

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

December 14, 2010

I. OPENING REMARKS BY BOARD CHAIRPERSON

II. OPERATIONAL UPDATES

Personnel Director's comments
HR Information and Technology Services & City of Birmingham I-1 Project Update
– Roger McCullough
Workforce Development & Applicant Services – Guy Dewees
Performance Measurement – Jeff Crenshaw
Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for meeting held on November 9, 2010.
- b) Recommendation that the Board approve a contract between the Personnel Board and Chartis (an affiliate of American International Companies ((A.I.G.)) regarding the renewal of the Public Officials and Employment Practices Liability Policy in the amount of \$28,066. The current policy will expire on January 31, 2011. The contract period is January 31, 2011 through January 31, 2012. There are no changes in the premium, terms, conditions and deductible from the current policy.
- c) Recommendation that the Board approve a contract between the City of Homewood and Mr. Sidney Yarbrough to provide Latent Fingerprint Examiner services and training during and immediately following implementation of the City's new Automated Fingerprint Information System (AFIX). The City of Homewood is purchasing a new system for fingerprint identification. Mr. Yarbrough previously worked for the City as a Latent Fingerprint Examiner prior to his retirement and under the contract will provide these services to the City until such time a new Examiner can be hired and trained. A certificate has been issued. The term of the contract is from time of signing for three months with an option to renew for an additional three months, if necessary. Mr. Yarbrough will be paid \$50.00/hr for one day a week and is to be available for call out on major crime scenes.
- d) Recommendation that the Board approve a new classification, Court Monitoring Specialist (Job Code 289, with a proposed pay grade of G-19 and a salary range of \$33,842 - \$52,582) for the City of Birmingham. The basis of this request is a result of the I1 process that identified sixteen (16) individuals employed at the City of Birmingham which the Personnel Board had no record of and were referred to as the "unknown employees". Existing classes were identified for fourteen (14) of the individuals based on job duties being performed and two (2) new classes were approved by the Board during the September meeting. Since that time, the City of Birmingham has requested the Personnel Board reevaluate the duties being performed by two (2) individuals who were originally

recommended for the class of Parole & Probation Officer. Based on additional information submitted by the City of Birmingham and the information gathered and analyzed by the Personnel Board, the duties performed by the two (2) individuals warrant the establishment of a new class. This purpose of this class is to fulfill the Court Monitoring Specialist duties established by the Administrative Director of Courts (AOC). Work involves monitoring the education of and rehabilitation of defendants in the drug and/or alcohol treatment programs. Market data for a Court Monitoring Specialist suggests an average rate of pay of \$41,859.

- e) Birmingham Fire & Rescue Service vs. Michael A. Hudson (DA-2010-1798)
- f) City of Birmingham Public Works Department vs. Donald Square (DA-2010-1784)
- g) Charles Cleckler vs. Jefferson County Land Development (GR-2010-09-0239)
- h) Joint Motion to Stay
 - I. Zhaleh McCullers vs. Jefferson County Land Development and Planning Department
 - II. Janet Brewer vs. Jefferson County Land Development and Planning Department
- i) Request for Review of the Director's Action (Ladonna Collins)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Register Reinstatement of Gloria Grace-Flowers (Accounting Assistant II)
- b) City of Irondale Resolution No. 2010R52 granting longevity pay beginning on the first day of the City of Irondale's fiscal year beginning October 1, 2009 through September 30, 2010, and a one-time payment will be made in December 2010.
- c) City of Tarrant Resolution No. 7341 implementing the City of Tarrant Pay/Leave Benefit for regular part-time/full-time; and fire and rescue personnel.
- d) October, November and December Board Bi-Monthly Expenditure Reports

V. EXECUTIVE SESSION