

REVISED MEETING AGENDA
PERSONNEL BOARD OF JEFFERSON COUNTY
September 26, 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 August 8, 2017.

b) Recommendation that the Board authorize the Personnel Board of Jefferson County to renew a contractual agreement with eSkill to provide on-line skills testing services to the Personnel Board of Jefferson County. Several clerical and call center jobs require keyboarding and data entry testing that is more efficiently administered using an external vendor. The work would be performed from October 31, 2017 to October 31, 2018. The contract is based on an estimate of 3,000 on-line tests administered with no additional costs should the number of tests exceed this number. The cost of the contract will not exceed \$8,250.00 (same cost as last year).

c) Recommendation that the Board approve two (2) new jobs:

1. Automation & Controls Engineer - Jefferson County requests to create the new class of Automation and Controls Engineer. This position will implement, maintain and support the SCADA, automation & process control infrastructure for the Environmental Services Department's wastewater facilities. Market data for Automation and Controls Engineer suggests an average rate of pay of \$99,628. The new class, Automation and Controls Engineer, has a proposed pay grade for Jefferson County of G-34 and a salary range of \$77,833 - \$120,702.

2. Municipal Court Administrator – The City of Vestavia Hills requests to create the new class of Municipal Court Administrator. This position will plan, organize and direct all non-judicial functions of the Municipal Court. Market data for Municipal Court Administrator suggests an average rate of pay of \$73,919. The proposed pay grade for Municipal Court Administrator for Vestavia Hills is G-28 with a salary range of \$62,254 - \$96,491.

d) The General Retirement System of Jefferson County has passed a resolution granting a two percent (2.0%) Cost of Living Adjustment effective October 1, 2017. An election was held this year for one of the Board Member's seat; consequently, the resolution is presented for Three-Member Board approval pursuant to §12.

It is recommended that the Board approve the resolution from the General Retirement System of Jefferson County to increase their salary schedule by two percent (2.0%) effective October 1, 2017.

IV. JURISDICTION CONTRACTS

- a) Recommendation that the Board approve a new contract between the City of Birmingham and the United States Geological Survey (USGS). The City desires for USGS to continue to operate and maintain the existing stream gauging stations, as well as one newly added station through FY2018. These stations will assist with the water quality and quantity monitoring efforts related to storm events. A one-year contract with USGS for the same services was approved by the Board in 2017. The contract term is October 1, 2017 to September 30, 2017, and the contract amount is \$136,835.00, with the City paying \$82,110 as part of a Joint Funding Agreement with USGS. Based on the required specialization and scientific knowledge of the services provided, the fact that the services are customarily performed by contractors and the fact that the equipment is owned and operated by USGS, the agreement is recommended for approval.
- b) Recommendation that the Board approve a contract renewal between the City of Trussville and Dunn Construction. Dunn Construction will provide paving services to include installation, repair, resurfacing, overlay and paving for the City of Trussville. The services include all labor, materials and equipment. The contract term is one (1) year (7/12/2017 to 7/11/2018) and the cost is \$686,350.00. Based on the sporadic nature of the services, and given the fact that the City only paves 5 miles per year, the contract is recommended for approval.

V. ADMINISTRATIVE LEAVE WITH PAY

- a) Bridgett Barnfield – Jefferson County Sheriff’s Office – 30-Day Extension of Leave

VI. APPEAL OF DIRECTOR’S DETERMINATION

- a) Amber Turner vs. Cooper Green Mercy Health Svcs GR-2017-05-0358 Ineligible for Adjustment under Rule 15

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

- a) ***Continued from August 8, 2017*** - Charles Rice vs. City of Birmingham (Public Works) DA-2017-2092-BH: H.O. Report and Recommendation
- b) Vincent Mitchell vs. City of Birmingham (Fire & Rescue Service) DA-2016-2017-BH H.O. Report and Recommendation
- c) City of Birmingham (Dept. of Pl’g/Eng/Permits) vs. Reginald Gardiner DA-2015-2013-BH Motion to Lift Stay

VIII. INFORMATION AND DISCUSSION ITEMS

- a) Officer Rodney Powrzanas is a current Police Officer with the City of Gardendale.

Officer Powrzas applied for the job of Police/Sheriff's Sergeant. Upon initial review of his application, Officer Powrzas was deemed not qualified to participate in the examination. Officer Powrzas was notified of the ineligible determination on August 16, 2017. He appealed the ineligible determination on August 17, 2017 and received a letter from the Director denying the appeal on August 29, 2017. Officer Powrzas sent a letter outlining his disagreement with the Director's determination and an email indicating a desire for the decision to be reviewed by the Board.

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) Officer Yearwood is a current Police Officer with the City of Birmingham. Officer Yearwood applied for the job of Police/Sheriff's Sergeant. Upon initial review of his application, Officer Yearwood was deemed not qualified to participate in the examination and was notified of the ineligible determination on August 16, 2017. Officer Yearwood appealed the ineligible determination on August 17, 2017. He received a letter from the Director denying the appeal on August 29, 2017. Officer Yearwood sent an email indicating a desire for the decision to be reviewed by the Board.

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.

- c) The Jefferson County Board of Health has passed a resolution granting a two percent (2%) Cost of Living Adjustment effective September 30, 2017. There is no election this year; consequently, the resolution is presented for Three-Member Board acknowledgement only.

d) Advance Step(s)

1. Bimbo, Melanie	Senior Auditor	Birmingham	<i>Denied</i>
2. Chestnut, Kenneth	Skilled Laborer	Birmingham	Approved
3. Cunningham, Melissa	Senior Buyer	Birmingham	Approved
4. Dowdell, Keeble	Revenue Exam'r	Birmingham	Approved
5. Fitzgerald, Florence	Budget Analyst	Birmingham	Approved
6. Taylor, Rachel	Legal Secretary	Birmingham	Approved
7. Wright, Lekira	Legal Secretary	Birmingham	<i>Denied</i>
8. Rush, Martha	Pub Hlth Lang Wkr	Health Dept	Approved
9. Blanks, Alisa	LPN	Jefferson Co	Approved
10. Brazeel, Charles	Electrician	Jefferson Co	Approved
11. Bullock, Melissa	LPN	Jefferson Co	Approved
12. Dawson, Tonya	Selection Manger	Jefferson Co	Approved
13. Dick, Patrick	Maint Repair Wkr	Jefferson Co	Approved
14. Jackson, Linda	WWTP Supervisor	Jefferson Co	Approved

15. Jackson, Randall	Labor Supervisor	Jefferson Co	Approved
16. Kimbrough, Damon	Engineering Aide	Jefferson Co	Approved
17. Lee, Frankie	Labor Supervisor	Jefferson Co	Approved
18. Lively, Dave	Systems Analyst	Jefferson Co	Approved
19. Parrish, Michael	Tire Shop Supv	Jefferson Co	<i>Denied</i>
20. Word, Santita	Legal Secretary	Jefferson Co	Approved
21. Carter, Elizabeth	Equity/Inclusion Bus Partner	Jefferson Co	Approved
22. Sullen, Benjamin	Equity/Inclusion Business Partner	Jefferson Co	Approved
23. Webster, Kimberly	Equity/Inclusion Business Partner	Jefferson Co	Approved
24. Hardy, LaTrenda	Talent Sourcing Specialist	Personnel Board	Approved

e) August 2017 Bi-monthly Board Expenditure Report(s)

IX. EXECUTIVE SESSION