

**REVISED AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA**

September 14, 2010

I. OPENING REMARKS BY BUDDY SMITH

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 – Brian Bellenger  
Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for meeting held on August 10, 2010.
- b) Recommendation that the Board approve a contractual agreement between the Personnel Board and PeopleAdmin. The Personnel Board of Jefferson County utilizes a hosted Applicant Management System to provide its online application, position requisition, and position description functionality. These services have been provided by PeopleAdmin since 2004. This contract was re-bid in 2007 and was again put out for bid by the Jefferson County Department of Purchasing in 2010. Two bids were received, one from PeopleAdmin, Inc. and one from NEO Gov, Inc. PeopleAdmin was the low cost bidder. The relationship with PeopleAdmin, Inc. has been satisfactory. The product has been recently upgraded to include functionality found in SIGMA, a software currently utilized by the Board for applicant tracking and register management. This new functionality may replace the need for the Board to contract annually with SIGMA for maintenance and support. The contract amount is \$70,000. The contract period is October 1, 2010 through September 30, 2011.
- c) Recommendation that the Board approve a contractual agreement between the Personnel Board and ADT. The Personnel Board of Jefferson County currently utilizes ADT Security Services, Inc. to provide and maintain electronic security for its offices and other points of entry in need of controlled access, e.g. the vault in which test materials are secured. This maintenance agreement was not required to be bid. ADT provides server, software, equipment, and on-site maintenance and repair services. The contract amount is \$6,325.00. The contract period is October 1, 2010 through September 30, 2011.
- d) Recommendation that the Board approve a contractual agreement between the Personnel Board and Affiliated Computer Services (ACS). These services have been provided by ACS Application Management Services, Inc, since 2004. This contract was renewed in 2007 and in 2010 was again re-bid through the Jefferson County Department of Purchasing. Two bids were received, one from Affiliated Computer Services (ACS), Inc. and one from Velocity Consulting.

Velocity Consulting exclusively services Lawson products and is an attractive vendor from this perspective. ACS hosts multiple vendor platforms. On the other hand, ACS has familiarity with the Board's customized code and assisted the Board in its successful implementation of LSF9. This code familiarity will be very useful when the Board upgrades to LSF9.1 some time next year. Changing vendors at this time would place an unmanageable burden on the IT and Business Systems and Reporting staffs given the current commitment to the Birmingham I-1 Project. Velocity was the low cost bidder. However, there is an approximate \$50,000 start-up cost and a four-month transition period associated with changing vendors. During this transition, Board staff would be required to test all converted code, forms, and programs. The \$50,000 start-up cost could be spread over the three year life of the contract. Savings would then be realized during any subsequent contract renewal. The relationship with ACS has been generally satisfactory and the vendor has been responsive to issues that have been raised. While a strong argument can be made to change to Velocity Consulting because of its exclusivity with Lawson, it would be virtually impossible from a resource perspective to do so at this time. Considering the start-up cost, the cost differential between the vendors is negligible during the contract period. Additionally, with ACS there is no learning curve with regard to our custom code when converting to LSF9.1. It is recommended that the Board approve the contract with ACS Application Management Consulting, Inc. to provide Lawson hosting services for the period of October 1, 2010 through September 30, 2013, at a cost of \$16,610 per month (\$199,320.00). This monthly rate is \$12,190.00 less than the current monthly contract price of \$28,800.00. This is a three-year contract price. The Board may wish to revisit a change at the end of the contract period. By this time, the I-1 Project will have concluded, LSF9.1 will have been implemented, and the systems will have had an opportunity to stabilize.

- e) Recommendation that the Board approve a contractual agreement between the Personnel Board and Implementation Services Group (ISG). The Personnel Board has a need to assure access to programming services by Mark Randolph provided through Implementation Services Group (ISG), Inc. Services provided may include, but are not limited to, writing code for new Lawson applications, modifying code, developing forms, researching issues, and troubleshooting problems proximately caused by code errors. Mr. Randolph is a programmer who was instrumental in writing code during Lawson design and development and has supported the Board with modification code since implementation. It is important that Mr. Randolph's services be available to Board staff on an as needed basis. The contract amount shall not exceed \$17,400.00 (projected 120 hours @ \$145.00 per hour). The contract period is October 1, 2010 through September 30, 2011.
- f) Recommendation that the Board approve a contractual agreement between the Personnel Board and Monster.com. The Board's applicant source data indicates that internet postings are one of our overall top three sources for applicants, register placements, and hires. Internet postings tend to generate higher quality applicants, producing more hires per applicant than all sources with the exception of referrals. Monster.com consistently ranks as one of the most widely known and used job posting sites in the United States. A twenty-five job posting package will reduce per job posting cost from \$325 for a thirty day posting to \$160 for a sixty day posting. This package also includes a bonus of ten postings

to be added to the Monster Career Ad Network. The Career Ad network is a service that actively pushes ads to Monster affiliate sites that display for individuals who have recent career searching activity that is similar to that of the positions for which we are recruiting. The contract includes: 1) twenty-five sixty day job postings and 2) ten career ad network campaigns. The contract amount is not to exceed \$4,000.00. The contract period is October 1, 2010 through September 30, 2011.

