

PROPOSED AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY MEETING AGENDA

May 13, 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 April 8, 2008.
- b) Recommendation that the Board approve the 2008-2009 Proposed Budget which includes the provision for a two percent (2%) Cost of Living Adjustment with a contingency.
- c) Recommendation that the Board approve the 2008-2009 Holiday Schedule.
- d) Recommendation that the Board approve PBJC In-Service Day.
- e) Allocation of Personnel Board Expenditures – Fiscal Year 2007
- f) Recommendation that the Board approve a new classification for Jefferson County Commission, Audio Visual Technician with a proposed pay grade of G-18 and a salary range of \$32,323 - \$50,086 and deny the creation of a Senior Audio Visual Technician. The purpose of this classification is to provide audio visual services to Jefferson County Departments including operating equipment and systems to facilitate video conferencing, video recording, multimedia presentations and editing media work. Market data for an Audio Visual Technician suggests a minimum salary of \$31,200 and a maximum of \$47,108. Jefferson County Commission further requested a Senior Audio Visual Technician to serve as the subject matter expert; however, there is not sufficient data available in the market or significant distinguishable job characteristics to support a Senior Audio Visual Technician classification.
- g) Recommendation that the Board approve two new classifications for the City of Birmingham, Records Management Manager with a proposed pay grade of G-25 and a salary range of \$44,907 - \$69,742 and a Records Management Analyst with a proposed pay grade of G-21 and a salary range of \$36,982 - \$57,429. These positions were previously housed in the Birmingham Library and as such were not merit system classifications. The positions are responsible for record management services for the City of Birmingham to include the disposal of public records, monitoring of public records by scanning or other imaging technology, preparation of retention schedules, training departments in proper records management procedures and inspection of storage facilities. Record Management functions are performed in accordance with federal, state and local laws and ordinances. Market data for a Records Management Manager suggests a minimum salary of \$51,195 and a maximum of \$76,972 and market data for a Records Management Analyst suggests a minimum salary of \$32,358

and a maximum of \$49,919.

- h) Recommendation that the Board approve an advertising contract between the Birmingham Regional Chamber of Commerce in the amount of \$2,000. The 2008 Young Professionals' Exposition presents a unique opportunity to reach over six hundred civic minded professional-level individuals. Attendees include members of the Birmingham Regional Chamber of Commerce's Young Professionals' organization as well as the junior board members of all the various organizations under the Chamber. Members of these organizations are more likely to have a higher sense of public duty and are therefore more likely to be interested in public sector career than other young professionals.
- i) Recommendation that the Board approve a consulting services agreement between the Personnel Board and The Yusko Group, Inc. to provide written examinations for screening of Firefighter candidates. The purpose of this contract is to secure the professional services of The Yusko Group Consulting Inc., for the continued administration of The Yusko Group's entry level firefighter written examination for screening of police office candidates, during 2007-2009. This test battery includes two (2) sections which measure a broad range of abilities and personal characteristics which have been demonstrated to predict effective performance as a firefighter. The Yusko Group Consulting, Inc. will provide the Board with the following materials and services to meet the needs described above: (1) sufficient quantity of test booklets to accommodate the scheduled candidate group(s) test administrations; (2) answer documents for the written test; (3) administration instructions and script; (4) examination scoring services; and (5) a web-based delivery system that will allow the test to be administered and scored via computer.
- j) Recommendation that the Board approve a consulting services agreement between the Personnel Board and Valtera Corporation (Richard Jeanneret, Ph.D.) for Industrial/Organizational Psychology expert advice for selection procedures developed and administered by the Personnel Board.
- k) Recommendation that the Board approve a consulting services agreement between the Personnel Board and James Outtz, Ph.D. for Industrial/Organizational Psychology expert advice for selection procedures developed and administered by the Personnel Board.
- l) Recommendation that the Board approve a consulting services agreement between the Personnel Board and Neal Schmitt, Ph.D. for Industrial/Organizational Psychology expert advice for selection procedures developed and administered by the Personnel Board.
- m) Recommendation that the Board approve a contract between Jefferson County Commission (Family Court) and Shannon S. Crenshaw, M.Ed. in the amount of \$32,500. Shannon S. Crenshaw, M.Ed. will provide on-site General Equivalency Diploma (GED) and remedial education classes to juveniles in the Family Court system. Ms. Crenshaw currently provides GED education for St. Mary's Episcopal Church and has other projects related to teaching, grant research and financial management. The work is on an as needed basis, as classes must have a minimum of 15 students and the contractor will be limited to a maximum of 25 hours per week (\$24.90/hour not to exceed 25 hours/week). The work had previously been contracted to Innovative Approach who provided a broad range of services including program development, staffing and management of the On-Site Competency and Accountability Program for Family Court. The duties and responsibilities of the Executive Director, Program Coordinator and Assistant

Director provided by Innovate Approach were incorporated into merit system classifications, with the exclusion of the GED education classes. There is not a qualified merit employee available for appointment to this type of limited, infrequent and specialized work. Based on the nature of the duties and available merit system employees to perform the function, it is recommended the contract be approved.

- n) Recommendation that the Board deny the Executive Appointment of the City of Birmingham Public Works Director
- o) Jefferson County Probate Court vs. Denise Yarbrough (DA-2007-1632)
- p) Birmingham Public Works vs. Larry Jackson (DA-2008-1683)
- q) City of Birmingham Fire & Rescue Department vs. Marlin Willis (DA-2007-1647)
- r) City of Birmingham Police Department vs. Harry Miller (DA-2007-1663)
- s) Jefferson County Roads & Transportation vs. Joseph Pierson (DA-2007-1655)
- t) Ronald Gilmore vs. City of Fairfield (IWP-2007-1665)
- u) Jefferson County Revenue Department vs. Erick Pruitt (DA-2007-1661)
- v) Jefferson County Sheriff's Department vs. Theron Gunn (DA-2007-1630)
- w) Jefferson County Sheriff's Department v. Shajuana Perdue (DA-2008-1669)
- x) Extension of Administrative Leave with Pay for Deputy Paul D. Thomason (Jefferson County Sheriff's Department)
- y) Extension of Administrative Leave with Pay for Roderick Mayor – Jefferson County Health Department
- z) Extension of Administrative Leave with Pay for David G. Newton (Jefferson County Sheriff's Department)
- aa) Extension of Administrative Leave with Pay for Randy Stone (Jefferson County Sheriff's Department)

IV. INFORMATION AND DISCUSSION ITEMS

- a) City of Birmingham Department of Economic Development
- b) Resolution No. 2008-04-12 from the City of Leeds reaffirming and ratifying its five percent (5%) cost of living pay increase to its employees, effective April 11, 2008.
- c) Advance Step Requests
- d) March/April Board Bi-weekly Expenditure Reports

V. EXECUTIVE SESSION