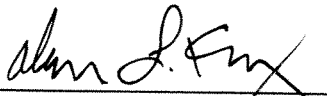


RULES AND REGULATIONS
of the
CITIZENS SUPERVISORY COMMISSION
OF JEFFERSON COUNTY

Pursuant to the provisions of Section 5 of Act #248 of the 1945 Regular Session of the Alabama Legislature, as amended, the Members of the Citizens Supervisory Commission (CSC), by unanimous vote, adopted Rules and Regulations of the CSC at the **Tuesday, June 2, 2015**, Specially Called Meeting held in the courtroom of Judge Alan L. King, Probate Court, First Floor, Room 120, Jefferson County Courthouse, 716 Richard Arrington Boulevard North, Birmingham, Alabama 35203.

Adopted June 2, 2015



Alan L. King
Judge of Probate
and
Ex Officio Chairman
Citizens Supervisory Commission

Preamble

Act No. 248, H. 580, of the Alabama Legislature of 1945, establishes the Citizens Supervisory Commission of Jefferson County, Alabama, and governs its operation. The composition of the Citizens Supervisory Commission was modified by Woods v. Florence, CV82-PT-2272-S (N.D. Ala. April 29, 1985). Section 5 of the Act creates the Commission and prescribes its powers, including the power to adopt, from time to time, such rules, regulations and modes of procedure as it deems expedient to enable it to dispatch in an orderly manner its business. The Rules and Regulations that follow comport with and execute the mandates of the Act and, unless found to be contrary to the Act, have the force and effect of law. The application of any Rule contained in this document or any paragraph therein may be read in conjunction with language in a related Rule or any paragraph therein; consequently, these Rules and Regulations must be read in their entirety.

RULE 1: GENERAL PROVISIONS

1.1 AUTHORITY

These Rules and Regulations are promulgated pursuant to the authority of Section 5 of 1945 Ala. Acts 248, as amended. These Rules and Regulations shall govern the Citizens Supervisory Commission of Jefferson County, Alabama.

RULE 2: RULE MAKING

2.1 ADOPTION, AMENDMENT, AND REPEAL OF RULES

The Commission may from time to time adopt new Rules, or amend or repeal existing Rules, at any regular semi-annual meeting or at any specially called meeting. No change to these Rules shall become effective unless approved by a majority vote of the Commission with a quorum present. A majority of the persons serving as members of the Commission shall constitute a quorum to do business. Once duly adopted by the Commission, the Rules and Regulations shall have the force and effect of law.

RULE 3: VACANCIES ON THE PERSONNEL BOARD

3.1 AUTHORITY

A primary duty of the Commission is to fill any existing vacancy on the Personnel Board, and to elect a successor to any member of the Board whose term will expire before the next semi-annual meeting of the Commission. These Rules and Regulations are not intended, nor shall they be construed, to create any requirements for candidacy on the Board that are additional to those found in the Act.

3.2 GENERAL OBJECTIVES

A high functioning Personnel Board is essential for an effective and high performing body and a successful civil service system for Jefferson County and the member municipalities located therein. A number of competencies and characteristics are necessary to ensure a Personnel Board that is ethical, professional, and committed to the betterment of the Merit System as a whole. In an effort to ensure that those competencies and characteristics are present at all times on the Board, it is crucial that appointments to the Board are of well-qualified individuals with a strong civic commitment and a complementary experience-base and

background to create a well-rounded and effective governing body. It is essential that the Commission thoroughly consider, evaluate, and vet individuals for potential appointment to the Board.

3.3 STATUTORY REQUIREMENTS

In order to serve on the Board, a candidate must meet the following requirements as outlined in Section 3 of the Act:

- (a) Over 21 years of age;
- (b) Of recognized character and ability;
- (c) Bona fide resident and qualified voter of Jefferson County, Alabama;
- (d) Cannot have held public office or political party office within the preceding three (3) years, nor have been a candidate for such office;
- (e) Cannot have directly or indirectly solicited membership on the Board; and
- (f) Not more than two members of the Board shall be residents of the same division of Jefferson County Circuit Court.

3.4 ADDITIONAL BIOGRAPHICAL RECOMMENDATIONS

It is recommended that candidates for the Board meet the following suggested criteria:

- (a) Should not have been employed by the Personnel Board or any jurisdiction served within the Merit System for the preceding three (3) years, and must have separated in good standing;
- (b) Should not have the intent to be a candidate for or hold public office or political party office for at least one (1) year following service on the Three-Member Board;
- (c) Should not have an immediate family member or member of household employed by the Personnel Board or any jurisdiction served within the Merit System.

