

Personnel Board of Jefferson County

The Foundation of Your Merit System Career

MEETING MINUTES OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

April 10, 2018 - 1:30 p.m.

The Personnel Board of Jefferson County met on Tuesday, April 10, 2018. Present at the meeting were: L. Kenneth Moore, Chair; and Ann Florie, Associate Member; (Absent: Jacqueline Smoke, Associate Member). Present from the Personnel Board were Lorren Oliver, Personnel Director; Jeff Crenshaw, Deputy Personnel Director; Brian Bellenger, Employment Testing; Kim Kinder, Employee Services; Guy Dewees, Applicant Services; Robert Groce, Information Technology; Pete Blank, Training and Development; Leslie Coyne, Counsel for the Personnel Board; and Personnel Board staff.

I. OPENING REMARKS BY L. KENNETH MOORE, CHAIR

Chairman Kenneth Moore called the meeting to order at 1:40 p.m. He stated that Associate Member Jackie Smoke was not yet present. In her absence, Chairman Moore opened the floor for departmental updates.

II. OPERATIONAL UPDATES

Personnel Director – Lorren Oliver reported in March the Personnel Board conducted ongoing recruitment for fifty seven (57) Merit System job classes and received three thousand nine hundred ninety-eight (3,998) applications. The Board placed two hundred eighty-seven (287) individuals on registers. The Board released eight (8) new registers with a total of one hundred sixty-six (166) qualified individuals for employment consideration within the jurisdictions. An additional twenty-one (21) qualified applicants were placed on ten (10) registers for difficult-to-recruit job classes. The Personnel Board conducts open continuous or open-until-filled recruiting for these jobs classes. Notable registers released during March included Senior Juvenile

Detention Officer, Assistant Fire Chief and Attorney. The Board received one hundred twelve (112) new requests to fill a total of one hundred fifty-six (156) vacancies in the Merit System. One hundred three (103) of these requests (92%) were processed immediately. The remaining nine (9) requests (8%) were sent to the Performance Measurement Department and are at varied stages of the register development process. The Board issued one hundred four (104) certificates in March to provide qualified personnel to fill vacancies in sixty-six (66) different Merit System job classes.

The business systems function processed eight hundred twenty-one (821) personnel actions (e.g., Hires, Promotions, Separations, Transfers, Merit Increases, and Premiums) in March bringing this year's total to two thousand one hundred one (2,101). The Board processed six thousand one hundred sixty-three (6,163) payroll records, bringing this year's total to seventeen thousand eight hundred twenty-six (17,826). The Board also audited one thousand one hundred fifty-six (1,156) individual payroll records in March, for a total of four thousand one hundred three (4,103) records year-to-date.

The Personnel Board delivers training to Merit system employees in a variety of courses ranging from business software to supervisory skills. In March, four hundred thirty-five (435) Merit System employees attended training offered by the Board, bringing the year-to-date total to one thousand one hundred seventy-eight (1,178).

Deputy Director – The Information Services Department continues to work to prepare for the implementation of Workday. The project team met with consultants last week to continue to work through configurations and define process needs. The team will continue to work to prepare data for migration into Workday and establish test scenarios to run through the system testing phase. The project team is coordinating with individuals across departments (Testing, Applicant Services, Training) to plan and refine change management procedures. Additional communications with our member agencies will begin over the course of the next month to inform them of the next steps and training protocols.

The Training & Development Division held the March Managers Preparing for and Accomplishing Change Today (MPACT) session at Regions Field and covered the topic of influence. The April MPACT session was held at Ruffner Mountain and covered accountability. The Board thanked the Birmingham Barons and Regions Field, as well as Ruffner Mountain for their continued support and community partnership. The Training & Development team participated in a team based day of service on April 6. The team worked in Bessemer to assist Habitat for Humanity in the renovation of a home. Training & Organizational Development is piloting a new training Course called “The Leadership Challenge” on April 12. This is a day-long training session that focuses on mobilizing others to accomplish successful initiatives and build meaningful work relationships.

Jeff Crenshaw provided the financial update on behalf of Cynthia Holiness who was absent. The financial report as of the end of March indicates that the Board has expended approximately \$4.6 million dollars and has \$1.9 million dollars in open purchase orders. The Board has committed approximately 62% of its \$10.6 million dollar budget. The Board has begun the budget process for fiscal year 2019. Budget submissions from the Division Managers were received in late-March. Budget meetings with the Director and Division Managers will be at the end of April. The budget process for 2019 should be completed by mid-May with the budget information being submitted to the Board Members for review at the end of May and the budget being presented for approval during the June board meeting.

