

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

September 20, 2011

I. OPENING REMARKS BY KENNETH L. MOORE, CHAIR

II. OPERATIONAL UPDATES

Personnel Director's comments – Lorren Oliver
Deputy Director's comments – Jeff Crenshaw
Classification & Compensation – Kim Kinder
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 August 9, 2011.
- b) Recommendation that the Board approve a maintenance renewal agreement between the Personnel Board and Perceptive Software, Inc. (ImageNow). Perceptive Software, Inc. provides the Board with document imaging capability. In 2004, the Board transitioned from a paper-based to a virtual environment. Part of this transition included the imaging of over two million paper documents housed in various file cabinets throughout the Board. Electronic imaging eliminates physical storage requirements, enhances document security, is web accessed, and provides a much more efficient process of document storage and retrieval. The maintenance agreement amount is \$11,698.00 (same amount as last year). The contract period is October 1, 2011 through September 30, 2012.
- c) Recommendation that the Board approve a contractual agreement between Jefferson County Commission (Waste Water Plants) and Cox Landscaping in the amount of \$60,000. The contractor is one of three companies (Cox, Davlin and Vision Landscapes) providing grounds maintenance services and property cleanup for the Jefferson County Environmental Services Waste Water Treatment Plant facilities to include mowing, edging, trimming, weeding, blowing and picking up and removing trash and debris. Upon review of the contract, it is determined the duties being performed are consistent with functions normally performed by common laborers. As the Enabling Act states, laborers are included in the unclassified system which the Personnel Board has no authority over. Therefore, due to the nature of services being performed by laborers, approval of the contract is recommended. Jurisdictions are responsible for due diligence, including cost analysis, when determining if a contract is appropriate. Approval of this contract is not a representation by the Personnel Board of Jefferson County as to the appropriateness of the proposed cost of the contract relative to the cost of common laborers. The contract period is June 1, 2011 through May 31, 2012, with a two-year extension option.

- d) Recommendation that the Board approve the Jefferson County Cooper Green Mercy Hospital recommendation to add shift differential rates for medical support staff personnel as outlined below:

Title	Evening Rate Recommendation	Night Rate Recommendation
Maintenance Mechanic	\$0.75	\$0.75
Senior Maintenance Mechanic	\$0.75	\$0.75
Security Officer	\$0.50	\$0.50

Medical personnel and support staff at Cooper Green Mercy Hospital regularly assigned to work the evening and night shifts are eligible for a flat rate differential. Evening shift includes an eight hour shift that begins at 3:00 p.m., while the eight hour night shift begins at 11:00 p.m. Jefferson County Cooper Green Mercy Hospital requests to add shift differentials for the Maintenance Mechanic, Sr. Maintenance Mechanic and Security Officer classes that were recently transferred to Cooper Green from the General Services Department. The recommended shift differentials are competitive with current market conditions and comparable to shift differential rates paid to current Cooper Green employees.

- e) City of Birmingham Department of Public Works vs. Eddie Chambers (DA-2011-1820)
- f) City of Bessemer Street & Sanitation vs. Willie Burgin (DA-2011-1823)
- g) City of Bessemer Department of Public Improvement vs. Dewarren Bonaparte (DA-2011-1824)
- h) City of Birmingham Department of Equipment Management vs. James Robinson (DA-2011-1826)
- i) Bessemer Municipal Court vs. CheRee Dudley (DA-2011-1828)
- j) City of Birmingham Department of Equipment Management vs. Willie Woodard (DA-2011-1837)
- k) City of Birmingham Police Department vs. Ryan Pryor (DA-2011-1841)
- l) City of Bessemer (Utilities) vs. Christopher Levins (DA-2011-1842)
- m) City of Homewood Police Department vs. Philip Ray Cavender (DA-2011-1839) – Joint Motion to Dismiss Appeal and Settlement Agreement
- n) Otis Smith – Appeal of Director’s Determination

IV. INFORMATION AND DISCUSSION ITEMS

- a) Salary Schedule Modification Meeting
- b) Advance Step Requests

- c) Provisional Appointment
 - a. Carlton McCullough – Computer Operator I – City of Birmingham (approved)
- d) Register Reinstatements
 - a. Adrian Yarbrough – Human Resource Planner (approved)
 - b. Scott Simon – Skilled Laborer (approved)
- e) Intergovernmental Transfer
 - a. Eric Jones – Corrections Officer – City of Birmingham (denied)
- f) August Board Bi-Monthly Expenditure Reports

V. EXECUTIVE SESSION