3.5 RECOMMENDED AREAS OF EXPERTISE OF PERSONNEL BOARD MEMBERS

It should be the goal of the Citizens Supervisory Commission to ensure that at any given time, as a whole, the Board is comprised of members with experience and knowledge in critical areas needed for effective functioning of the Board. Although the Board may, and should, be comprised of individuals with diverse backgrounds and knowledge- and skill-bases, there are certain areas of expertise and knowledge that are recommended to be present on the Board at all times. The following qualifications are preferred for the Three-Member Board as a governing body:

- (a) Human resource management. Executive management level experience in human resources is extremely valuable in the context of the Personnel Board. Experience of this type would include, for example, Director-level positions within human resource/personnel departments for public or private sector agencies with an ample employee-base to encounter modern human resource challenges faced by the Personnel Board of Jefferson County Merit System. Such experience is invaluable in understanding significant human resources initiatives undertaken by the Personnel Board and in formulating policies to ensure an effective functioning personnel system.

- (b) Employment law. A thorough and well-rounded knowledge of employment law, particularly in the areas of employee selection, employment discrimination and harassment, and employee relations, is valuable in ensuring a Personnel Board that is high-functioning and compliant with applicable federal and state laws governing employment practices. Experience of this type would include, for example, attorneys practicing in employment law, compliance officers specializing in employment practices and legal requirements, and judges overseeing and presiding over cases involving employment practices. A Board with a strong knowledge-base in the Enabling Act, the Uniform Guidelines on Employee Selection Procedures, Fair Labor Standards Act, and Equal Employment Opportunity laws, among others, is conducive to ensuring a legally-compliant and successful Merit System.

It is recommended that the Board as a whole be comprised of at least one member with extensive executive human resource management experience and one member with extensive experience in employment law. To the degree that any vacancy on the Board creates an absence of either of these two experience areas, it is recommended that a board member possessing the absent preferred experience be appointed to fill the vacancy. To the degree that a vacancy on the Board does not create an absence of experience in either of these two recommended areas, the Commission may have greater flexibility in considering additional experience important and related to the responsibilities of the Board.

3.6 RECOMMENDED AREAS OF EXPERIENCE

Regardless of the vacant position on the Three-Member Board, it is recommended that a prospective appointee possess at least two of the following areas of experience:

- (a) Experience in an executive level position in human resource management for a private or public sector organization of a size comparable to or larger than the average agency/municipality served by the Personnel Board (i.e., at least 200 employees);

- (b) Experience in a professional capacity requiring extensive knowledge of employment law;
- (c) Experience in an executive management position or on the Board of Directors for a private or public sector organization of a size comparable to or larger than the average agency/municipality served by the Personnel Board;
- (d) Experience in a professional capacity requiring knowledge of legal proceedings, structure of the court system, and legal concepts applied in civil law, administrative law, constitutional law, or criminal law;
- (e) Experience in a position for administrative/legal compliance of a private or public sector organization of a size comparable to or larger than the average agency/municipality served by the Personnel Board;
- (f) Experience as a financial officer or budget officer for a private or public sector organization with a budget of at least \$8,000,000;
- (g) Experience in a non-political position requiring extensive knowledge of governmental/public administration;
- (h) Experience in a position with a primary responsibility including the planning, developing, directing, managing, and/or administering of employee relations or labor relations programs; and/or
- (i) Experience in an executive position in civic engagement/leadership to include positions such as serving as the executive director or on the Board of Directors of a civic, professional, or non-profit/not-for-profit organization.

3.7 PREFERRED COMPETENCIES AND CHARACTERISTICS

In addition to the statutory, biographical, and experience recommendations listed above, there are a number of competencies that are beneficial to the effective functioning of individual members and the Board as a whole. The following competencies, although not directly amenable to evaluation through resume or application screening, should be considered as target competencies for any selection devices used and administered by the Commission in the selection of an appointee to the Board.

- (a) Excellent oral and written communication skills;
- (b) The highest standards of ethics, integrity, and honesty;
- (c) Commitment to executing a fair, unbiased personnel system;
- (d) Strong and effective judgment and decision making;
- (e) Strong analytical skills with a view of the big picture;
- (f) Commitment to compliance with applicable laws, rules, and regulations;
- (g) Ability to operate in a complex political environment that includes diverse communities and constituencies;
- (h) Ability to balance merit system integrity with system flexibility and responsiveness;

- (i) Skill in negotiating and resolving conflicts fairly and responsively; and
- (j) Ability to articulate and promote core organizational values.