

Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MINUTES OF MEETING OF THE
PERSONNEL BOARD OF JEFFERSON COUNTY
March 8, 2016

The Personnel Board of Jefferson County met on Tuesday, March 8, 2016. Present at the meeting were L. Kenneth Moore, Chairman; Ann Florie, Associate Member; and Lonnie Washington, Associate Member. Present from the Personnel Board were Lorren Oliver, Personnel Director; Jeff Crenshaw, Deputy Personnel Director; Brian Bellenger, Employment Testing; Guy Dewees, Applicant Services; Kim Kinder, Employee Services; and Cynthia Holiness, Business Office; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman L. Kenneth Moore opened by welcoming the assembly, and then extended the floor to Mr. Oliver for operational updates.

II. OPERATIONAL UPDATES

Personnel Director: Mr. Oliver reported that in February 2016 the Board conducted ongoing recruitment for forty-seven (47) Merit System job classes and received three thousand one hundred sixty (3,160) applications. The Board placed seven hundred eighty-one (781) individuals on registers. The Board released eight (8) new registers with a total of seven hundred sixty-one (761) qualified individuals for employment consideration within the jurisdictions. Another twenty (20) qualified applicants were placed on seven (7) registers for difficult to recruit for job classes. Registers released in February 2016 included Public Safety Dispatcher I & II, Magistrate, and Magistrate Supervisor. The Board received one hundred eleven (111) new requests to fill a total of two hundred ninety-nine (299) vacancies in the Merit System. One hundred (100) of these requests (90%) were processed immediately, and the remaining eleven (11) requests (10%) were sent to Employment Testing and are at varied stages of the register development process. Ninety-eight (98) certificates were issued in February 2016 to provide qualified personnel to fill vacancies in fifty (50) Merit System job classes.

The Personnel Board's business systems function processes a variety of personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums). In February 2016, sixty-nine (69) personnel actions were processed. Year-to-date, eight hundred sixty-four (864) personnel actions have been processed. It should be noted that due to the implementation of the Board's Lawson HR Management System migration and upgrade, the number of personnel actions processed is low. The Board processed three thousand ninety-nine (3,099) payroll records in February 2016, bringing the year-to-date total to nineteen thousand, nine hundred eighty nine (19,989). The Board also conducts audits of payroll records, and in February 2016, audited seven thousand seventy-six (7,076) individual payroll records. Year to date, nine thousand six hundred nine (9,609) payroll records have been audited.

In February 2016, the Personnel Board delivered training to three hundred fifty-five (355) Merit System employees in a variety of courses ranging from business software to supervisory skills. Year to date, seven hundred nineteen (719) employees have attended training at the Board.

Deputy Director: Jeff Crenshaw reiterated that the Lawson HRMS has been down for several weeks due to the migration of the system. He acknowledged the hard work of staff in both the Business Processing unit and the Systems and Reporting unit for executing the migration from the old hosting system to the new system with several upgrades and the transition to a software-as-a-service model. It has been a year-long process and the staff has worked very diligently with all of the individuals involved from the consulting firm and Infor. Dr. Crenshaw stated that the employees have done an excellent job and commended them. Lawson will be available on March 9, 2016. Staff will then process all of the actions that have come in while the system was down.

Dr. Crenshaw also acknowledged the Training Department's latest achievement. The department has been named one of the Training Top 125 by *Training Magazine* February 2016. Dr. Crenshaw stated that it is a great honor to the organization, to the department and to the individuals for the hard work they have put into developing Merit System employees.

Employment Testing: Brian Bellenger reported that as of March 8, 2016, there are thirty-four (34)

job classes being studied in order to create new eligible lists. Eleven (11) of these jobs are requests received during the month of February 2016, and four (4) additional requests have been received thus far in March 2016. Employment Testing is in the process of conducting job analyses, developing minimum qualifications or administering and scoring tests for nineteen (19) jobs. The remaining fifteen (15) jobs have been sent to Applicant Services and are in some phase of announcement and application screening. The department is also working to recruit qualified applicants and/or establish new registers for six (6) additional jobs that are specifically for Jefferson County as part of the Receivership.

Testing and Applicant Services are currently sharing the responsibilities for posting and screening the applications for a small subset of jobs. Testing released four (4) registers in February 2016, screening one thousand nine hundred sixty-one (1,961) applications and placing seven hundred ten (710) individuals on the registers. The department continues to conduct job analyses for two hundred thirty-seven (237) job classes in preparation for the 2016-2017 annual survey, and to develop new minimum qualifications for two hundred seventy-three (273) jobs that are part of the current 2015-2016 survey. Tests for Heavy Equipment Operator, Construction Equipment Operator, and Skilled Laborer will be administered the week of March 14, 2016. Work continues in preparation for the administration of tests for Police Officer and Firefighter in April 2016.

Applicant Services: Guy Dewees reported that since the last Board meeting the majority of the department's recruiting activity has been focused on positions in Healthcare, Information Technology, and Skilled Trade positions. For healthcare positions, recruiters posted on Twitter and LinkedIn and networked with referral sources. Recruiters continued to source, network, and post on LinkedIn, Facebook, and Twitter for Information Technology positions. Recruiters followed-up and networked with graduates from Depot U. Skilled Trade positions were posted on Twitter and Facebook. In addition, Directors of technical programs at local community colleges were also contacted regarding these positions.

Mr. Dewees provided an update on the Board's Alabama High School Athletic Association sponsorship, reporting that from March 1 to March 6, 2016, the Personnel Board sponsored the State High School Basketball finals. Over sixty-six thousand (66,000) individuals attended the games,

which was a new attendance record, breaking the previous record by nearly five thousand (5,000). Recruiters handed out approximately one thousand five hundred (1,500) promotional items and connected not only with students, but parents, uncles, aunts, grandparents, and school administrators.

Since the last board meeting, recruiters have attended career events at UAB, University of South Alabama, Alabama School for the Deaf, Stillman College, University of West Alabama, and Alabama State University. On March 8, 2016, recruiters attended Lawson State Community College.

Employee Services: Kim Kinder reported that for routine processing for the month of February 2016, the Classification and Compensation Department reviewed and approved ten (10) advanced step requests, processed twenty (20) certification requests for new positions and approved eight (8) premium pay requests. The Employee Relations Department received notification of seven (7) appeals, twenty-two (22) suspensions, ten (10) terminations and eight (8) written warnings. The Department conducted three (3) pre-hearing conferences and one (1) hearing was held. One (1) case that the Board rendered an order on has been appealed to Circuit Court. The Board received one (1) executed settlement agreement.

The initial 2015-2016 Classification Survey recommendations were available to employees on February 24, 2016. There were a total of twenty-two (22) reclassification recommendations from one job class to another based on the job duties being performed. If an employee disagrees with the job class recommendation, he/she may submit an appeal through March 11, 2016. The Board will address each appeal and post appeal determinations will be available April 15, 2016. Final recommendations are planned to be presented to the Board at the May 2016 Board Meeting.

Business Office: Cynthia Holiness did not present a financial report due to the unavailability of information from the Jefferson County Finance Office. The County's financial system, MUNIS, will not be updated with February data until mid-March.

III. ACTION ITEMS

- a) The Board approved the minutes for the meeting held on February 9, 2016. (Motion made by L. Washington and Seconded by A. Florie)

- b) The Board approved the Pay Plan for 2016. Pursuant to Section 12 of the Enabling Act and in accordance with Rule 8 of the Rules and Regulations of the Personnel Board, the Board shall, after consultation with the governing bodies, prepare a pay plan and salary schedule for all positions. The Salary Administration Guide and Pay Plan provides guidance on the application of general salary rules and processes including longevity pay, premium pay and medical pay parameters including on-call pay, shift differential and medical flexible scheduling options. The Board last approved the Pay Plan at the March 10, 2015 Meeting. There have been no updates, changes or additions to the Pay Plan since that time. (Motion made by L. Washington and Seconded by A. Florie)
- c) The Board approved the new job class of Head Golf Professional. The purpose of this class is to oversee and manage the golf operations of the Frank House Municipal golf course for the City of Bessemer including the grill and the golf shop. This position is responsible for attracting golfers and generating revenue by maintaining well-groomed fairways and greens, offering golf lessons, providing exceptional customer service for members and customers, developing and implementing marketing strategies and promotions, and playing golf with members and customers. The position reports to the Mayor and work is performed with a wide degree of latitude and discretion. Market data for a Head Golf Professional suggests an average rate of pay of \$56,139. The new job class, Head Golf Professional, has a pay grade of 24 and a salary range for the City of Bessemer of \$47,174 - \$73,154. (Motion made by L. Washington and Seconded by A. Florie)
- d) ITEM REMOVED FROM AGENDA
- e) The Board approved a request from the City of Hueytown to increase their salary schedule by one percent (1%). Section 12 of the *Enabling Act* of the State of Alabama grants an appointing authority the discretion, by way of resolution of the governing body, to raise or lower the jurisdiction's salary schedule by a fixed amount provided that "...the governing body of each county and municipality affected hereby may raise or lower such schedule by applying the same percentage increase or decrease to the entire schedule, provided however that no governing body shall raise such entire schedule within 12 months after the adoption of a new salary schedule nor

within 12 months immediately preceding any primary or general elections in which members of the said governing body are to be elected, except upon the approval of the Personnel board, ...” The Council of the City of Hueytown has passed Resolution #5463 granting a one percent (1%) Cost of Living Adjustment effective January 14, 2016. This is an election year for the City; therefore, the resolution was presented to the Board for approval. (Motion made by L. Washington and Seconded by A. Florie; L.K. Moore - recused)

- f) The Board approved a contract between the City of Birmingham and Volkert, Inc. Volkert, Inc. will provide specialized professional engineering services for the City of Birmingham Eastern Area and New Georgia landfills. These services include aerial survey and photography; Title V Environmental Compliance; Greenhouse Gas Reporting support; Title V, solid waste and NPDES permit renewals; field surveys; and master plan update and landfill reports. The contract term is 3 years, and the cost is \$269,600 for the term of the contract (\$89,867/year). The contract was approved based on the specialized knowledge required to perform the services, the sporadic nature of the work, the fact that the City does not have the equipment or facilities to perform the work and the fact that it is likely more cost effective to contract the services. (Motion made by L. Washington and Seconded by A. Florie)

- g) The Board *conditionally* approved a proposed contract between the City of Mountain Brook and Jeffcoat Mechanical. The contractor will provide HVAC scheduled maintenance services to the City of Mountain Brook’s Municipal Complex buildings (City Hall, Fire Administration, Fire Station One and the Police Department). Preventive maintenance may include pneumatic control systems, electronic control systems, digital control systems, industrial chiller and air handling units. Examples of maintenance services include replacing fan belts and filters, cleaning drain pans and the cooling tower, testing safety controls, checking calibration of thermostats and maintaining service logs. The cost of the expiring contract between the City of Mountain Brook and Jeffcoat Mechanical was \$22,880.40 annually. The cost to contract the services is at least 33% more cost effective. Based on the sporadic limited nature of the services provided, the specialized certification required, the fact that the City does not have the equipment or facilities to perform the work and the fact that it is more cost effective to contract the services, the proposed contract approved *conditioned* on submission of the resulting contract for Personnel

Board records. (Motion made by L. Washington and Seconded by A. Florie)

- h) Appeal of Personnel Director's Determination – Vincent Green (Police Officer/Deputy Sheriff). Leslie Coyne, Counsel for the Personnel Board; John Brunson, Counsel for the City of Leeds, and Mr. Vincent Green addressed the Board. The Board granted a ten (10)-day extension of time in order to allow Mr. Green to submit new factual information in support of his appeal of the Director's Determination. The Director's determination based upon the new information to be submitted by Mr. Green will be distributed to the relevant parties and reported to the Board at its next meeting. (Motion made by L. Washington and Seconded by A. Florie)
- i) The Board approved a request from the Jefferson County Sheriff's Office for Extended Administrative Leave for Timothy Bishop, Deputy Sheriff. (Motion made by A. Florie and Seconded by L. Washington)

