

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

July 13, 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 – Jeff Crenshaw

Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for meeting held on June 8, 2010.
- b) Recommendation that the Board approve the 2009-2010 Classification Survey
- c) Recommendation that the Board approve the 2010-2011 Salary Administration and Classification Plan.
- d) Recommendation that the Board approve a contractual agreement between the PBJC and Technical Innovation to provide audio and visual consulting and system implementation services for upgrade to the Personnel Board of Jefferson County's assessment center facility audio visual recording equipment within the terms of the Technical Innovation proposal dated May 7, 2010 (in response to Jefferson County's Request for Proposal No. 118-10, dated April 12, 2010). The upgrade to the assessment center facility will allow for improved efficiency with which assessment centers are administered and increased flexibility in the manner in which the PBJC may conduct the evaluation of candidate performance on individualized assessment center exercises. Such flexibility will allow for potentially reduced costs associated with assessment processes by greatly reducing the supplies needed to conduct the assessment and by reducing assessor related expenses (e.g., travel, food, & lodging) by allowing for remote assessment. The work would be performed during the month of August, 2010 and shall complete the services outlined by September 3, 2010. The contract amount shall not exceed \$225,744.44.
- e) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and Hola Latino LLC., in the amount not to exceed \$5,500. Jurisdictions continue to express a need for more bilingual and Hispanic employees particularly in public safety and medical positions. The Personnel Board contracted with Hola Latino in 2009 to provide a marketing campaign to attract Hispanic and bilingual applicants for public safety and nurse positions. The campaign significantly enhanced our ability to reach Hispanic applicants attracting nearly twice as many applicants for public safety positions and more

than three times as many applicants for nurse positions over recruiting efforts which did not include a partnership with Hola Latino. A similar marketing approach is proposed for the 2010 ongoing recruiting drive to attract bilingual and Hispanic applicants. Hola Latino will provide: (1) design and translation of radio commercials, promos, magazine advertisements, and flyers; (2) distribution of flyers to a minimum of 100 collaborative Mexican stores and community based centers throughout Central Alabama; (3) two (1/2 page) advertisements in Hola Alabama magazine; (4) bronze sponsorship at HOLA Latino Awards Gala, a campaign created to recognize the special achievements of public and private corporations, as well as non-profit organizations who stand out in their outreach and commitment to Alabama's growing Hispanic/Latino community; and (5) bronze sponsorship at "Law and Order" the signature campaign designed to profile public safety representatives, legal counselors, immigration professionals, and businesses related experts through a series of media strategies and events. The contract period is August 1, 2010 through September 30, 2010.

- f) Recommendation that the Personnel Board approve a contract renewal between the PBJC and BSI. BSI is proprietary software required for running the payroll module in the Lawson System. The Personnel Board uses the payroll module for time reporting and maintaining accrual balances. Without BSI, the Board could not utilize the electronic payroll module. The contract renewal period is July 20, 2010 through July 19, 2011. The contract amount is \$9,040.50.
- g) Recommendation that the Personnel Board approve a contract renewal between the PBJC and SPSS, Inc. SPSS is a statistical software package that is used frequently by the Performance Measurement Division to conduct various statistical analyses. These analyses include test score calculations, questionnaire/survey analyses, adverse impact calculations, significance testing of group differences, item analyses, reliability and inter-rater agreement analyses, and analyses to support test development (e.g., factor analysis). Without this software, the PBJC would be unable to accurately evaluate the properties of the tests it administers and would fail to be able to comply with professional and legal standards. The contract renewal period is September 2, 2010 through September 1, 2011. The contract amount is \$7,610.19.
- h) Request for extension of Administrative Leave With Pay – Jerrold Nemeth, Principal Accountant – Birmingham Finance Department
- i) Request for extension of Administrative Leave With Pay – Virginia Spidle, Chief Accountant – Birmingham Finance Department
- j) City of Birmingham Municipal Court vs. Jerol T. Tyson (DA-2009-1750)
- k) Jefferson County Sheriff's Department vs. Janis McCurdy (DA-2009-1720)
- l) Cooper Green Mercy Hospital vs. Naomi Dixon (DA-2010-1774)
- m) P. Renee Lister vs. Birmingham Fire and Rescue Services (GA-2010-05-0219)

- n) Roger Dale Wyatt vs. Birmingham Fire and Rescue Department (GR-2008-10-0192)
- o) Zhaleh McCullers vs. Jefferson County Land Development Department (GR-2010-01-0216)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Register Reinstatement – Marguerite Gorman
- b) Register Reinstatement – Margaret LaFan
- c) May & June Board Bi-Monthly Expenditures Report

V. EXECUTIVE SESSION