

# Board Packet - 06/27/2024 Agenda

## I. Opening Remarks

## II. Action Items

- A. Public hearing on the adoption of the 2024 Classification Survey and Board vote on the adoption of the 2024 Classification Survey Recommendations.
- B. Recommendation that the Board approves the Board Minutes for the meeting held on May 23, 2024.
- C. Recommendation that the Board approves the SPSS maintenance agreement in the amount of \$11,902.00 for the period August 1, 2024, through July 31, 2025. This is a \$1,423.07 decrease from the current fiscal year.
- D. Recommendation that the Board approves the renewal of the ACT WorkKeys agreement to allow for the Board to test potential police officer candidates. The cost per test is \$40.50 and we anticipate administering no more than 240 tests per year. This agreement is for a three-year period from September 1, 2024 through August 31, 2027.
- E. Recommendation that the Board approves three (3) new jobs for the City of Birmingham: Payroll and Pension Analyst, #01018, Grade 22 (salary range \$47,798 - \$74,152); Payroll and Pension Division Manager, #01021, Grade 34 (salary range \$85,821 - \$133,141); and Procurement Director, #00890, Grade 36 (salary range \$94,619 - \$146,806). Ranges reflect the City of Birmingham's salary schedule.
- F. Recommendation that the Board approves a new job of Systems Analyst - Electronic Medical Records, #02564, Grade 28 for the Health Department of Jefferson County (salary range \$70,803 to \$109,845). The position is responsible for developing conceptual and detailed specifications for electronic health record systems (medical and dental), to include integration of software upgrades and analyzing and providing solutions to information processing problems.

- G. Recommendation that the Board approves a new job of Paralegal Supervisor, #2461, Grade 23, for the Jefferson County District Attorney (salary range of \$54,454 to \$84,469). This job will oversee and lead support personnel within the District Attorney's Office by supervising a team of Paralegals, Legal Secretaries, and Administrative Clerks, and working closely with prosecutors, other law enforcement agencies, and witnesses.
- H. Recommendation that the Board approves a new job of Police Corporal, #06032, Grade 20, for the City of Vestavia Hills (public safety salary range of \$49,171 to \$76,274). This position that will be responsible for overseeing, organizing, training, and directing the activities of assigned law enforcement personnel as instructed by the Sergeant.
- I. 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 Jefferson County General Services Department and Summit Ventures, who will provide commissioning services (reviewing and verifying that building systems are installed and operating according to design and engineering documentation) for equipment such as air handling units, chillers, boilers, water heaters, alarm systems, pumps, normal power, emergency power, building automation systems, etc. This is a fee-based, one-year contract (effective upon Commission approval), the cost of not to exceed \$250,000. Based upon the fact that these services are sporadic in nature, temporary, and are generally contracted, this contract is recommended for approval.
- B. Recommendation that the Board approves a new contract between the Jefferson County Environmental Services Department and Industrial Safety and Training Services. The contractor will provide certification training on Confined Space Entry and Lockout/Tagout procedures using profession trainers that are skilled in rescue techniques; training is necessary per 29 CFR 1910.146 and 29 CFR 1910.146). This is a three (3) year contract at a cost not to exceed \$75,000 (\$25,000 per year). Based on the fact the County does

not possess the equipment or expertise to conduct this training, these services are regularly contracted, and the fact that the services will be performed sporadically, this contract is recommended for approval.

#### **IV. Administrative Leave with Pay**

- A. Rickytha Davis, Jefferson County - Request for 30-Day Extension of Administrative Leave with Pay
- B. Aaron Harris, City of Vestavia Hills - Request for 30-Day Extension of Administrative Leave with Pay
- C. Addie Towns, City of Birmingham - Request for 14-Day Extension of Administrative Leave with Pay

#### **V. Contested Items**

- A. Kareem Boone vs. Jefferson County (Environmental Services)- Case No. DA-2024-2489-JC (Termination) - Joint Motion to Dismiss Appeal & Settlement Agreement
- B. Randy Coleman vs. City of Birmingham(Police Department)- Case No. DA-2023-2475-BH (Suspension - 10 days)- Hearing Officer's Report & Recommendation
- C. Erik Henderson vs. City of Birmingham (Police Department)-Case No. DA-2023-2453-BH (Suspension - 15 days) - Hearing Officer's Report & Recommendation
- D. Tacoby Trammell vs. City of Birmingham (Police Department))-Case No. DA-2023-2471 (Termination)- Hearing Officer's Report & Recommendation
- E. Kyle Johnson vs. City of Birmingham (Police Department)- Case No. DA-2023-2472-BH (Termination)- Hearing Officer's Report & Recommendation
- F. Pamela Black vs. City of Birmingham (Communications Department)- Case No. DA-2024-2486-BH (Suspension - Two Week (7 shift)- Hearing Officer's Report & Recommendation

## **VI. Appeal of Director's Determination**

- A. Andrew Smith - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- B. Jamey Warmley - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record
- C. Jaylon Evans - Appeal of Director's Disqualification of Application based on Past Merit System Employment Record

## **VII. Information and Discussion Items**

- A. The Board acknowledges the Director securing Commercial Property and Crime Insurance (excluding general liability and commercial automobile insurance) in the amount of \$14,694 which includes taxes and fees for June 1, 2024 through June 1, 2025.
- B. The Board acknowledges the renewal of the Board's Cyber Protection Insurance policy in the amount of \$10,524.74 from June 13, 2024 through May 31, 2025.
- C. Recommendation that the Board acknowledges the list of Advanced Steps.
- D. Recommendation that the Board acknowledges the following expenditure reports:

May 4, 2024 through May 17, 2024

May 18, 2024 through May 31, 2024

June 1, 2024 through June 14, 2024

## **VIII. Executive Session**