Employment Testing – Brian Bellenger reported as of April 10, there were thirty-nine (39) job classes being studied in order to create new eligible lists. Nine (9) of these jobs were requests received during the month of March, and nine (9) additional requests were received thus far in April. Employment Testing is in the process of conducting job analyses, developing minimum qualifications and administering/scoring tests for twenty-two (22) jobs. The remaining seventeen (17) jobs were sent to Applicant Services and are in some phase of announcement and application screening.

The division is currently preparing for entry-level promotional testing with the Administrative/Clerical series jobs which will begin in May. Additionally, over one thousand (1,000) applications for Firefighter were received and testing will be in May.

Applicant Services – Guy Dewees reported the majority of the recruiting activities have been focused on positions in Healthcare, Human Resources, and the Fire Service. Social media is utilized to advertise all of these types of positions. The division also posted and networked on LinkedIn, Facebook, Twitter and professional association web sites in their respective fields.

Recruiters attended several career events which included events hosted by Alabama State University, Samford University, University of West Georgia, Clayton State University, Shelton State Community College, and Troy University. On April 10, recruiters attended an event hosted by the Birmingham Housing Authority. Merit System career information was presented to students and counselors at several high schools including Wenona, Woodlawn, Carver, Auburn, Opelika, and the Alabama School for the Deaf. In the coming weeks, recruiters are scheduled to attend events hosted by the Georgia Association of Colleges and Employers, Birmingham Business Alliance and the Alabama State Department of Human Resources.

Employee Services – Kim Kinder reported for the month of March, the Classification and Compensation Department approved six (6) advanced step requests, processed sixteen (16) certification requests for new positions and approved thirteen (13) premium pay requests. The Employee Relations Department received notification of four (4) appeals, twenty-one (21) suspensions, twelve (12) written warnings, thirteen (13) terminations and two (2) circuit court appeals. There were three (3) hearings held during the month of March.

The 2018 Classification Survey is coming to a close. The Board received eight (8) appeals of the initial determinations that were made. These appeals are currently under review and will be presented to the Survey Panel the week of April 16 and then the determinations will be available to survey participants. The Board will hold the

Public Hearing at the beginning of the May Meeting. The final survey recommendations will be presented to the Board at the June Meeting.

Following the departmental updates, the Chair informed the assembly that according to the Enabling Act, all three (3) Board Members should be present to take action on items presented to the Board. He stated that since Associate Member Jackie Smoke was absent, items requiring the Board's approval would have to be carried over to the May 8, 2018 meeting. Parties with items on the agenda affirmed that the carryovers would not cause undue burden on their respective operations. Parties to the Contested Items agreed to waive the 45-day window for decision by the Board under Rule 12.

Jeff Crenshaw gave an overview of the Information Items, and Kim Kinder introduced Wanda Hand, the new Employee Relations Advisor. Ms. Hand comes to the Personnel Board from the City of Birmingham where she was a Paralegal. She had also worked at the Board several years ago as a Paralegal. The Board welcomed Ms. Hand.

III. ACTION ITEMS – ALL ITEMS CARRIED OVER TO MAY 8, 2018 MEETING

- a) Board minutes for the meeting held on March 13, 2018.
- b) Recommendation that the Board approve renewal of an advertising contract between the Personnel Board of Jefferson County and the Birmingham Barons, LLC. The contract term is April 10, 2018 through August 28, 2018 and the total cost is \$27,000. As a corporate partner, the Personnel Board will receive: One 7x20 outfield fence sign; front inside cover color advertisement in the 2018 souvenir program; One 30 minute radio commercial for 140 Games (each broadcast home and away games); Sponsor Emergency Responders Night (Friday, May 18, 2018); and Barons.com web link.
- c) Recommendation that the Board approve renewal of a contract with LinkedIn to provide a job posting package and LinkedIn Corporate Recruiter accounts. LinkedIn has become an almost universally adopted recruiting tool. Registered

users are mostly professionals with a college degree or higher and their demographics are fairly evenly distributed amongst gender and race. It is currently our best sourcing tool to find individuals for difficult to fill professional-level openings. The contract term is May 28, 2018 through May 27, 2019, and the total amount is not to exceed \$37,855, which represents an increase of \$1,180 (3%) from the current contract.

- d) Recommendation that the Board approve a revision to the Personnel Board Administrative Appeals Procedure.
- e) Recommendation that the Board approve the Jefferson County Receiver request to appoint the position of Deputy Director of Juvenile Detention to the Exempt Executive Service.
- f) Recommendation that the Board approve a request from the Jefferson County Sheriff's Office to create a new class, Metro Area Crime Center Administrator, with a proposed pay grade of G-34 and a salary range of \$79,875 - \$123,911.

