

REVISED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

April 8, 2008

- I. OPENING REMARKS BY BUDDY SMITH
- II. OPERATIONAL UPDATES
 - Personnel Director's comments
 - Five Year Survey Process – Kim Kinder
 - Demonstration of “MyMeritMatters” – Roger McCullough
 - Workforce Development & Applicant Services – Guy Dewees
 - Performance Measurement – Jeff Crenshaw
 - Business Office – Cynthia Holiness
- III. ACTION ITEMS
 - a) Board minutes for meeting held on March 11, 2008.
 - b) Recommendation that the Board approve a new classification for Jefferson County Commission, 2536 SAP Application Specialist with a proposed pay grade G-27. The purpose of this classification is to maintain and support one or more of the major components of the SAP modules including Financial and Cost Accounting, Materials Management & Inventory and Supplier Relationship Management. This classification is responsible for all tasks of the module from the business process definition to configuration, script development, unit testing, reporting, quality assurance, production, assistance and follow up with end users. Market data for a SAP Application Specialist suggests a minimum salary of \$45,200 and a maximum of \$79,310.
 - c) Recommendation that the Board approve a new classification the Office of Senior Citizens Services recommendation to create a new classification, 0080 Information Specialist with a proposed pay grade of G-14 and a salary range of \$26,582.40 - \$41,225.60. Jefferson County Office of Senior Citizens Services contracted the services of an Information and Referral Specialist responsible for providing information and assistance to senior citizens in Jefferson County pertaining to resources, benefits and programs available to persons 60 years or older. The nature of the duties outlined in the contract were not such that would justify employing Non-Merit System employees. The contract was denied and the classification of Information Specialist for the Office of Senior Citizens Services was created. Market data for Information and Referral Specialists suggest an average rate of pay of \$30,863.
 - d) Recommendation that the Board approve the revision of Premium Code 5 to include Firefighters who possess an Emergency Medical Technician I, Emergency Medical Technician II or Emergency Medical Technician III Certification and who are regularly assigned to a rescue unit, maintain a State Department of Public Health EMT License and are credentialed as defined by the Alabama Department of Public Health, be eligible for a one-step increase or 5% above the regular rate of pay.
 - e) Allocation of Personnel Board Expenditures – Fiscal Year 2006
 - f) Jefferson County Department of Revenue v. Johanna Stafford (DA-2007-1667)

- g) City of Birmingham Department of Public Works v. Tammy Warren (DA-2004-1485)
- h) Jefferson County Sheriff's Department v. Antonio Allums (DA-2004-1487)
- i) City of Birmingham Fire & Rescue Department v. Collins Harries (IWP-2007-1656)

IV. INFORMATION AND DISCUSSION ITEMS

- a) Advance Step Requests
- b) March Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION