

Mobile County Personnel Board Agenda
23 – 9TH Meeting of the Board
Tuesday, May 2, 2023 – 2:00p.m.

Call to Order

Invocation

Determination of a Quorum

Adoption of the Agenda

Vote

1. Department Operating Expenses (001) Vote

2. Meeting Approvals (002 - 006) Vote

A. Approval of the 23 – 8TH Meeting Minutes held April 18, 2023.

3. Director Reports

Information

A. The Director reports approval of the creation of jurisdictional positions: (007 - 014)

1. One (1) position of Office Manager, for the Mobile County Commission Misc #2 Department,
2. One (1) position of Buyer II, part time, for the City of Mobile, Procurement Department.
3. One (1) position of Community Activities Coordinator, for the City of Mobile, Tennis Center Department.
4. One (1) position of Customer Service Supervisor, for the City of Mobile, 311 Department.
5. One (1) position of Public Service Supervisor I, for the City of Mobile, Traffic Engineering Department.
6. One (1) position of Maintenance Mechanic I, for the City of Mobile, GulfQuest Maritime Museum Department.
7. One (1) position of Tree Trimmer II, for the City of Mobile, Public Services Administration Department,
8. One (1) position of Emergency Preparedness Planning & Operations Officer I, for the Mobile County Emergency Management A

4. Jurisdictional Requests

Action/Vote

- A. The Mobile County Sheriff's Office requests approval to extend the eligible list for a period of six months from Board approval for the Sheriff's Captain and Sheriff's Lieutenant, which will expire May 2, 2023. (015-017)
- B. The Mobile County Sheriff's Office requests approval to implement the Deputy Sheriff Field Training Officer Incentive Policy. (018 - 021)
- C. The City of Mobile requests approval to implement a Commercial Driver License (CDL) Incentive Policy for full time employees with valid CDL License and who meeting certain criteria. (022 - 024)
- D. The City of Mobile requests approval to amend the Tool Allowance to \$110.00 per month to full time employees whose primary duties are mechanic-type work and meet certain criteria. (025 - 027)

Mobile County Personnel Board Agenda

23 – 9TH Meeting of the Board

Tuesday, May 2, 2023 – 2:00p.m.

- E. The Director reports receipt of an email from Kevin Beckham, Police Officer with the City of Mobile Police Department, for a supplemental promotional written exam for Police Corporal. Mr. Beckham states, with documentation, he will be absent for the examination on Friday, May 5, 2023, due to military training on the date and time of the examination. (028- 031)
- F. The Director reports receipt of an email from Jason Martin, Police Officer with the City of Mobile Police Department, for a supplemental promotional written exam for Police Corporal. Mr. Martin states, with documentation, he will be absent for the examination on Friday, May 5, 2023, due to his son’s surgery scheduled on the date and time of the examination. (032 - 035)
- G. The Director reports receipt of an email from Rashaud Grayson, Police Officer with the City of Mobile Police Department, for a supplemental promotional written exam for Police Corporal. Mr. Grayson states, with documentation, he will be absent for the examination on Friday, May 5, 2023, due to military training on the date and time of the examination. (036 - 040)
- H. The Director reports receipt of an email from Ronald Robinson, Police Officer with the City of Mobile Police Department, for a supplemental promotional written exam for Police Corporal. Mr. Robinson states, with documentation, he will be absent for the examination on Friday, May 5, 2023, due to his college graduation ceremony on the date and time of the examination. (041 - 046)
- I. The Mobile Area Water & Sewer System requests the approval and implementation of the Field Operations Pay Plan for the classifications attached, effective May 6, 2023. (047 - 051)
- J. The City of Creola is requesting a 5% Cost of Living Adjustment for all employees to be effective June 3, 2023. (052- 053)
- K. The Mobile County Personnel Board will vote to select a Personnel Director.

5. Public Hearings

Action/Vote

- A. Public hearing concerning the following requests from the City of Mobile: (054 - 070)
 - 1. Amendment of the attached specification for the classification of City Engineer,
 - 2. Amendment of Salary Grade of 27 to Salary Grade 29 for the classification of City Engineer,
 - 3. Amendment of the attached specification for the classification of Assistant City Engineer,
 - 4. Amendment of Salary Grade of 26 to Salary Grade 28 for the classification of Assistant City Engineer.
- B. If Items A1—A2 are approved the City of Mobile requests the salary grade adjustment for the incumbent, Nicholas Amberger, City Engineer to Salary Grade 29 Step I.
- C. If Items A3—A4 are approved the City Mobile City requests the salary grade adjustment for the incumbent, Rosemary Ginn, Assistant City Engineer to Salary Grade 28 Step B.
- D. Public hearing concerning the following requests from the Mobile Area Water & Sewer: (071- 076)

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1. Adoption of the classification of Risk Manager,
 2. Adoption of Salary Grade 21 for the classification of Risk Manager.
- E. If items D1—D2 are approved Mobile Area Water & Sewer Requests the creation of one (1) full time position of Risk Manager.
- F. Public hearing concerning the following requests from the Mobile Housing Authority: (077-092)
1. Adoption of the classification specification of Executive Assistant—MHA,
 2. Adoption of Salary Grade 19 for the classification of Executive Assistant—MHA.
- G. If Items D1—D2 are approved the Mobile Housing Authority requests the creation of one (1) full time position of Executive Assistant—MHA.
- H. Have the Board set a date for a public hearing concerning the request from the Mobile County Sheriff's Office to amend the attached specification for the classification of Civil Division Manager. (093- 104)
- G. Have the Board set a date for a public hearing concerning the following requests from the Mobile County Sheriff's Office: (105- 114)
1. Adoption of the attached specification for the classification of Criminal Investigative Analyst Manager,
 2. Adoption of Salary Grade 20 for the classification of Criminal Investigative Analyst Manager.
- H. Have the Board set a date for a public hearing concerning the following requests from the Mobile County Revenue Commission: (115 - 136)
1. Amendment of the attached specification for the classification of Reproduction Technician I to Mapping Clerk I,
 2. Amendment of Salary Grade 8 to Salary Grade 10 for the classification of Mapping Clerk I,
 3. Adoption of the attached specification for the classification of Mapping Clerk II,
 4. Adoption of Salary Grade 12 for the classification of Mapping Clerk II,
 5. Adoption of the attached specification for the classification of Mapping Clerk III,
 6. Adoption of Salary Grade 14 for classification of Mapping Clerk III.
- I. Have the Board set a date for a public hearing concerning the following requests from the City of Mobile: (137 - 145)
1. Amendment of Salary Grade 16 to Salary Grade 19 for the classification of Safety Coordinator,
 2. Amendment of Salary Grade 20 to Salary Grade 22 for the classification of Motor Pool Manager.
- J. Have the Board set a date for a public hearing concerning the following requests from the

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City of Chickasaw: (146 – 149)

1. Amendment of Salary Range 45 to Salary Range 46 for the classification of Police Officer,
 2. Amendment of Salary Range 45 to Salary Range 46 for the classification of Firefighter,
 3. Amendment of Salary Range 47 to Salary Range 48 for the classification of Police Corporal,
 4. Amendment of Salary Range 47 to Salary Range 48 for the classification of Firefighter Driver,
 5. Amendment of Salary Range 50 to Salary Range 51 for the classification of Police Sergeant,
 6. Amendment of Salary Range 50 to Salary Range 51 for the classification of Fire Service Captain,
 7. Amendment of Salary Range 51 to Salary Range 52 for the classification of Police Lieutenant,
 8. Amendment of Salary Range 53 to Salary Range 54 for the classification of Police Captain,
 9. Amendment of Salary Range 35 to Salary Range 37 for the classification of Animal Control Officer I,
 10. Amendment of Salary Range 49 to Salary Range 51 for the classification of Public Safety Sergeant.
- K. Have the Board set a date for a public hearing concerning the request from the City of Satsuma to amend Salary Grade 12 to Salary Grade 14 for the classification of Assistant City Clerk. (150 - 151)
- L. Have the Board set a date for a public hearing concerning the following requests from the Mobile Area Water & Sewer System: (152 - 166)
1. Amendment of the attached specification for the classification of Laboratory Technician I,
 2. Amendment of Salary Grade 8 to Salary Grade 10 for the classification of Laboratory Technician I,
 3. Amendment of the attached specification for the classification of Laboratory Technician II,
 4. Amendment of Salary Grade 11 to Salary Grade 12 for the classification of Laboratory Technician II,
 5. Adoption of the attached specification for the classification of Laboratory Technician III,
 6. Adoption of Salary Grade 14 for the classification of Laboratory Technician III.
- M. Have the Board set a date for a public hearing concerning the following requests from the Mobile Housing Authority: (167 - 179)
1. Adoption of the attached specification for the classification of Chief Procurement

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Officer—MHA,

2. Adoption of Salary Grade 23 for the classification of Chief Procurement Officer—MHA,
3. Amendment of Salary Grade 14 to Salary Grade 17 for the classification of Housing Specialist II.

N. Have the Board set a date for a public hearing concerning the request from the Mobile County Personnel Department for the adoption of the proposed budget for the Mobile County Personnel Board for fiscal year 2023—2024 beginning October 1, 2023. (180 – 184)

6. Appeals

Action/Vote

A. Have the Board set a date regarding the appeal from dismissal of Meiko Martin, former Fiscal Services Manager with the Mobile County Sheriff's Office. (185 - 203)

B. Daniel Stubbs, former Police Officer with the City of Creola requests approval to stay his appeal from dismissal due to pending litigation of charges. (204 – 211)

7. Unfinished Business

Action/Vote

1. The Board to address concerns regarding Salary Grade Amendment for the classifications of City Clerk and Assistant City Clerk for the City of Mobile. (212 - 246)

New Business

Announcements

Board Members

Adjournment

The Personnel Board for Mobile County, Alabama

1809 Government Street
 Mobile, Alabama 36606
 P. O. Box 66794
 Mobile, Alabama 36660-1794
 Phone: 251-470-7727
 Fax: 251-470-1708
 www.personnelboard.org



Robert D. Brown, Chair
 Adam Strange, Vice-Chair
 Talma Carstarphen, Associate
 Willie T. Gray, Associate
 Patrick Mitchell, Associate

 Darryl Stark, Ph.D.,
 Interim Personnel Director

**Mobile County Personnel Department
 Accounts Payable Transaction Listing
 Board Meeting/Hearing Date: 05/02/2023**

| <u>Vendor</u> | <u>Account Number</u> | <u>Amount</u> |
|---|-------------------------------------|----------------------|
| Alabama Power | 2060 UTILITIES - ELECTRICITY | \$ 3,041.00 |
| American Heritage Life Insurance | 9020 EMPLOYEE INSURANCE | \$ 130.50 |
| Cspire | 2040 UTILITIES - TELEPHONE | \$ 2,158.86 |
| Dell Marketing L.P. | 7020 EQUIPMENT | \$ 112.79 |
| GFOAA | 2340 MEMBERSHIPS - PROFESSIONAL ORG | \$ 100.00 |
| Goram Air Conditioning Co., Inc. | 5030 REPAIRS, REPLACEMENT & MAINT | \$ 825.00 |
| Harris, Jeanne (employee) | 2210 TRAVEL, ROOM & PD | \$ 599.06 |
| Lincoln National Life Insurance Company | 9020 EMPLOYEE INSURANCE | \$ 2,593.08 |
| Principal Life Insurance Company | 9020 EMPLOYEE INSURANCE | \$ 252.79 |
| University of South Alabama, CCE | 3020 TRAINING | \$ 770.00 |
| <u>Assessors:</u> | | |
| City of Dothan | 2200 EXAMINATION EXPENSE | \$ 280.44 |
| Vance, James F. Jr. | 2200 EXAMINATION EXPENSE | \$ 224.40 |
| <u>Monthly Salary:</u> | | |
| Arthur J. Madden, III | 1220 SALARIES, LEGAL MADDEN | \$ 2,333.33 |
| Maynard, Cooper & Gale P.C. | 1200 SALARIES, LEGAL R BELL | \$ 4,583.33 |
| | | \$ 18,004.58 |

MINUTES of the 23 – 8th Meeting of the Mobile County Personnel Board
Meeting and Special Hearing held at 2:00 p.m., Tuesday, April 18, 2023.

PRESENT: Talma Carstarphen, Chair; Adam Strange, Vice-Chair; R. Donnie Brown, Member #2; Willie Gray, Member #1; Patrick Mitchell, Member #5; Arthur Madden, III, Assistant Personnel Board Attorney Dr. Darryl Stark, Interim Personnel Director.

ABSENT: Raymond Bell, Personnel Board Attorney.

ALSO PRESENT: Matthew Barclift, Mobile County Inspections Department, Jesse Thomas, Mobile Public Library; Kelvin Nobles, Mobile County Health Department; Kelly Merrifield, Mobile County Revenue Commission, Alison Wadhvani, Mobile County License Commission, Courtney Washington, Mobile Area Water & Sewer System, Elizabeth Lingerfelt, Office Assistant I; Marguerita Harris, Office Assistant I; Melissa Smith, Secretary III.

The five (5) page agenda for the meeting consisted of seven (7) items and is attached as Attachment "A" to become an official part of these minutes.

The meeting was called to order by Mr. Brown, Chair. Invocation was given by Mr. Gray.

The Roll Call/Determination of a Quorum was established.

The Adoption of the Agenda: Ms. Carstarphen presented a motion to approve item. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #1 was presented to the Board. Mr. Strange presented a motion to approve item. Ms. Carstarphen seconded the motion which was unanimously approved by the Board.

Items #2 (A—C) were presented to the Board. Ms. Carstarphen presented a motion to approve item. Mr. Gray seconded the motion, Mr. Mitchell abstained from voting and the motion was approved by the Board.

Item #3 was presented to the Board. This was a report only and no action was required by the Board.

Item #4 (A) was presented to the Board. Ms. Carstarphen presented a motion to approve items. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #4 (B) was presented to the Board. Mr. Gray presented a motion to approve. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #5(A1—A6) was presented to the Board. Ms. Carstarphen presented a motion to approve item. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #5(B) was presented to the Board. Ms. Carstarphen presented a motion to approve items. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #5(C) was presented to the Board. Ms. Carstarphen presented a motion to approve. Mr. Mitchell seconded the motion which was unanimously approved by the Board.

Item #5(D) was presented to the Board. Ms. Carstarphen presented a motion to approve items. Mr. Strange seconded the motion which was unanimously approved by the Board

Item #5(E1—E3) was presented to the Board. Ms. Carstarphen presented a motion to approve items. Mr. Strange seconded the motion which was unanimously approved by the Board.

Item #5(F) was presented to the Board. Mr. Mitchell presented a motion to approve items. Ms. Carstarphen seconded the motion which was unanimously approved by the Board.

Item #5(G) was presented to the Board. Mr. Gray presented a motion to approve. Mr. Mitchell seconded the motion which was unanimously approved by the Board.

Items #5(H1—H3) was presented to the Board. Ms. Carstarphen presented a motion to approve items. Mr. Gray seconded the motion which was unanimously approved by the Board.

Item #5 (I) was presented to the Board. Mr. Gray presented a motion to approve. Ms. Carstarphen seconded the motion which was unanimously approved by the Board.

Item #5(J1—J7) was presented to the Board. Ms. Carstarphen presented a motion to approve. Mr. Mitchell seconded the motion which was unanimously approved by the Board.

Item #5(K) was presented to the Board. Mr. Gray presented a motion to approve. Mr. Mitchell seconded the motion which was unanimously approved by the Board.

Item #5 (L1—L4) was presented to the Board. Mr. Gray presented a motion to approve items. Ms. Carstarphen seconded the motion which was unanimously approved by the Board.

Item #5 (M) was presented to the Board. Ms. Carstarphen presented a motion to approve. Mr. Gray seconded the motion which was unanimously approved by the Board.

Item #5 (N) was presented to the Board. Mr. Gray presented a motion to approve. Mr. Mitchell seconded the motion which was unanimously approved by the Board.

Item #5 (O1—O10) was presented to the Board. A public hearing has been scheduled for Tuesday, May 2, 2023 at 2:00 p.m.

Item #5 (P1—P4) was presented to the Board. A public hearing has been scheduled for Tuesday, May 2, 2023 at 2:00 p.m.

Item #5 (Q1—Q2) was presented to the Board. A public hearing has been scheduled for Tuesday, May 2, 2023 at 2:00 p.m.

Item #5 (R1—R2) was presented to the Board. A public hearing has been scheduled for Tuesday, May 2, 2023 at 2:00 p.m.

Item #6 (A) was presented to the Board. Mr. Gray made a motion to ratify the continuance from the Jason Craig hearing originally rescheduled for April 18, 2023. Ms. Carstarphen seconded the motion.

Item #6 (B) was presented to the Board. The Board set a date for a public hearing to reset the date of appeal from dismissal filed by Gregory Jordan, former Public Service Worker I with the Mobile County Commission Environmental Enforcement Department for May 4, 2023.

Unfinished Business: NONE

New Business: NONE

Announcements: NONE

Board Members: Mr. Gray requested information regarding the request from the City of Satsuma regarding the position of Assistant City Clerk due to his being contacted by Mayor Barlow.

Mr. Gray requested information about the 2021 & 2022 Personnel Board Budget. Each Board Member agreed to provide input and set a date for public hearing at the next Board meeting.

Mr. Gray questioned the prior resolution on the City of Mobile City Clerk (Mobile) and requested there be a new motion on the next Agenda.

Mr. Strange requested, and the Board unanimously agreed to go into Executive Session at the end of the meeting; announcing the Board would not return.

Adjournment:

With there being no further business to come before the Board,
the meeting was adjourned at 2:30 p.m.

Date: 4-18-23

PLEASE SIGN IN TO ATTEND MEETING OR HEARING

CHECK ALL WEAPONS WITH THE FRONT DESK OR RETURN THEM TO YOUR VEHICLE

PUBLIC HEARING: Room 123

BOARD MEETING: Room 123

For: _____

| | <u>Name (Please Print)</u> | <u>Signature</u> | <u>Jurisdiction</u> <small>(if applicable)</small> |
|----|----------------------------|-------------------|---|
| 1 | MATTHEW BARCLIFF | M Barcliff | MOBILE COUNTY |
| 2 | Jessie Thomas | Jessie Thomas | MPL |
| 3 | Kelly Merrifield | K Merrifield | MCRC |
| 4 | Angon Wadhvani | Angon Wadhvani | MCLC |
| 5 | KEVIN NOBLE | Kevin Noble | MC HD |
| 6 | Courtney Wadhvani | Courtney Wadhvani | MAWSS |
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MOBILE COUNTY COMMISSION

COUNTY COMMISSIONERS
CONNIE HUDSON, PRESIDENT
MERCERIA LUDGOOD, COMMISSIONER
RANDALL DUEITT, COMMISSIONER
TELEPHONE (251) 574-5077



ADMINISTRATION
GLENN L. HODGE
COUNTY ADMINISTRATOR
EDDIE KERR
DEPUTY ADMINISTRATOR
TELEPHONE (251) 574-5073
FAX (251) 574-5080

April 24, 2023

Dr. Darryl Stark, Interim Personnel Director
Mobile County Personnel Board
Post Office Box 66794
Mobile, Alabama 36601

Dear Dr. Stark,

Please consider this as my request to create one (1) position of Office Manager, Salary Grade 14, for the Mobile County Commission, Administration Department #02.

Please contact Sonya Seaman, Human Resources Coordinator at 251-574-8764 if additional information is needed.

Thanks for your cooperation in this matter.

*Mobile County Comm. Misc #2
Office Manager*

Sincerely,

AUTH FILLED VACANT

Glenn L. Hodge
Glenn L. Hodge,
County Administrator
Mobile County Commission

Position Exists @

- (01) Engineering & PW's*
- Environmental Enforcement*
- Animal Control Department*
- Building Maintenance*
- License Commissioner*
- Environmental Services*
- Chickasabogue Park*

- GLH/sas (02) City Clerk's Office*
- Admin Services*
- Public Services Adm.*
- Fleet Management*

- (13) Housing Board*
- (16) Orchard Water & Sewer*
- (17) Saraland Water & Sewer*
- (20) Library Administration*

*Board of Registrar
Legislative Delegation*

23 9th 007

Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 25, 2023 1:29 PM
To: 'Darryl Stark'; Gloria Reed (greed@personnelboard.org); Betty Gardner; Melissa Smith (melissa@personnelboard.org); 'Elizabeth Lingerfelt'
Subject: Position Requests & Update # of Vacancies

The City of Mobile requests the following actions:

- Create 1 part-time position of Buyer II in the Procurement Department
- Create 1 position of Tree Trimmer II in Public Services Administration
- Create 1 position of Customer Service Supervisor in Mobile 311

- Ref# 34288 - Equipment Operator III/Automated Solid Waste Truck, Public Services Administration
Please update the number of requested vacancies from 3 to 4 to account for Juan Draine's 4/12/23 resignation

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

*City of Mobile Procurement
Dept
Buyer II, parttime*

| AUTH | FILLED | VACANT |
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| 5 | 4 | 1 ft |



Melissa Smith

From: Gloria Reed <greed@personnelboard.org>
Sent: Monday, April 24, 2023 11:40 AM
To: Elizabeth Lingerfelt; Melissa Smith; mharris@personnelboard.org; Tiffany Northington
Cc: Darryl Stark; Betty Gardner
Subject: FW: Position Requests

Please see the email request below to add positions. It doesn't appear that you were on the original email. If you have already received this forwarded to you, please disregard it. Regarding the requests concerning requisitions and vacancies, we will take care of.

Thanks.

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, April 19, 2023 9:46 AM
To: Betty Gardner <gardner@personnelboard.org>
Cc: Gloria Reed (greed@personnelboard.org) <greed@personnelboard.org>
Subject: Position Requests

The City of Mobile requests the following actions:

1. Add one position of Maintenance Mechanic I to GulfQuest Maritime Museum.
2. Add one position of Community Activities Coordinator to the Mobile Tennis Center. Also, please void Req# 35278 for the 2nd position and instead update the number of requested vacancies on Req# 35092 from 1 to 2 positions.

City of Mobile Tennis Center
Community Activities Coord.

Thanks,
Leslie

| AUTH | FILLED | VACANT |
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| 2 | 1 | 1 |

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 25, 2023 1:29 PM
To: 'Darryl Stark'; Gloria Reed (greed@personnelboard.org); Betty Gardner; Melissa Smith (melissa@personnelboard.org); 'Elizabeth Lingerfelt'
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- Create 1 part-time position of Buyer II in the Procurement Department
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Please update the number of requested vacancies from 3 to 4 to account for Juan Draine's 4/12/23 resignation

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

City of Mobile 311
Customer Service Supervisor

AUTH FILLED VACANT

position exists @
(02) Revenue Administration



Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 18, 2023 12:19 PM
To: Melissa Smith; 'Darryl Stark'
Cc: Betty Gardner; 'Elizabeth Lingerfelt'; White, Jennifer
Subject: RE: Public Safety Supervisor I

So we can move forward with the job posting for Public Service Supervisor I (req# 34832), please create one additional position in the City of Mobile's Traffic Engineering Department. Should Darius Matthews not return to work after his dismissal appeal, please consider this our request to abolish the additional position.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org



*City of Mobile Traffic
Engineering Department
Public Service Supr. I*

AUTH FILLED VACANT
1 0 1

From: Melissa Smith <melissa@personnelboard.org>
Sent: Tuesday, April 18, 2023 12:10 PM
To: Rey, Leslie <leslie@cityofmobile.org>; 'Darryl Stark' <dstark@personnelboard.org>
Cc: Betty Gardner <gardner@personnelboard.org>; 'Elizabeth Lingerfelt' <elingerfelt@personnelboard.org>
Subject: Public Safety Supervisor I
Importance: High

CAUTION: External Email

Good afternoon,

Leslie could you please send us a request to create an additional Public Safety Supervisor I in the City of Mobile Traffic Engineering Department.