- g) Recommendation that the Board approve a revised contractual agreement between the Personnel Board and Hampton Inn & Suites Tutwiler Hotel. Note an adjustment was required to this contract, which was originally submitted to the Three Member Board during the August meeting, in order to be in compliance with the language of the proposal submitted by the Hampton Inn & Suites Tutwiler Hotel in response to Jefferson County's Invitation to Bid No. 146-10, dated May 17, 2010. The change includes the addition of "prevailing government per diem rate" to the stated room per night cost (\$92.00+14% lodging fee per individual per night).
- h) Recommendation that the Board approve a revised contractual agreement between the Personnel Board and Sheraton Birmingham Hotel. Note an adjustment was required to this contract, which was originally submitted to the Three Member Board during the August meeting, in order to be in compliance with the language of the proposal submitted by the Sheraton Birmingham Hotel in response to Jefferson County's Invitation to Bid No. 146-10, dated May 17, 2010. The change includes the addition of "or the prevailing federal government rate" to the stated room per night cost (\$92.00 per individual per night).
- i) Recommendation that the Board approve a new classification for the City of Birmingham in conjunction with the Personnel Board, Job Code 287, Court Referral Officer, with a proposed pay grade of G-22 and a salary range of \$39,270 - \$60,778. 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 and the job duties being performed by the remaining two (2) employees required the establishment of new classes. The purpose of this class is to fulfill the Court Referral Officer duties established by the Administrative Director of Courts (AOC). Work involves the evaluation of a court ordered defendant's use of alcohol and/or drugs, providing assistance to the court by recommending counseling, screening, treatment, monitoring the education of and rehabilitation of defendants. Market data for a Court Referral Officer suggests an average rate of pay of \$50,031.
- j) Recommendation that the Board approve a new classification for the City of Birmingham in conjunction with the Personnel Board, Job Code 285, Drug Court Coordinator, with a proposed pay grade of G-25 and a salary range of \$45,365 - \$70,450. 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 and the job duties being performed by the remaining two (2) employees required the

establishment of new classes. The purpose of this class is to manage the Adult Drug Treatment Program including budget and resources, grant writing, compiling statistical data, participating in program evaluation, contract management, preparation and management of Drug Court dockets, soliciting community support through education and other efforts to improve services available to the participant and ensuring the program's compliance with all court policies and procedures. Market data for a Drug Court Coordinator suggests an average rate of pay of \$58,010.

- k) Recommendation that the Board approve a new classification for Jefferson County Tax Collector Department, Job Code 1115, Senior Tax Agent, with a proposed pay grade of G-24 and a salary range of \$44,179 - \$68,432. The purpose of this class is to manage the collection activities of complex ad valorem personal property taxes and Real Estate taxes pursuant to Code 40 of Alabama State Law. Directly supervises, trains and establishes policies and guidelines for Tax Agents responsible for collecting delinquent personal and real property taxes. Initiates necessary legal action to collect revenue for the Jefferson County Tax Collector. Market data for a Senior Tax Agent suggests an average rate of pay of \$55,755.
- l) Felicia Ward vs. City of Birmingham Economic Development (GR-2010-05-0221)
- m) Jefferson County Human Resources Department vs. Adrienne T. Conyers (DA-2010-1775)
- n) P. Rene Lister vs. Birmingham Fire and Rescue Services (GR-2010-05-0219)
- o) City of Bessemer Police Department vs. Cornelia Harrell (DA-2010-1788)
- p) Jefferson County Information Services Department vs. Wayne Cree (DA-2010-1782)
- q) Jefferson County Department of Health vs. Veronica Starks (DA-2010-1781)
- r) Charles R. Clecker vs. Jefferson County Land Development (GR-2010-07-0227)
- s) Shontay Wyatt vs. Tarrant Municipal Court (GR-2010-07-0229)
- t) Request for Extension of Administrative Leave With Pay – Jonathan M. Bryant, Firefighter, City of Hueytown Fire Department

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Attorney Raymond Fitzpatrick – Birmingham Fire & Rescue Service Salary Schedule
- b) Reinstatement Request - Administrative Assistant I Register – Jennifer Kelley (denied)
- c) Reinstatement Request - Skilled Laborer Register – James Pilkington (denied)

- d) Provisional Appointment to the position of Director of Social Services with the City of Birmingham Police Department – Carolyn Adams (approved)
- e) Provisional Appointment to the position of Industrial/Organizational Psychologist with the Personnel Board of Jefferson County – Stacey Lange (approved)
- f) Provisional Appointment to the position of Police Chief II with the City of Fairfield – Leon Davis, Jr. (approved)
- g) August Board Bi-Monthly Expenditure Reports

## V. EXECUTIVE SESSION