

**REVISED AGENDA**  
**PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA**

July 8, 2008

- 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 June 10, 2008.
  - b) Recommendation that the Board approve a new classification for Jefferson County Commission, 2537 SAP Project Manager with a proposed pay grade G-34. The purpose of this classification is to provide overall management of the SAP Department whose function is to identify application solutions, lead projects to implement solutions, provide user support and monitor, document and report on SAP status and risk issues. Market data for a SAP Project Manager suggests an average salary of \$86,100 which is comparable to the Jefferson County Salary Structure for a Grade 34, Step 5 of \$85,550.
  - c) Recommendation that the Board approve a new classification for Jefferson County Commission, 3178 Deputy Director Environmental Services with a proposed pay grade G-39 and a salary range of \$89,877 - \$139,506. The purpose of this classification is to assist the Director of Environmental Services in a wide range of activities related to sewer engineering and construction and wastewater treatment plants in order to provide clean water to Jefferson County residents. The Director of Environmental Services is a Grade 43 with direct reports varying in grade levels up to a Grade 35. Internal comparisons with similar reporting relationships include Deputy Director of Information Technology, G-39 reporting to Director of Information Technology, G-43.
  - d) Recommendation that the Board approve a new classification for Jefferson County Commission, Chief Auditor, Job Code 1009. The Jefferson County Commission has requested that the Personnel Board establish a new class of Chief Auditor in the Merit System with a proposed pay grade 32. The current salary range corresponding to Grade 32 in the Jefferson County Commission is \$63,897.60 - \$99,195.20. This class would be a comparable position to the existing class of Chief Accountant. The class will be responsible for directing the activities of the Auditing Division of the Revenue Department, performing complex tax audits, assuring compliance with applicable laws, regulations and statutes, and managing a large staff of employees.
  - e) Recommendation that the Board approve a contract between Jefferson County (Commission) and Alpha Omega Group d/b/a LaTanya Millhouse in the amount of \$3,600 (\$300 per month not to exceed 12 months). Alpha Omega Group d/b/a

LaTanya Millhouse to provide temporary short term community outreach services for Jefferson County District 2. Services include attending community meetings, providing community feedback, reporting upcoming events and concerns of residents and preparing necessary correspondence. While there is a merit system classification of Community Resource Representative that could perform the functions, the services can not be performed as economically or practically due to the sporadic and short term nature of the assignment. The minimum hourly rate for a Community Resource Representative is \$17.12. At this rate, a merit system employee would work less than 5 hours/week to be paid at the monthly contract rate of \$300/month. Due to the scope of this project, the financial considerations and the short term duration, it is recommended that the contract be approved.

- f) Recommendation that the Board approve a three month contract renewal between the Personnel Board and Lamar Companies in the amount of \$16,535.00 for billboard advertising. The current billboard campaign utilizes two large vinyl boards in static locations. These boards rotate between marketing medical, entry-level firefighter, and law enforcement positions. The current contract with Lamar Companies to provide this service will expire on July 15, 2008. Given the notable level of interest and the positive reactions from both applicants and jurisdiction authorities, a new contract is proposed to continue the use of this advertising.
- g) Recommendation that the Board approve a three year lease agreement between the Personnel Board and LaSalle Systems Leasing (leasing company for Berney Office Solutions) for three replacement copiers. Current lease agreements will expire August 1, 2008.
- h) Jefferson Rehabilitation and Health Center vs. Waymon Klein (DA-2007-1666)
- i) Micah Fornest vs. Birmingham Fire & Rescue Service (IWP-2008-1688)
- j) Ronald Smith vs. Birmingham Parole & Probation & Probation Department (GR-2007-10-0173)
- k) Debbie Dancy vs. Birmingham Fire & Rescue Service (IWP-2008-1690)
- l) Jefferson County Sheriff's Department vs. Antquan Hill (DA-2007-1662)
- m) Birmingham Police Department vs. Reginald Howard (DA-2007-1617)
- n) Marti Abernathy/Michael Jackson vs. Homewood Police Department (GR-2007-09-0165)
- o) Jefferson County Revenue Department vs. Erick Pruitt (DA-2007-1661)

#### IV. INFORMATION AND DISCUSSION ITEMS

- a) Jefferson County Health Department Resolution Concerning Family Illness

- b) Ordinance No. 3362 from the City of Bessemer granting a three percent (3%) pay increase for the City of Bessemer's employees for the period beginning October 1, 2007 and ending September 30, 2008.
- c) Advance Step Requests
- d) June Board Bi-weekly Expenditure Report

#### V. EXECUTIVE SESSION