Melissa D. Smith

Melissa Smith

From: Gloria Reed <greed@personnelboard.org>
Sent: Monday, April 24, 2023 11:40 AM
To: Elizabeth Lingerfelt; Melissa Smith; mharris@personnelboard.org; Tiffany Northington
Cc: Darryl Stark; Betty Gardner
Subject: FW: Position Requests

Please see the email request below to add positions. It doesn't appear that you were on the original email. If you have already received this forwarded to you, please disregard it. Regarding the requests concerning requisitions and vacancies, we will take care of.

Thanks.

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
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<https://www.facebook.com/personnelboard/>

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, April 19, 2023 9:46 AM
To: Betty Gardner <gardner@personnelboard.org>
Cc: Gloria Reed (greed@personnelboard.org) <greed@personnelboard.org>
Subject: Position Requests

*City of Mobile GulfQuest
Maritime Museum
Maintenance Mechanic I*

AUTH FILLED VACANT

Ø

The City of Mobile requests the following actions:

*position exists
(02) MPD
Museum of Art + Tennis Center*

1. Add one position of Maintenance Mechanic I to GulfQuest Maritime Museum.
2. Add one position of Community Activities Coordinator to the Mobile Tennis Center. Also, please void Req# 35278 for the 2nd position and instead update the number of requested vacancies on Req# 35092 from 1 to 2 positions.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

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From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 25, 2023 1:29 PM
To: 'Darryl Stark'; Gloria Reed (greed@personnelboard.org); Betty Gardner; Melissa Smith (melissa@personnelboard.org); 'Elizabeth Lingerfelt'
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Please update the number of requested vacancies from 3 to 4 to account for Juan Draine's 4/12/23 resignation

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org



*City of Mobile Public Services
Administration Dept.
Tree Trimmer II*

| AUTH | FILLED | VACANT |
|-------------|---------------|---------------|
| 4 | 2 | 2 |



MOBILE COUNTY EMERGENCY MANAGEMENT AGENCY

7350 Zeigler Blvd.
Mobile, Alabama 36608
(251) 460-8000
www.mcema.net

To: Dr. Darryl Stark
Director, Mobile County Personnel Board
1809 Government Street, Mobile AL 36606

CC: Melissa Smith
Gloria Reed

DATE: April 20, 2023

From: Ronnie Adair
Director, Mobile County Emergency Management Agency
7350 Zeigler Blvd, Mobile AL 36608

Dr. Stark,
The Mobile County Emergency Management Agency is submitting the following request for approval:
The addition of one (1) full time position of Emergency Preparedness Planning and Operations Officer I for the Agency.

If you need any additional information or have any questions regarding this request, please contact myself or:

Mike Evans
Deputy Director
Office (251) 460-8003 Cell – 251-680-7044
mevans@mcema.net

EMA
Emergency Preparedness
Planning & Operations
Officer I

Sincerely,

Ronnie Adair
Director, Mobile County EMA

AUTH FILLED VACANT
5 5 0

SHERIFF



DWS
4/27/23

Paul Burch Jr.

TELEPHONE (251) 574-7827
P. O. Box 113

MOBILE COUNTY • MOBILE, ALABAMA
36601-0113

April 27, 2023

Dr. Daryl Stark, Interim Director
Mobile County Personnel Board
Post Office Box 66794
Mobile, AL 36660-1794

Director Stark,

The Mobile County Sheriff's Office promotional register for Sheriff's Captain and Lieutenant expires May 2, 2023. I request an extension of the promotional register for a term of 6 months.

Sincerely,

A handwritten signature in blue ink that reads "Paul Burch, Jr." with a long horizontal flourish extending to the right.

Paul Burch, Jr.
Sheriff

Elizabeth Lingerfelt

From: Gloria Reed <greed@personnelboard.org>
Sent: Thursday, April 27, 2023 12:59 PM
To: Tiffany Northington; Melissa Smith; Elizabeth Lingerfelt; mharris@personnelboard.org
Cc: Darryl Stark; Betty Gardner
Subject: FW: Request extension promotional
Attachments: scan0850.pdf

Importance: High

Please see the attached request from the Mobile County Sheriff's Office to extend the promotional eligible list for Sheriff's Captain #29364-0321 & Lieutenant #29366-0321 which are set to expire on 5/2/2023 for six months in order to allow additional time to promote candidates.

Please let me know if you need additional information.

Gloria

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Thursday, April 27, 2023 12:35 PM
To: Darryl Stark <dstark@personnelboard.org>; Betty Gardner <gardner@personnelboard.org>; Gloria Reed <greed@personnelboard.org>; Melissa Smith <Melissa@personnelboard.org>
Subject: Request extension promotional

--

Elizabeth Lingerfelt

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Thursday, April 27, 2023 12:35 PM
To: Darryl Stark; Betty Gardner; Gloria Reed; Melissa Smith
Subject: Request extension promotional
Attachments: scan0850.pdf

--

Cynthia Coleman, Director
Human Resources
Mobile County Sheriff's Office
25-574-4913

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.



**MOBILE COUNTY
SHERIFF'S OFFICE**
SHERIFF PAUL BURCH

PROPOSED POLICY

MOBILE COUNTY SHERIFF'S OFFICE **DEPUTY SHERIFF—FIELD TRAINING OFFICER INCENTIVE POLICY**

To provide proper training to newly hired Deputies the Mobile County Sheriff's Office utilizes a Field Training Officers program and evaluation. This program is a benefit to the Mobile County Sheriff's Office as well as the Citizens of Mobile County as it rewards Deputies who possess the knowledge and ability to properly train new Deputies.

Entrance to the program is offered to Deputies with a minimum of two years law enforcement experience to include one with the Mobile County Sheriff's Office. The incentive is only offered to those at the rank of Deputy Sheriff, assigned to the Patrol division.

I request 2.5% incentive pay be offered to Deputies who successfully complete the Field Training and Evaluation program and are granted entry as an Field Training Officer. I request that the incentive begin at the next available pay period.

SHERIFF



DWS
4/28/23

TELEPHONE (251) 574-7827
P. O. Box 113

Paul Burch Jr.

MOBILE COUNTY • MOBILE, ALABAMA
36601-0113

March 16, 2023

Mr. George Smith, Director
Mobile County Personnel Board
Post Office Box 66794
Mobile, AL 36660-1794

Director Smith,

Proper documentation of Law Enforcement training is at the forefront of agencies across the Nation. To provide proper training to newly hired Deputies the Mobile County Sheriff's Office utilizes a Field Training Officers program and evaluation. Entrance to the program is offered to Deputies with a minimum of two years law enforcement experience to include one with the Mobile County Sheriff's Office.

This program is a benefit to the Mobile County Sheriff's Office as well as the Citizens of Mobile County as its rewards Deputies who possess the knowledge and ability to properly train new Deputies.

By receipt of this letter I request 2.5% incentive pay, for ten positions, Field Training Officer (FTO). Offered to Deputies who successfully complete the Field Training and Evaluation program and are granted entry as an FTO. The incentive is only offered to those at the rank of Deputy Sheriff, assigned to the Patrol division. I have attached a list of Deputies presently assigned as Field Training Officer's and thus qualify for the incentive. I further request that the incentive begin at the next available pay period.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Burch, Jr.", written over a horizontal line.

Paul Burch, Jr.
Sheriff

WP/PB/

Field Training Officer's Approved for Incentive

| Employee Number | Name | Rank |
|------------------------|--------------------|-------------|
| 17664 | Kelley, Derek | Deputy |
| 17665 | Rhodes, Frederick | Deputy |
| 17866 | Greenwald, Charles | Deputy |
| 17844 | Cochran, Chester | Deputy |
| 17882 | Smith, Victor | Deputy |
| 17953 | Gray, Shaun | Deputy |
| 17970 | Bradley, Cedric | Deputy |

Melissa Smith

From: Darryl Stark <dstark@personnelboard.org>
Sent: Friday, April 21, 2023 2:54 PM
To: Gloria Reed; Melissa Smith; Amy Blanks
Subject: FW: 2.5% incentive
Attachments: scan0795.pdf

Do they need to develop a policy for this incentive and get it approved by the Personnel Board similar to SWAT, EMT, and K-9? I would think that they would need to do that. It appears to be an assignment so I did not know if that made a difference.

Amy,

Do any of the jurisdictions have something similar that was an approved policy by the Personnel Board. Let us know. Thanks.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Friday, April 21, 2023 2:18 PM
To: Darryl Stark <dstark@personnelboard.org>; Gloria Reed <greed@personnelboard.org>; Melissa Smith <Melissa@personnelboard.org>
Subject: Fwd: 2.5% incentive

----- Forwarded message -----

From: Cynthia Coleman <ccoleman@mobileso.com>
Date: Thu, Mar 23, 2023 at 3:30 PM
Subject: 2.5% incentive
To: gsmith@personnelboard.org <gsmith@personnelboard.org>

Cynthia Coleman, Director
Human Resources
Mobile County Sheriff's Office
25-574-4913

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

Dwo
4/25/23

CITY OF MOBILE

Policy #: COM-23-004

Commercial Driver License (CDL) Incentive Pay

Effective Date: 4/22/2023

Supersedes: 2018.1 (9/29/2018)

page 1 of 2



PURPOSE

The City of Mobile's Commercial Driver License (CDL) Incentive compensates employees who possess credentials needed to operate certain equipment and addresses the City's demand in recruiting, hiring, and retaining qualified staff for positions that require a CDL.

POLICY

1. The CDL Incentive provides 5% incentive pay for full-time employees with a valid CDL license and who meet one or more of the following criteria:
 - A. Work in a job classification that requires a CDL.
Or
 - B. Have job responsibilities that require regular operation of one or more pieces of equipment that require a CDL to operate (as confirmed by the Department Head).
Or
 - C. Serve as a dedicated standby operator for one or more pieces of equipment that require a CDL to operate (as confirmed by the Department Head). The number of standby operators is limited and is based on what equipment is required to be in operation to complete regular duties.
2. Personnel must be fit for duty and meet the minimum requirements established by the department for being permitted to operate the equipment.
3. The Department Head is responsible for ensuring the verification of each employee's CDL at least annually to ensure the employee meets the City's criteria to continue operating City vehicles and equipment.
4. When an employee no longer meets the CDL Incentive eligibility criteria, the incentive must be removed. When an employee's CDL is revoked, suspended, expired, or becomes invalid for any reason, the department must immediately remove the employee's driving duties.

CITY OF MOBILE

Policy #: COM-23-004

**Commercial Driver License (CDL)
Incentive Pay**




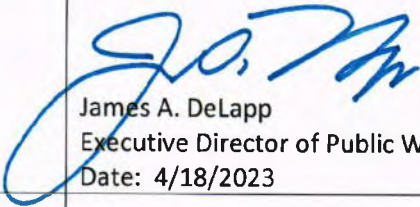

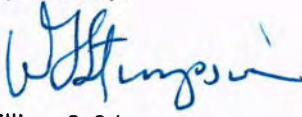
Effective Date: 4/22/2023

Supersedes: 2018.1 (9/29/2018)

page 2 of 2

and remove the incentive. The employee must reimburse the City for any incentives paid after losing eligibility.

5. The City of Mobile may amend or end the CDL Incentive program at any time. Department Heads have the discretion to assign personnel as deemed necessary, as well as revoke incentives for poor job performance or disciplinary reasons. Incentives are an incentive, not a right.

| | |
|--|--|
| <p>Recommended by:</p>  <p>Leslie Hayes Rey Director of Human Resources Date: 4/18/2023</p> | <p>Reviewed by:</p>  <p>James A. DeLapp Executive Director of Public Works Date: 4/18/2023</p> |
| <p>Approved by:</p>  <p>James H. Barber Chief of Staff Date: 4/18/2023</p> | <p>Approved by:</p>  <p>William S. Stimpson Mayor Date: 4/18/2023</p> |

Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 25, 2023 12:03 PM
To: 'Darryl Stark'; Melissa Smith (melissa@personnelboard.org); Gloria Reed (greed@personnelboard.org); 'Elizabeth Lingerfelt'
Cc: Noletto, John; Mason, Maria; Campbell, Shelia; Boyce, Tara; Robinson, Lashawne; Ostergren, Arlene
Subject: Policy Updates: CDL Incentive Pay and Tool Allowance
Attachments: CDL Incentive Pay Policy.pdf; Tool Allowance Policy.pdf

The City of Mobile updated its CDL Incentive Pay Policy, changing the incentive amount from 2.5% to 5%, and made updates to the Tool Allowance Policy. Once the Personnel Board approves, we will implement the updates after verifying all meet the criteria.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org





CITY OF MOBILE

Policy #: COM-23-002

Tool Allowance

Effective Date: 4/22/2023

Supersedes: GAR-001.3-96 (3/1/2010)

page 1 of 2

PURPOSE

The City of Mobile offers a Tool Allowance to certain Skilled Trades employees who are required to provide their own tools to perform their job.

POLICY

1. A Tool Allowance of \$110.00 per month is available to City of Mobile full-time employees whose primary duties are mechanic-type work and when they meet the following criteria:
 - A. Employed in one of the following non-supervisory job classifications for a minimum of three months:
 - 1) Body and Paint Mechanic
 - 2) Body and Paint Mechanic Trainee
 - 3) Electrician I or II
 - 4) Electrician Trainee
 - 5) Electronic Technician
 - 6) Golf Course Maintenance Mechanic
 - 7) Vehicular/Equipment Mechanic I, II or III
 - 8) Vehicular/Equipment Mechanic Trainee
2. The Department Head determines which tools are needed to perform the job and employees who receive the Tool Allowance are responsible for providing their own non-specialty tools, test lights, battery hydrometers, antifreeze tester, and flashlights.
3. An employee who is receiving the Tool Allowance is expected to use up-to-date tools so that job efficiency is maximized.
4. If an employee is absent for 30 days or more, other than paid vacation, the Tool Allowance will be suspended for the remainder of the employee's absence.

CITY OF MOBILE

Policy #: COM-23-002

Tool Allowance


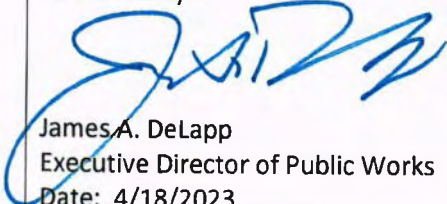

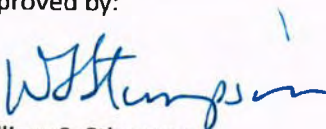


Effective Date: 4/22/2023

Supersedes: GAR-001.3-96 (3/1/2010)

page 2 of 2

5. The Department Head is responsible for ensuring that employees have the tools needed to perform the job.
6. When an employee no longer meets the Tool Allowance eligibility criteria, the allowance must be removed. When the City of Mobile purchases a toolset for an employee or the employee changes to a job that is not eligible for the Tool Allowance, the department must immediately remove the allowance. The employee must reimburse the City for any allowance paid after losing eligibility.
7. The City of Mobile may amend or end the Tool Allowance policy at any time. Department Heads have the discretion to assign personnel as deemed necessary, as well as revoke the Tool Allowance for poor job performance or disciplinary reasons. Allowances, like incentives, are an allowance, not a right.
8. This policy generally applies to non-supervisory personnel, however, supervisory personnel who routinely perform mechanical/electrical work are eligible for the tool allowance provided they obtain approval from their Department Head.

| | |
|--|--|
| <p>Recommended by:</p>  <p>Leslie Hayes Rey Director of Human Resources Date: 4/18/2023</p> | <p>Reviewed by:</p>  <p>James A. DeLapp Executive Director of Public Works Date: 4/18/2023</p> |
| <p>Approved by:</p>  <p>James H. Barber Chief of Staff Date: 4/18/2023</p> | <p>Approved by:</p>  <p>William S. Stimpson Mayor Date: 4/18/2023</p> |

Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Tuesday, April 25, 2023 12:03 PM
To: 'Darryl Stark'; Melissa Smith (melissa@personnelboard.org); Gloria Reed (greed@personnelboard.org); 'Elizabeth Lingerfelt'
Cc: Noletto, John; Mason, Maria; Campbell, Shelia; Boyce, Tara; Robinson, Lashawne; Ostergren, Arlene
Subject: Policy Updates: CDL Incentive Pay and Tool Allowance
Attachments: CDL Incentive Pay Policy.pdf; Tool Allowance Policy.pdf

The City of Mobile updated its CDL Incentive Pay Policy, changing the incentive amount from 2.5% to 5%, and made updates to the Tool Allowance Policy. Once the Personnel Board approves, we will implement the updates after verifying all meet the criteria.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org



Dws
4/27/23



Memo To: George Smith, Personnel Director
From: Examination Staff

RE: REQUEST FOR SUPPLEMENTAL EXAMINATION

| | |
|---|--------------|
| Date Submitted: | 4/26/2023 |
| Job Posting Number: | 33411-0822 |
| Exam Closing Date: | 4/24/2023 |
| Exam Type: | PROMOTIONAL |
| Applicant - Supporting Documentation (<i>Attached</i>): | SEE ATTACHED |
| Copy of MCPB Exam Notification (<i>Attached</i>): | SEE ATTACHED |

| | | | | |
|----------------------------|-----------|--|---------|--|
| RECOMMENDATION: | Approval: | | Denial: | |
| <i>Staff Initials:</i> RMI | GJR | | | |

Kevin Beckham requests a supplemental examination for Promotional Police Corporal scheduled for 5/5/23 at 8:30 a.m. with supporting documentation due to a military training on the date/time of the exam.

APPLICANT'S NAME:

From: Kevin Beckham <kevin.beckham92@yahoo.com>
Sent: Wednesday, April 26, 2023 11:18 AM
To: Gloria Reed <greed@personnelboard.org>
Subject: Re: drill letter

Yes.

Sent from Yahoo Mail for iPhone

On Wednesday, April 26, 2023, 11:17 AM, Gloria Reed <greed@personnelboard.org> wrote:

Good morning,

Are you requesting a supplemental exam for the Police Corporal Written Test scheduled for Friday, May 5, 2023, due to military training scheduled during the exam with the attached supporting documentation? We normally include an email request from the employee

Please confirm.

Thanks.

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

From: Kevin Beckham <kevin.beckham92@yahoo.com>
Sent: Wednesday, April 26, 2023 10:25 AM
To: greed@personnelboard.org
Subject: drill letter

Bsckha

Sent from Yahoo Mail for iPhone



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND



25 April 2023

MEMORANDUM FOR 41st PERSONNEL

FROM: 41st Aerial Port Squadron
807 H-Street Suite
Keesler AFB MS 39532

SUBJECT: FY23 Directed Drill Dates

1. Effective immediately, the below listed personnel are directed to Annual Training on 5th, 6th and 7th of May 2023 as authorized in accordance with 10 U.S.C. § 12301(b) and Air Force Instruction 36-2254, Volume 1, paragraph 5.10:

SRA. Kevin Beckham

2. Excusals from this directed Training will be made by exception only.
3. Questions or additional information should be handled through your chain of command.

ROSCO J. FAIRLEY, TSGT, USAF
41ST RAMP SUPERVISOR



April 25, 2023
18125536
Kevin Beckham
7564 Broome Ct
Theodore, AL 36582

Dear Kevin:

You are scheduled to appear for an examination for the position of #33411-0822 Prom POLICE CORPORAL (MOBILE POLICE DEPARTMENT). Please refer to the important information below.

Type of Test: Written
Date of Test: 05/05/2023
Time of Test: 8:30 AM
Place of Test: Mobile Convention Center
 GRAND BALLROOM
 1 South Water Street
 Mobile, AL 36602

ATTENTION- PARKING INFORMATION: There will be a parking attendant for the Convention Center parking garage. Please inform the attendant that you are here for the Mobile County Personnel Board Police Exam. Parking in this lot will be free. If you park elsewhere, you will incur a charge.

When you park in the garage, please park all the way in the back towards the south end. The elevator will lead you straight to the Grand Ballroom.

Please report at least 30 minutes early to allow enough time to park and walk to the Grand Ballroom. Please follow the signs.

PLEASE ALLOW 2 - 3 HOURS FOR TESTING

*** A PHOTO ID IS REQUIRED FOR ADMISSION ***

ELECTRONIC DEVICES ARE NOT PERMITTED IN THE TEST ROOM.

PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

BODY CAMERAS, CELL PHONES, SMARTWATCHES, FITNESS WATCHES,
CALCULATORS, RADIOS, ETC.

Note: Please leave all electronic devices in your motor vehicle upon arrival to the test site.

If you have been exposed to someone who has tested positive for COVID-19 or if you are experiencing any symptoms of COVID-19 such as fever, cough, difficulty breathing, or shortness of breath, call your healthcare provider for medical advice. If you need to reschedule your upcoming test due to illness, please contact us at certifications@personnelboard.org

Elizabeth Lingerfelt

From: Gloria Reed <greed@personnelboard.org>
Sent: Wednesday, April 26, 2023 1:56 PM
To: Tiffany Northington; Melissa Smith; Elizabeth Lingerfelt; mharris@personnelboard.org
Cc: Darryl Stark
Subject: FW: Kevin Beckham
Attachments: Kevin Beckham supplemental request.pdf; Beckham Kevin Supplemental Request Form April 2023.docx; Beckahm Kevin Written Test Notice April 2023.docx

Please see the attached request and supporting documentation from Kevin Beckham for a supplemental examination for the Promotional Police Corporal written examination scheduled for 5/5/23 at 8:30 a.m.

Let me know if you need any additional information.

Gloria

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

From: Elizabeth Lingerfelt <elingerfelt@personnelboard.org>
Sent: Wednesday, April 26, 2023 1:39 PM
To: Gloria Reed <greed@personnelboard.org>
Subject: Kevin Beckham

Gloria:

Please find attached the information for Mr. Beckham's supplemental request.

If you need anything else, please let me know.



Elizabeth Lingerfelt
Office Assistant
elingerfelt@personnelboard.org
1809 Government Street
Mobile, AL 36606
(251) 445-4592 (Office)

DWS
4/28/23



Memo To: George Smith, Personnel Director
From: Examination Staff

RE: REQUEST FOR SUPPLEMENTAL EXAMINATION

| | |
|---|--------------|
| Date Submitted: | 4/28/2023 |
| Job Posting Number: | 33411-0822 |
| Exam Closing Date: | 4/24/2023 |
| Exam Type: | PROMOTIONAL |
| Applicant - Supporting Documentation (<i>Attached</i>): | SEE ATTACHED |
| Copy of MCPB Exam Notification (<i>Attached</i>): | SEE ATTACHED |

| | | | | |
|----------------------------|-----------|--|---------|--|
| RECOMMENDATION: | Approval: | | Denial: | |
| <i>Staff Initials:</i> RMI | GJR | | | |

Jason Martin requests a supplemental examination for Promotional Police Corporal scheduled for 5/5/23 at 8:30 a.m. with supporting documentation due to a son's surgery scheduled on the date/time of the exam.

