

18-16TH Meeting of the Board
Regular Meeting and Public Hearing
8:30 a.m., Tuesday, August 7, 2018

(NOTE: PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES)

FINAL AGENDA

1. Public hearing for consideration of comments and suggestions concerning the request from the Mobile County License Commission for the adoption of Salary Grade 23, \$5,016.68 - \$8,019.92, for the classification of Attorney.
2. If Item One is approved, the Mobile County License Commission requests approval for the creation of one (1) position of Attorney.
3. Public hearing for consideration of comments and suggestions concerning the following requests from the Mobile County Revenue Commission:
 - (A) Adoption of the attached specification for the classification of Revenue Coordinator,
 - (B) Adoption of Salary Grade 21, \$4,117.43 - \$6,582.32, for the classification of Revenue Coordinator.
4. If Item Three is approved the Mobile County Revenue Commission requests approval for the creation of one (1) position of Revenue Coordinator.
5. Public hearing for consideration of comments and suggestions concerning the following requests from the City of Mobile:
 - (A) Adoption of Salary Grade 17, \$3,216.53 - \$5,142.10, for the classification of Rehabilitation Specialist,
 - (B) Amendment of Salary Grade 17, \$3,216.53 - \$5,142.10, to Salary Grade 20, \$3,730.18 - \$5,963.26, for the classification of Motor Pool Manager.
6. If Item Five is approved, the City of Mobile requests approval for the creation of one (1) position of Rehabilitation Specialist for the Community and Housing Development Department.
7. Public hearing for consideration of comments and suggestions concerning the following requests from the Mobile Area Water and Sewer System:
 - (A) Adoption of the attached specification for the classification of Supervisory Control and Data Acquisition (SCADA) Communications Technician,
 - (B) Adoption of Salary Grade 16, \$3,544.13 - \$5,665.82, for the classification of Supervisory Control and Data Acquisition (SCADA) Communications Technician.
8. If Item Seven is approved, the Mobile Area Water and Sewer System requests approval for the creation of one (1) position of Supervisory Control and Data Acquisition (SCADA) Communications Technician.

9. Public hearing for consideration of comments and suggestions concerning the following requests from the Water Works and Sewer Board of the City of Prichard:
 - (A) Adoption of Salary Grade 18, \$4,007.55 - \$6,406.67, for the classification of Public Relations Officer,
 - (B) Adoption of Salary Grade 10, \$2,699.58 - \$4,315.69, for the classification of Meter Repair Technician I.
10. If Item Nine is approved, the Water Works and Sewer Board of the City of Prichard requests approval for the creation of the following positions:
 - (A) Creation of one (1) position of Public Relations Officer,
 - (B) Creation of two (2) positions of Meter Repair Technician I.
11. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from Mobile County:
 - (A) Adoption of Salary Grade 16, \$3,061.54 - \$4,894.32, for the classification of Electrician II,
 - (B) Adoption of Salary Grade 14, \$2,773.60 - \$4,432.02, for the classification of Maintenance Mechanic II.
12. Have the Board set a date for a public hearing concerning the request from the City of Mobile to amend RULE 9.3, PROMOTION LIST, currently reading as follows:

PROMOTION LIST. 9.3 The names of the applicants successfully passing the test shall be entered on a promotion list in order of rank according to their final earned average. The term of a promotion list shall normally be fixed at one year from the date of establishment provided, however, that the term of any promotion list may be extended or terminated at any time, or any promotion list may be revived if, in the judgment of the Board, the interests of the public service would be best served by such action.

