

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

April 13, 2010

I. OPENING REMARKS BY BUDDY SMITH

II. OPERATIONAL UPDATES

Personnel Director's comments
Business Office – Cynthia Holiness
HR Information and Technology Services – Roger McCullough
Workforce Development & Applicant Services – Guy Dewees
Performance Measurement – Jeff Crenshaw

III. ACTION ITEMS

- a) Board minutes for meeting held on March 9, 2010.
- b) Recommendation that the Board approve a new classification for the Personnel Board of Jefferson County, 2890 Test Administration & Assessment Coordinator with a proposed grade of G-34 and a salary range of \$69,118-\$107,203. This purpose of this classification is to manage a large scale test administration and assessment center to include facilities, video equipment, contracts, expenses, staffing needs, training, supervising and managing employees in the test administration and assessment process; oversees the recruitment of assessors, role players and other external personnel to assist with test administration and assessment; and ensures the accurate entry of data from test assessments. Market data suggests an average rate of pay of \$87,807.
- c) Recommendation that the Board approve a new classification for the Personnel Board of Jefferson County, 2541 Business Systems & Reporting Manager with a proposed grade of G-30 and a salary range of \$56,888-\$88,150. Implementation of the Board's Human Resource Information Management System (HRIMS) occurred in 2004. The existing structure of separate Records Management, Data Management and Reporting, and Information Technology Departments was based on a projected workflow model. It has since become apparent that there is a much higher assimilation of processes than was initially envisioned and a greater need for collaboration between these units and Information Technology; consequently, the purpose of this position is to create a more highly integrated environment between the activities of records management and data management and enhanced cross-functional communication with Information Technology by bringing these activities together under one manager.
- d) Request for Extension of Administrative Leave with Pay – Mark Gibbs, Police Officer, Vestavia Hills Police Department
- e) Beverly Thedford McGinnis vs. Personnel Board of Jefferson County and City of Birmingham Fire and Rescue Department (CV 09-3626) – Remand from Circuit Court
- f) Birmingham Police Department vs. Sean F. Hudson (DA-2009-1742)
- g) Cooper Green Mercy Hospital vs. Wayne Ward (DA-2009-1745)

- h) Birmingham Museum of Art vs. Jennifer McMillian (DA-2009-1764)
- i) Zhaleh M. McCullers vs. Jefferson County Land Planning and Development (GR-2010-01-0216)

IV. INFORMATION AND DISCUSSION ITEMS

- a) February and March Board Bi-Monthly Expenditure Reports

V. EXECUTIVE SESSION