APPLICANT'S NAME: JASON MARTIN

Document type: Return To Work Status
Result date: April 28, 2023 9:23 CDT
Result status: Auth (Verified)
Document title: Return To Work/School Status
Performed by: Phillips, Didi K RN on April 28, 2023 9:23 CDT
Electronically Signed By: Phillips, Didi K RN on April 28, 2023 9:23 CDT
Encounter info: 662463233105, UABC, 1 Time OP, 4/20/2023 - 4/20/2023

Return To Work/School Status Entered On: 4/28/2023 9:29 CDT
Performed On: 4/28/2023 9:23 CDT by Phillips, Didi K RN

Return to Work/School Status

Patient Name/Address/Phone :

THOMAS MARTIN
1620 ORCHARD DR W
MOBILE, AL 36618
Phone: (251) 709-0352

Employer/School: Employer

Further Follow-Up Needed: Yes

Follow-Up Physician: Lisa Kafchinski MD

Clinic: PACT at UAB Highlands

Clinic Appointment: 4/28/2023 13:00 CDT

Person Accompanying Patient: Jason Martin.

Return To Work/School Comment: Please allow Mr Martin to reschedule his test so that he is available May 1-5 to help his son prepare for his upcoming surgery on May 5th 2023.

Phillips, Didi K RN - 4/28/2023 9:23 CDT

Completed Action List:

Perform by Phillips, Didi K RN on April 28, 2023 9:23 CDT
Sign by Phillips, Didi K RN on April 28, 2023 9:23 CDT
VERIFY by Phillips, Didi K RN on April 28, 2023 9:23 CDT

Created by: Holiness, Denita
Updated on: 4/28/2023 13:19 CDT



April 25, 2023
53591601
Jason Martin
1354 Lucerne Dr.
Mobile, AL 36608

Dear Rashaud:

You are scheduled to appear for an examination for the position of #33411-0822 Prom POLICE CORPORAL (MOBILE POLICE DEPARTMENT). Please refer to the important information below.

Type of Test: Written
Date of Test: 05/05/2023
Time of Test: 8:30 AM
Place of Test: Mobile Convention Center
GRAND BALLROOM
1 South Water Street
Mobile, AL 36602

ATTENTION- PARKING INFORMATION: There will be a parking attendant for the Convention Center parking garage. Please inform the attendant that you are here for the Mobile County Personnel Board Police Exam. Parking in this lot will be free. If you park elsewhere, you will incur a charge.

When you park in the garage, please park all the way in the back towards the south end. The elevator will lead you straight to the Grand Ballroom.

Please report at least 30 minutes early to allow enough time to park and walk to the Grand Ballroom. Please follow the signs.

PLEASE ALLOW 2 - 3 HOURS FOR TESTING

*** A PHOTO ID IS REQUIRED FOR ADMISSION ***

ELECTRONIC DEVICES ARE NOT PERMITTED IN THE TEST ROOM.
PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:
BODY CAMERAS, CELL PHONES, SMARTWATCHES, FITNESS WATCHES,
CALCULATORS, RADIOS, ETC.

Note: Please leave all electronic devices in your motor vehicle upon arrival to the test site.

If you have been exposed to someone who has tested positive for COVID-19 or if you are experiencing any symptoms of COVID-19 such as fever, cough, difficulty breathing, or shortness of breath, call your healthcare provider for medical advice. If you need to reschedule your upcoming test due to illness, please contact us at certifications@personnelboard.org

DWS
4/28/23



Memo To: George Smith, Personnel Director
From: Examination Staff

RE: REQUEST FOR SUPPLEMENTAL EXAMINATION

| | |
|---|--------------|
| Date Submitted: | 4/28/2023 |
| Job Posting Number: | 33411-0822 |
| Exam Closing Date: | 4/24/2023 |
| Exam Type: | PROMOTIONAL |
| Applicant - Supporting Documentation (<i>Attached</i>): | SEE ATTACHED |
| Copy of MCPB Exam Notification (<i>Attached</i>): | SEE ATTACHED |

| | | | | |
|----------------------------|-----------|--|---------|--|
| RECOMMENDATION: | Approval: | | Denial: | |
| <i>Staff Initials:</i> RMI | GJR | | | |

Rashaud Grayson requests a supplemental examination for Promotional Police Corporal scheduled for 5/5/23 at 8:30 a.m. with supporting documentation due to a military training on the date/time of the exam.

APPLICANT'S NAME: Rashaud Grayson

AFRC-RCA-CO

DEPARTMENT OF THE ARMY
79TH THEATER SUSTAINMENT COMMAND
4201 SARATOGA AVE BLDG 1001
LOS ALAMITOS, CA 90720-5170

ORDER NUMBER: 033973

26 April 2023

GRAYSON RASHAUD JAMAR
262 ROLLING HILL DR
DAPHNE, AL 36526-7818

424-33-0199 SSG
HHC 375 SPT BN (WSXXAA)
1601 SOUTH BROAD STREET
MOBILE, AL 36605

YOU ARE ORDERED TO ACTIVE DUTY TRAINING SCHOOL [ADTS] FOR THE PERIOD INDICATED. UPON COMPLETION OF THE PERIOD OF ADTS, UNLESS SOONER RELIEVED OR EXTENDED BY PROPER AUTHORITY, YOU WILL RETURN TO THE PLACE WHERE YOU ENTERED ADTS AND BE RELIEVED FROM SUCH DUTY.

PERIOD: 5 DUTY DAY(S)

REPORT TO: CAMP SHELBY, MISSISSIPPI

TIME/DATE: NOT LATER THAN 08:00 HRS 2023/05/01 [VOCO DATE: 2023/04/27]

ATTACHED TO:

PURPOSE: Y2 TRIT- RECLAS PRO TNG -OTD (**YM, **A7) COMBAT LIFESAVER CERTIFICATION

ADD'L INSTRUCTIONS:

SEE PAGE TWO FOR ADDITIONAL INSTRUCTIONS LIST.

FOR ARMY USE AUTH:10 USC 12301(d) ADTS

HOR: SAME AS SNL

ACCOUNTING CLASSIFICATION For FY 2023:

APC: R6TBA7 DRN: GRA01990339730

| | | | |
|-------------------------------------|-----------------|----|---------|
| 021 207010D23 A24FH 1F31D0TRIT 1198 | 40073405 021001 | \$ | 673.68 |
| 021 207010D23 A24FH 1F31D0TRIT 122A | 40073405 021001 | \$ | 300.00 |
| 021 207010D23 A24FH 1F31D0TRIT 122D | 40073405 021001 | \$ | 51.54 |
| | Total: | \$ | 1025.22 |

PERFORMANCE FACTORS: PART - 1 MDS - 5 FMGR - Y2 UUC -
 PPN: NA COMP: USAR FORMAT: 260 SECURITY CLEARANCE REQUIRED:N PEBD: 2014/08/14
 AT TRNG DAYS: 29 ADT TRNG DAYS: 0 ADTS TRNG DAYS: 5 ADOS-RC DAYS: 0

DISTRIBUTION:
5-INDIVIDUAL
1-UNIT OF ASSIGNMENT
1-FUND MANAGER
1-G-4 (UNIT AT ORDERS)

OFFICIAL
79TH TSC

FOR THE COMMANDER:
GILBERT M. MARTIN
GS-13, CIV
SUPERVISORY RESOURCE
MANAGEMENT OFFICER

PROGRAM CODE: 2231 RFO NUMBER: 037276
FUND MGR: Y2 - FTRITB 103 321 SCHOOLS

COMPLETION OF CERTIFICATION BELOW IS REQUIRED ON ALL TOURS OF DUTY TO RECEIVE/MAINTAIN PAYMENT. I CERTIFY THAT I HAVE COMPLIED WITH THE ABOVE ORDER/AMENDMENTS. I HEREBY CLAIM ANY AMOUNT DUE ME. THE STATEMENTS ON THIS FORM ARE TRUE AND COMPLETE. IF A FEDERAL EMPLOYEE, I CERTIFY THAT I HAVE APPLIED FOR THE APPROPRIATE LEAVE. INCLUSIVE DATES OF DUTY PERFORMED ARE _____ TO _____ (INCLUDING TRAVEL) A DD FORM 1351-2 WILL/WILL NOT BE SUBMITTED FOR THIS CLAIM. (FOR PERIODS OF 30 DAYS OR MORE ONLY:) I USED _____ DAYS OF LEAVE DURING THIS PERIOD. DA FORM(S) 31 ARE ATTACHED FOR LEAVE USED.

| | |
|--------------------------|--------------------------------------|
| _____ | _____ |
| SOLDIER'S PRINTED NAME | CERTIFYING OFFICIAL'S PRINTED NAME |
| _____ | _____ |
| SOLDIER'S SIGNATURE/DATE | CERTIFYING OFFICIAL'S SIGNATURE/DATE |

PENALTY: The penalty for willfully making a false claim is:A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U.S. Code, Title 18, Sec 287)

The Certifying Officer must have personal knowledge or documentation supporting the fact that the duty was satisfactorily performed.

AFRC-RCA-CO

DEPARTMENT OF THE ARMY
79TH THEATER SUSTAINMENT COMMAND
4201 SARATOGA AVE BLDG 1001
LOS ALAMITOS, CA 90720-5170

Page 2 of 2.

ORDER NUMBER: 033973

26 April 2023

GRAYSON RASHAUD JAMAR
262 ROLLING HILL DR
DAPHNE, AL 36526-7818

424-33-0199 SSG
HHC 375 SPT BN (WSXXAA)
1601 SOUTH BROAD STREET
MOBILE, AL 36605

ADD'L INSTRUCTIONS:

FAILURE TO COMPLY WITH THIS ORDER VIOLATES UCMJ
IF YOU CANNOT PERFORM THIS DUTY, NOTIFY YOUR UNIT IMMEDIATELY
DUTY IS OUTSIDE OF COMMUTING DISTANCE.
GOVERNMENT QUARTERS ARE AVAILABLE AND DIRECTED.
GOVERNMENT MEALS ARE NOT AVAILABLE OR DIRECTED.
COMMERCIAL TRAVEL OFFICE (CTO) NOT USED PER JTR.
NO TRAVEL ADVANCE OR TRAVEL CARD NEEDED
ORDER MUST BE PAID BY 30 DAYS AFTER TRAVEL OR ORDER WILL BE REVOKED
SUBJECT TO THE AVAILABILITY OF FUNDS.
PERFORMING DUTY ON AN ARMY INSTALLATION"
TRAVEL PAID USING DTS (DO NOT FILE A MANUAL TRAVEL VOUCHER).
THIS IS NOT A PERSTEMPO EVENT
NO COMM TRANS USED. IBA OR CBA NOT NEEDED
TRAVEL CAN'T BE ACCOMPLISHED LESS EXPENSIVELY BY CORRESPONDENCE
SECURE VTC, TELECONFERENCING, OR OTHER WEB-BASED MEANS
PER JTR 4000 ITEM C2.
THIS ORDER IS NOT A REISSUED MANUAL ORDER
SUBJECT TO THE AVAILABILITY OF FUNDS.
BARRACKS PROVIDED FOR LODGING. MEALS ARE NOT PROVIDED.

FORMAT: 260

OFFICIAL

79TH TSC

FOR THE COMMANDER:

GILBERT M. MARTIN
GS-13, CIV
SUPERVISORY RESOURCE
MANAGEMENT OFFICER

23 9th 038



April 25, 2023
23307855
Rashaud Grayson
262 Rolling Hill Dr.
Daphne, AL 36526

Dear Rashaud:

You are scheduled to appear for an examination for the position of #33411-0822 Prom POLICE CORPORAL (MOBILE POLICE DEPARTMENT). Please refer to the important information below.

| | |
|----------------|--|
| Type of Test: | Written |
| Date of Test: | 05/05/2023 |
| Time of Test: | 8:30 AM |
| Place of Test: | Mobile Convention Center GRAND BALLROOM 1 South Water Street Mobile, AL 36602 |

ATTENTION- PARKING INFORMATION: There will be a parking attendant for the Convention Center parking garage. Please inform the attendant that you are here for the Mobile County Personnel Board Police Exam. Parking in this lot will be free. If you park elsewhere, you will incur a charge.

When you park in the garage, please park all the way in the back towards the south end. The elevator will lead you straight to the Grand Ballroom.

Please report at least 30 minutes early to allow enough time to park and walk to the Grand Ballroom. Please follow the signs.

PLEASE ALLOW 2 - 3 HOURS FOR TESTING

*** A PHOTO ID IS REQUIRED FOR ADMISSION ***

ELECTRONIC DEVICES ARE NOT PERMITTED IN THE TEST ROOM.

PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

BODY CAMERAS, CELL PHONES, SMARTWATCHES, FITNESS WATCHES, CALCULATORS, RADIOS, ETC.

Note: Please leave all electronic devices in your motor vehicle upon arrival to the test site.

If you have been exposed to someone who has tested positive for COVID-19 or if you are experiencing any symptoms of COVID-19 such as fever, cough, difficulty breathing, or shortness of breath, call your healthcare provider for medical advice. If you need to reschedule your upcoming test due to illness, please contact us at certifications@personnelboard.org

Elizabeth Lingerfelt

From: Gloria Reed <greed@personnelboard.org>
Sent: Friday, April 28, 2023 10:06 AM
To: Elizabeth Lingerfelt; Melissa Smith; mharris@personnelboard.org; Tiffany Northington
Cc: Darryl Stark
Subject: Supplemental Exam FW: Military Leave
Attachments: FY23_033866_Grayson_SSG_375.pdf; Grayson Rashaud Supplemental Request Form April 2023.docx; Grayson Rashaud Written Test Notice April 2023.docx

Importance: High

Please see the attached request and supporting documentation from Rashaud Grayson for a supplemental examination for the Promotional Police Corporal written examination scheduled for 5/5/23 at 8:30 a.m.

Let me know if you need any additional information.

Gloria

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

From: Grayson, Rashaud <rashaud.grayson@cityofmobile.org>
Sent: Friday, April 28, 2023 8:37 AM
To: Certification@personnelboard.org; GREED@personnelboard.org
Cc: Robinson, Clarence <clarence.robinson@cityofmobile.org>
Subject: Military Leave

Good Morning to whom it may concern,

I'm scheduled to participate in the Corporal Exam next week on the 5th of May, but I'll be out of town on Military Orders. I was directed to contact you & request a supplement for the exam.

Please see my attached orders.

Sent via the Samsung Galaxy S20 FE 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

Dws
4/27/23



Memo To: George Smith, Personnel Director
From: Examination Staff

RE: REQUEST FOR SUPPLEMENTAL EXAMINATION

| | |
|---|--------------|
| Date Submitted: | 4/25/2023 |
| Job Posting Number: | 33411-0822 |
| Exam Closing Date: | 4/24/2023 |
| Exam Type: | PROMOTIONAL |
| Applicant - Supporting Documentation (<i>Attached</i>): | SEE ATTACHED |
| Copy of MCPB Exam Notification (<i>Attached</i>): | SEE ATTACHED |

| | | | | |
|----------------------------|-----------|--|---------|--|
| RECOMMENDATION: | Approval: | | Denial: | |
| <i>Staff Initials:</i> RMI | GJR | | | |

Ronald Robinson requests a supplemental examination for the Promotional Police Corporal (City of Mobile) scheduled for 5/5/23 at 8:30 a.m. Mr. Robinson states with documentation that he will be absent for the examination on Friday, May 5, 2023, due to college graduation ceremony during the date and time of the examination.

APPLICANT'S NAME: Ronald Robinson

From: Robinson, Ronald <ronald.robinson@cityofmobile.org>
Sent: Tuesday, April 25, 2023 2:27 PM
To: greed@personnelboard.org
Cc: Cook, Michael <michael.cook@cityofmobile.org>
Subject: Police Corporal Exam Conflict

Good afternoon,

My name is Ronald Robinson. I received an email stating the Corporal exam for the Mobile Police Department is on May 5, 2023 at 8:30am. On that same day, I have to be in Montgomery, Alabama at 1:30 for my college graduation. I recently graduated from Faulkner University with my Master's Degree in Justice Administration. I already paid the \$150 dollar graduation fee along with invited my family to the graduation. Is there any way that I can take the promotional exam at a later date? Below you will find a copy of the email confirming my graduation date along with receipts for my cap and gown and receipt graduation fee:

You are receiving this email based on your desired participation in the upcoming May ceremony. Your ceremony will be held on **Friday, May 5, 2023** and will start at **1:30pm**. **Due to limited seating and capacity restrictions, you are only allowed to bring *eight* guests to the ceremony.** Any guests beyond your allotted amount will be asked to sit in overflow seating in the rotunda auditorium. The ceremony will be held at the Tine-Davis Gymnasium on the campus of Faulkner University located at 5345 Atlanta Hwy., Montgomery, AL 36109. You must arrive one hour prior to the ceremony start time to complete any necessary steps. Regalia (cap and gown) orders must be placed by March 24, 2023 in order for it to arrive on time. For the Jostens link (Regalia website), click [here](#). For the Faulkner University graduation page, click [here](#).

--
Mr. Garrett Redman
Military and Veteran Services Coordinator, Graduation Coordinator

My Contact Information:

Office: (334) 386-7146

Email: greedman@faulkner.edu

VA Contact Information:

VA Education: (888) 442-4551

Alabama VA Office: (334) 242-5077

If you know of or are a Veteran in crisis, check out the resources below:

- Call [988](#) and select [1](#)
- Text [838255](#)
- Call [800-799-4889](#) (for those with hearing loss)

Hello Ronald,

On behalf of your school and Jostens, we would like to thank you for your recent order. We are pleased to let you know that your order has shipped today.

THE PRODUCTS SHIPPING TO YOU ARE:

| Qty | Product |
|-----|---------------------------------------|
| 1 | Package: BDG Graduation Outfit Master |

YOUR ORDER IS SHIPPING TO:

RONALD ROBINSON
1230 FOREST GLEN DR W
MOBILE, AL 36618

THE ORDER SHIPPED VIA:

UPS
Tracking Number: 1Z1Y956W0379356997

\$150.00 Paid

Thank you for your investment in Christian education at Faulkner University.

Ronald Robinson
Transaction ID: AG0A6CF00A38
01/19/2023

| | |
|---|-----------------|
| Payment Description: Graduation Application Fee | \$150.00 |
| <hr/> | |
| Total | \$150.00 |
| <hr/> | |

[View Form Here](#) Faulkner University 5345 Atlanta Highway,
Montgomery, AL 36109 (800) 879-9816



April 25, 2023

12010906

Ronald Robinson
1230 Forest Glen Dr. W
Mobile, AL 36618

Dear Ronald:

You are scheduled to appear for an examination for the position of #33411-0822 Prom POLICE CORPORAL (MOBILE POLICE DEPARTMENT). Please refer to the important information below.

Type of Test: Written
Date of Test: 05/05/2023
Time of Test: 8:30 AM
Place of Test: Mobile Convention Center
GRAND BALLROOM
1 South Water Street
Mobile, AL 36602

ATTENTION- PARKING INFORMATION: There will be a parking attendant for the Convention Center parking garage. Please inform the attendant that you are here for the Mobile County Personnel Board Police Exam. Parking in this lot will be free. If you park elsewhere, you will incur a charge.

When you park in the garage, please park all the way in the back towards the south end. The elevator will lead you straight to the Grand Ballroom.

Please report at least 30 minutes early to allow enough time to park and walk to the Grand Ballroom. Please follow the signs.

PLEASE ALLOW 2 - 3 HOURS FOR TESTING

*** A PHOTO ID IS REQUIRED FOR ADMISSION

***ELECTRONIC DEVICES ARE NOT PERMITTED IN THE TEST ROOM.
PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: BODY CAMERAS, CELL PHONES, SMARTWATCHES, FITNESS WATCHES, CALCULATORS, RADIOS, ETC.

Note: Please leave all electronic devices in your motor vehicle upon arrival to the test site.

If you have been exposed to someone who has tested positive for COVID-19 or if you are experiencing any symptoms of COVID-19 such as fever, cough, difficulty breathing, or shortness of breath, call your healthcare provider for medical advice.
If you need to reschedule your upcoming test due to illness, please contact us at

23 9th 045

Elizabeth Lingerfelt

From: Gloria Reed <greed@personnelboard.org>
Sent: Tuesday, April 25, 2023 4:12 PM
To: Melissa Smith; Elizabeth Lingerfelt; Tiffany Northington; mharris@personnelboard.org
Cc: Darryl Stark
Subject: Supplemental Examination Request - Ronald Robinson
Attachments: Robinson, Ronald Supplemental Request Form.docx; Robinson Ronald Request & Supporting Documentation April 2023.docx; Robinson Ronald Written Test Notice April 2023.docx

Importance: High

Please see the attached request from Ronald Robinson for a supplemental examination for the promotional Police Corporal written test which will be administered on Friday, May 5, 2023.

Gloria Reed
Human Resource Manager
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606
Phone: 251-445-4571
Fax: 251-470-1708
Email: greed@personnelboard.org
www.personnelboard.org
<https://www.facebook.com/personnelboard/>

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*

FROM: Karen Hempfleng, Human Resource Manager

DATE: April 28, 2023

RE: Mobile Area Water & Sewer System – Request to Create a New Field Operations Pay Plan

On April 13, 2023, a request was received from Billy J. McCrory, Jr., Water and Sewer Director, Mobile Area Water and Sewer System (MAWSS) to create a new Field Operations pay plan. This new pay plan was requested to be set at 5% above the current MAWSS pay plan.

Ms. Fatima Washington, Director of Administrative Services and Customer Experience, was contacted for additional information. Ms. Washington explained that MAWSS has experienced significant challenges in attracting and retaining employees in field operations areas. The physical challenges of the work environment for field operations versus a more controlled environment like plant or office operations tends to make it more difficult to attract and retain the best candidates. Employers with similar operations often recognize the physical and technical challenges of field operations by offering more competitive pay for those occupations.

In order to recognize the additional challenges faced by MAWSS Field Operations, a separate pay plan is being requested. This proposed new pay plan will include the classifications listed on the chart below. The pay grades will remain the same for each classification as in the current pay plan. However, the pay amounts for each salary grade should be increased by 5%.

Dr. Felecia Daily White, Information Systems Manager for Mobile County Personnel Board was contacted regarding the appropriate pay table for MAWSS Field Operations. She noted that the current MAWSS pay plan is assigned to table AM. If approved, the proposed MAWSS Field Operations pay plan would be assigned to table AO. Table AO is also currently utilized by Mobile County Emergency Management.

