

PROPOSED AGENDA  
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

February 9, 2010

I. OPENING REMARKS BY BUDDY SMITH

II. OPERATIONAL UPDATES

Personnel Director's comments

Business Office – Cynthia Holiness

HR Information and Technology Services – Roger McCullough

Workforce Development & Applicant Services – Guy Dewees

Performance Measurement – Jeff Crenshaw

III. ACTION ITEMS

- a) Board minutes for meeting held on January 12, 2010.
- b) Recommendation that the Board approve a contractual agreement between the Personnel Board and the Birmingham News to provide newspaper advertising. While source data indicates that newsprint is becoming less effective for recruiting overall, it remains effective at reaching applicants for certain job groups such as medical, skilled trade, food services, and public safety. We have reduced our use of newsprint accordingly and therefore expenses have declined by over thirty percent from last year. A commitment of at least \$10,000 in advertising will reduce the per line cost nearly sixty percent from the non-contract rate. Advertising services under this contract will not exceed \$20,000.00 for the contract period February 9, 2010 through February 9, 2011.
- c) Recommendation that the Board renew the legal research service agreement with Thomson West (Westlaw) which expires on March 1, 2010. It includes online service and updates to print materials to the Code of Alabama and the Federal and State Rules of Court. The purpose of this contract is to allow the General Counsel and paralegal to have access to online legal research at the Personnel Board for the year March 1, 2010 - March 1, 2011. The total renewal will be \$7019.44 (\$6,661.44 for online service and \$358 for annual updates of Code of Alabama and Federal and State Rules of Court). The terms of coverage are included in the attached information.
- d) Recommendation that the Board approve the renewal of the maintenance agreement between the Personnel Board and Intrepid Technical Services (ServRight) in the amount of \$850.00. Intrepid Technical Services (ServRight) will provide service and maintenance of the Board's Formax Pressure Sealer FD2000 for one year. The service agreement period is April 1, 2009 through March 31, 2010.
- e) Recommendation that the Board approve a new classification for the City of Birmingham, 6478 Forensic Services Manager with a proposed grade of G-30 and a salary range of \$58,011.20 - \$89,897.60. The purpose of this classification is to manage the technical and scientific operations and personnel of the

Forensic Services Division of the Birmingham Police Department. The position will have overall responsibility for the application of theories of forensic science, forensic science laboratory practices and the credibility of the Forensic Services Division by performing complex technical work in collecting and analyzing crime evidence. Market data for a Forensic Services Manager suggests an average rate of pay of \$74,882.

- f) Recommendation that the Board approve a new classification for Jefferson County Commission, 2993 Economic Development Manager with a proposed grade of G-32 and a salary range of \$65,166 - \$107,171. This request is a result of the reorganization of the Economic Development Department and the Community Development Department into the Department of Community & Economic Development, which is a fairly common structure among other jurisdictions. As a result, some of the authority of the Economic Development Director was removed and redistributed to the Assistant Director and Director of the Department of Community & Economic Development creating a manager level, rather than a Director of Economic Development. Market data for an Economic Development Manager suggests an average rate of pay of \$83,155.
- g) Birmingham Police Department vs. Dexter Cunningham (DA-2009-1737)
- h) Birmingham Police Department vs. Karon L. Williams (DA-2009-1738)
- i) Birmingham Police Department vs. Charles R. Christian (DA-2009-1746)
- j) Birmingham Municipal Court vs. Jerol Tyson (DA-2009-1750)
- k) Jefferson Rehabilitation & Health Center vs. Clarence Youngblood (DA-2009-1751)
- l) Jefferson County Family Court vs. Tony L. Washington (DA-2009-1752)
- m) Jefferson County District Attorney's Office vs. Gayle M. Murray (DA-2009-1760)
- n) Jefferson County Information Technology vs. Allen Franklin (ADM LV WOP - 2009-0013)
- o) Jefferson County Finance Department vs. Dorothea Pruitt (ADM LV WOP - 2009-0016)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Bessemer - Malcolm Pirnie, Inc. Contract
- b) City of Birmingham – Malcolm Pirnie, Inc. Contract
- c) January Board Bi-Monthly Expenditure Reports

#### V. EXECUTIVE SESSION