IV. JURISDICTION CONTRACTS – ALL CONTRACTS CARRIED OVER TO MAY 8, 2018 MEETING

- a) Recommendation that the Board approve a contract between the City of Birmingham and Amec Foster Wheeler (Amec F/W) to provide professional consulting services. Amec F/W will continue work as consultant in order to develop a comprehensive post-construction stormwater ordinance and related policies, processes and procedures that integrate watershed master plans. The cost is \$375,720. This is a two (2) year contract and is the third and final phase. The Board approved the contract for Phase I of this work on April 12, 2016, which included an overview of the future Phase II and Phase III. The Board approved the contract for Phase II on December 13, 2016.
- b) Recommendation that the Board approve three (3) new contracts between the Jefferson County Department of Health and Camisha Spencer, Kristen Sloan and Kyoka Akers; Keisha Long; and Kristy Lynn Price. The contractors will

provide breastfeeding support and training to WIC pregnant and/or breastfeeding mothers via telephone or clinic visits. These are one (1) year contracts (03/01/18 – 03/01/19) for the amount of \$11,000 for each contractor. The Board previously approved a one year contacts between the Health Department and Kesha Long and Kristy Lynn Price for these same services on May 9, 2017.

V. ADMINISTRATIVE LEAVE WITH PAY - (None Submitted)

VI. APPEAL OF DIRECTOR'S DETERMINATION - (None Submitted)

VII. CONTESTED ITEMS - Appeal of Disciplinary Actions (Suspension, Demotion, Termination) – ALL CONTESTED ITEMS CARRIED OVER TO MAY 8, 2018 MEETING

- a) Blake Savege v. City of Birmingham (Fire & Rescue Service) – DA-2017-2130-BH (Parties' Joint Motion to Dismiss Appeal and Settlement Agreement)
- b) Jarvis Walter v. City of Bessemer (Dept. of Public Improvement) – DA-2017-2113-BS (Hearing Officer's Report & Recommendation) – *Parties present waived the 45-day window for the Board's decision per Rule 12*
- c) Brenda F. Harris v. City of Bessemer (Bessemer Utilities) – DA-2017-2124-BS (Hearing Officer's Report & Recommendation) – *Parties present waived the 45-day window for the Board's decision per Rule 12*

VIII. INFORMATION AND DISCUSSION ITEMS

a) Advance Step(s)

1. Byrd, Percy	Traffic Maint. Supt.	Birmingham	Approved
2. Fagin, John	Computer Operator	Birmingham	Approved
3. Merritt, Veronica	Principal Attorney	Birmingham	Approved
4. Defnall, Joshua	Sewer Line Video Spec.	Jefferson Co	Approved
5. Hardisty, Paul	WWTP Supervisor	Jefferson Co	Approved
6. Tyler, Robert	WWTP Supervisor	Jefferson Co	Approved

b) Provisional Appointments

1. Shonae Eddins Director of Park/Rec Birmingham Approved

c) Reinstatements

1. James Williams Firefighter Approved
2. Raigan Zempoaleca-Rodriquez Public Safety Dispatcher II Approved

d) Board Expenditure Report for March

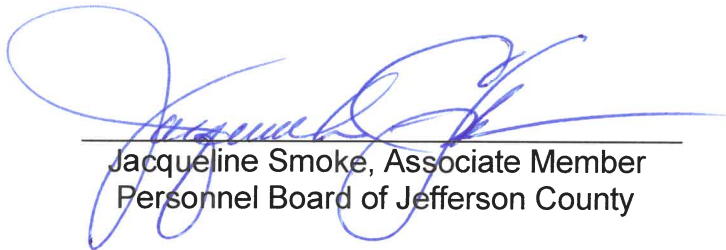
IX. EXECUTIVE SESSION

The Chair called for an executive session at 1:59 p.m. to discuss pending litigation.
The session ended at 2:18 p.m.

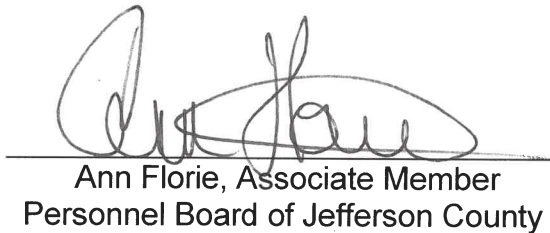
There being no further business, the meeting was adjourned at 2:20 p.m.



L. Kenneth Moore, Chairman
Personnel Board of Jefferson County



Jacqueline Smoke, 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