The classifications requested for inclusion in the proposed MAWSS Field Operations pay plan as well as the Step A pay rates are shown in the chart below.

| Classification | Classification Code | Salary Grade | Step | Hourly | Monthly | Annual |
|-----------------------|---------------------|--------------|------|---------|------------|-------------|
| Crew Chief | 14800 | 14 | A | \$22.01 | \$3,814.62 | \$45,775.40 |
| Equipment Operator I | 13450 | 10 | A | \$18.06 | \$3,130.83 | \$37,570.00 |
| Equipment Operator II | 13500 | 11 | A | \$18.98 | \$3,289.33 | \$39,471.98 |

| | | | | | | |
|---|-------|----|---|---------|------------|-------------|
| Equipment Operator III | 13550 | 13 | A | \$20.95 | \$3,630.81 | \$43,569.68 |
| Equipment Operator Trainee | 13495 | 9 | A | \$17.19 | \$2,979.97 | \$35,579.67 |
| Meter Repair Technician I | 15040 | 10 | A | \$18.06 | \$3,130.83 | \$37,570.00 |
| Meter Repair Technician II | 15045 | 11 | A | \$18.98 | \$3,289.33 | \$39,471.98 |
| Meter Repair Technician III | 15046 | 13 | A | \$20.95 | \$3,630.81 | \$43,569.68 |
| Public Service Supervisor I | 14850 | 16 | A | \$24.29 | \$4,210.62 | \$50,527.47 |
| Public Service Supervisor II | 14900 | 17 | A | \$25.52 | \$4,423.79 | \$54,412.56 |
| Public Service Worker I | 13300 | 8 | A | \$16.36 | \$2,836.38 | \$34,036.56 |
| Public Service Worker II | 13350 | 10 | A | \$18.06 | \$3,130.83 | \$37,570.00 |
| Public Service Worker III | 13400 | 12 | A | \$19.94 | \$3,455.85 | \$41,470.25 |
| Water Service Chief Construction Inspector | 15412 | 19 | A | \$28.17 | \$4,883.03 | \$58,596.38 |
| Water Service Construction Inspector | 15410 | 16 | A | \$24.29 | \$4,210.62 | \$50,527.47 |
| Water Service Supervisor I | 15142 | 16 | A | \$24.29 | \$4,210.62 | \$50,527.47 |
| Water Service Supervisor II | 15152 | 17 | A | \$25.52 | \$4,423.79 | \$54,412.56 |
| | | | | | | |
| Unskilled Laborer | 13290 | 7 | A | \$15.58 | \$2,699.71 | \$32,396.49 |

Based on the information received from Mr. McCrory and Ms. Washington, I recommend the Board approve the request of Mobile Area Water and Sewer System for the adoption of the Field Operations pay plan for the classifications listed to be effective May 6, 2023.

If you have any questions, or if you need additional information, please let me know.

DWJ
4/13/23



April 4, 2023

Dr. Darryl Stark
Assistant Personnel Director
Mobile County Personnel Board
P. O. Box 66794
Mobile, AL 36660-1794

Dear Dr. Stark:

The Board of Water and Sewer Commissioners respectfully requests the creation of a separate pay table for employees that are employed in "field operations". In order to attract candidates and retain employees, we must be more competitive with our salaries for employees engaged in field work. We are requesting the salary range for the selected classifications be included in the new pay table and that the salary ranges reflected in the pay table be increased by 5% over our current MAWSS pay table. We have attached a list classifications for the new pay table.

Your assistance is appreciated. If any additional information is required please contact me or Ms. Fatima Washington. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Bud McCrory, Jr.", is written over a faint, circular stamp or watermark.

Bud McCrory, Jr.
Water and Sewer Director

/fw

Positions-Field Operation

Crew Chief

Equipment Operator I

Equipment Operator I

Equipment Operator I

Equipment Operator II

Equipment Operator III

Equipment Operator Trainee

Meter Repair Technician I

Meter Repair Technician II

Public Service Supervisor I

Public Service Supervisor II

Public Service Worker I

Public Service Worker I

Public Service Worker I

Public Service Worker I

Public Service Worker II

Public Service Worker III

Water Service Chief Const Insp

Water Service Const Insp

Water Service Supervisor I

Water Service Supervisor II

Unskilled Laborer

Melissa Smith

From: Beaty, Amy D. <ADBEATY@mawss.com>
Sent: Monday, April 10, 2023 10:50 AM
To: 'Darryl Stark'; 'Melissa Smith'
Cc: Washington, Fatima M.
Subject: Requests for Pay Scale Change, Salary Grade Changes, & Position Creation
Attachments: 5% Pay Scale Change Request for Field Operations.pdf; Request for Salary Grade Change (for Lab Tech I and II) and the Creation of Lab Tech III.pdf

Good Morning Mr. Stark,

Please see the attached requests.

Thank you,

Amy Beaty
Administrative Support Assistant
Mobile Area Water & Sewer System
Human Resources
251-694-3147
aharrison@mawss.com



DWS
4/28/23

CITY OF CREOLA

Since 1978

MAYOR

Donald Nelson

CITY CLERK

Marcy Brown

BUILDING INSPECTOR

David Moss

CITY COUNCIL

Kendal Hadaway

Cody Chambliss

Wendy Lynch

Harold Parmer

Mark Howell

MAGISTRATES

Linda Hoiles

Christie Bryant

April 28, 2023

The Personnel Board for Mobile County

Attn: Darryl Stark

PO Box 66794

Mobile, AL 36660

Dear Mr. Stark:

As mayor of the City of Creola, I am asking for an across-the-board COLA (Cost of Living Adjustment) of 5% for all employees to be effective June 3, 2023. This was approved during our council meeting held last night, April 27, 2023. Thank you for your help in this matter.

Sincerely,

Donald Nelson

Mayor

Elizabeth Lingerfelt

From: Marcy Brown <mbrown@cityofcreola.org>
Sent: Friday, April 28, 2023 9:26 AM
To: Melissa Smith; elingerfelt@personnelboard.org
Subject: COLA Raise for Creola
Attachments: COLA raise for Creola .docx

Please find the letter requesting a COLA raise for Creola...thanks!

Marcy Brown

City Clerk
City of Creola
P.O. Box 490
Creola, AL 36525

251 340-2052 office
205 522-6373 cell



The Personnel Board for Mobile County, Alabama

1809 Government Street
Mobile, Alabama 36606
P. O. Box 66794
Mobile, Alabama 36660-1794
Phone: 251-470-7727
Fax: 251-470-1708
www.personnelboard.org



Robert D. Brown, Chair
Adam Strange, Vice-Chair
Talma Carstarphen, Associate
Willie T. Gray, Associate
Patrick Mitchell, Associate

Darryl Stark, Ph.D.,
Interim Personnel Director

April 18, 2023

NOTICE OF PUBLIC HEARING

The Personnel Board for Mobile County, Alabama, has scheduled a public hearing to be held in its office at 1809 Government Street, Mobile, Alabama, on **TUESDAY, May 2, 2023, at 2:00 p.m.**, for consideration of comments and suggestions concerning the following requests from the City of Mobile:

1. Amendment of the attached specification for the classification of City Engineer,
2. Amendment of Salary Grade of 27 to Salary Grade 29 for the classification of City Engineer,
3. Amendment of the attached specification for the classification of Assistant City Engineer,
4. Amendment of Salary Grade of 26 to Salary Grade 28 for the classification of Assistant City Engineer.

Darryl Stark, Ph. D.
Interim Personnel Director

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 14, 2023
RE: City of Mobile - Request to Amend the City Engineer and Assistant City Engineer Classification Specifications and Salary Grades

On March 24, 2023 and March 28, 2023, requests were received from Leslie Rey, Director of Human Resources for the City of Mobile, to amend the salary grades for 26 classifications. This report will provide information regarding two (2) of the requests for amendments and two (2) incumbent pay changes. The classifications to be addressed are City Engineer and Assistant City Engineer. Shannon Williams, Personnel Classification and Assessment Analyst II, was assigned to explore this request and a summary of her findings are attached.

Based on the information submitted by the City of Mobile and Ms. Williams' research, I recommend the Board set a date for a public hearing for consideration of the following request for the City of Mobile:

- (A) Amendment of the attached specification for the classification of City Engineer,
- (B) Amendment of salary grade 27 (\$8,420.92 - \$13,462.10) to salary grade 29 (\$10,260.07 - \$16,402.26) for the classification of City Engineer,
- (C) Amendment of the attached specification for the classification of Assistant City Engineer,
- (D) Amendment of salary grade 26 (\$7,628.94 - \$12,196.00) to salary grade 28 (\$9,295.12 - \$14,859.64) for the classification of Assistant City Engineer,
- (E) If (A) and (B) are approved, adjustment of pay is requested for the current City Engineer incumbent, Nicholas Amberger, from salary grade 27, step M to salary grade 29, Step I,
- (F) If (C) and (D) are approved, adjustment of pay is requested for the current Assistant City Engineer incumbent, Rosemary Ginn from salary grade 26, step F to salary grade 28, step B.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Karen Hempfleng, Human Resource Manager
FROM: Shannon Williams, Personnel Classification and Assessment Analyst II
DATE: April 14, 2023
RE: Request from the City of Mobile – Amend City Engineer and Assistant City Engineer Classification Specifications and Salary Grades

On March 24, 2023, a request was received from Leslie Rey, Director of Human Resources, to amend the City Engineer classification salary grade from 27 to a salary grade 29. Ms. Rey also requested an amendment to the Assistant City Engineer classification salary grade from 26 to a salary grade 28.

In the request, Ms. Rey stated that “the City of Mobile is restructuring its salary plan to ensure it is competitive with comparable cities and local government” and that restructuring the salary plan would improve recruitment. Ms. Rey referred me to Nicholas Amberger, City Engineer, and Rosemary Ginn, Assistant City Engineer as subject matter experts. After reviewing similar classifications within the Mobile County Merit System, I called Ms. Ginn for more information about the Assistant City Engineer classification specification. In our discussion, it was noted that both the City Engineer and County Engineer classifications were last amended in 2007 and would likely need to be updated to reflect the current tasks, duties and responsibilities. Ms. Ginn provided current information about the role of the Assistant City Engineer and we discussed how there were many similarities to the Assistant County Engineer classification specification which is a salary grade 28. Additional classifications within the Mobile County Merit System at a salary grade 28 with similar requirements as the Assistant City Engineer classification include Deputy Public Works Director and Public Works Director and all require a minimum of a bachelor’s degree in civil engineering and five years of experience in the management of governmental public works departments and comprehensive knowledge of the principles and practices of civil engineering or municipal public works, planning and administration. The City of Mobile has also proposed a salary grade 28 for the Assistant City Engineer classification.

In my discussion with Mr. Amberger, he stated that he had reviewed the current City Engineer classification specification, but believes that the County Engineer classification specification more accurately reflects the essential requirements, tasks, duties and responsibilities of the City Engineer classification. Subsequently, amendments have been proposed for the City Engineer classification that more closely aligns with the specification for the County Engineer classification.

Classifications within the Merit System that are at a salary grade 29 include the following: County Engineer, Public Works Director/Chief Engineer of the Division of Public Roads and Deputy Public Works Director/Assistant County Engineer (currently unfilled). These classifications are all utilized by Mobile County and involve administrative and professional engineering work in planning and directing engineering activities, require thorough or comprehensive knowledge of civil engineering, a minimum of a bachelor’s degree in civil engineering and five years of responsible engineering experience. The City Engineer classification also requires a minimum of a bachelor’s degree in civil engineering and a minimum of five years responsible engineering experience. The City of Mobile likewise requests consideration of salary grade 29 for the City Engineer classification.

My research indicates that the proposed salary grades for the City Engineer and Assistant City Engineer classifications would be in alignment with classifications within the Mobile County Merit System with equivalent levels of education and experience requirements.

Based on my research and evaluation of the request, I recommend the following actions:

- A. Amendment of the attached specification for the classification of City Engineer,
- B. Amendment of salary grade 27 (\$8,420.92 - \$13,462.10) to salary grade 29 (\$10,260.07 - \$16,402.26) for the classification of City Engineer,
- C. Amendment of the attached specification for the classification of Assistant Engineer,
- D. Amendment of salary grade 26 (\$7,628.94 - \$12,196.00) to salary grade 28 (\$9,295.12 - \$14,859.64) for the classification of Assistant City Engineer.



CLASS CODE:

ASSISTANT CITY ENGINEER

KIND OF WORK: This is responsible administrative, managerial and professional engineering work in assisting in planning and directing the engineering activities of the Department of Public Works.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class supervises is responsible for the direction and management of the engineering department in of the design, inspection and construction of a variety of municipal engineering projects and for assuming the duties of the City Engineer and Public Works Director as necessary. Work is performed with professional independence of judgment under the general direction supervision of the City Engineer Public Works Director. Administrative Direction and supervision is exercised over professional, technical and clerical personnel engaged in engineering design, construction and maintenance activities.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Organizes, directs, coordinates and manages, through subordinate supervisors and staff, the operations and varied engineering activities of the Department of Public Works, to include design, construction, planning, and inspections.

Manages Directs certain aspects of the various capital improvement programsjects.

Directs engineering personnel and consultants in the planning, designing, and construction functions.

Plans and initiates engineering projects according to established priorities and available funding.

Reviews proposed projects to determine eligibility for state or federal funding.

Works in conjunction with the Public Works Director to coordinate activities with the Public Works Department.

Directs the Coordinatescoordination of the design and review process;

Administers contracts for professional services with consulting engineers and construction firms.

Coordinates the construction functions of engineering personnel and consultants,
Reviews contract plans and specifications.

Directs research studies and the compilation of comprehensive reports.

Assists with the preparation and implementation of departmental policies and procedures.

Investigates major complaints and directs corrective action.

Manages the procurement of grants and funding for projects.

~~Evaluates sites for effects on city infrastructure.~~

Reviews and resolves construction problems and difficulties.

Represents the department at conferences and public meetings.

~~Manages engineering personnel.~~

~~Assists-Directs in~~ land disturbance permitting review.

~~Evaluates sites for affects on city infrastructure.~~

~~Assists with drainage calculations.~~

Evaluates flood plain studies.

~~Manages Supervises and participates in~~ subdivision plat review ~~and checks final plat submittal for approval.~~

~~Checks final plat submittal for approval.~~

~~Directs the coordination of Assists with the~~ right-of-way permitting process.

~~Manages Supervises~~ the review of legal descriptions and drawings of drainage easements and rights-of-way for acquisition.

~~Supervises-Directs~~ the maintenance of bridge inspection reports.

~~Coordinates with other departments and agencies.~~

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

~~Comprehensive Thorough~~ knowledge of the principles and practices of civil engineering as applied to design and construction standards and methods used in water, sewer, road and bridge and other public works activities.

~~ThoroughThorough~~ knowledge of ~~the federal, state, and local~~ codes, ~~ordinances and regulationsordinances,~~ ~~regulations and standards~~ governing public works construction and engineering.

~~Thorough knowledge of engineering planning, design and administration.~~

~~Thorough knowledge of the current methods, tools, equipment, materials and work practices utilized in the design, operation, maintenance, and repair of engineering systems.~~

~~Thorough knowledge of the principles and practices of construction and capital improvement project management, administration, and coordination.~~

~~Thorough knowledge of mathematical principles as applied to engineering work.~~

~~Thorough knowledge of the principles, practices, methods and techniques of management, supervision, training, and performance evaluation.~~

Good knowledge of the principles and practices of public administration, to include purchasing and the maintenance of public records.

Ability to analyze problems, identify solutions and implement solutions in support of departmental goals.

Ability to plan, direct and supervise the activities of professional, sub-professional, and inspectional ~~and clerical~~ personnel in a variety of data gathering, design research and inspectional activities.

Ability to review complex engineering problems, proposals, plans and specifications for errors and suggest remedies or alternative solutions.

Ability to interpret, apply and explain policies, procedures, laws, codes, regulations and ordinances pertaining to assigned functions.

Ability to analyze and assess public works programs and activities, policies, and operational needs, and make appropriate adjustments.

Ability to perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of departmental goals.

Ability to prepare clear, concise and comprehensive technical and administrative reports and presentations.

Ability to present proposals and recommendations clearly and logically in public meetings.

Ability to communicate effectively, both orally and in writing.

Ability to work on multiple, complex projects concurrently, with strict deadlines and with frequent interruptions.

Ability to operate standard office equipment, including computers and job related software programs utilized for the preparation of reports, spreadsheets, databases, and presentations.

Ability to assume the duties of the City Engineer as required.

Ability to establish and maintain effective working relationships with public officials, associates, other employees and the general public.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, or pulling of objects and materials.

Ability to sit for extended periods of time while operating a keyboard.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in civil engineering and a minimum of five years progressively increasingly responsible managerial and administrative engineering experience in a governmental engineering and public works department, activities, including a minimum of one year supervisory experience the management of civil engineering design and construction projects; or a combination of education and experience equivalent to these requirements.

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SPECIAL REQUIREMENTS: Registration/Licensure as a Professional Engineer by the State Board of Licensure for Professional Engineers and Land Surveyors in the State of Alabama.

Adopted: 10/08/85

Amended: 01/03/91 PB Survey

Amended: 07/01/20 Condrey 2007

Amended:

WTP: 1 year

Physical Group: II

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CLASS CODE:



CITY ENGINEER

KIND OF WORK: This is professional engineering and administrative work in ~~assisting with~~ planning for public works and directing engineering activities.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for directing the City Engineering Department in all public works improvement programs. Work is performed in accordance with broad policies under the general supervision of the ~~Executive Director of Public Works-Works Director or Mayor~~ with considerable independent judgment exercised in carrying out responsibilities. ~~Administrative direction and~~ ~~Supervision is exercised over professional, technical, skilled, clerical and other employees a staff involved in~~ ~~public works programs within assigned area of work.~~

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

~~Manages and~~ ~~Directs~~ ~~the Engineering Department~~ ~~all engineering departmental activities, including design,~~ ~~construction, planning, and inspections.~~

~~Recommends and administers policies and procedures, and establishes service levels for the department.~~

~~Works in conjunction with the Executive Director of Public Works to coordinate activities of the Public Works Department, and assists in the direction of the Public Works Department.~~

~~Supervises,~~ ~~Directs~~, manages and coordinates the overall activities of the engineering staff, technicians, and other department personnel.

~~Manages the recruitment, training, and disciplinary processes of the department.~~

~~Plans and programs~~ engineering projects according to established priorities and funds available.

~~Oversees the development and administration of the engineering departmental and capital improvement budgets by forecasting needs related to personnel, equipment, materials and supplies, approving expenditures, and implementing adjustments to ensure compliance.~~

~~Maintains accounting records to reflect costs of construction and maintenance.~~

~~Reviews proposed projects to determine eligibility for State or Federal funding.~~

~~Administers contracts with consulting engineers and construction firms.~~

~~Reviews contract plans and specifications.~~

~~Interacts with various regulatory and governmental agencies and consults data sources concerning engineering standards, regulatory compliance, and requirements for development activities.~~

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Represents the Executive Director of Public Works in his/her absence.

Administers research studies and the compilation of comprehensive and technical reports.

Directs the investigation of major complaints and takes corrective action.

Serves as the Stormwater and Flood Plain Manager.

Plans, coordinates, organizes, supervises, implements, and monitors the Capital Improvement Program and oversees the disbursement of funds.

Plans, develops, and implements the Engineering Department's operating budget.

Reviews and authorizes contractor and consultant change orders, amendments, and invoice payments.

Serves as mManagers and coordinators of the Federal Emergency Management's-FEMA's Public Assistance Disaster Program and hazard mitigation grants.

Serves as the city's authorized FEMA agent for the disbursement of FEMA funds.

Presents reports to the Mayor and Council regarding projects, complaints, and problems.

Provides Aassistansce to the city's legal staff and represents the city in department related court cases.

Assists the Public Services Director in public works problems.

Coordinates public works projects with other city operations and agencies.

Coordinates FEMA disaster activities.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of engineering planning, design and administration.

Comprehensive knowledge of the principles and practices of civil engineering.

Comprehensive knowledge of the federal, state, and local codes, ordinances, regulations, and standards governing public works construction and engineering.

Comprehensive knowledge of the current methods, tools, equipment, materials and work practices utilized in the design, operation, maintenance, and repair and engineering systems.

Comprehensive knowledge of the principles, methods, and techniques of contract negotiations and contract administration.

Comprehensive knowledge of the principles and practices of construction and capital improvement project management, administration, and coordination.

Comprehensive knowledge of mathematical principles as applied to engineering work.

Comprehensive knowledge of the principles, practices, methods and techniques of management, supervision, training, and performance evaluation.

~~Comprehensive knowledge of the laws and regulations related to departmental activities.~~

~~Comprehensive knowledge of municipal public works, planning, design and administration.~~

~~Comprehensive knowledge of general municipal engineering principles.~~

Comprehensive knowledge of the city's stormwater ordinance, FEMA flood plain regulations, and other related city, state, and federal regulations.

Thorough knowledge of the principles and practices of public relations.

Thorough knowledge of the principles and practices public administration, to include purchasing and the maintenance of public records.

Thorough knowledge of the principles, practices, and methods of budget preparation and administration.

Thorough knowledge of FEMA public assistance disaster relief regulations and FEMA grant policies and procedures.

Ability to plan, supervise, and manage a complex engineering program.

Ability to develop and administer departmental goals, objectives, and procedures.

Ability to analyze and assess public works programs and activities, policies, and operational needs, and make appropriate adjustments.

Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.

Ability to perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of departmental goals.

Ability to prepare clear, concise and comprehensive technical and administrative reports and presentations.

Ability to present proposals and recommendations clearly and logically in public meetings.

Ability to understand, interpret, explain, and apply federal, state, and local laws and regulations governing engineering activities.

Ability to plan, schedule and supervise the activities of professional, sub-professional, and inspectional personnel in data gathering, design research, and inspection activities.

Ability to develop, prepare, and administer complex budgets.

Ability to work on multiple, complex projects concurrently, with strict deadlines and with frequent interruptions.

Ability to operate standard office equipment, including computers and job related software programs utilized for the preparation of reports, spreadsheets, databases, and presentations.

~~Ability to establish and maintain effective working relationships with contractors, public officials, other employees, and the general public.~~

~~Ability to direct and supervise important and difficult civil engineering programs.~~

~~Ability to express ideas clearly and concisely, both orally and in writing.~~

~~Ability to establish and maintain effective working relationships with elected officials, employees, other agencies and the public.~~

PHYSICAL REQUIREMENTS:

~~Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, or pulling of objects and materials.~~

~~Ability to sit for extended periods of time while operating a keyboard.~~

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in civil engineering, preferably supplemented by a master's degree in public administration ~~and a minimum of five years' responsible engineering experience in the management of a governmental public works department at the level of an Assistant City Engineer and a minimum of five years experience in the practice of civil engineering, including experience in planning and directing difficult civil engineering and public works projects;~~ or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Licensure as a Professional Engineer by the State Board of Licensure for Professional Engineers and Land Surveyors in the State of Alabama.

