

PROPOSED AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

June 14, 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  
Kim Kinder – Classification & Compensation Survey Process

III. ACTION ITEMS

- a) Board minutes for meeting held on May 10, 2011.
- b) Recommendation to approve the Personnel Director's contract extension.
- c) Recommendation that the Personnel Board approve a contractual agreement between the Personnel Board and Freedom Reporting to provide transcription services for fiscal year 2012 with the option to renew two (2) additional one-year periods. The court reporter will be required to transcribe hearings and provide hard copies and media of transcriptions in an accurate and timely manner. This contract results from Jefferson County's Request for Proposal No. 59-11, dated February 23, 2011, as it relates to the Code of Alabama 1975 Article 2 – State Bid Laws. The Board conducts approximately forty-five (45) hearings per year. The contract amount shall not exceed \$15,000.
- d) The Personnel Board of Jefferson County has a need to engage the services of AdTrav Travel Management to purchase airline tickets for Personnel Board (PBJC) volunteer assessors who assist the PBJC in various aspects of our testing programs; research flight costs/duration of flights/number of flight connections; and utilize any viable airline regardless of method of payment requirements at the most economical price for the PBJC. On average, the travel agency will reserve approximately 300 flight reservations per year for the Personnel Board. This contract results from Jefferson County's Request for Proposal No. 87-11, dated March 21, 2011, as it relates to the Code of Alabama 1975 Article 2 – State Bid Laws. On average, the travel agency reserves approximately 300 flight reservations per year for the Personnel Board. The cost of the contract shall not exceed \$90,000.
- e) Recommendation that the Board approve a contract between the Personnel Board and AL.com to provide banner and skyscraper advertising on the AL.com website and to provide a service to automatically pull all positions posted on the Board's recruiting website, JobsQuest.org, to the jobs classified section of AL.com. The contract amount is \$14,700 and the contract period is October 1, 2011 through September 30, 2012.
- f) Recommendation that the Board approve a contractual agreement between the Personnel Board and AON Consulting, 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 2011-2012. 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. 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 cost of the contract shall not exceed \$35,640. The contract period is October 1, 2011 through September 30, 2012. Contractual agreement and cost of services remains the same from the previous contract between the Personnel Board of Jefferson County and AON spanning the dates of October 1, 2007 to September 30, 2011.

- g) Recommendation that the Board approve a contractual agreement between the Personnel Board and The Yusko Group, Inc. to provide written examinations for screening of Firefighter candidates. The purpose of this contract is to secure the professional services of The Yusko Group Inc., for the continued administration of The Yusko Group's entry level firefighter written examination for screening of firefighter candidates, during 2011-2012. This test battery includes two (2) sections which measure a broad range of abilities and personal characteristics which have been demonstrated to predict effective performance as a firefighter. The contract amount includes the use of the Entry Level Firefighter Examination and scoring services at the rate of \$12.50 per candidate tested. The cost of the contract shall not exceed \$18,750. The contract period is October 1, 2011 through September 30, 2012. Contractual agreement and cost of testing services remains the same from the previous contract between the Personnel Board of Jefferson County and The Yusko Group spanning the dates of October 1, 2007 to September 30, 2011.
- h) City of Birmingham Police Department vs. Dexter Cunningham (DA-2009-1737)
- i) City of Fairfield Police Department vs. Julius A. Gamblin (DA-2010-1799)
- j) City of Homewood Police Department vs. Marcus L. Cohen (DA-2010-1814)
- k) Jefferson Rehabilitation & Health Center vs. Daphne Polk (DA-2010-1793)
- l) City of Bessemer Police Department vs. Robert E. Lewis (DA-2010-1808)
- m) Recommendation that the Board approve a contractual agreement between the Personnel Board and Computer Products & Supplies International (CPSI) to provide maintenance and support for VMWare. In 2009, the Board moved from a physical server environment to a virtual environment. VMWare is the software that transforms a physical server into a virtual repository. Jefferson County currently has a contract with CPSI. The contract is in the amount of \$3620 for the period of June 25, 2011 through June 25, 2012, with an option to renew for up to two (2) additional one-year terms.

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Classification Survey - Public Hearing scheduled on July 12, 2011 at noon
- b) Follow-up from Mayor's Association and Employee Association – Salary Schedule Modification
- c) Advance Step Requests
- d) Provisional
- e) Reinstatement
- f) May Board Bi-Monthly Expenditure Reports

#### V. EXECUTIVE SESSION