The amended Rule 9.3 would read as follows:

PROMOTION LIST. 9.3 The names of the applicants successfully passing the test shall be entered on a promotion list in order of rank according to their final earned average. The term of a promotion list shall normally be fixed at one year from the date of establishment provided, however, that the term of any promotion list may be extended or terminated at any time, or any promotion list may be revived if, in the judgment of the Board, the interests of the public service would be best served by such action. **The term of a promotion list for sworn positions within the City of Mobile Police and Fire Departments shall be fixed at two (2) years from the date of establishment.**

13. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following request of the Mobile County Health Department for reclassification under Rule 10.18 of the following employees:
 - (A) Frank Foley, Public Service Worker I, seasonal part-time to permanent part-time,
 - (B) Julian Trenier, Public Service Worker I, seasonal part-time to permanent part-time.
14. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following request from the Mobile Public Library for reclassification under Rule 10.18 of the following employees:
 - (A) Jasmine Benjamin, Office Assistant I, part-time in Division 226, to permanent full-time in Division 233,
 - (B) Adrienne Williamson, Office Assistant I, part-time in Division 226 to permanent full-time in Division 233.
15. The Mobile County Revenue Commission requests approval to revive the eligible list for Tax Auditor II, which expired on March 27, 2018, until September 30, 2018, for a period of 54 days.
16. The City of Mobile requests approval for special overtime for Chaturani Wimalarathne, Network Security Manager, and Deirdra States, Help Desk Manager, for the period of July 21, 2018 through January 18, 2019. This is necessary at this time for the jurisdiction's 24/7 information technology systems due to department reorganization and when no current weekend regular staff is scheduled. Both persons are responsible for system alarms and any corrective action should any systems go down.
17. The City of Mobile requests approval for "standby pay" for the job classification of Voice/Data Technician in the Information Technology Department and for its incumbents to be added to the list of those eligible to earn "standby pay" when called into work outside their regular work hours.
18. The City of Mobile requests approval for the following extensions of Injured with Pay:
 - (A) Extension of Injured with Pay for Gerald Dueitt, Carpenter, for the period of July 2, 2018 through July 29, 2018. Mr. Dueitt exhausted his 1,040 hours on June 13, 2018.
 - (B) Extension of Injured with Pay for Bobby Jackson, Carpenter, for the period of May 18, 2018 through July 9, 2018. Mr. Jackson exhausted his 1,040 hours on January 24, 2018.
19. The City of Mobile requests approval for the creation of three (3) positions of Heating/Air Conditioning Mechanic Trainee for the Facilities Maintenance Department.
20. The Director reports receipt of a request from Kenya Brewer for a supplemental written examination for Fiscal Clerk I. Ms. Brewer states she was absent for the examination on Monday, July 23, 2018, due to not getting her email on the Fiscal Clerk I testing for the date of the examination.

21. The Director reports receipt of a request from Sharri Dinkins for a supplemental written examination for Fiscal Clerk I. Ms. Dinkins states she was absent for the examination on Monday, July 23, 2018, due to a death in the family during the date of the examination.
22. The Director reports receipt of a request from Jearina Kenner for a supplemental written examination for Fiscal Clerk I. Ms. Kenner states she was absent for the examination on Monday, July 23, 2018, due to receiving the incorrect information on her email regarding the testing location and arriving late on the date of the examination.
23. The Director reports receipt of a request from Alexis Rogers for a supplemental written examination for Fiscal Clerk I. Ms. Rogers states she was absent for the examination on Tuesday, July 24, 2018, due to being involved in a car accident at approximately 8:18 a.m. upon arrival on Government Street turning into Ellis Avenue on the date of the examination.
24. The Director reports receipt of a request from Margaret Smith for a supplemental written examination for Fiscal Clerk I. Ms. Smith states she was absent for the examination on Tuesday, July 24, 2018, due to a death in the family during the date of the examination.
25. The Director reports approval of the following jurisdictional special merit increases:
 - (A) 25% special merit increase for Deandra Hudson, Office Assistant II with the Mobile County License Commission. Upon the retirement of a long-time employee, Ms. Hudson assumed duties in the second largest territory of the sales tax department & ABC license application research. During the implementation of the new sales tax software system, she worked with the developer and others in the office to customize the program to the needs of the License Commission. She now does daily balancing and reconciling of the sales tax collections, in addition to working as back-up business license teller one day per week. Her duties include working with taxpayers in problem-solving matters and methods, along with monitoring taxpayer data changes, assisting with the developers on an on-going basis, and posting payments into the system. Ms. Hudson possesses good problem-solving skills, is intuitive, and understands the workflow of the department.
 - (B) 15% special merit increase for Michael Van Veelan, Office Assistant III with the Mobile County License Commission. Upon the transfer of a departmental supervisor, Mr. Van Veelan assumed duties of the business license renewal process, and it has run smoothly ever since. He has been able to simplify the renewal process to accommodate fewer employees in the department, with no reduction in effectiveness. His work on the sales tax program development and reconciliation and balancing of the system has provided helpfulness to the programmers, played an instrumental role towards system improvements from developers, and produced cost-effective measures to save the business license clerk significant hours.
 - (C) 5% special merit increase for Shirley Byrd-Wade, License Operations Administrator with the Mobile County License Commission. In addition to other responsibilities, Ms. Wade oversees the cleaning personnel, building maintenance department, and the guard service. Ms. Wade is always helpful, detailed, and organized, serving as a team player and assumes additional duties at the end of each month with processing tag