Adopted: 08/20/91

Amended: 04/02/92

Amended: 02/18/98

Amended: 02/28/02

Amended: 08/02/10 Condrey 2007

Amended:

WTP: 1 year

Physical Group: III

Melissa Smith

Dws
3/24/23

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, March 22, 2023 2:40 PM
To: 'George Smith'; Melissa Smith (melissa@personnelboard.org); 'Darryl Stark'; Gloria Reed (greed@personnelboard.org); khempfleng@personnelboard.org; 'Elizabeth Lingerfelt'
Subject: City of Mobile Pay Grade Amendments (part 1 of 3)
Attachments: Engineering.pdf; Traffic Engineering.pdf; REAM.pdf

The City of Mobile is restructuring its salary plan to ensure it is competitive with comparable cities and local government. The following are our requested changes with more detail on the attached Personnel Action Requests as it relates to the pay grade increase and the adjustment in incumbents pay:

| <u>Job Classification</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| City Engineer | 27 | 29 |
| Assistant City Engineer | 26 | 28 |
| | | |
| Traffic Engineering Director | 27 | 28 |
| Assistant Traffic Engineering Director | 26 | 27 |
| Traffic Technician I | 10 | 11 |
| Traffic Technician II | 12 | 13 |
| | | |
| Director of Real Estate Asset Management | 25 | 27 |
| Deputy Director of Real Estate Asset Mgmt | 24 | 25 |
| Real Estate Officer | 21 | 24 |
| Architect | 22 | 23 |
| Architectural Engineer | 21 | 22 |
| Building Maintenance Superintendent | 20 | 22 |

We look forward to working with the Personnel Board to complete our salary project. If I can be of assistance, please let me know.

Thanks,
Leslie

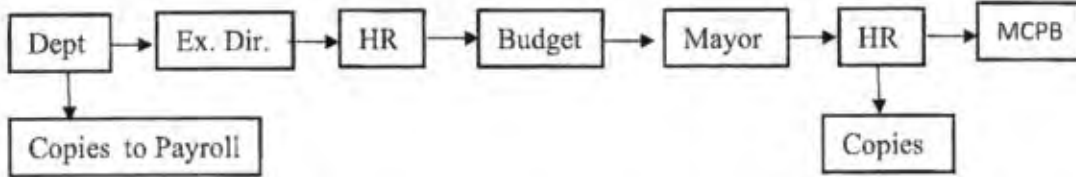
Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Rey
Leslie Rey (Mar 27, 2023 11:46 CDT)
Mayor or Authorized Signer 03/21/2023
Date

Routing:



Date of Request: 03/15/2023
Type of Action: Pay Grade Increase & Incumbent Pay Adjustment
Department Number: 3005 **Department Name:** Engineering
MCPB Description: *****
Name: _____ **Employee No.** _____
Title: City Engineer
Effective Date (date after last payroll day): 04/22/2023

Justification:
The City of Mobile salary plan restructuring will improve recruitment and be competitive with comparable cities and local gov't:
1) Amend City Engineer pay grade from grade 27 (\$101,051-161,545) to grade 29 (\$123,120-196,827)
2) Adjust Nicholas Amberger (emp# 14506) from 27 M+2 to 29 I+2

Leslie Rey 03/15/2023 Callie Sapp 03/21/2023
Leslie Rey (Mar 15, 2023 16:06 CDT) **Date** Callie Sapp (Mar 21, 2023 11:31 CDT) **Date**
Department Head **Budget Approval**

Human Resources:
JAD 03/15/2023 **Rec.** 03/21/2023 11:23:AM **Comp.** 03/21/2023 11:46:AM
Executive Director **Date**

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

Nicholas Amberger: 29 I+2 (11), \$157,605/yr, \$75.77/hr

EXECUTIVE DIRECTOR:

Recommend Approval

HUMAN RESOURCES:

n/a

BUDGET:

n/a

MAYOR:

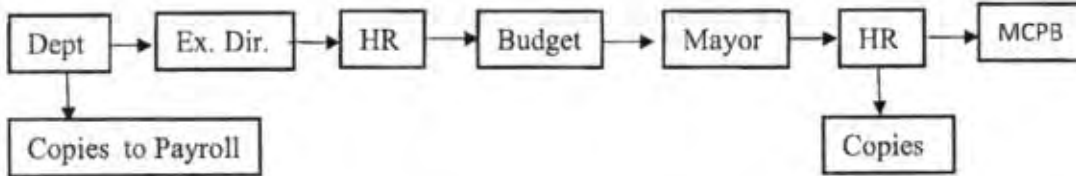
n/a

PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Ray
Leslie Ray (Mar 27, 2023 11:27 CDT)
Mayor or Authorized Signer 03/21/2023
Date

Routing:



Date of Request: 03/15/2023

Type of Action: Pay Grade Increase & incumbent Pay Adjustment

Department Number: 3005 **Department Name:** Engineering

MCPB Description: *****

Name: - **Employee No.:** -

Title: Assistant City Engineering

Effective Date (date after last payroll day): 04/22/2023

Justification:

The City of Mobile salary plan restructuring will improve recruitment and be competitive with comparable cities and local gov't:

- 1) Amend Assistant City Engineer from pay grade 26 (\$91,547-146,351) to grade 28 (\$111,541-178,315)
- 2) Adjust pay of Rosemary Ginn (emp# 12884) from 26 F+6 to 28 B+6

Leslie Ray
Leslie Ray (Mar 15, 2023 16:13 CDT)
Department Head 03/15/2023
Date

Celia Sapp
Celia Sapp (Mar 21, 2023 11:24 CDT)
Budget Approval 03/21/2023
Date

J. D. P.
Executive Director 03/15/2023
Date

Human Resources:
Rec. 03/21/2023 11:23:AM **Comp.** 03/21/2023 11:27:AM

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

Rosemary Ginn, 28 B+6 (8), \$132,587/yr, \$63.74/hr

EXECUTIVE DIRECTOR:

Recommend Approval

HUMAN RESOURCES:

n/a

BUDGET:

n/a

MAYOR:

n/a

The Personnel Board for Mobile County, Alabama

1809 Government Street
Mobile, Alabama 36606
P. O. Box 66794
Mobile, Alabama 36660-1794
Phone: 251-470-7727
Fax: 251-470-1708
www.personnelboard.org



Robert D. Brown, Chair
Adam Strange, Vice-Chair
Talma Carstarphen, Associate
Willie T. Gray, Associate
Patrick Mitchell, Associate

Darryl Stark, Ph.D.,
Interim Personnel Director

April 28, 2023

NOTICE OF PUBLIC HEARING

The Personnel Board for Mobile County, Alabama, has scheduled a public hearing to be held in its office at 1809 Government Street, Mobile, Alabama, on **TUESDAY, MAY 2, 2023, at 2:00 p.m.** for consideration of comments and suggestions concerning the following requests from the Mobile Area Water and Sewer System:

1. Adoption of the attached classification specification of Risk Manager,
2. Adoption of Salary Grade 21 for the classification of Risk Manager.

Darryl Stark, Ph.D.
Interim Personnel Director

MEMO TO: Dr. Darryl Stark, Assistant Director **DWS**
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 27, 2023
RE: The Mobile Area Water and Sewer System – Request to Create a New Classification of Laboratory Technician III and Amend the Salary Grades of the Laboratory Technician I and Laboratory Technician II Classifications

On April 13, 2023, a request was received from Billy J. MCCrory, Jr., Water and Sewer Director for the Mobile Area Water and Sewer System (MAWSS), to create a new classification of Laboratory Technician III as well as amend the salary grades for the Laboratory Technician I and Laboratory Technician II classifications. This request was assigned to Shannon Williams, Personnel Classification and Assessment Analyst II for further research and recommendation. A summary of her findings is attached.

Based on the above information submitted by the Mobile Area Water and Sewer System and Ms. Williams' research, I recommend the Board set a date for a public hearing for consideration of the following requests from the Mobile Area Water and Sewer System:

- (A) Amendment of the attached specification for the classification of Laboratory Technician I,
- (B) Amendment of salary grade 8 (\$2,699.71 - \$4,315.89) to salary grade 10 (\$2,979.97 - \$4,763.93) for the classification of Laboratory Technician I,
- (C) Amendment of the attached specification for the classification of Laboratory Technician II,
- (D) Amendment of salary grade 11 (\$3,130.83 - \$5,005.11) to salary grade 12 (\$3,289.33 - \$5,258.49) for the classification of Laboratory Technician II,
- (E) Adoption of the attached specification for the classification of Laboratory Technician III,
- (F) Adoption of salary grade 14 (\$3,630.81 - \$5,804.39) for the classification of Laboratory Technician III,
- (G) If (E) and (F) are approved, please create one full time position of Laboratory Technician III for Mobile Area Water and Sewer System.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Dr. Darryl Stark, Assistant Director *Dws*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 14, 2023
RE: The Mobile Area Water and Sewer System – Request to Adopt the Risk Manager classification

On March 30, 2023, a request was received from Billy J. McCrory, Jr., Water and Sewer Director for the Mobile Area Water and Sewer System (MAWSS), to adopt the Risk Manager classification. This request was assigned to Veleta Hamilton-Huff, Personnel Classification and Assessment Analyst II for further research and recommendation. A summary of her findings is attached.

Based on the above information submitted by the Mobile Area Water and Sewer System and Ms. Hamilton-Huff's research, I recommend the Board set a date for a public hearing for consideration of the following requests from the Mobile Area Water and Sewer System:

- (A) Adoption of the Risk Manager classification for MAWSS,
- (B) Adoption of salary grade 21 (\$5,389.95 - \$8,616.65) for the Risk Manager classification,
- (C) If (A) and (B) are approved, create one (1) full time position of the Risk Manager classification for the Mobile Area Water and Sewer System.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Karen Hempfleng, Human Resource Manager
FROM: Veleta Hamilton-Huff, Personnel Classification & Assessment Analyst II
DATE: April 13, 2023
RE: Mobile Area Water and Sewer System - Request to Adopt the Risk Manager Classification

On March 30, 2023, a request was received from Billy J. McCrory, Jr., Water & Sewer Director for the Mobile Area Water and Sewer System (MAWSS), to adopt the Risk Manager classification. He also requested creation of one position of Risk Manager for the Mobile Area Water and Sewer System.

Ms. Fatima Washington, Director Administrative Services and Customer Experience, was contacted to provide additional information regarding the request. Ms. Washington advised that the Risk Manager classification is needed to oversee and direct the risk management program. An incumbent in the Risk Management Coordinator classification is currently performing these duties and is pending retirement. Due to growth of the job requirements over time, MAWSS would like to adopt the Risk Manager classification to more accurately and comprehensively address the needs of the organization in the future.

The Risk Manager classification is authorized for utilization by Mobile County and the City of Mobile. The position is vacant in the City of Mobile. The Risk Manager classification is set at salary grade 21 for both Mobile County and the City of Mobile. The Mobile Area Water and Sewer System has also requested salary grade 21 for the Risk Manager classification. No amendments to the classification have been requested. This request does not create any equity concerns for merit system classifications.

Based on the information provided by Mr. McCrory and Ms. Washington, I recommend the Board set a date for a public hearing for consideration of the following requests by the Mobile Area Water and Sewer System:

- (A) Adoption of the Risk Manager classification for MAWSS,
- (B) Adoption of salary grade 21 (\$5,389.95 - \$8,616.65) for the Risk Manager classification,
- (C) If (A) and (B) are approved, create one (1) full time position of the Risk Manager classification for the Mobile Area Water and Sewer System.

Please let me know if you have any additional questions or concerns.



Handwritten initials and date: MB 3/29/23

March 29, 2023

Mr. George Smith
Personnel Director
Mobile County Personnel Board
P. O. Box 66794
Mobile, AL 36660-1794

Dear Mr. Smith:

The Board of Water and Sewer Commissioners respectfully requests the creation of one (1) position for Risk Manager. Once approved, we are requesting the Risk Manager position be opened competitive to fill one (1) vacancy.

Your assistance is appreciated. If any additional information is required, please contact Ms. Fatima Washington. Thank you for your assistance in this matter.

Sincerely,

Handwritten signature of Billy J. McCrory, Jr.
Billy J. McCrory, Jr
Water & Sewer Director

/fw

*position exists
(01) M.C. Comm Misc #2
(02) Fin-Administration*

*MAWSS
Risk Manager*

AUTH FILLED VACANT
⊕

Melissa Smith

From: Beaty, Amy D. <ADBEATY@mawss.com>
Sent: Wednesday, March 29, 2023 3:39 PM
To: 'Melissa Smith'; 'gsmith@personnelboard.org'
Cc: Poirier, Christie A.; Washington, Fatima M.
Subject: Position Request - Risk Management
Attachments: Position Request - Risk Management.pdf

Good Afternoon,

Please see the attached position request.

Thank you,

Amy Beaty
Administrative Support Assistant
Mobile Area Water & Sewer System
Human Resources
251-694-3147
aharrison@mawss.com

The Personnel Board for Mobile County, Alabama

1809 Government Street
Mobile, Alabama 36606
P. O. Box 66794
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Phone: 251-470-7727
Fax: 251-470-1708
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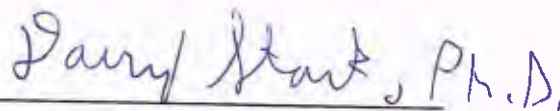
Robert D. Brown, Chair
Adam Strange, Vice-Chair
Talma Carstarphen, Associate
Willie T. Gray, Associate
Patrick Mitchell, Associate

Darryl Stark, Ph.D.,
Interim Personnel Director

April 18, 2023

NOTICE OF PUBLIC HEARING

The Personnel Board for Mobile County, Alabama, has scheduled a public hearing to be held in its office at 1809 Government Street, Mobile, Alabama, on **TUESDAY, May 2, 2023, at 2:00 p.m.** for consideration of comments and suggestions concerning the request from the Mobile Housing Authority for the amendment of the specification for the classification of Executive Assistant—MHA.



Darryl Stark, Ph.D.
Interim Personnel Director

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 14, 2023
RE: The Mobile Housing Authority – Request to Create New Classification of Executive Assistant - MHA

On March 24, 2023, a request was received from Kathi Bryant, Chief Administrative Officer for the Mobile Housing Authority to create a new classification of Executive Assistant – MHA. This request was assigned to Leslie Green, Personnel Classification and Assessment Analyst II for further research and recommendation. A summary of her findings is attached.

Based on the above information submitted by the Mobile Housing Authority and Ms. Green's research, I recommend the Board set a date for a public hearing for consideration of the following requests from the Mobile Housing Authority:

- (A) Adoption of the attached specification for the classification of Executive Assistant – MHA,
- (B) Adoption of salary grade 19 (\$4,423.70 - \$7,071.95) for the Executive Assistant - MHA classification,
- (C) If (A) and (B) are approved, create one (1) full time position of the Executive Assistant – MHA classification for the Mobile Housing Authority.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Karen Hempfleng, Human Resource Manager
FROM: Leslie Green, Classification and Assessment Analyst II
DATE: April 14, 2023
RE: Mobile Housing Authority – Request for New Classification of Executive Assistant – MHA

On March 24, 2022, a request was received from Kathi Bryant, Chief Administrative Officer, Mobile Housing Authority (MHA) to create the classification of Executive Assistant (Mobile Housing Authority). Ms. Bryant further requested consideration of salary grade 19 for the Executive Assistant – MHA classification.

Ms. Bryant was contacted for additional information on this request. Currently the MHA has the Administrative Assistant classification supporting the Chief Executive Officer (CEO) and executive level staff. This classification also liaises with the commissioners, senior management, and other community leaders. It was determined that the Administrative Assistant classification does not represent the duties and responsibilities of this position. The MHA reviewed the established Executive Assistant classification, but found that it does not fully fit their organizational needs. It was proposed to create a new classification of Executive Assistant – MHA to more accurately represent the duties and responsibilities of an Executive Assistant at the MHA.

The proposed Executive Assistant - MHA involves a wide latitude of independent judgement, and has decision making authority. The Executive Assistant - MHA handles critical communication, carries out strategic initiatives and participates in critical meetings and discussions. The MHA anticipates more changes in their organization, and the Executive Assistant - MHA provides a high level of support and perhaps additional accountability as the organization continues to adapt.

The municipalities currently utilizing the Executive Assistant classification are the City of Mobile (salary grade 17), the City of Saraland (salary grade 16) and the City of Satsuma (salary grade 19). These cities have a very similar scope of work but each municipality may vary in volume of work and accountability.

The proposed Executive Assistant - MHA classification requires both a bachelor's degree as well as prior responsible level experience. The Training Manager classification for the MHA is currently set at salary grade 19 and also carries a significant level of responsibility as well as knowledge and experience in supervision and administration. The MHA would like to keep these positions on par setting both at salary grade 19.

Based on the information submitted by Kathi Bryant and Mobile Housing Authority, I recommend the Board set a date for public hearing concerning the requests of the Mobile Housing Authority:

- 1) Adoption of the attached specification for the classification of Executive Assistant – MHA,
- 2) Adoption of salary grade 19 (\$4,423.70 – \$7,071.95) for the classification of Executive Assistant - MHA,
- 3) If 1 and 2 are approved, create one full time position of Executive Assistant – MHA, for the Mobile Housing Authority

If you have any questions, or if you need additional information, please let me know.



EXECUTIVE ASSISTANT - MHA

KIND OF WORK: This is complex, high-level, and varied responsible administrative work that includes coordination, collaborative and strategic support of the executive management team.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for developing and implementing operational procedures and for supervising subordinate employees in all aspects of city government. The work is performed under the general direction of the Chief Executive Officer or other executive management team member with wide latitude for independent judgment within broadly established guidelines and procedures.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages administrative responsibilities, including sensitive and confidential materials and business communications.

Manages calendar for internal and external meetings and events, resolving issues, travel arrangements, and other logistics.

Drafts correspondence, coordinate items for board meetings.

Prepares agendas and other materials for board and executive meetings.

Handles critical communications.

Coordinates executive outreach.

Coordinates the timely dissemination of agenda items and presentations for board and executive meetings and recording of minutes of said meeting(s).

Conducts corporate research and provide recommendations.

Maintains effective system and process for executive document management.

Participates in mission critical meetings and discussions.

Serves as the liaison for commissioners, senior management, and other community leaders.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Good knowledge of the principles and procedures of corporate or public administration.

Good knowledge of management principles and procedures.

Ability to plan, schedule and organize meetings and initiatives.

Ability to formulate and implement policies and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to conduct research and expedite strategic initiatives.

Ability to process and provide an appropriate response to correspondence.

Ability to prepare complex and detailed reports.

Ability to establish and maintain effective working relationships with public officials, the business community, management team, other employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some walking, standing, lifting, carrying, pushing, or pulling of objects and materials.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in public administration, business administration or closely related field and a minimum of one year's responsible administrative experience, preferably in local government; or a combination of education and experience equivalent to these requirements.

Adopted:

WTP: 1 year
Physical Group: III

Melissa Smith

Dwt
3/24/23

From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Friday, March 24, 2023 3:45 PM
To: George Smith; Darryl Stark
Cc: Melissa Smith; 'Elizabeth Lingerfelt'; Gloria Reed
Subject: FW: Admin Asst to Executive Assistant
Attachments: MHA.Executive Assistant.Class-PositionActionRequestForm.pdf; Executive Assistant Revised Spec.DOC

Hi Kathi,
Thanks, I am forwarding this to Mr. Smith to get the jurisdiction request process started.

Have a great weekend!
Karen

Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

From: Bryant, Kathi [mailto:kbryant@mobilehousing.org]
Sent: Friday, March 24, 2023 2:53 PM
To: Karen Hempfleng <khempfleng@personnelboard.org>
Cc: Gloria Reed <greed@personnelboard.org>
Subject: RE: Admin Asst to Executive Assistant

Hi, Karen,
Thanks for your assistance. See the attached and advise if anything else is required. Have a wonderful weekend!!

Kathi H. Bryant
Chief Administrative Officer
Mobile Housing Authority
151 S. Claiborne Street
Mobile, Alabama 36602
(251) 434-2321
(251) 433-3241 fax
kbryant@mobilehousing.org



Mobile Housing Authority
Accommodate | Illuminate | Elevate

From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Friday, March 24, 2023 11:07 AM
To: Bryant, Kathi <kbryant@mobilehousing.org>
Subject: RE: Admin Asst to Executive Assistant

Hi Kathi,

I have created a draft amendment of the current Executive Assistant for your review. I believe with these changes, we will likely need to create a new classification for MHA. But, I left the changes here in red on the review tab in case you want to see them.

If you are going forward with this and completing the form, no need to fill in all sections of the job description. You can just say "see attached" if that saves you some work. 😊

Let me know your thoughts.

Thanks,
Karen

Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

From: Bryant, Kathi [<mailto:kbryant@mobilehousing.org>]
Sent: Friday, March 24, 2023 10:00 AM
To: Karen Hempfleng <khempfleng@personnelboard.org>
Cc: 'Gloria Reed' <greed@personnelboard.org>
Subject: RE: Admin Asst to Executive Assistant
Importance: High

Good Morning, Karen.

Thank you for responding. For MHA, this position has always performed at a higher level than an admin assistant. The MCPB Executive Assistant job description doesn't fit our needs. We would like to amend the job description because it already exists and move our incumbent into the position or, if required, we will open as promotional. Review some of the actual duties of our Executive Assistant in the MCPB job description format for your comments. I'll enter on the form after your review. Thanks for your help in advance.

Kind of Work:

This is complex, high-level, and varied administrative and responsible work in coordination and collaborative and strategic support of the executive management team for the employing jurisdiction.

Examples of Work:

Manage administrative responsibilities, including sensitive and confidential materials and business communications; Manage calendar for internal and external meetings and events, resolving issues, travel arrangements, etc.; draft correspondence, coordinate items for board meetings. prepare agendas and other materials for board and executive meetings, handle critical communications, coordinate executive outreach; coordinate the timely dissemination of agenda items and presentations for board and executive meetings and recording of minutes of said meeting(s); Conduct corporate research and provide recommendations; maintain effective system and process for executive document management; participate in mission critical meetings and discussions; serve as the liaison for commissioners, senior management, and other community leaders; performs related work as required.

Minimum Qualifications Requirements:

(same as the current Executive Assistant Class on file)

Essential Requirements of the Work:

Good knowledge of the principles and procedures of corporate or public administration; Good knowledge of management principles and procedures; ability to plan and organize meetings and initiatives; ability to prepare complex and detailed reports; conduct research; expedite strategic initiatives; ability to handle correspondence; ability to schedule and coordinate meetings; ability to establish and maintain effective working relationships with public officials, the business community, management team, other employees, and the general public.

Sincerely,

*Kathi H. Bryant
Chief Administrative Officer
Mobile Housing Authority
151 S. Claiborne Street
Mobile, Alabama 36602
(251) 434-2321
(251) 433-3241 fax
kbryant@mobilehousing.org*



From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Thursday, March 23, 2023 4:55 PM
To: Bryant, Kathi <kbryant@mobilehousing.org>
Cc: 'Gloria Reed' <greed@personnelboard.org>
Subject: RE: Admin Asst to Executive Assistant

Hi Kathi,

In this case, it seems you are saying that the incumbent is already performing the work of the Executive Assistant. Can you tell us how long the incumbent (Administrative Assistant) has been performing the higher level work of Executive Assistant? Our normal process would be to post the Executive Assistant position as a promotional (a process I know you are well versed in) but we may need a little more background if you have a current incumbent and are seeking to handle the change in some other way. Let me know your thoughts.

