coordinate and manage all administrative, programmatic, and planning and construction-related activities from contractor and/or consultant selection to final audit reporting for planning and construction projects;
- v. Educate and increase awareness of planning initiatives;
- vi. Instruct the public and municipal officials as to long- range community development projects, available grant funding, and other planning issues;
- vii. Provide outreach to municipal governments in promoting inter-municipal/regional efforts;
- viii. Review and respond, as required, to federal and state agency initiatives/programs;
- ix. Provide administrative and technical assistance for County-sponsored projects;
- x. Serve as the County's representative on the Luzerne/Lackawanna bi-county Metropolitan Planning Organization.

ii. Solid Waste/Recycling Office

a. Function of the Office

The Solid Waste/Recycling Office shall administer the County Recycling Program for compliance with Commonwealth regulations and oversee solid waste management procedures.

b. Office Head

The Solid Waste/Recycling Office shall be managed by the Department Head (Executive Director – Planning and Zoning) who shall be responsible to the

Division Head of Operational Services for the proper performance of the office.

**c. Organization of the Office**

- i. Executive Director – Planning & Zoning
  - a. Recycling Coordinator

**d. Responsibilities of the Office**

- i. Administer the County's 10-Year Municipal Waste Management Plan;
- ii. Administer grants available through the Commonwealth that provide funding to the County for its recycling program operations;
- iii. Provide assistance to municipal governments to conduct local recycling events;
- iv. Provide educational tools needed to encourage and support recycling programs

~~a. THE DEPARTMENT OF COUNTY INFRASTRUCTURE shall:~~

- ~~i— Administer the requirements of the County's capital investment plan;~~
- ~~ii— Maintain all County Roads and Bridges;~~
- ~~iii— Maintain all County Parks and Recreational areas;~~
- ~~iv— Administer the County's public/private partnership with the fixed based operator for the Wilkes-Barry/Wyoming Valley Airport including general oversight of the operation of the airport;~~
- ~~v— Perform engineering reviews for compliance with the technical requirements of the Luzerne County Subdivision and Land Ordinance on behalf of the Luzerne County Planning Commission;~~
- ~~vi— Administer the requirements of the County's Highway Occupancy Permit Ordinances for public and utility access to County ROW;~~
- ~~vii— Maintain the County fleet including the administration of equipment service and fuel procurement/dispensation;~~
- ~~viii— Administer the County's obligations in regards to the Environmental Special Projects program (West Nile Virus, LCD partnership agreement, Black Fly program);~~
- ~~ix— Serve as the County's technical advisory support for its Emergency Response Team;~~
- ~~x— Administer the County's Special Events Policy;~~
- ~~xi— Provide the technical support and labor to safely operate and maintain the Wyoming Valley Levee System through intergovernmental agreement with the Luzerne County Flood Protection Authority;~~
- ~~xii— Administer the County's surplus property disbursement program.~~

~~THE DEPARTMENT OF FACILITY MANAGEMENT AND OPERATIONS~~

- ~~xiii— Administer all real property owned or occupied by the County;~~
- ~~xiv— Maintain County administrative buildings and grounds;~~

- ~~xv Supervise the daily cleaning of County administrative buildings and adjacent grounds;~~
- ~~xvi Maintain proper safety precautions to insure compliance with State, Federal, and County regulations;~~
- ~~xvii Perform such other duties as may be assigned or delegated by the County Manager.~~

~~A. THE DEPARTMENT OF PLANNING AND ZONING~~

~~4. Emergency Management Agency~~

~~The Emergency Management Agency shall provide emergency planning, training, response, recovery and mitigation services to elected and appointed officials, first responders and the public.~~

~~5. 911 DISPATCH~~

~~THE 911 DISPATCH OFFICE SHALL PROVIDE EMERGENCY DISPATCH SERVICES TO EMERGENCY RESPONDERS AND THE PUBLIC SO THAT CALLERS RECEIVE APPROPRIATE EMERGENCY ASSISTANCE IN A TIMELY AND EFFICIENT MANNER.~~

**SECTION 6.07 – DIVISION OF PUBLIC DEFENDER.**

**A. FUNCTION OF DIVISION**

The Division of the Public Defender shall have and exercise all powers and duties now or hereafter conferred upon the Public Defender by applicable law.

**B. DIVISION HEAD**

The Division of the Public Defender shall be headed by the Public Defender who shall be appointed by the County Manager, subject to approval by the County Council, and who shall serve at the pleasure of the County Manager. The Public Defender shall be duly admitted to the practice of law in the Commonwealth of Pennsylvania and shall be responsible to the County Manager for the proper performance of the Division.

