

PROPOSED AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

August 9, 2011

- I. OPENING REMARKS BY KENNETH L. MOORE, CHAIR
  
- II. OPERATIONAL UPDATES
  - Personnel Director's comments – Lorren Oliver
  - Deputy Director's comments – Jeff Crenshaw
  - HR Information and Technology Services – 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 July 12, 2011.
  
  - b) Recommendation that the Board approve the 2010-2011 Classification Survey Public Hearing Addressee Recommendations
  
  - c) Recommendation that the Board approve the 2011-2012 Salary Administration and Classification Plan
  
  - d) Recommendation that the Board approve a maintenance renewal agreement between the Personnel Board and Tier Technologies, Inc. Tier Technologies, Inc. provides the Personnel Board with Interactive Voice Response capability 24 hours a day, seven days a week. Callers use the IVR system to learn their rank on any registers on which their names appear, learn their test scores following administration of an examination, retrieve their user names for online systems, and learn of classification recommendations resulting from the Annual Classification Survey. This information would otherwise be available only during normal office hours and the 20 thousand+ calls annually would be fielded by staff. The Tier Technologies, Inc. maintenance agreement (Extended Warranty Plan) expires September 30, 2011. The maintenance agreement amount is \$4,542.00. The contract period is October 1, 2011 through September 30, 2012.
  
  - e) Recommendation that the Board approve a consulting services agreement between the Personnel Board and Perceptive Software, Inc. (ImageNow). Image Now 6.0 (the Personnel Board's document management software tool) will reach its "end-of-life status" on December 31, 2011 and maintenance on the product will no longer be provided. The Personnel Board must acquire consulting services from Perceptive Software in order to upgrade to ImageNow 6.6 to ensure appropriate functioning of, and maintenance on the software. The software for the upgrade is free of charge under our maintenance agreement with Perceptive Software; however, consulting services are needed in order to implement the upgrade. Consulting service for the upgrade would be provided by Perceptive Services at a cost of \$5,400.00.
  
  - f) Jefferson County Sheriff's Department vs. Verbon Latta (DA-2010-1780)

- g) City of Bessemer Police Department vs. Edwin Jones (DA-2010-1803)
- h) Edwin Jones vs. City of Bessemer Police Department (GR-2011-04-0257)
- i) Jefferson County Department of Health vs. Charles Dilliard (DA-2011-1821)
- j) City of Birmingham Police Department vs. Byron C. Miller (DA-2011-1847)
- k) City of Bessemer vs. Charles Nevins (DA-2011-1848)
- l) City of Birmingham Department of Public Works vs. John Green (ALWOP-2010-0027 & DA-2010-1794)
- m) David Bradford vs. Birmingham Fire & Rescue Services (IWP-2010-1776)
- n) Request for Extension of Administrative Leave With Pay – Lomore Allen, Public Safety Dispatcher II – City of Homewood Police Department

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Follow-up from Mayor's Association and Employee Association – Salary Schedule Modification
- b) Upgrade of Lawson Modules
- c) Advance Step Requests
- d) Provisional Appointments
  - a. Sandra Roberts – Pension Coordinator for the City of Birmingham (approved)
  - b. Tavaneka Turner – City Clerk III for the City of Bessemer (approved)
- e) Register Reinstatements
  - a. Brenda Thomas – Court Clerk (approved)
  - b. Paul Pritchett – Skilled Laborer (denied)
  - c. Tawanna Willoughby – Administrative Assistant I (approved)
- f) July Board Bi-Monthly Expenditure Report

#### V. EXECUTIVE SESSION