Thanks,
Karen

Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

From: Bryant, Kathi [<mailto:kbryant@mobilehousing.org>]
Sent: Thursday, March 23, 2023 3:59 PM
To: 'Karen Hempfleng' <khempfleng@personnelboard.org>
Cc: Gloria Reed <greed@personnelboard.org>
Subject: Admin Asst to Executive Assistant
Importance: High

Good Morning, Again.

The same situation for this position. The incumbent handles confidential and sensitive documents, assist with carrying out strategic initiatives, participates in crucial tactical meetings, while still providing high level support to the CEO. Please advise on the best option.

Kathi H. Bryant
Chief Administrative Officer
Mobile Housing Authority
151 S. Claiborne Street
Mobile, Alabama 36602
(251) 434-2321
(251) 433-3241 fax
kbryant@mobilehousing.org

MHA
Mobile Housing Authority
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MOBILE COUNTY PERSONNEL DEPARTMENT

CLASSIFICATION/POSITION ACTION FORM

INSTRUCTIONS: Complete each section as applicable for the specific request. Attach additional sheets for additional information in any section, if needed.

This form should be completed for any requested action on classification(s) or position(s) within the Mobile County Merit System. Please complete one Action Form per request.

JURISDICTION: Mobile Housing Authority

DEPARTMENT/DIVISION: Executive

NAME OF APPOINTING AUTHORITY/OTHER OFFICIAL: Kathi Bryant

SIGNATURE OF APPOINTING AUTHORITY/OTHER OFFICIAL: Kathi Bryant

Digitally signed by Kathi Bryant
DN: CN = Kathi Bryant email = kbryant@mobilehousing.org C = US O = Mobile Housing Authority OU = Human Resources
Date: 2023.03.24 14:47:43 -0600

CONTACT NAME (For additional information about this request):

Michael Pierce

CONTACT NUMBER: (251) 434-2321

EMAIL: kbryant@mobilehousing.org

DATE OF REQUEST: 03/24/2023

TYPE OF ACTION REQUESTED:

- A. Create new classification
- B. Amend existing classification
- C. Create additional position(s) (in existing class)
- D. Salary grade amendment
- E. Other:

CURRENT JOB TITLE (if B, C, D or E):

Executive Assistant

PROPOSED JOB TITLE (if A or B):

Executive Assistant - MHA

CURRENT SALARY GRADE: 16

PROPOSED SALARY GRADE (if A or D): 19

NUMBER OF POSITIONS (OR ADDITIONAL POSITIONS) REQUESTED (if A or C): 1

TYPE OF POSITION (FT, PT, TEMP, SEAS, SUPN, etc.) (if A or C): FT

JUSTIFICATION/REASON FOR REQUEST:

For MHA, this position has always performed at a higher level than an administrative assistant. The MCPB Executive Assistant job description doesn't fit our needs as it does not reflect the responsibilities and duties of the current incumbent. (see attached)

Purpose of this job (if A, B, D or E):

(A description of why this classification and/or position exists)

See attached

Indicate tasks, duties and responsibilities of job (if A, B, D or E):

(For example: "Maintains accurate records of customers and transactions" or "Makes minor repairs to equipment to ensure efficient operation.")

See attached.

List the Essential Requirements of this job (knowledge, skills and abilities) (if A, B, D or E):

(For example: "Good knowledge of the principles, practices and terminology of medical record keeping" or "Ability to load and unload heavy equipment in a safe manner.")

See attached.

List the Minimum Qualification Requirements of this job (education and experience required to satisfactorily perform this job) (if A, B, D or E):

See attached.

List any **Special Requirements** for this job (specific licenses, certifications, etc. required) (if A, B, D or E):

See attached.

List any **Physical Requirements** or physical aspects **required** for this job (lifting, walking, standing, sitting, etc.) (if A, B, D or E):

See attached.

List any **Distinguishing Features** of this job (shiftwork, required overtime, working environment, etc.) (if A, B, D or E):

Is someone currently performing the duties of this job? (if A, B, D or E) If so, indicate name:

Supervisor of this classification (if A, B, D or E):

Classifications supervised by this position (if A, B, D or E):

Please attach additional sheets to provide more information for any areas, if needed.
If you have any questions regarding the completion of this form, contact
Gloria Reed at (251) 445-4571 or Karen Hempfleng (251) 445-4580.

Class Code: 2850



EXECUTIVE ASSISTANT - MHA

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KIND OF WORK: This is complex, high-level, and varied responsible administrative supervisory work that includes in-coordination, collaborative and strategic support of the executive management team. ing and directing the operations of various departments for the employing jurisdiction.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for developing and implementing operational procedures and for supervising subordinate employees in all aspects of city government. The work is performed under the general direction of the Mayor-Chief Executive Officer or other executive management team member with wide latitude for independent judgment within broadly established guidelines and procedures.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manage administrative responsibilities, including sensitive and confidential materials and business communications.

Manages calendar for internal and external meetings and events, resolving issues, travel arrangements, and other logistics.

Draft correspondence, coordinate items for board meetings.

Prepare agendas and other materials for board and executive meetings.

Handle critical communications.

Coordinate executive outreach.

Coordinate the timely dissemination of agenda items and presentations for board and executive meetings and recording of minutes of said meeting(s).

Conduct corporate research and provide recommendations.

Maintain effective system and process for executive document management.

Participate in mission critical meetings and discussions.

Serve as the liaison for commissioners, senior management, and other community leaders.

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~~Plans, develops and implements policies and procedures for assigned areas of responsibility.~~

~~Analyzes existing departmental operations and makes recommendations for improvements.~~

~~Compiles a variety of complex statistical and special project reports, prepares specifications for bids.~~

~~Coordinates federal and state grant applications.~~

~~Performs city-wide functions as assigned.~~

~~Develops and monitors the City's safety program.~~

~~Acts as liaison with other governmental, civic, educational and community organizations.~~

~~Attends various meetings as a representative of the City.~~

~~Prepares correspondence as required.~~

~~Resolves citizen complaints.~~

~~Purchases supplies.~~

~~Supervises employee drug testing.~~

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Good knowledge of the principles and procedures of corporate or public administration.

Good knowledge of office management principles and procedures.

Ability to plan, schedule and ~~organize and supervise the work of subordinate employees meetings and initiatives.~~

Ability to formulate and implement policies and procedures.

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Ability to communicate effectively, both orally and in writing.

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Ability to conduct research and expedite strategic initiatives.

Ability to process and provide an appropriate response to correspondence.

Ability to prepare complex and detailed reports.

Ability to establish and maintain effective working relationships with public officials, the business community, management team, department heads, other employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some walking, standing, lifting, carrying, pushing, or pulling of objects and materials.

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MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in public administration, business administration or closely related field and a minimum of one year's responsible administrative experience, preferably in local government; or a combination of education and experience equivalent to these requirements.

Adopted: 09/20/90
Amended: 08/03/09 Condrey 2007

WTP: 1 year
Physical Group: III

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Gloria J. Reed, Human Resource Manager
DATE: April 24, 2023
RE: Mobile County Sheriff's Office Request to Amend the Class Specification
For Civil Division Manager

In a letter received on April 4, 2023, Mobile County Sheriff's Office requested an amendment to the Civil Division Director classification. To gather additional information, I spoke with Cynthia Coleman, Director of Human Resources for the Mobile County Sheriff's Office.

When we reviewed the requested changes to the class specification of the Civil Division Director, the changes removed responsibilities that required a staff attorney to perform. Previously the Sheriff's Office established the Civil Division Director on 7/6/2017 to hire a staff attorney to oversee the Civil Division area. However, when a vacancy in the Civil Division Director position occurred on 1/31/2023, it became apparent that experience within the Civil Division Section is adequate for the supervisory role of the division on a day-to-day basis. Ms. Coleman explained if a legal opinion is necessary, the Sheriff's Office can utilize the Mobile County contract attorneys as needed.

Currently, the Civil Division Director is established at salary grade 23. Originally the Sheriff's Department requested an amendment of the Civil Division Director job specification only. However, in continued discussions with the Sheriff's Department, it has been determined that amending the Civil Division Manager specification with the established salary grade would be more appropriate to encompass the level of responsibility of the work, the degree of judgment necessary, the amount of detail, and the consequences of error for the daily operations of the Civil Division. The Civil Division Manager is established at salary grade 20. The Sheriff's Office is planning to announce a promotional job posting to all staff that meets minimum qualification requirements and will utilize the promotional pay rules to award the promotion.

Within the Mobile County Sheriff's Department, the classifications of Executive Coordinator – Mobile County Sheriff's Office and Administrative Services Manager – Mobile County Sheriff Metro Jail are established at Salary Grade 20. The requested amendment of the minimum qualifications of the Civil Division Manager is consistent with these classifications. See attached specification. According to Ms. Coleman, Sheriff Burch feels strongly that the office administration and secretarial work within the Mobile County Sheriff's Office is more valuable than an advanced degree. The Sheriff's Office would like to promote incumbents within the Sheriff's Office that have learned the required skills necessary for the job and requests to remove the degree requirement. The Mobile County Sheriff's Department approved the amendment of the attached specification for the classification of Civil Division Manager with the current salary grade.

I recommend the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the Mobile County Sheriff's Office for the amendment, in body, for the classification of Civil Division Manager.

If you have any questions or need additional information, please let me know.



CIVIL DIVISION MANAGER

KIND OF WORK: This is responsible administrative work supervising complex clerical operations of the Civil Division of the Mobile County Sheriff's Department.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for managing and supervising the complex clerical operations, administrative functions, and activities within the Civil Division of the Mobile County Sheriff's Department. Work is performed in accordance with established guidelines and procedures **under the general direction of the Chief Deputy** with considerable latitude for independent judgment. Supervision is exercised over a large staff of clerical personnel.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Analyzes, plans, and lays out work procedures, operations, methods, and routines for the efficient and effective operation of the Civil Division of the Mobile County Sheriff's Department.

Assigns, supervises, and evaluates the work of subordinates engaged in processing court orders such as warrants, executions, citations, complaints, and summonses.

Trains staff in work procedures.

Creates, documents, modifies, and implements departmental policies and procedures.

Reviews and interprets legal documents and court orders.

Monitors and maintains the accurate and timely processing of criminal and civil orders received in the department.

Assists subordinates in difficult work situations.

Participates in unusual or difficult tasks.

Compiles and oversees the compilation of a variety of statistical and accounting reports.

Verifies reports of cash sheet collections and writes checks for distribution of funds collected.

Prepares activity and progress reports.

Requisitions office supplies and equipment.

Maintains inventory control records.

Evaluates employee performance.

Submits daily payroll reports.

Makes bank deposits.

Prepares and submits annual reports.

Provides information and assistance to customers.

Plans and implements employee training programs.

Coordinates activities with and works closely with related organizational units.

Provides information to attorneys and the public on civil process matters.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the practices and procedures involved in maintaining comprehensive legal records and court orders, to include warrants, executions, citations, complaints and summonses.

Thorough knowledge of federal and state statutes and court rules pertaining to legal and court records.

Thorough knowledge of laws and regulations applicable to the Civil Division of the Sheriff's Department.

Good knowledge of office management principles and practices.

Good knowledge of accounting procedures and practices.

Good knowledge of related computer software applications.

Good knowledge of supervisory principles and procedures.

Ability to perform complex administrative functions related to legal and court operations within the department.

Ability to understand and interpret legal documents and court orders.

Ability to maintain complex, accurate legal records and reports.

Ability to plan, develop, organize, supervise, and evaluate the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to plan and manage multiple tasks, assignments, and projects.

Ability to establish and maintain effective working relationships with officials, subordinate employees, and the general public.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in sedentary to light work, which may involve some standing, crawling, kneeling, bending, stooping, lifting, carrying, pushing, or pulling of objects and materials.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school, preferably supplemented by college level course work and a minimum of five years responsible experience supervising the processing and maintenance of legal records and court orders; or a combination of education and experience equivalent to these requirements.

Adopted: 02/23/23

WTP: 1 year

Darryl Stark

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Tuesday, April 25, 2023 12:20 PM
To: Gloria Reed
Subject: Fwd: Civil Division Director- Civil Division Manager Proposed Spec
Attachments: Proposed Civil Division Manager April 2023.docx

Approved
Correct

Thank you

----- Forwarded message -----

From: Gloria Reed <greed@personnelboard.org>
Date: Mon, Apr 24, 2023 at 2:19 PM
Subject: RE: Civil Division Director- Civil Division Manager Proposed Spec
To: Cynthia Coleman <ccoleman@mobileso.com>

Cynthia,

Based on our phone conversation, can you reply to this email with approval of the changes on the attached specification?

We will place this request on the agenda of May 2, 2023 with a public hearing to be scheduled on 5/16/23.

Let me know if the amended spec meets with your approval.

Gloria Reed

Human Resource Manager

Mobile County Personnel Board

1809 Government Street

Mobile, Alabama 36606

Phone: 251-445-4571

Fax: 251-470-1708

Email: greed@personnelboard.org

www.personnelboard.org

<https://www.facebook.com/personnelboard/>

From: Gloria Reed <greed@personnelboard.org>
Sent: Monday, April 24, 2023 12:26 PM
To: 'Cynthia Coleman' <ccoleman@mobileso.com>
Subject: FW: Civil Division Director- Civil Division Manager Proposed Spec
Importance: High

Cynthia,

As discussed on the phone, can you review the proposed specification for Civil Division Manager classification with the changes to the minimum qualification requirements and a few other highlighted sections along with reviewing the current salary grade 20? For Mobile County, Salary Grade 20, Step A \$57,166.17 - Step T, \$91,388.71. For promotional job postings, qualified candidates must be offered a minimum of a 10% increase up to the maximum of the salary grade.

Attached is the original request received concerning the Civil Division Director classification. However, upon review, it appears all the changes requested are in line with the existing specification for Civil Division Manager and the current salary grade 20 except for the minimum qualification requirements. Please verify the reporting relationship.

Please call to discuss if necessary or approve the attached specification with the current salary grade.

Gloria Reed

Human Resource Manager

Mobile County Personnel Board

1809 Government Street

Mobile, Alabama 36606

Phone: 251-445-4571

Fax: 251-470-1708

Email: greed@personnelboard.org

www.personnelboard.org

<https://www.facebook.com/personnelboard/>

From: Melissa Smith <melissa@personnelboard.org>

Sent: Tuesday, April 4, 2023 12:05 PM

To: Betty Gardner <gardner@personnelboard.org>; Gloria J. Reed <greed@personnelboard.org>; Melissa Smith <melissa@personnelboard.org>; Regina Inge <rminge@personnelboard.org>; 'Elizabeth Lingerfelt' <elingerfelt@personnelboard.org>; Karen Hempfleng <khempfleng@personnelboard.org>; 'Tiffany Gant' <tgant@personnelboard.org>

Cc: 'Darryl Stark' <dstark@personnelboard.org>

Subject: Civil Division Director

Good morning,

Please see the attached request from the Mobile County Sheriff's Department to amend the existing classification of Civil Division Director.

Karen please assign for research and a recommendation.

Melissa D. Smith

Secretary III

Mobile County Personnel Board

1809 Government Street

Mobile, Alabama 36606



MOBILE COUNTY PERSONNEL DEPARTMENT

3/30/23

CLASSIFICATION/POSITION ACTION FORM

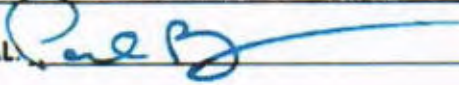
INSTRUCTIONS: Complete each section as applicable for the specific request. Attach additional sheets for additional information in any section, if needed.

This form should be completed for any requested action on classification(s) or position(s) within the Mobile County Merit System. Please complete one Action Form per request.

JURISDICTION: Mobile County

DEPARTMENT/DIVISION: Sheriff's Department

NAME OF APPOINTING AUTHORITY/OTHER OFFICIAL: Sheriff Paul Burch

SIGNATURE OF APPOINTING AUTHORITY/OTHER OFFICIAL: 

CONTACT NAME (For additional information about this request):

Cynthia Coleman

CONTACT NUMBER: 251.574.4913 **EMAIL:** ccoleman@mobileso.com

DATE OF REQUEST: 3/27/2023

TYPE OF ACTION REQUESTED:

- A. Create new classification
- B. Amend existing classification
- C. Create additional position(s) (In existing class)
- D. Salary grade amendment
- E. Other:

CURRENT JOB TITLE (if B, C, D or E):
Civil Division Director

PROPOSED JOB TITLE (if A or B):
Civil Division Director

CURRENT SALARY GRADE: _____ **PROPOSED SALARY GRADE** (if A or D): _____

NUMBER OF POSITIONS (OR ADDITIONAL POSITIONS) REQUESTED (if A or C): _____

TYPE OF POSITION (FT, PT, TEMP, SEAS, SUPN, etc.) (if A or C): FT

JUSTIFICATION/REASON FOR REQUEST:

Mobile County Sheriff's Office
Civil Division Director

| | | |
|-------------|---------------|---------------|
| AUTH | FILLED | VACANT |
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CIVIL DIVISION DIRECTOR

Class Code:
6927

Bargaining Unit: N/A

MOBILE COUNTY PERSONNEL BOARD
Established Date: Jul 9, 2011

KIND OF WORK:

This is professional, administrative, and managerial work in overseeing the operations of the Civil Division of the Mobile County Sheriff's Office.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Oversees the daily and overall operations of the Civil Division of the Mobile County Sheriff's Office, which includes the records section, paper process, warrants section, and pistol permit section, by developing and administering operational policies and procedures, implementing internal systems, evaluating the effectiveness of current systems and procedures, and preparing policy and procedural revisions to improve and ensure deficiencies in the processes are addressed and the department is in compliance with federal regulations.

Monitors the training of staff in various areas to ensure consistent dissemination of knowledge.

Oversees staff to ensure accountability in the processing of court orders, such as warrants, executions, citations, complaints, and summonses.

Evaluates performance of supervisors to ensure employees are adhering to proper procedures.

Serves as the technical expert to departmental staff by interpreting laws, rules, and regulations and providing sufficient information to employees through face-to-face or written communication to guide and facilitate knowledge sharing among employees as well as enable and encourage knowledgeable employees who can be positive ambassadors for the Mobile County Sheriff's Office Civil Division.

Audits the processing of legal documents and court orders by the department to ensure the proper execution of all documentation.

Regulations office supplies and equipment for the department for use in daily operations.

Verifies departmental funds by overseeing the daily payroll reports and auditing bank deposits collected from departments for purchases and payments to ensure accuracy.

Assists the public by providing direction and interpretation of civil and court orders.

Prepares annual reports of departmental statistical activity to be submitted to the Sheriff of Mobile County.

Coordinates special assignments with related organizational units through communication to promote cooperation among each unit.

Provides information to attorneys and the public on civil process matters.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from a standard senior high school or the successful completion of the General Educational Development (GED) test and minimum of three (3) years as an Office Assistant 1.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the practices and procedures involved in maintaining comprehensive legal records and court orders, to include warrants, executions, citations, complaints, and summonses

Thorough knowledge of state and federal statutes, Alabama Rules of Civil Procedure, Alabama Rules of Evidence, and other court rules

Thorough knowledge of federal and state court rules pertaining to legal and court records

Thorough knowledge of the statutory and constitutional judicial functions and administration

Thorough knowledge of office management methods and procedures

Thorough knowledge of legal research methods and procedures

Good knowledge of legal requirements for the management of indexing and archiving of public records

Good knowledge of supervisory principles and procedures

Good knowledge of accounting practices and procedures

Good knowledge of Microsoft Office and other related computer software applications

Skil in the use of word processing software

Ability to interpret, explain and apply laws, regulations, and procedures

Ability to maintain complex, accurate legal records and reports

Ability to perform administrative functions related to legal and court operations within the department

Ability to plan, organize, supervise, and evaluate the work of others

Ability to manage multiple tasks, assignments, and projects

Ability to evaluate operations and procedures to ensure compliance with applicable laws and regulations

Ability to formulate and implement operating policies and procedures

Ability to prepare and present complex and comprehensive reports, both orally and in writing

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with officials, subordinate employees, and the public

PHYSICAL REQUIREMENTS

Ability to exert physical effort in sedentary to light work, which may involve some standing, crawling, kneeling, bending, stooping, lifting, carrying, pushing, or pulling of objects and materials

DISTINGUISHING FEATURES OF THE WORK:

An employee in this class is the chief administrative official of the Civil Division and is responsible for administratively directing all of the operational processes and procedures

Work is performed under the general direction of the Chief Deputy with considerable latitude for independent judgment in accordance with established guidelines and procedures. Direction and supervision are exercised over a large staff of clerical employees

WORKING TEST PERIOD (WTP):

1 year

Melissa Smith

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Tuesday, March 28, 2023 3:24 PM
To: gsmith@personnelboard.org; Gloria Reed; Melissa Smith
Subject: Amend Specification
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Cynthia Coleman, Director
Human Resources
Mobile County Sheriff's Office
25-574-4913

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**MOBILE COUNTY
SHERIFF'S OFFICE**
SHERIFF PAUL BURCH

SHERIFF



Paul Burch Jr.

MOBILE COUNTY • MOBILE, ALABAMA
36601 0113

March 28, 2023

George Smith, Director
Mobile County Personnel Board
P.O. Box 66794
Mobile AL, 36660-1794

Director Smith,

Please find attached a copy of the amended specification for the position of Civil Division Director. When the amendments have been approved, the Mobile County Sheriff's Office will request posting and certification.

Thank you,

Cynthia Coleman
Cynthia Coleman
Director of Human Resources
Mobile County Sheriff's Office
251.574.4913

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Gloria J. Reed, Human Resource Manager
DATE: April 25, 2023
RE: Request from the Mobile County Sheriff's Office for the Creation of the classification of Criminal Investigative Analyst Manager

In a letter received on April 24, 2023, the Mobile County Sheriff's Office requested to create the classification of Criminal Investigative Manager. To gather additional information, I spoke with Cynthia Coleman, Director of Human Resources for the Mobile County Sheriff's Office.

Currently, the Mobile County Sheriff's Office has a total of five (5) authorized positions of Criminal Investigation Analyst that are involved in investigating, collecting, evaluating, and analyzing criminal intelligence information to assist and enhance the effectiveness of law enforcement operations and programs. The Mobile County Sheriff's Office needs to establish a supervisory-level position for this section. The Criminal Investigative Analyst Manager will be responsible for directing all the activities of the Criminal Investigative Analysts assigned to Metro Jail. This position will oversee the collection of criminal intelligence data and coordinate and distribute the intelligence information to the proper department and personnel.

The classification of Criminal Investigative Analyst is established at salary grade 16 and the Mobile County Sheriff's Office has requested to establish the Criminal Investigative Manager at Salary Grade 20. Within the Mobile County Sheriff's Department, the classifications of Executive Coordinator – Mobile County Sheriff's Office, Administrative Services Manager – Mobile County Sheriff Metro Jail, Civil Division Manager, Sheriff's Database Systems Investigator, and Information Systems Administrator are established at Salary Grade 20. With the knowledge required, the complexity of the work, and the consequence of error, the requested salary grade is comparable. The attached specification was approved by the Mobile County Sheriff's Office.

