

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

September 8, 2009

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 August 11, 2009.
- b) Recommendation that the Board approve a contractual agreement between the Personnel Board and AON, Inc. to provide written examinations for screening of Police Officer candidates. The purpose of this contract is to secure the professional services of AON consulting inc., for the continued administration of the protective services profile™ (PSP), a written examination for screening of police office candidates, during 2009-2010. This test battery includes three (3) sections which measure a broad range of abilities and personal characteristics which have been demonstrated to predict effective law enforcement performance. AON Consulting, Inc. will provide the Board with the following materials and services to meet the following needs: (1) Sufficient quantity of PSP test booklets to accommodate the scheduled candidate group(s) for once per month test administrations; (2) Answer documents for the PSP; (3) Administration instructions and script; and (4) Examination scoring services, to include preparation of a score roster and breakdown of examination performance by EEO category of candidates. The cost for use of the PSP and scoring services is \$22.00 per candidate tested. AON Consulting will pay the costs of shipping the testing materials to the Board. The Board will be responsible for costs of returning testing materials to AON Consulting, and costs of shipment of the completed answer sheets to AON's Data Center for processing and scoring. The contract period is October 1, 2009 through September 30, 2010.
- c) Recommendation that the Board approve a contractual agreement between the Personnel Board and The Yusko Group, Inc. for the continued administration of The Yusko Group's Entry Level Firefighter Selection Process, a written examination for screening of firefighter candidates, during 2009-2010 and for consulting services related to the classification of fire personnel. The Yusko Group agrees to perform the services set forth in the Proposal entitled Entry Level Firefighter Selection Process dated April, 2008. The PBJC is seeking the independent consulting assistance of the Yusko Group in providing expertise and recommendations related to the classification of fire personnel who are required by the nature of the work within the fire service to perform the activities of a higher rank (i.e., class) than their current rank (i.e., class) due to the absence of a superior officer/higher level fire personnel. The contract amount includes the use of the Entry Level Firefighter Examination and scoring services at the rate of \$12.50 per candidate tested and for the classification consulting services at a maximum rate of \$24,050 (inclusive of all travel expenses). The contract period is October 1, 2009 through September 30, 2010.

- d) Recommendation that the Board approve a contractual agreement between the Personnel Board and The Lamar Companies to provide billboard services. Secure billboard advertising services for two large billboards in carefully selected locations to maximize exposure to the target audiences for law enforcement, firefighter, and medical positions. One billboard location is on I-65 South at Oxmoor Road. This location is one of the highest traffic count locations in the Birmingham area with outstanding exposure to a large and diverse audience. Additionally, this section of interstate is prone to stop-and-go traffic during the rush hour commute therefore increasing exposure. The other billboard is located at the intersection of 8th Avenue South and 24th Street. This location offers strong exposure to the target age group for entry-level fire fighter and law enforcement. Many in this desired demographic live in the area as well as visit the area for entertainment. This is also an excellent location to reach the medical employees and students at UAB, Saint Vincent's, and the many medical facilities in the vicinity. Due to market fragmentation, outdoor advertising is one of the few mediums today that can effectively reach a large number of individuals. The contract includes the following: (1) \$1,260 monthly for one (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at 8th Ave. S. and 24th St. S.; (2) \$2,865 monthly for one (1) 14' x 48' illuminated vinyl billboard for twelve (12) months located at I-59 North and I-459; (3) \$1,440 storage of four (4) vinyl billboards for twelve (12) months (\$120 per month); (4) \$2,400 hanging for six (6) hangings (\$400 each); and (5) \$6,000 production of four (4) 14' x 48' vinyl billboards. The contract amount shall not exceed \$59,340. The contract period is October 15, 2009 through September 30, 2010.
- e) 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 first or second as the most widely known and used job posting site in the United States. A thirty-five job posting package will reduce per job posting cost from \$365 for a thirty day posting to \$130 for a sixty day posting. This package also includes a bonus of three bolded postings. The contract includes the following: (1) Thirty-two (32) sixty (60) day job postings and (2) Three (3) sixty (60) day bolded job postings. The contract amount is not to exceed \$4500.00. The contract period is October 1, 2009 through September 30, 2010.
- f) Recommendation that the Board approve a contractual agreement between the Personnel Board and Alabama Sports Foundation to provide sponsorship of the 2009 Magic City Classic to be held on October 31, 2009. The Magic City Classic is an event that offers the opportunity reach not only a large number of individuals but also broad demographic of individuals. It is the largest black college classic in the country with attendance increasing every year since 2000. Last year over 69,000 spectators attended the game while approximately 40,000 fans tailgated on the grounds of the stadium. The event has strong family, student, and alumnae attendance. Alumnae from Montgomery and Huntsville as well as fans from all over the United States attend allowing us the opportunity to reach out of market candidates while they are in Birmingham. The contract includes the following: (1) Organization's name included in all radio advertising consisting of a six-week campaign in Birmingham, Montgomery, and Huntsville markets; (2) One (1) company logo listed on official website (themagiccityclassic.com) with link to our website; (3) One (1) full page advertisement in official game program; (4) One (1) 10' X 10' display in the

sponsor village during the pre-game tailgate party; (5) Six (6) public address announcements throughout the game; (6) Six (6) matrix board messages throughout the game; and (7) Four (4) banners in official treatment surrounding playing field. The contract amount shall not exceed \$25,000. The contract period shall commence upon signatures of contract and will terminate on October 31, 2009.

- g) Recommendation that the Board approve a contractual agreement between the Personnel Board and Implementation Services Group, Inc. (ISG). The 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 particularly important that ISG be available to the Board's IT staff to provide technical advice and assistance during the LSF9 upgrade that will occur over the next several months. The contract amount is \$17,400.00. The contract period is October 1, 2009 through September 30, 2010.
- h) Recommendation that the Board approve a contract renewal between the Personnel Board and Tier Technologies, Inc. Tier Technologies, Inc. provides support for the Board's Interactive Voice Response (IVR) System. The Board's Interactive Voice Response system provides applicants with information telephonically, e.g., placement on registers, test scores, user IDs, etc. The IVR system reads information contained in files and transmits that information to a caller. It is a more cost effective and efficient means of transmitting information than written correspondence, provides easily traceable and time stamped records, and eliminates thousands of calls to the Board. The IVR received some 30,000 calls during the previous twelve months, each lasting an average of 64 seconds. This would translate to approximately \$11,700 in staff time. Comparatively speaking, the actual cost of staff time would be something higher given that staff can not look up and provide information to callers as quickly as the automated system can. Additionally, time not spent on providing routine file information to callers can then be used to provide other essential Board services of a less routine nature. The contract amount is \$4,542 and the contract period is October 1, 2009 through September 30, 2010. Note: Server hardware is not covered by this maintenance agreement. In the event of a failure of the existing telephony board, the Board would be required to purchase a server compatible with upgraded technology plus a fee totaling \$4,300 from Tier Technologies for set-up.
- i) The City of Birmingham (Birmingham Museum) – Othello Giles
- j) Birmingham Fire & Rescue vs. Donald C. Bowen (ADM-LV-WOP-2008-0007)
- k) Birmingham Fire & Rescue vs. Veola Fritz (GR-200710-0170)

IV. INFORMATION AND DISCUSSION ITEMS

- a) July & August Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION