

REVISED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
July 11, 2017

- I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

- II. OPERATIONAL UPDATES
 - Personnel Director's comments – Lorren Oliver
 - Deputy Director's comments – Jeff Crenshaw
 - Employment Testing – Brian Bellenger
 - Applicant Services – Guy Dewees
 - Employee Services – Kim Kinder
 - Business Office – Cynthia Holiness

- III. ACTION ITEMS
 - a) Board minutes for the meeting held on June 13, 2017.

 - b) Recommendation that the Board approve the Jefferson County Health Department's request to create the new class of Air Pollution Data Quality Assurance Analyst to provide overall quality of work relative to the technical aspects of the Air Monitoring Program. This position would directly supervise and manage the Sr. Air Pollution Instrumentation Technicians, Air Pollution Instrumentation Technicians and Environmental Health Specialists within the department. Recommend approval to create the new class, Air Pollution Data Quality Assurance Analyst with a proposed pay grade of G-23 and pay range of \$46,404 - \$71,947.

 - c) Recommendation that the Board approve the City of Birmingham's request to appoint a new Exempt Executive Service position of Assistant Director of Finance. In conjunction with Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request the Board to place positions under the Exempt Executive Service. A position may be placed in the Exempt Executive Service if the position is designated for primary policy determinations, such as department heads and their chief deputies. Employees in the Exempt Executive Service have no rights or appeal to the Board and no property interest in their position. Recommend that the Personnel Board of Jefferson County approve the City of Birmingham's request to appoint the position of Assistant Director of Finance to the Exempt Executive Service.

 - d) Recommendation that the Board approve the Jefferson County Commission's request to appoint a new Exempt Executive Service position of Director of Youth Detention. Pursuant to Act 2011-70 and in conjunction with Rule 6.1 of the Rules and Regulations of the Personnel Board, the Appointing Authority may request the Board to place positions under the Exempt Executive Service. A position may be placed in the Exempt Executive Service if the position is designated for primary policy determinations, such as department heads and their chief deputies. The Appointing Authority provides the details of the request, including title, job description and minimum qualifications to the Director for review and preparation

for Board approval. Employees in the Exempt Executive Service have no rights or appeal to the Board and no property interest in their position. Recommend that the Personnel Board approve the Jefferson County Commission's request to appoint the position of Director of Youth Detention to the Exempt Executive Service.

- e) Recommendation that the Board approve the Jefferson County Commission's request to establish a new premium. The purpose would be to compensate employees in the Waste Water Treatment Plant (WWTP) Operations Department for obtaining or possessing their Grade III certification. Jefferson County requests to compensate WWTP Operator I, Skilled Laborers and Maintenance Workers at a two-step premium above the regular rate of pay for possessing an Alabama Department of Environmental Management (ADEM) Grade III certification. Jefferson County currently operates Grade II, Grade III and Grade IV plants. Recommend approval of a new premium pay to compensate employees in the WWTP Operations Department for obtaining or possessing their Grade III certification.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board **conditionally** approve a **proposed** contract between Jefferson County (Fleet Management) and a yet to be determined vendor for wrecker services consisting of 24 hour towing services 7 days a week. The contract term is three (3) years and the total cost is not to exceed \$135,000.00. Based on the limited and sporadic nature of the services and the estimated cost for staffing and equipment far exceeding the contract amount, the contract is recommended for *conditional* approval.
- b) Recommendation that the Board **conditionally** approve a **proposed** contract between Jefferson County (Fleet Management) and a yet-to-be-determined vendor for automotive body work and repair, and advanced diagnostics (requiring proprietary diagnostic software) and/or repairs that are related to accident damage. The County has submitted an Invitation to bid (ITB), which is expected to result in contracts with multiple vendors to perform body work for **all** fleet management vehicles. The resulting contracts would cover the aforementioned services for three (3) years at an estimated cost not to exceed \$1,555,000 per year. Based on the sporadic nature of the services provided, the fact that the services are customarily performed by contractors, the anticipated cost of operating a body shop and the inability to acquire the proprietary diagnostic software, the contracted services are recommended for approval conditioned on: 1) the resulting services and projected costs in the contracts not deviating from the representations made in the submission; 2) no work beginning prior to the execution of the contract; and 3) the submission of the executed contract to the Personnel Board for its records.

V. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination)

- a) Cornel R. Marshall vs City of Birmingham (Pub Wks) DA-2017-2102-BH – Joint Motion to Dismiss and Settlement Agreement
- b) **Carried over from June 13, 2017** - Jeremy Jordan vs. City of Birmingham (Police)

DA-2016-2089-BH (H.O. Report & Recommendation)

- c) Yolanda McKinney vs. City of Birmingham (Pub Wks) DA-2017-2098-BH (H.O. Report & Recommendation)
- d) Carl Jackson vs. City of Birmingham (Pub Wks) DA-2017-2100-BH (Hearing Officer Report & Recommendation)
- e) Edna Sue Moses vs. Jefferson County (Cooper Green MHS) - DA-2017-2101-JC (H.O. Report & Recommendation)

VI. INFORMATION AND DISCUSSION ITEMS

a) Gary Carter – Appeal of Director’s Determination - Mr. Carter is currently a Deputy Fire Chief with the City of Bessemer. Mr. Carter applied for the job of Fire Chief III. Upon review of his application, it was determined that Mr. Carter failed to meet the minimum qualification of a Bachelor's degree in Fire Science, Business, Public Administration, EMS or closely related field and three years of supervisory experience currently serving in at least the rank of Fire Captain within the Personnel Board of Jefferson County (PBJC) system. Therefore, he was deemed not qualified to participate in the Fire Chief III examination. Mr. Carter appealed that *not qualified* determination through a letter to the Director. A response denying his appeal was sent to Mr. Carter via email. Rule 9.12d explicitly prohibits appeal of the content of examinations (the minimum qualifications are considered initial screening examinations). Also, Rule 9.12e expressly prohibits a candidate from appealing his/her failure to meet the minimum qualifications. As such, this issue is not appealable to the Three-Member Board.

b) Provisional Appointment(s)

1. Michael McMilian	Birmingham	A/Dir Boutwell Auditorium	Approved
2. Sarah Freed	Jefferson County	Test Admin Coord I	Approved

c) Advance Step(s)

1. Vinson, Linda	Dir of Sr. Citizens Ctr	Bessemer	Approved
2. Books, Travis	Asst Purchasing Agent	Birmingham	Approved
3. Christian, Shantrena	Paralegal	Birmingham	Approved
4. Coleman, Betty	Budget Analyst	Birmingham	Approved
5. Holt, Odessa	Budget Analyst	Birmingham	Approved
6. Thomas, Jessica	Budget Analyst	Birmingham	Approved
7. Armolt, Jennifer	Nutrition Consultant	Health Dept	Approved
8. Williams, Vanessa	Social Worker	Health Dept	Approved
9. Baylor, John	Building Maint. Supt	Jefferson Co	Approved
10. Boglin, Roderick	Truck Driver	Jefferson Co	Approved
11. Burpo, Regina	Paralegal	Jefferson Co	Approved
12. Clayton, Thomas	Const Equip Oper	Jefferson Co	Approved
13. Coleman, Coniah	Electrician	Jefferson Co	Approved
14. Crane, Michael	Const Equip Oper	Jefferson Co	Approved
15. Farness, Enloketa	Administrative Clerk	Jefferson Co	Approved

16. Geesling, Michael	Labor Supervisor	Jefferson Co	Approved
17. Hagood, Adam	Traffic Control Tech	Jefferson Co	Approved
18. Holder, James	Truck Driver	Jefferson Co	Approved
19. Kilgore, Robert	Sewer Line Video Spec	Jefferson Co	Approved
20. Kilgore, Steven	Const Equip Oper	Jefferson Co	Approved
21. Lewis, Bruce	Const Equip Oper	Jefferson Co	Approved
22. Monday, Stormy	Truck Driver	Jefferson Co	Approved
23. Muya, Eddah	Clinical Nurse Practitioner	Jefferson Co	Approved
24. Pitts , Anthony	Electronics Technician	Jefferson Co	Approved
25. Poole, Anitra	Personal Property Appr'r	Jefferson Co	Approved
26. Spooner, Karen	Labor Supervisor	Jefferson Co	Approved
27. Stewart, Amy	I/O Psychologist	Jefferson Co	Approved
28. White, William	Sr. Maint Repair Wkr	Jefferson Co	Approved
29. Williams, Jeffery	Const Equip Oper	Jefferson Co	Approved

d) June 2017 Bi-monthly Board Expenditure Report(s)

VII. EXECUTIVE SESSION