I recommend the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the Mobile County Sheriff's Office:

- A. Adoption of the attached specification for the classification of Criminal Investigative Analyst Manager,
- B. Adoption of Salary Grade 20, \$ 4,763.85 - \$ 7615.73, for the classification of Criminal Investigative Analyst Manager,
- C. If item B is approved, the Mobile County Sheriff's Office requests the creation of one (1) full-time position of Criminal Investigative Analyst Manager.

If you have any questions or need additional information, please let me know.



CRIMINAL INVESTIGATIVE ANALYST MANAGER

KIND OF WORK: This is supervisory and administrative work in directing the activities of the Criminal Investigative Analysts assigned to Metro Jail.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class manages the Criminal Investigative Analysts to ensure procedures and guidelines are followed. An employee in this class is responsible for managing Criminal Investigative Analysts in the investigation, collection, evaluation, and analysis of criminal intelligence. An employee in this class establishes procedures and processes to be carried out by Analysts. Work is performed within established procedures through specific and general delegation by the supervisor with considerable latitude to exercise independent judgment. Supervision is exercised over Criminal Investigative Analysts, clerical personnel and administrative direction and coordination may be provided to other departments and personnel.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, organizes, directs, coordinates, manages, assigns, and evaluates the work of Criminal Investigative Analysts.

Prioritizes and distributes work to Criminal Investigative Analysts.

Manages and participates in the retention and legal disposition of criminal activity information storage and retrieval.

Oversees, directs, and participates in the preparation of analytical reports of intelligence information.

Approves analyzed data for correctness prior to dissemination.

Oversees the collection of criminal intelligence data for entry into information storage and retrieval.

Implements quality control measures to ensure work performed is compliant with established state and federal regulations and guidelines where applicable.

Ensures administrative tasks in the section are being properly performed.

Establishes training material and trains new employees.

Develops and prepares Standard Operating Procedures.

Compiles and makes detailed reports, orally and written.

Presents information at meetings when called upon.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the principles, practices, and techniques of analysis and information gathered from numerous data sources.

Thorough knowledge of supervisory principles and techniques.

Thorough knowledge of statistical analysis techniques.

Thorough knowledge of crime and intelligence analysis methods.

Thorough knowledge of data research methods, concepts, and techniques.

Thorough knowledge of mapping and linking analysis software.

Ability to analyze criminal intelligence data.

Ability to understand and analyze trends, cycles, and upcoming events pertaining to special interest groups and other criminal organizations.

Ability to understand and analyze differing criminal factions.

Ability to write clear concise reports and correct reports of Analysts.

Ability to use a computer to develop reports, perform statistical analysis, oversee, and develop presentation material.

Ability to establish and maintain a professional rapport with law enforcement officials.

Ability to establish and maintain effective working relationships with law enforcement officials, other employees, and the general public.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in an office, which may involve some lifting, carrying, pushing, or pulling of objects and material.

Ability to supervise others in the proper procedure of physical effort in an office setting which may involve some lifting, carrying, pushing, or pulling of objects and material.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in criminal justice, public administration, business administration, or related field and a minimum of five years responsible experience in research evaluation and analysis of statistical data, preferably in a law enforcement environment; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Must possess a valid driver's license from state of residence.

Adopted:

WTP: 1 year

Darryl Stark

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Tuesday, April 25, 2023 1:17 PM
To: Gloria Reed
Subject: Re: Proposed Criminal Investigative Analyst Manager

Thank you Ms Reed
I did review the specification and it is correct.
Correct, the request Grade is 20.

Thank you for your help.

On Tue, Apr 25, 2023 at 1:04 PM Gloria Reed <greed@personnelboard.org> wrote:

Cynthia,

Please review the final draft of the specification for the Criminal Investigative Analyst Manager.

Also, we have received the amendment to the original request. Please confirm that the Sheriff's Office is requesting a salary grade 20, for the Criminal Investigative Analyst Manager.

If we can finalize this as soon as possible, we will place the request on the May 2, 2023 agenda with the public hearing set for May 16, 2023.

Thank you so much!

Gloria

Gloria Reed

Human Resource Manager

Mobile County Personnel Board

1809 Government Street

DWS
4/24/23

TELEPHONE (251) 574-7827
P. O. Box 113

SHERIFF



Paul Burch Jr.

MOBILE COUNTY • MOBILE, ALABAMA
36601-0113

April 20, 2023

Dr. Daryl Stark, Interim Director
Mobile County Personnel Board
Post Office Box 66794
Mobile, AL 36694

Director Stark,

This request is for the creation of the position, Criminal Investigative Analyst Manager, Mobile County Sheriff's Office, Metro Jail, Department 82, Grade **26** with professional designation status.

If this request is met with favor the proper request will be provided to facilitate certification.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Burch, Jr.", written over a horizontal line.

Paul Burch, Jr.
Sheriff

**Manager Criminal Investigative Analyst - Metro Jail,82
Grade**

KIND OF WORK:

This is supervisory and administrative work in directing the activities of Criminal Investigative Analyst assigned to **Metro Jail**.

EXAMPLES OF WORK:

Plans , organizes, directs, coordinates,manages, assigns and evaluates the work of Criminal Investigative Analyst

Prioritize and distributes work to Criminal Investigative Analyst

Manages and participates in the retention and legal disposition of criminal activity information storage and retrieval.

Oversee, direct, and participates in preparation of analytical reports of intelligence information

Approves analyzed data for correctness prior to dissemination

Oversees the collection of criminal intelligence data for entry into information storage and retrieval

Implements quality control measures to ensure work performed is compliant with established state and federal regulations and guidelines where applicable

Ensures administrative tasks in the section are being properly performed

Establishes training material and train new employees

Develops and prepares Standard Operating Procedures

Compiles and makes detailed reports, orally and written

Present information at meeting when called upon

Performs related work as required

MINIMUM QUALIFICATIONS REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in criminal justice, public administration, business administration or related field and a minimum of three years responsible experience in research evaluation and analysis of statistical data, preferably in a law enforcement environment; or a combination of education and experience equivalent to these requirements.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the principles , practices and techniques of analysis and information gathered from numerous data sources.

Thorough knowledge of supervisory principles and techniques

Thorough knowledge of statistical analysis techniques

Thorough knowledge of crime and intelligence analysis methods

Thorough knowledge of data research method, concepts and techniques

Thorough knowledge of mapping and linking analysis software

Ability to analyze criminal intelligence data

Ability to understand and analyze trends, cycles and upcoming events pertaining to special interest groups and other criminal organizations

Ability to understand and analyze differing criminal factions

Ability to write clear concise reports and correct reports of Analyst

Ability to use a computer to develop reports , perform statisca analysis, oversee and develop presentation material

Ability to establish and maintain a professional rapport with law enforcement officials

PHYSICAL REQUIREMENT:

Ability to exert physical effort in an office, which may involve some lifting , carrying, pushing or pulling of objects and material.

Ability to supervise others in the proper procedure of physical effort in an office setting which may involve some lifting, carrying , pushing, or pulling of objects and material.

SPECIAL REQUIREMENT:

Must possess a valid driver's license from state of residence

DISTINGUISHING FEATURES OF THE WORK:

An employee in this class manages Criminal Investigative Analyst

An employee in this class is responsible for managing Criminal Analyst in the investigation, collection, evaluation and analysis of criminal intelligence .

An employee in this class establishes procedures and processes to be carried out by Analyst

Working test period:

1 year

Melissa Smith

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Thursday, April 20, 2023 3:11 PM
To: Darryl Stark; Gloria Reed; Melissa Smith; Tiffany Gant
Attachments: scan0835.pdf

Cynthia Coleman, Director
Human Resources
Mobile County Sheriff's Office
25-574-4913

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**MOBILE COUNTY
SHERIFF'S OFFICE**
SHERIFF PAUL BURCH

MEMO TO: Dr. Darryl Stark, Assistant Director *Dws*

FROM: Karen Hempfleng, Human Resources Manager

DATE: April 28, 2023

RE: Mobile County Revenue Commission – Requests for amendment of the Reproduction Technician I classification as well as create new classifications of Mapping Clerk II and Mapping Clerk III

On April 19, 2023, requests were received from Tyler Pritchett, Chief Deputy Revenue Commissioner, to amend the Reproduction Technician I classification in title, body and salary grade as well as create new classifications of Mapping Clerk II and Mapping Clerk III. Michael Daugherty, GIS Manager, was identified as the point of contact for the requests.

Mr. Daugherty was contacted for additional information. He explained that the purpose of these requests is to create a new Mapping Clerk series that better defines the work of employees in the GIS area, previously under the classifications of Reproduction Technician I and Engineering Technician I. Further, the changes proposed would provide opportunities for advancement as employees grow in skills and abilities. The Reproduction Technician I was last reviewed in 2010 and contained a number of outdated references as technology has advanced. The specification previously leaned heavily toward the operation of copy machines which is no longer central to these roles. More advanced work in this area is currently performed by an employee the Engineering Technician I classification. However, the specification for Engineering Technician I is not aligned with the type of work actually performed in the role. The proposed Mapping Clerk II classification would replace the Engineering Technician I classification.

Progressively advanced knowledge of legal documents as well as skills in GIS technology and the ability to plot legal descriptions to identify parcels of land are the core skills in the proposed Mapping Clerk Series. The Mapping Clerk I and Mapping Clerk II classifications perform tasks designed to help identify, assess and collect ad valorem tax. The proposed Mapping Clerk III would have supervisory responsibility for the Mapping Clerk staff and would be a technical expert to assist the staff and public with more complex issues. The series is designed to be progressive for the incumbents within the series. Each increasing classification level would require a designated amount of experience at the previous classification level. For example, the proposed Mapping Clerk II would require 2 years of experience in the Mapping Clerk I classification or equivalent.

The requirements for each classification in the Mapping Clerk series are listed below along with the proposed salary grade. Comparable classifications within Mobile County are also noted.

| Classification | Salary Grade | Minimum Requirements |
|----------------------------|--------------|--|
| Mapping Clerk I (proposed) | 10 | High School Diploma/GED and 1 year of related clerical experience utilizing computers and legal documents. |

| | | |
|-----------------------------------|----|---|
| Tag, Title and License Specialist | 10 | High School Diploma/GED and 1 year of related customer service experience. |
| Secretary I | 10 | High School Diploma/GED and 1 year of responsible clerical experience. Must type 35 wpm. |
| Records Specialist | 10 | High School Diploma/GED and 1 year of related clerical experience, preferably in law enforcement or related agency. Must type 35 wpm. |
| Mapping Clerk II (proposed) | 12 | High School Diploma/GED and 2 years of experience in the Mapping Clerk I classification. |
| Engineering Technician I | 12 | High School Diploma/GED supplemented by coursework in mathematics and drafting and 1 year related experience. |
| Inventory Specialist | 12 | High School Diploma/GED and three years experience in inventory control, including one year supervisory experience. |
| Mapping Clerk III (proposed) | 14 | High School Diploma/GED and 3 years of experience in the Mapping Clerk II classification. |
| Engineering Technician II | 14 | High School Diploma/GED supplemented by coursework in mathematics and drafting and 3 years experience in sub-professional engineering work at the level of Engineering Technician I. |
| Permit Technician | 14 | High School Diploma/GED preferably supplemented by coursework in engineering, drafting, architecture or related field and 3 years of experience reading and interpreting construction, engineering, building or related plans |

Based on the above information, I recommend the Board set a date for a public hearing for consideration of the following requests from the Mobile County Revenue Commission:

- (A) Amendment of the attached specification for the classification of Reproduction Technician I to Mapping Clerk I,
- (B) Amendment of salary grade 8 (\$2,633.81 – \$4,210.55) to salary grade 10 (\$2,907.24 – \$4,647.66) for the Reproduction Technician I to Mapping Clerk I classification,
- (C) Adoption of the attached specification for the Mapping Clerk II classification,
- (D) Adoption of salary grade 12 (\$3,209.05 – \$5,130.14) for the Mapping Clerk II classification,
- (E) If (C) and (D) are approved, create 3 full time positions of the Mapping Clerk II classification for Mobile County Revenue Commission,
- (F) If (C), (D) and (E) are approved, transfer of Engineering Technician I incumbent Geneva Kay Kinman to the Mapping Clerk II classification, is requested under rule 4.4,
- (G) Adoption of the attached specification for the Mapping Clerk III classification,
- (H) Adoption of salary grade 14 (\$3,542.19 – \$5,662.72) for the Mapping Clerk III classification,
- (I) If (G) and (H) are approved, create 3 full time positions of the Mapping Clerk III classification for the Mobile County Revenue Commission.

If you have any questions, or if you need additional information, please let me know.



REPRODUCTION TECHNICIAN/MAPPING CLERK I

KIND OF WORK: This is ~~skilled technical clerical and administrative~~ work assisting taxpayers, in the research and review reproduction of property and tax documentation for the purpose of ad valorem tax collections and files.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for high quality taxpayer service, discerning different types of legal vesting documents, accurately locating tax parcels on a map according to a legal description, applying mapping techniques in a cutting edge software environment, and preparing documents for reproduction, reproducing material rapidly and neatly, performing general clerical work and for adjusting and maintaining equipment. Work is performed independently in accordance with established guidelines, procedures and state law under the general direction of a designated supervisor, and work is evaluated in terms of quality of finished product.

EXAMPLES OF WORK: -(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

~~Microfilms past form books for future access.~~

~~Proofreads completed film for errors.~~

~~Number stamps each page.~~

Plots legal descriptions from deeds recorded in Probate Court.

Prints maps for taxpayers.

Assists taxpayers in locating real property tax parcel documentation.

~~Provides taxpayers and office staff with and legal tax assessment information documents.~~

Plots simple legal descriptions and assigns tax parcel IDs to probate deed cases.

Executes name changes on tax assessments.

Processes property work cards.

Assists in general office duties as it relates to mapping and the needs of the Mapping Department.

~~Measures and draws lots to scale.~~

~~Reproduces prints.~~

~~Operates a blue line printer.~~

~~Files maps and plats.~~

~~Maintains simple records and inventory of supplies.~~

~~Removes staples, numbers, records and prepares material for duplication.~~

~~Checks and makes minor adjustments to equipment as necessary with respect to general operating efficiency and to improve clearness, density or exposure.~~

~~Communicates with employees giving instructions on legal documents.~~

~~Stamps, sorts and bundles outgoing mail.~~

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

~~Good knowledge of the operation, adjustments and maintenance of duplicating equipment.~~

~~Good knowledge of the various kinds of paper, inks and chemicals used in duplicating work.~~

~~Some- Good knowledge of the Public Land Surveying system or the ability to quickly acquire such knowledge~~

Good knowledge of routine office practices and procedures.

Skill in duplicating and processing operations working with computers and a variety of software programs utilizing the Windows operating system.

Skill in working with the public to resolve issues related to real property tax parcels and providing related information.

Ability to keep simple records. Ability to read and understand legal vesting documents.

Ability to apply simple mapping techniques within the ESRI software environment.

Ability to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials. Ability to sit or stand for long periods of time.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, ~~supplemented by some specialized training or and~~ a minimum of one year clerical experience, ~~utilizing computers and legal documents in the operation of duplicating equipment;~~ or the combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Must possess a valid driver's license from state of residence.

Adopted: 03/01/77

Amended: 01/03/91 PB Survey

Amended: 04/01/10 Condrey 2007

Amended:

WTP: 6 months

Physical Group: III



MAPPING CLERK II

KIND OF WORK: This is skilled clerical and administrative work assisting taxpayers, in the research and review of property and tax documentation for the purpose of ad valorem tax collection.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for high quality taxpayer service, discerning different types of legal vesting documents, accurately locating tax parcels on a map according to complex legal descriptions, using a GIS front end software, changing the name on a real property tax assessment, and reproducing high-quality map products. Work is performed independently in accordance with established guidelines, procedures and state law under the general direction of a designated supervisor.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plots legal descriptions from deeds recorded in Probate Court.

Prints maps for taxpayers.

Assists taxpayers in locating real property tax parcel documentation.

Provides taxpayers and office staff with tax assessment information.

Prints maps.

Plots complex legal descriptions using a GIS front end, and assigns tax parcel IDs to probate deed cases.

Executes name changes on tax assessments.

Collects tax payments over the phone and posts checks for deposit.

Processes property work cards.

Assists in general office duties as it relates to mapping and the needs of the Mapping Department.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the Public Land Surveying system.

Good knowledge of routine office practices and procedures.

Skill in working with computers and a variety of software programs utilizing the Windows operating system.

Skill in working with the public to resolve issues related to real property tax parcels and providing related information.

Ability to read and understand legal vesting documents.

Ability to plot complex legal descriptions using a GIS front end software.

Ability to apply advanced mapping techniques within the ESRI software environment.

Ability to collect payments with credit cards and post check deposits.

Ability to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials. Ability to sit or stand for long periods of time.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and a minimum of two years of experience in the classification of Mapping Clerk I or the combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Must possess a valid driver's license from state of residence.

Adopted:

WTP: 6 months
Physical Group: III



MAPPING CLERK III

KIND OF WORK: This is skilled administrative and supervisory work assisting taxpayers in the research and review of property and tax documentation for the purpose of ad valorem tax collection.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for supervising and training personnel engaged in assisting tax payers with property tax review and payments. Additionally, this classification is responsible for ensuring high quality taxpayer service, plotting complex legal descriptions to assign parcel numbers to mapping cases for the purpose of ad valorem tax assessment and collection. Work is performed independently in accordance with established guidelines, procedures and state law under the general direction of a designated supervisor.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises clerical and administrative staff engaged in locating and providing real property tax parcel documentation to tax payers, collecting tax payments via phone and posting checks for deposit.

Plots complex legal descriptions using a GIS front end, and assigns tax parcel IDs to probate deed cases.

Provides taxpayers and office staff with tax assessment information.

Prints maps.

Executes name changes on tax assessments.

Collects tax payments over the phone and posts checks for deposit.

Processes property work cards.

Provides training and supervision for new hires and existing staff including recommending disciplinary actions and service rating reviews.

Provides information and assistance to the general public.

Attends training sessions and educational courses as directed.

Assists in general office duties as it relates to mapping and the needs of the Mapping Department.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the Public Land Surveying system.

Good knowledge of routine office practices and procedures.

Skill in working with computers and a variety of software programs utilizing the Windows operating system.

Skill in working with the public to resolve issues related to real property tax parcels and providing related information.

Skill in providing supervision, training and technical assistance to Mapping Clerk Staff.

Ability to effectively lead and direct the work of others.

Ability to read and understand legal vesting documents.

Ability to plot complex legal descriptions using a GIS front end software.

Ability to apply advanced mapping techniques within the ESRI software environment.

Ability to collect payments with credit cards and post check deposits.

Ability to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials. Ability to sit or stand for long periods of time.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and a minimum of three years of experience in the classification of Mapping Clerk I or the combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Must possess a valid driver's license from state of residence.

Adopted:

WTP: 6 months
Physical Group: III



MOBILE COUNTY PERSONNEL DEPARTMENT

DWS
4/19/23

CLASSIFICATION/POSITION ACTION FORM

INSTRUCTIONS: Complete each section as applicable for the specific request. Attach additional sheets for additional information in any section, if needed.

This form should be completed for any requested action on classification(s) or position(s) within the Mobile County Merit System. Please complete one Action Form per request.

JURISDICTION: Mobile County Revenue Commission (01)

DEPARTMENT/DIVISION: Mapping Department

NAME OF APPOINTING AUTHORITY/OTHER OFFICIAL: Tyler Pritchett

SIGNATURE OF APPOINTING AUTHORITY/OTHER OFFICIAL: _____

CONTACT NAME (For additional information about this request):

Mike Daugherty

CONTACT NUMBER: 251.574.5538

EMAIL: mداugherty@mobile-propertytax.com

DATE OF REQUEST: 04/04/2023

TYPE OF ACTION REQUESTED:

- A. Create new classification
- B. Amend existing classification
- C. Create additional position(s) (in existing class)
- D. Salary grade amendment
- E. Other:

CURRENT JOB TITLE (if B, C, D or E):

Reproduction Technician I

PROPOSED JOB TITLE (if A or B):

Mapping Clerk I

CURRENT SALARY GRADE: 10 **PROPOSED SALARY GRADE** (if A or D): 10

NUMBER OF POSITIONS (OR ADDITIONAL POSITIONS) REQUESTED (if A or C): _____

TYPE OF POSITION (FT, PT, TEMP, SEAS, SUPN, etc.) (if A or C): _____

JUSTIFICATION/REASON FOR REQUEST:

Revenue Commission II Dept #31
Reproduction Tech I

The current specs for Reproduction Technician I are out of date and do not fit the work done by this classification in the Mapping Department at the Mobile County Revenue Commission.

| Proposed Job Title | AUTH | FILLED | VACANT |
|--------------------|------|--------|--------|
| Mapping Clerk I | 3 | 1 | 2 |

Purpose of this job (if A, B, D or E):

(A description of why this classification and/or position exists)

Assist taxpayers (phone/walk-in), plot legal descriptions to assign parcel ID numbers to mapping cases to assess property for ad valorem tax collection.

Indicate tasks, duties and responsibilities of job (if A, B, D or E):

(For example: "Maintains accurate records of customers and transactions" or "Makes minor repairs to equipment to ensure efficient operation.")

Assist taxpayers with locating real property tax parcels, supply tax assessment information, and print maps. Plot legal simple legal descriptions, assign tax parcel IDs to probate deed cases, and execute name changes on tax assessments. Assist in all other general office duties as it relates to mapping and the needs of the Mapping Department.

List the Essential Requirements of this job (knowledge, skills and abilities) (if A, B, D or E):

(For example: "Good knowledge of the principles, practices and terminology of medical record keeping" or "Ability to load and unload heavy equipment in a safe manner.")

Working knowledge of the Windows operating system. Knowledge of the Public Land Surveying System and the ability to read and interpret simple legal descriptions. Ability to read and understand legal vesting documents. Ability to apply simple mapping techniques within the ESRI software environment. Ability to establish and maintain effective working relationships with other employees and the general public.

List the Minimum Qualification Requirements of this job (education and experience required to satisfactorily perform this job) (if A, B, D or E):

Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test.

List any **Special Requirements** for this job (specific licenses, certifications, etc. required) (if A, B, D or E):

Must possess a valid driver's license from the state of residence.

List any **Physical Requirements** or physical aspects **required** for this job (lifting, walking, standing, sitting, etc.) (if A, B, D or E):

An employee may be required to have the ability to sit or stand for long periods of time.

List any **Distinguishing Features** of this job (shiftwork, required overtime, working environment, etc.) (if A, B, D or E):

An employee in this class is responsible for high quality taxpayer service, discerning different types of legal vesting documents, accurately locating tax parcel on a map according to a legal description, applying mapping techniques in a cutting edge software environment, changing the name on a real property tax assessment, and reproducing high-quality map products. Work is performed independently in accordance with established guidelines, procedures, and state law under the general direction of a designated supervisor.