**C. RESPONSIBILITIES OF THE DIVISION**

The Division of the Public Defender shall have the responsibility to:

~~1. Certify to the Court Administrator the eligibility for free legal counsel to indigent criminal defendants who are denied Public Defender assistance due to a conflict of interest;~~

1. Have and exercise all powers and duties now or hereafter conferred upon the Public Defender by applicable law.

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Public Defender  
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2. Give legal advice and representation in every criminal proceeding to indigent witnesses, either prosecution or defense, whose rights the Court has determined must be protected.
3. Provide legal counsel where representation is constitutionally required, after being satisfied of a criminal defendant's inability to procure funds to obtain legal counsel to represent him/her.

- D. ORGANIZATION OF THE DIVISION

1. Public Defender
2. Assistant Public Defenders
3. Office Staff

D. PROHIBITIONS

Any employee of the Public Defender's Office is prohibited from representing any former County employee, or persons in any litigation against the County of Luzerne.

**SECTION 6.08 – OFFICE OF LAW/COUNTY SOLICITOR.**

**A. FUNCTION OF DIVISION**

The Office of Law/County Solicitor shall serve as legal advisor, attorney, and counsel in all official matters to all elective County officials, divisions, departments, bureaus, offices, agencies, boards, commissions, and other administrative units of the County government, except where the Charter specifically authorizes an elective official to contract for independent legal opinions and/or temporary special legal counsel. The County Solicitor and Office of Law shall act at all times on behalf of Luzerne County as their client and shall owe the highest duties of integrity, loyalty, independent judgment, and professional responsibility to Luzerne County.

**B. DIVISION HEAD**

The Office of Law shall be headed by the Chief County Solicitor, who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The County Solicitor shall be duly admitted to the practice of law in the Commonwealth of Pennsylvania and shall be responsible to the County Manager for the proper performance of the Division.

**C. RESPONSIBILITIES OF THE DIVISION**

The Office of Law shall have the responsibility to:

1. Provide, upon request, legal opinions upon any legal matter, or question for County Government, including Human Resource matters, except as otherwise provided in the Charter;

2. Prepare and revise ordinances or resolutions when so requested by the County Manager;
3. Litigate all legal actions and claims brought by or against the County of Luzerne, except in those cases in which other legal counsel is retained;
4. Prepare and/or approve, upon request, for legality all contracts, agreements, or other legal documents on behalf of County Government, except as otherwise provided in the Charter. A standard form of agreement or contract which is expected to be used repetitiously may be approved as to form only;
5. Exercise, when deemed necessary, the right to inspect at reasonable times the records of any County Division, administrative unit, board, commission, authority, or committee of the County in connection with the performance of the powers and duties of the County Solicitor's office;
6. Exercise such powers, perform such duties, and have such authority as are given by law.
7. Through the Conflict Counsel Department, provide services to indigent persons in instances where there is a conflict with the Luzerne County Public Defender's Office in criminal matters and in instances where counsel to parents are required in dependency and termination procedures.
8. Represent all elected officials as per Section 6.04(a) of the Luzerne County Home Rule Charter.
9. In the case of a legal conflict between elected officials and/or elected officials and County management, the Office of Law shall provide a written notice of the legal conflict and advise that the entities retain separate independent counsel for the matter.
10. Attend all County Council meetings.
11. Inform the County Manager and the County Council in the event that any private representation by members of the Department of Law staff or members of their law practices (attorneys with whom they are professionally affiliated) raises a possible conflict of interest with respect to a matter that will come before the Council.
12. Retain outside Legal Counsel where necessary and appropriate.
  - a. For the purposes of this section, outside legal counsel shall mean the use of any legal counsel, attorney, or firm of attorneys, other than the County Solicitor and Assistant County Solicitors, which may be used to defend and/or represent the County of Luzerne, a County employee, or a County elected official in litigation; and/or assist the Solicitor's Office with matters involving the County of Luzerne.

#### D. ORGANIZATION OF DIVISION

The Office of Law shall be composed of:

1. The Chief County Solicitor;
- ~~1-2.~~ Such Assistant Solicitors, Paralegals, and Administrative Staff as may be authorized by the County Manager, in order to carry out the responsibilities set forth in subparagraphs 1 through 6 above.
- ~~2-3.~~ The Department of Conflict Counsel, including any Attorney Administrator and such other Assistant Conflict Counsel as may be authorized by the County Manager in order to carry out the responsibilities of the Conflict Counsel Department.

E. PROHIBITIONS

No County solicitor shall represent any Division, office, or agency in litigation aimed at another Division, office, or agency of the County unless such representation is first approved by County Council and the County Manager.