

Board Packet - 02/27/2024 Agenda

I. Opening Remarks

II. Action Items

- A. Recommendation that the Board approves the Board Minutes for the meeting held on February 1, 2024.
- B. Recommendation that the Board approves a contract between the Personnel Board and the Barber Vintage Motorsports Museum to host a training session scheduled on August 7, 2024. The rental cost of the space is \$500.00.
- C. Recommendation that the Board approves three (3) new jobs requested by the City of Birmingham:

Architecture Aide (#03074). This position will be responsible for assisting Architects and Building Specialists in conducting construction progress observations, administrative paperwork, scheduling activities, documenting existing conditions with photographs, measuring existing conditions for ADA compliance, taking and transcribing field dimension measurements, and facilitating construction communications. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 14, and a salary range of \$32,344 - \$50,190, for the City of Birmingham.

Building Specialist (#03073). This position will be responsible for examining problems reported in public buildings, facilities, structures, properties, etc. to help determine the cause of the problem and recommend a solution. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 24, and a salary range of \$52,686 - \$81,744, for the City of Birmingham.

Grants Manager (#02014). This position position will be responsible for managing the City's Grants Department, and will oversee the administration of all grant funds in support of the various departments within the City. Based on our analysis, including internal comparators and reporting structure, this job is set at a grade 34, and a salary range of \$85,821 - \$133,141, for the City of Birmingham.

- D. Recommendation that the Board approves a new job, Compliance Officer - Health Department (#02804), grade TBD, that will report to the Health Officer and be responsible for overseeing the compliance program within the organization to ensure programs, policies, procedures, actions, etc., are compliant with established federal, state and local laws, and regulatory requirements.
- E. Recommendation that the Board approves the Director's reinstatement decisions pursuant to Rule 10.3 of the Rules and Regulations

III. Jurisdiction Contracts

- A. Recommendation that the Board approves a new contract between the City of Birmingham and HireQuest, who will provide wait staff, food runners, and bussers for various events held at the Arlington Antebellum Home & Gardens throughout the year. The

Arlington Home has 71 events scheduled. Each will last 2 to 4 hours and require 1 or 2 wait staff and bussers. The estimated cost of these services is \$19,880 (2 wait staff and 2 bussers x 4 hours each x 71 events). Based on the fact that events are sporadic and short-termed, this contract is recommended for approval.

B. Recommendation that the Board approves a new contract between the Jefferson County Environmental Services Department and Pace Analytical Services. The contractor will conduct specialized lab testing services at the County's water reclamation facilities, including Whole Effluent Toxicity (WET) testing, Total Organic Halogen (TOX) testing, volatile and semi-volatile organic compounds, and other testing services. The specialized WET testing requires year-round monitoring of an aquatic system and the TOX testing requires specialized equipment (pyrolysis/microcoulometer). The Board has approved similar contracts for specialized lab services in the past such as Guardian Systems who performs lab testing for stormwater. Based on the fact that these services are performed sporadically, are generally contracted and require specialized skills to perform the tests, that the County does not own the equipment to conduct the tests, and the potential cost for the County to perform the services, this contract is recommended for approval.

IV. Administrative Leave with Pay

A. Brandon Gurley, Jefferson County Sheriff's Office - Request for 30-Day Extension of Administrative Leave with Pay

V. Contested Items

A. Christopher Goodman vs. City of Birmingham (Police Department)- Case No. DA-2023-2459-BH (Suspension - 19 Days & 2 Days)- Hearing Officer's Report & Recommendation

B. Vincent Larry, Jr. vs. City of Birmingham (Police Department)- Case No. DA-2023-2460-BH (Termination)- Hearing Officer's Report & Recommendation

C. Toraine Norris vs. City of Bessemer (Economic & Community Development)- Case No. DA-2023-2465-BS (Suspension - 10 Days)- Hearing Officer's Report & Recommendation

D. Stanley Thomas vs. City of Bessemer (Police Department)- Case No. DA-2019-2251-BS (Termination)- Notice to Remove Case From Stay

VI. Appeal of Director's Determination

A. Jaylon Evans - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

B. Larvell Green - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

C. Steven Foy - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

D. Rickytha Davis vs. Jefferson County Sheriff's Office - Grievance No. GR-2023- JC-10-0464 - Appeal of Director's determination that the grievance is ineligible for adjustment under Rule 15

VII. Information and Discussion Items

- A. Recommendation that the Board acknowledges an engagement agreement between the Personnel Board and Capitol Resources LLC to provide governmental affairs services to the Personnel Board from February 8, 2024 through February 7, 2025.
- B. Recommendation that the Board acknowledges a contract between the Personnel Board and Vestavia Hills Civic Center to host multiple training sessions of the Board's Maxwell Leadership Series classes. This is a no-cost contract.
- C. Recommendation that the Board acknowledge the list of Advanced Steps for January 2024.
- D. Recommendation that the Board acknowledges the following expenditure reports:

January 13, 2024 through January 26, 2024

January 27, 2024 through February 9, 2024

VIII. Executive Session