

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

November 9, 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 – Brian Bellenger

Business Office – Cynthia Holiness

III. ACTION ITEMS

- a) Board minutes for meeting held on October 12, 2010.
- b) Board minutes for meeting held on October 21, 2010.
- c) Recommendation that the Board approve the Personnel Board's revised Equipment Security Policy. Staff has made slight modifications to its Equipment Security Policy which has been in place since January 11, 2005. Because of the Board's substantial investment in technology, it implemented an Equipment Security Policy in 2005 that sets forth appropriate uses of and safeguards for the Board's technical equipment, establishes an equipment inventory protocol, and directs an equipment audit at least once every two years. These internal controls are intended to protect the Board's equipment assets. This revision updates language to be compatible with the County's SAP Financial System procedures and clarifies the ownership of the policy as shared between the Board's Business Officer and the Board's Network Administrator II.
- d) Recommendation that the Board approve the Personnel Board's Volunteer and Community Service Policy, Request to Volunteer Form, Volunteer Sign-off, Release Form and Agency List from Hands On Birmingham. The purpose of this policy is to enhance the exposure and visibility of the Personnel Board of Jefferson County within the community by encouraging employees to serve as community partners through legitimate and approved community service/volunteer activities. This policy establishes guidelines and procedures for Personnel Board employees who wish to participate in community service and volunteerism activities in Jefferson County during normal business hours.
- e) Recommendation that the Board approve a contract agreement between the Personnel Board and High Ground Solutions, Inc. to provide a hosted IVR (Interactive Voice Response) outbound dialing system to support the Board's register maintenance process. The Board has implemented a process to validate whether candidates whose names appear on hiring registers continue to be interested in and available for employment in the Merit System. This is an important process because registers remain active for a minimum of twelve

months, during which time candidates, for a variety of reasons, may become unavailable for continued consideration. Each month, candidates on registers are auto-dialed at their telephone number on record and asked about their continued availability. They are also contacted through automatic email notices and through text messaging. Candidates interested in remaining active respond online or through voice mail. Candidates who do not respond or who indicate they are no longer available are removed. To accomplish this register purge process without the auto-dial automation is prohibitively time-intensive. The contract amount is \$2,495.00 for the period January 1, 2011 through December 31, 2011.

- f) Recommendation that the Board approve an amendment to the previously approved contract extension (approved by the Three Member Board on March 9, 2010) with Technical Innovations to provide continued maintenance of the audio, video, and computer equipment located within the PBJC Test Administration Facility and the Hearing Room. The contract amendment will modify the contract termination date from December 31, 2010 to February 28, 2011 and reduce the monthly amount from \$2791.66 per month to \$2432.11 (the monthly rate has been reduced due to the system upgrade). The change in the contract duration will give the Board adequate time to proceed with the competitive bid process for this service.
- g) Recommendation that the Board approve a new classification, Waste Water Treatment Plant (WWTP) Operator II (Job Code 8395, with a proposed pay grade of G-17 and a salary range of \$32,968 - \$44,179) for Jefferson County Environmental Services Department. In conjunction with recommendations from the Report of Special Masters on February 10, 2009, the Environmental Services Department requested the Personnel Board evaluate the grade, pay and certification requirements for WWTP Operators. Based on the trends and standards identified in the market, an additional level of WWTP Operator was recommended with the Alabama Department of Environmental Management Class IV certification required. The purpose of this class is to collect and test wastewater samples and operate, monitor and perform preventive maintenance for a wastewater treatment plant to ensure local, state and federal requirements and guidelines are met. Market data for a WWTP Operator II suggests an average range of pay from \$33,795 - \$48,428.
- h) City of Birmingham Municipal Court vs. Kathleen Davis (DA-2010-1810)
- i) Jefferson County Sheriff's Office vs. Felicia Rucker (DA-2010-1781)
- j) Cooper Green Mercy Hospital vs. Jardin D. Shaw (DA-2010-1791)
- k) City of Midfield vs. Melanie Norris Higgins (DA-2010-1804)
- l) City of Birmingham Police Department vs. James M. Hooie (DA-2010-1742)
- m) City of Bessemer Police Department vs. Jonathan Brand (DA-2010-1777)
- n) Lisa M. Pack vs. Jefferson County Roads & Transportation (GR-2010-07-0236)

- o) Zhaleh McCullers vs. Jefferson County Land Development (GR-2010-06-0225, GR-2010-07-0233 & GR-2010-07-0233B)
- p) Janet Brewer vs. Jefferson County Land Development (GR-2010-06-0223 & GR-2010-07-223B)
- q) Felton R. Jackson vs. Birmingham Traffic Engineering (GR-2010-09-0237)
- r) Jefferson County Rehabilitation & Health Center vs. Derry J. Johnson (CV-2010-902069)

IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Gardendale Resolution No. 2010-40 granting two (2%) percent Cost of Living Allowance for all full-time positions, and all part-time positions in the classified service for the City of Gardendale, effective October 1, 2010.
- b) October Board Bi-Monthly Expenditure Reports
- c) Chairman Alfred (Buddy) Smith – Closing Remarks

V. EXECUTIVE SESSION