

REVISED PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

October 9, 2007

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - Overview of Records Management – Roger McCullough
 - HR Information and Technology Services – Roger McCullough
 - Business Office – Cynthia Holiness
 - Performance Measurement – Jeff Crenshaw
 - Workforce Development & Applicant Services – Guy Dewees
- III. ACTION ITEMS
 - a) Board minutes for meeting held on August 14, 2007. Board approved the minutes on September 11, 2007; however, we did not receive a signed copy of minutes.
 - b) Board minutes for meeting held on September 11, 2007.
 - c) Revised salary schedule for the PBJC-Director to reflect a three percent Cost of Living Adjustment for fiscal year 2008. There was an error in the salary scheduled for the PBJC-Director that was submitted to the Three Member Board for approval on July 10, 2007. The revised salary schedule reflects the accurate adjustment for the three percent Cost of Living Adjustment for fiscal year 2008.
 - d) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and KPI Latino in the amount of \$8,280.00. KPI Latino has provided marketing to attract Hispanic and bilingual applicants for our most recent public safety recruiting campaigns. These campaigns significantly enhanced our ability to reach Hispanic applicants attracting nearly three times as many as Firefighter and Police Officer/Deputy Sheriff candidates as recruiting efforts which did not include a partnership with KPI Latino. A similar marketing approach is proposed for the 2007 Firefighter and ongoing Law enforcement recruiting drive to attract bilingual and Hispanic applicants. KPI Latino will provide design and translation of radio commercials, promos, and newspaper advertising; promotion of onsite career event and bilingual staff provided at event; newsprint-1/2 page advertisements in the En Español Magazine (two months); radio spots-336 (thirty second commercial) spots to run during KPI Latino Radio shows statewide (five AM and three FM stations as well as streaming internet) and Hola Alabama (96 live sponsorship mentions and weekly live interviews with law enforcement and fire personnel); television spots- including sixteen (thirty second commercial) spots to run during Hola Amigos on Charter Media cable and PAX cable and satellite covering a twenty county area of central, northeast, and western Alabama; Hola Amigos-feature story television segment (2.5 minutes) covering firefighter recruiting in Jefferson County and eight Hispanic actors (talent) for video production.
 - e) Recommendation that the Personnel Board approve a contractual agreement between the PBJC and Fiesta 2006/KPI Latino in the amount of \$2,615.00.

Fiesta 2007 is an opportunity to reach a large concentration of Hispanic and bilingual applicants. Fiesta 2006 attracted 18,000 people making the largest Hispanic festival in the State of Alabama last year. KPI Latino manages and markets this event. KPI Latino will provide exhibitor location with internet access and electricity, promotion of the Personnel Board's participation in the event on eight Spanish radio stations throughout the state, and two bilingual staff to assist with on-site recruiting, promotion and applications.

- f) Recommendation that the Personnel Board approve a new classification of Revenue Integrity Coordinator. Cooper Green Hospital requests to create a new classification of Revenue Integrity Coordinator (Job Code 1072), with a proposed pay grade G-25. The purpose of this classification is to provide quality control oversight of all charge capture activities in the Hospital's revenue producing departments. This classification ensures that all departments are accounting for all appropriate charges for services provided in an accurate and timely manner and that the proper codes and modifiers are used. Market data suggests a minimum salary of \$44,829 and a maximum of \$69,585. The proposed duties and responsibilities are increasingly common in healthcare, although the classification itself varies widely. This classification requires knowledge of CPT, HPCPS, and ICD-9 coding, Medicare, Medicaid, and other third party reimbursement policies and rules, and knowledge of automated patient billing systems. There is no existing classification in the Merit System to perform these duties and responsibilities.
- g) Recommendation that the Personnel Board not approve the City of Vestavia's request for a retroactive pay adjustment for Police Chief James "Butch" Wilson.
- h) Resolution No. 2007-07 from the City of Warrior granting pay grade changes for the classifications of Police Chief, Police Lieutenant, Police Sergeant, and Police Officer of the City of Warrior effective immediately.
- i) Approval of City of Birmingham Resolution #2013-06 and acknowledgement of resolution #1170-07 with qualification
- j) Henry Higgins III vs. City of Birmingham Police Department (GR-2007-07-0161)
- k) David Nance vs. Birmingham Fire & Rescue Services (IWP-2007-1635)
- l) Scott Leigh vs. Personnel Board of Jefferson County - Rule 9.5 & 9.12 Appeal of Eligibility to sit for Promotional Test
- m) Appointment of City of Birmingham Pension Board

IV. INFORMATION AND DISCUSSION ITEMS

- a) Requests to Appoint to the Exempt Executive Service
- b) City of Birmingham – Inclusion of Uniform Allowance in Base Pay
- c) Proposed Language for revision to Rule 7.7
- d) Rule Revision Process

- e) Resolution from the Jefferson County Department of Health removing the 320 hour limitation on accrued vacation leave and allowing employees to accumulate an unlimited number of vacation hours to be used in accordance with existing usage rules and regulations.
- f) Annual Review of Hearing Officer roster
- g) Follow-up meetings with Appointing Authorities
- h) Advance Step Requests

V. ACKNOWLEDGMENT OF COST OF LIVING RESOLUTIONS

- i) Resolution No. 2007-029 from the City of Trussville granting a three percent (3%) cost of living increase to all classified and unclassified employees effective September 15, 2007.
- j) Resolution No. 1255 from the City of Fultondale granting a three percent (3%) cost of living increase for all eligible employees, effective with the pay period that is paid on October 12, 2007.
- k) Resolution No. 2007-079 from the City of Gardendale granting a three percent (3%) pay increase to all full-time positions and part-time non-minimum wage positions in the classified service, effective October 1, 2007.
- l) Resolution from the Jefferson County Department of Health granting a three percent (3%) cost of living increase for all eligible employees of Department of Health, effective October 2007.
- m) Resolution No. 07-142 from the City of Mountain Brook granting a three percent (3%) salary increase to all employees (classified and unclassified) including employees of The Emmet O'Neal Library Board effective October 2, 2007.
- n) Resolution No. 3786 from the City of Vestavia Hills granting a one percent (1%) salary increase to all employees of the city of Vestavia Hills, effective October 1, 2007.
- o) Resolution No. 07-143 from the City of Homewood granting a one percent (1%) cost of living allowance for employees, effective October 1, 2007.
- p) Resolution No. 6492 from the City of Tarrant granting a three percent (3%) across the board salary increase for all city employees including the Tarrant Electric Department, effective October 1, 2007.

VI. EXECUTIVE SESSION