IV. CONTESTED ITEMS

- a) Gino Billups vs. City of Birmingham Dept. of Public Works (DA-2015-2047-BH) – Joint Motion to Dismiss Appeal & Settlement Agreement – Upon review, the Board finds that the terms of the Settlement Agreement are consistent with the Rules and Regulations of the Personnel Board of Jefferson County. This appeal is hereby DISMISSED. (Motion made by L. Washington and Seconded by A. Florie)
- j) LaShaundra Jackson vs. City of Birmingham Police Department (DA-2015-2044-BH) - H. O. Report and Recommendation – Leslie Coyne, Counsel for the Personnel Board; and Pamela Jones, Counsel for the City of Birmingham, appeared before the Board. Upon due consideration of all relevant parts of the record, the Board AFFIRMS the Hearing Officer's recommendation to terminate Complainant LaShaundra Jackson effective September 25, 2015. (Motion made by L. Washington and Seconded by A. Florie)
- k) Robbie R. Kidwell vs. Jefferson County Dept. of Revenue (DA-2016-2016-JC) – Respondent's Motion to Dismiss Appeal – Leslie Coyne, Counsel for the Personnel Board; Theo Lawson, Counsel for Jefferson County; and Complainant Ms. Robbie Kidwell addressed the Board. Upon review of the record, the Board finds that under these circumstances, Complainant Kidwell has a

basis for appeal in that she was suspended for a total of nine (9) working days. It is evident that the matters were considered together and the disciplinary actions were simultaneously issued. Accordingly, Respondent's Motion to Dismiss is hereby DENIED, and Complainant's appeal should proceed in accordance with Personnel Board Rules and Regulations. (Motion made by L. Washington and Seconded by A. Florie)

V. INFORMATION AND DISCUSSION ITEMS

a) The Board acknowledged a Funding Agreement between Jefferson County and Birmingham. This is an agreement in which Jefferson County is partnering with the City of Birmingham for road repair work for which it is a more cost effective approach as a joint effort. If the work is performable by classified employees, then it should be performed as such. Any contracts that come out the joint agreement would require Board approval.

b) Provisional Appointments

1. Freddie Freeman	City of Bessemer	Storm Water Spec	Approved
2. Amber Courtney	City of Birmingham	Grant Admin'r	Approved

c) Advance Steps

1. Brooks, Tammy	Skilled Laborer	Birmingham	Approved
2. Caldwell, Robert	Skilled Laborer	Birmingham	Approved
3. Christion, Rachelle	Payroll/Pension Admin	Birmingham	Approved
4. Lewis, Vincent	Skilled Laborer	Birmingham	Approved
5. Shumpert, Natasha	Social Svcs Coord	Health Depart	Approved
6. Ross, Tim	Police Chief III	Homewood	Approved
7. Frey, Dale	Test Admin Coord I	Jefferson County	Approved
8. Morris, Karisa	Assessment/Dev Spec	Jefferson County	Approved
9. Peoples, Carita	Court Clerk	Jefferson County	Approved
10. Smith, Carol	Training/Org Dev Advisor	Jefferson County	Approved

d) Reinstatements

1. David Stewart	City of Bessemer	Police Officer	Approved
2. Lydia Mitchell	City of Birmingham	Pub Safe Disp II	Approved
3. Vincent Randelson	City of Bessemer	Police Officer	Approved
4. Corey D Moore	City of Birmingham	Firefighter	Denied*
5. Vincent Green	City of Leeds	Police Officer	Denied**

*Mr. Moore did not obtain permanent status before separation to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

**Mr. Green did not separate in good standing to be eligible for reinstatement in accordance with Personnel Board Rule 10.3.

e) February Board Bi-monthly Expenditure Report

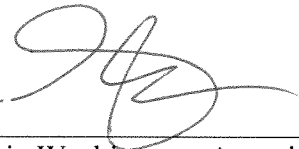
VI. EXECUTIVE SESSION

There was no executive session.

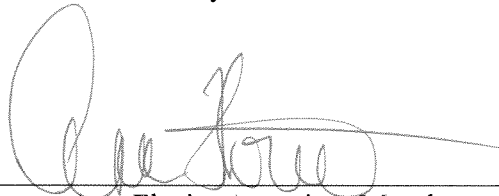
There being no further business, the meeting was adjourned at 2:46 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County




Lonnie Washington, Associate Member
Personnel Board of Jefferson County



Ann Florie, Associate Member
Personnel Board of Jefferson County

Attested By:


Jeff Crenshaw, Deputy Director
Personnel Board of Jefferson County