renewals, titles, and registrations. She takes advantage of training opportunities afforded to her and continues to learn the law and regulations applicable to her position. Ms. Wade recently completed the Alabama Ethic Law Training in April 2018. She maintains a positive attitude and is an invaluable and efficient staff member to the jurisdiction.

26. The Director reports approval of the creation of the following jurisdictional positions:
 - (A) Creation of one (1) additional position of Sheriff's Sergeant for the Mobile County Sheriff's Office,
 - (B) Creation of one (1) additional position of Human Resources Assistant for the Mobile County Commission Administration Miscellaneous #2 Department,
 - (C) Creation of one (1) additional position of User Support Technician II for the Mobile County License Commission,
 - (D) Creation of two (2) additional positions of License Clerk for the Mobile County License Commission,
 - (E) Creation of one (1) additional position of Building Maintenance Superintendent for the Mobile County Health Department,
 - (F) Creation of four (4) additional positions of Treatment Plant Operator Trainee for the Water Works and Sewer Board of the City of Prichard,
 - (G) Creation of one (1) additional position of Equipment Operator Trainee for the City of Prichard Public Works Department,
 - (H) Creation of one (1) position of Office Assistant I, temporary, full-time, for the Board of Water and Sewer Commissioners of the City of Saraland.
27. The Director presents the 2018 – 2019 Fiscal Year Holiday Schedule for the Mobile County Personnel Department.
28. Have the Board ratify its approval of a continuance request filed by Edward Blount, Jr., Attorney for Mr. Ruffin, and Wanda Rahman, Assistant City Attorney, to postpone the appeal hearing for LaJuan Ruffin that was scheduled for July 19, 2018, and reschedule the hearing.
29. The Director reports receipt of a letter from Buzz Jordan, Attorney for Mr. Fraley, for a request for continuance of the dismissal hearing for Jason Fraley that is currently scheduled for September 6, 2018. Mr. Fraley has military duty and will be out of state from August 29, 2018 through September 29, 2018 and requests the hearing be rescheduled.
30. The Director recommends that the following Orders of the Board be spread fully upon the minutes:
 - (A) Brittanica Rogers vs. Water Works and Sewer Board of the City of Prichard,
 - (B) Cheryl Kirkland vs. City of Mobile.

31. Approval of the following meeting and hearing minutes of the Board:

- (A) 18-15TH meeting held July 17, 2018,
- (B) 18-14TH hearing held July 24, 2018,
- (C) 18-15TH hearing held July 26, 2018,
- (D) 18-16TH hearing held July 31, 2018.

32. Comments from the Director.

33. Business items from Board Members.