Is someone currently performing the duties of this job? (if A, B, D or E) If so, indicate name:

Yes; Elizabeth Thomas.

Supervisor of this classification (if A, B, D or E):

Mapping Clerk III

Classifications supervised by this position (if A, B, D or E):

None

Please attach additional sheets to provide more information for any areas, if needed.
If you have any questions regarding the completion of this form, contact
Gloria Reed at (251) 445-4571 or Karen Hempfleng (251) 445-4580.

Melissa Smith

From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Tuesday, April 18, 2023 4:47 PM
To: Darryl Stark
Cc: Melissa Smith; 'Elizabeth Lingerfelt'
Subject: FW: Update: Mapping Clerk I, II, and III
Attachments: Class-PositionActionRequestForm Mapping Clerk I.pdf; Class-PositionActionRequestForm Mapping Clerk II.pdf; Class-PositionActionRequestForm Mapping Clerk III.pdf

Hey,
I just realized that Tyler did not send this to any of you. I was wondering why I hadn't see the approved request come back to us. Please send me the approved request when you can.

Thanks,
Karen

Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

From: Tyler Pritchett [mailto:tpritchett@mobile-propertytax.com]
Sent: Thursday, April 6, 2023 9:07 AM
To: Karen Hempfleng <khempfleng@personnelboard.org>; Gloria Reed <greed@personnelboard.org>
Cc: Michael Daugherty <mdaugherty@mobile-propertytax.com>
Subject: FW: Update: Mapping Clerk I, II, and III

Karen and Gloria, hope all is well. Attached please find the classification/position action for the attached 3 positions. Please let us know what else y'all need.

-Tyler

From: Michael Daugherty <mdaugherty@mobile-propertytax.com>
Sent: Tuesday, April 4, 2023 11:24 AM
To: Tyler Pritchett <tpritchett@mobile-propertytax.com>
Subject: Update: Mapping Clerk I, II, and III

Tyler,

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MOBILE COUNTY PERSONNEL DEPARTMENT

CLASSIFICATION/POSITION ACTION FORM

4/19/23

INSTRUCTIONS: Complete each section as applicable for the specific request. Attach additional sheets for additional information in any section, if needed.

This form should be completed for any requested action on classification(s) or position(s) within the Mobile County Merit System. Please complete one Action Form per request.

JURISDICTION: Mobile County Revenue Commission (01)

DEPARTMENT/DIVISION: Mapping Department

NAME OF APPOINTING AUTHORITY/OTHER OFFICIAL: Tyler Pritchett

SIGNATURE OF APPOINTING AUTHORITY/OTHER OFFICIAL: _____

CONTACT NAME (For additional information about this request):

Mike Daugherty

CONTACT NUMBER: 251.574.5538 **EMAIL:** mdaugherty@mobile-propertytax.com

DATE OF REQUEST: 04/04/2023

TYPE OF ACTION REQUESTED:

- A. Create new classification
- B. Amend existing classification
- C. Create additional position(s) (in existing class)
- D. Salary grade amendment
- E. Other:

CURRENT JOB TITLE (if B, C, D or E):

PROPOSED JOB TITLE (if A or B):

Mapping Clerk II

CURRENT SALARY GRADE: _____ **PROPOSED SALARY GRADE** (if A or D): 12

NUMBER OF POSITIONS (OR ADDITIONAL POSITIONS) REQUESTED (if A or C): _____

TYPE OF POSITION (FT, PT, TEMP, SEAS, SUPN, etc.) (if A or C): FT

JUSTIFICATION/REASON FOR REQUEST:

Position requested to replace the Engineering Technician I position in the Mapping Department at the Mobile County Revenue Commission. The specs for an Engineering Technician are not applicable to the work done by an employee in this classification at this office. This position would also grant upward mobility for a Mapping Clerk I and aid with employee retention.

position does not exist

*Revenue Commission - Dept 31
Mapping Clerk II*

Purpose of this job (if A, B, D or E):

(A description of why this classification and/or position exists)

Assist taxpayers (phone/walk-in), plot legal descriptions to assign parcel ID numbers to mapping cases to assess property for ad valorem tax collection.

Indicate tasks, duties and responsibilities of job (if A, B, D or E):

(For example: "Maintains accurate records of customers and transactions" or "Makes minor repairs to equipment to ensure efficient operation.")

Assist taxpayer with locating real property tax parcels, supply tax assessment information, and print maps. Plot complex legal descriptions using a GIS front end, assign tax parcel IDs to probate deed cases, and execute name changes on tax assessments. Collect tax payments over the phone and post checks. Assist in all other general office duties as it relates to mapping and the needs of the Mapping Department.

List the Essential Requirements of this job (knowledge, skills and abilities) (if A, B, D or E):

(For example: "Good knowledge of the principles, practices and terminology of medical record keeping" or "Ability to load and unload heavy equipment in a safe manner.")

Working knowledge of the Windows operating system. Thorough knowledge of the Public Land Surveying System and the ability to read and interpret complex legal descriptions. Ability to plot complex legal descriptions using a GIS front end. Ability to read and understand legal vesting documents. Ability to apply advanced mapping techniques within the ESRI software environment. Ability to collect payments with credit cards and post checks. Ability to establish and maintain effective working relationships with other employees and the general public.

List the Minimum Qualification Requirements of this job (education and experience required to satisfactorily perform this job) (if A, B, D or E):

Graduation from a standard senior high school or the successful completion of the General Educational Development (GED) test, and a minimum of two years experience as a Mapping Clerk I; or a combination of education and experience equal to these requirements.

List any **Special Requirements** for this job (specific licenses, certifications, etc. required) (if A, B, D or E):

Must possess a valid driver's license from the state of residence.

List any **Physical Requirements** or physical aspects **required** for this job (lifting, walking, standing, sitting, etc.) (if A, B, D or E):

An employee may be required to have the ability to sit or stand for long periods of time.

List any **Distinguishing Features** of this job (shiftwork, required overtime, working environment, etc.) (if A, B, D or E):

An employee in this class is responsible for high quality taxpayer service, discerning different types of legal vesting documents, accurately locating tax parcels on a map according to a legal description, plotting complex legal descriptions using a professional-level GIS front end, changing the name on a real property tax assessment, and reproducing high-quality map products. Work is performed independently in accordance with established guidelines, procedures, and state law under the general direction of a designated supervisor.

Is someone currently performing the duties of this job? (if A, B, D or E) If so, indicate name:

Yes; Geneva Kinman

Supervisor of this classification (if A, B, D or E):

Mapping Clerk III

Classifications supervised by this position (if A, B, D or E):

None

Please attach additional sheets to provide more information for any areas, if needed.

If you have any questions regarding the completion of this form, contact
Gloria Reed at (251) 445-4571 or Karen Hempfleng (251) 445-4580.

Melissa Smith

From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Tuesday, April 18, 2023 4:47 PM
To: Darryl Stark
Cc: Melissa Smith; 'Elizabeth Lingerfelt'
Subject: FW: Update: Mapping Clerk I, II, and III
Attachments: Class-PositionActionRequestForm Mapping Clerk I.pdf; Class-PositionActionRequestForm Mapping Clerk II.pdf; Class-PositionActionRequestForm Mapping Clerk III.pdf

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Thanks,
Karen

Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

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I went ahead and filled out the forms that Karen had linked us a couple weeks ago. I believe these are ready to be submitted to George. Karen had asked us to send the attached items, and also to include in the email the Repro Tech and Engineering Tech with the pertinent bits highlighted. When you have a chance, look over the attached and make sure you agree with everything before we submit. Thanks man!



MOBILE COUNTY PERSONNEL DEPARTMENT

CLASSIFICATION/POSITION ACTION FORM

4/19/23

INSTRUCTIONS: Complete each section as applicable for the specific request. Attach additional sheets for additional information in any section, if needed.

This form should be completed for any requested action on classification(s) or position(s) within the Mobile County Merit System. Please complete one Action Form per request.

JURISDICTION: Mobile County Revenue Commission (01)

DEPARTMENT/DIVISION: Mapping Department

NAME OF APPOINTING AUTHORITY/OTHER OFFICIAL: Tyler Pritchett

SIGNATURE OF APPOINTING AUTHORITY/OTHER OFFICIAL: _____

CONTACT NAME (For additional information about this request):

Mike Daugherty

CONTACT NUMBER: 251.574.5538

EMAIL: mداugherty@mobile-propertytax.com

DATE OF REQUEST: 04/04/2023

TYPE OF ACTION REQUESTED:

- A. Create new classification
- B. Amend existing classification
- C. Create additional position(s) (in existing class)
- D. Salary grade amendment
- E. Other:

CURRENT JOB TITLE (if B, C, D or E):

PROPOSED JOB TITLE (if A or B):

Mapping Clerk III

CURRENT SALARY GRADE: _____

PROPOSED SALARY GRADE (if A or D): 14

NUMBER OF POSITIONS (OR ADDITIONAL POSITIONS) REQUESTED (if A or C): _____

TYPE OF POSITION (FT, PT, TEMP, SEAS, SUPN, etc.) (if A or C): FT

JUSTIFICATION/REASON FOR REQUEST:

New position request to supervise proposed Mapping Clerk I and Mapping Clerk II positions and to grant upward mobility for a Mapping Clerk I and II and aid in employee retention.

*Revenue Commission II
Mapping Clerk III Dept 31*

position does not exist

Purpose of this job (if A, B, D or E):

(A description of why this classification and/or position exists)

Supervise Mapping Clerk I and Mapping Clerk II positions, plot complex legal descriptions to assign parcel numbers to mapping cases to assess property for ad valorem tax collection.

Indicate tasks, duties and responsibilities of job (if A, B, D or E):

(For example: "Maintains accurate records of customers and transactions" or "Makes minor repairs to equipment to ensure efficient operation.")

Assist taxpayer with locating real property tax parcels, supply tax assessment information, and print maps. Plot complex legal descriptions using a GIS front end, assign tax parcel IDs to probate deed cases, and execute name changes on tax assessments. Collect tax payments over the phone and post checks. Assist in all other general office duties as it relates to mapping and the needs of the Mapping Department. Trains and supervise Mapping Clerk I and Mapping Clerk II personnel.

List the Essential Requirements of this job (knowledge, skills and abilities) (if A, B, D or E):

(For example: "Good knowledge of the principles, practices and terminology of medical record keeping" or "Ability to load and unload heavy equipment in a safe manner.")

Working knowledge of the Windows operating system. Thorough knowledge of the Public Land Surveying System and the ability to read and interpret complex legal descriptions. Ability to plot complex legal descriptions using a GIS front end. Ability to read and understand legal vesting documents. Ability to apply advanced mapping techniques within the ESRI software environment. Ability to collect payments with credit cards and post checks. Provides daily direction to Mapping Clerk staff. Trains, supervises, and provides technical assistance to Mapping Clerk staff. Ability to establish and maintain effective working relationships with other employees and the general public.

List the Minimum Qualification Requirements of this job (education and experience required to satisfactorily perform this job) (if A, B, D or E):

Graduation from a standard senior high school or the successful completion of the General Educational Development (GED) test, and a minimum of three years experience as a Mapping Clerk II; or a combination of education and experience equal to these requirements.

List any **Special Requirements** for this job (specific licenses, certifications, etc. required) (if A, B, D or E):

Must possess a valid driver's license from the state of residence.

List any **Physical Requirements** or physical aspects **required** for this job (lifting, walking, standing, sitting, etc.) (if A, B, D or E):

An employee may be required to have the ability to sit or stand for long periods of time.

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An employee in this class is responsible for superior taxpayer service, discerning different types of legal vesting documents, accurately locating tax parcels on a map according to a legal description, plotting complex legal descriptions using a professional-level GIS front end, changing the name on a real property tax assessment, reproducing high-quality map products, and supervising subordinate Mapping Clerks. Work is performed independently in accordance with established guidelines, procedures, and state law under the general direction of a designated supervisor or department head.

Is someone currently performing the duties of this job? (if A, B, D or E) If so, indicate name:

No.

Supervisor of this classification (if A, B, D or E):

GIS Analyst III and GIS Manager

Classifications supervised by this position (if A, B, D or E):

Mapping Clerk I and Mapping Clerk II

Please attach additional sheets to provide more information for any areas, if needed.

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Gloria Reed at (251) 445-4571 or Karen Hempfleng (251) 445-4580.

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Cc: Melissa Smith; 'Elizabeth Lingerfelt'
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Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

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MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 28, 2023
RE: City of Mobile - Request to Amend the Salary Grades for the Safety Coordinator and Motor Pool Manager classifications

On March 24, 2023 and March 28, 2023, requests were received from Leslie Rey, Director of Human Resources for the City of Mobile, to amend the salary grades for 26 classifications. This report will provide information regarding two (2) of the requests for amendments and two (2) incumbent pay changes. The classifications to be addressed are Motor Pool Manager and Safety Coordinator. Leah Scruggs, Personnel Classification and Assessment Analyst I, was assigned to explore this request and a summary of her findings are attached.

Based on the information submitted by the City of Mobile and Ms. Scruggs' research, I recommend the Board set a date for a public hearing for consideration of the following requests for the City of Mobile:

- (A) Amendment of salary grade 16 (\$3,461.79 – \$5,534.19) to salary grade 19 (\$4,014.61– \$6,417.96) for the Safety Coordinator classification,
- (B) Amendment of salary grade 20 (\$4,217.85 – \$6,742.87) to salary grade 22 (\$5,139.04 – \$8,215.53) for the Motor Pool Manager classification,
- (C) If (A) is approved, adjustment of pay is requested for the current Safety Coordinator incumbent, Thomas Roy from salary grade 16, step K to salary grade 19, step A,
- (D) If (B) is approved, adjustment of pay is requested for the current Motor Pool Manager incumbent, Diane McCarty, from salary grade 20, step D to salary grade 22, step A.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Karen Hempfleng, Human Resource Manager
 FROM: Leah Scruggs, Personnel Classification and Assessment Analyst I
 DATE: April 27, 2023
 RE: Request from the City of Mobile to amend salary grades for Motor Pool Manager classification and Safety Coordinator classification

On March 28, 2023, a Personnel Action Request Form was received from Leslie Rey, Director of Human Resources for the City of Mobile, to amend the salary grades for Motor Pool Manager and Safety Coordinator classifications. Ms. Rey stated that the City of Mobile is restructuring its salary plan to ensure it remains competitive with other cities as well as jurisdictions within the Mobile County Merit System.

The Motor Pool Manager classification is currently being utilized exclusively by the City of Mobile and is set at salary grade 20. The Safety Coordinator classification is currently being utilized by the City of Mobile (salary grade 16) as well as three other jurisdictions, Mobile County (salary grade 16), Mobile Area Water and Sewer System (salary grade 16) and Mobile County Health Department (salary grade 16).

The City of Mobile recently commissioned an external salary survey which included the Safety Coordinator and Motor Pool Manager classifications as benchmark jobs to be surveyed. The survey results provided by the consulting firm Evergreen, recommended that the Motor Pool Manager classification be placed at a salary range of \$63,832 to \$102,046 or similar. Subsequently, the City of Mobile is requesting amendment of the salary grade for the Motor Pool Manager classification from salary grade 20 to 22.

Based on the salary survey results, the consulting firm, Evergreen has also recommended a salary range of \$47,633 to \$76,148 or similar for the Safety Coordinator classification. Following this recommendation, the City of Mobile is requesting that the salary grade for the Safety Coordinator classification be amended from salary grade 16 to salary grade 19. The chart below lists the two (2) proposed classifications for salary grade amendment along with similar classifications utilized within the Mobile County Merit System.

| Classification | Jurisdiction | Salary Grade | Education Requirement | Experience Requirement |
|-------------------------------|----------------|--------------|--|--|
| Safety Coordinator (proposed) | City of Mobile | 19 | 2 years related college level coursework | 3 years of experience in safety and risk management |
| Traffic Analyst | City of Mobile | 19 | High School Diploma/GED | 3 years responsible experience in field |
| Landscape Services Supervisor | City of Mobile | 19 | Bachelor's Degree in field | 1 year experience in Landscape design or horticulture management and supervision |
| Chief Building Inspector | Mobile County | 19 | 2 years related college level coursework | 3 years responsible experience in field |

| | | | | |
|--------------------------------------|-----------------------|-----------|--|---|
| Motor Pool Manager (proposed) | City of Mobile | 22 | 2 years related college level coursework | 3 years' experience with complex record keeping, procurement and budgeting in fleet operations |
| Electrical Superintendent | City of Mobile | 22 | High School Diploma/GED plus Master Electrician Certification | 1 year experience as Electrical Supervisor |
| Professional Land Surveyor | City of Mobile | 22 | High School Diploma/GED plus Licensure as Professional Land Surveyor by State of Alabama | 5 years experience as licensed professional land surveyor |
| Director of Safety and Performance | City of Mobile | 22 | Bachelor's Degree in field | 3 years responsible experience in field |

The chart below shows the proposed salary grade for Motor Pool Manager and Safety Coordinator classifications as well as annual minimum and maximum pay rates provided by the Evergreen Survey for similar classifications.

| Classification | Jurisdiction | Salary Grade | Annual Minimum - Maximum |
|--|-----------------------|---------------------|---------------------------------|
| Safety Coordinator (proposed) | City of Mobile | 19 | \$48,175 - \$77,015 |
| Safety Coordinator (current) | City of Mobile | 16 | \$41,541 - \$66,410 |
| Safety Coordinator Evergreen Survey Recommendation | N/A | | \$47,633 - \$76,148 |
| Motor Pool Manager (proposed) | City of Mobile | 22 | \$61,668 - \$98,586 |
| Motor Pool Manager (current) | City of Mobile | 20 | \$50,614 - \$80,914 |
| Motor Pool Manager Evergreen Survey Recommendation | N/A | | \$63,832 - \$102,046 |

Based on the information submitted by the City of Mobile, I recommend the Board set a date for a public hearing for consideration of the following requests by the City of Mobile:

- (A) Amendment of salary grade 16 (\$3,461.79 – \$5,534.19) to salary grade 19 (\$4,014.61– \$6,417.96) for the Safety Coordinator classification,
- (B) Amendment of salary grade 20 (\$4,217.85 – \$6,742.87) to salary grade 22 (\$5,139.04 – \$8,215.53) for the Motor Pool Manager classification,
- (C) If (A) and (B) are approved, adjustment of pay is requested for the current incumbents listed on the attached chart.

City of Mobile
Pay Adjustments Proposed for Incumbents

| Employee Name | Classification | Current Grade | Current Step | Proposed Grade | Proposed Step |
|----------------------|---------------------------|----------------------|---------------------|-----------------------|----------------------|
| Diane McCarty | Motor Pool Manager | 20 | D | 22 | A |
| Thomas Roy | Safety Coordinator | 16 | K | 19 | A |

Melissa Smith

Handwritten: HHS
3/22/23

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, March 22, 2023 2:38 PM
To: 'George Smith'; Melissa Smith (melissa@personnelboard.org); 'Darryl Stark'; Gloria Reed (greed@personnelboard.org); khempfleng@personnelboard.org; 'Elizabeth Lingerfelt'
Cc: Rey, Leslie; Campbell, Shelia
Subject: City of Mobile Pay Grade Amendments (part 2 of 3)
Attachments: Dep Dirs in Public Services.pdf; Safety Coord.pdf; PSS II.pdf; Fleet Mgmt - Motor Pool.pdf; Office Manager.pdf

The City of Mobile is restructuring its salary plan to ensure it is competitive with comparable cities and local government. The following are our requested changes with more detail on the attached Personnel Action Requests as it relates to the pay grade increase and the adjustment in incumbents pay:

| <u>Job Classification</u> | <u>From</u> | <u>To</u> |
|--|-------------|-----------|
| Deputy Director of Public Services | 23 | 24 |
| Deputy Director of Planning & Administration | 23 | 24 |
| Public Service Supervisor II | 17 | 18 |
| Deputy Director of Fleet Management | 23 | 24 |
| Garage Supervisor | 18 | 19 |
| Motor Pool Manager | 20 | 22 |
| Safety Coordinator | 16 | 19 |
| Office Manager | 14 | 18 |

We look forward to working with the Personnel Board to complete our salary project. If I can be of assistance, please let me know.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org

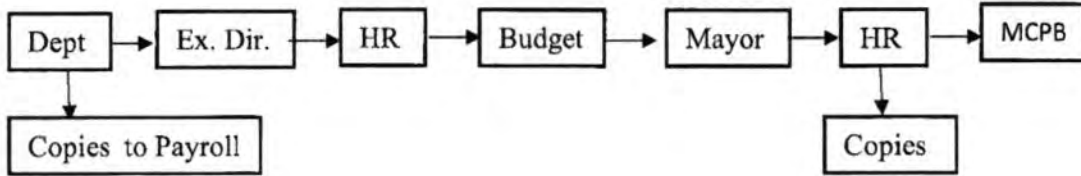
PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Rey
Leslie Rey (Mar 21, 2023 11:27 CDT)
Mayor or Authorized Signer

03/21/2023
Date

Routing:



Date of Request: 03/15/2023

Type of Action: Pay Grade Increase

Department Number: 0535 **Department Name:** Office of Professional Responsibility

MCPB Description: *****

Name: - **Employee No.:** -

Title: Safety Coordinator

Effective Date (date after last payroll day): 04/22/2023

Justification:

The City of Mobile salary plan restructuring will improve recruitment and be competitive with comparable cities and local gov't:

- 1) Amend Safety Coordinator pay grade from 16 (\$41,541-66,410) to pay grade 19 (\$48,175-77,015)

Leslie Rey
Leslie Rey (Mar 15, 2023 16:39 CDT)

Department Head

03/15/2023

Date

Celia Sapp
Celia Sapp (Mar 21, 2023 11:23 CDT)

Budget Approval

03/21/2023

Date

Human Resources:

Robert E. Lasky
Robert E. Lasky (Mar 16, 2023 07:58 CDT)

Executive Director

03/16/2023

Date

Rec. 03/21/2023 11:22:AM Comp. 03/21/2023 11:27:AM

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

EXECUTIVE DIRECTOR:

Competitive Salary Increase

HUMAN RESOURCES:

n/a

BUDGET:

n/a

MAYOR:

n/a

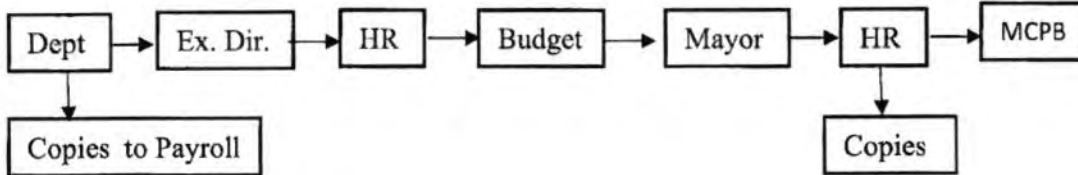
PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Ray
Leslie Ray (Mar 20, 2023 11:28 CDT)
Mayor or Authorized Signer

03/21/2023
Date

Routing:



Date of Request: 03/20/2023

Type of Action: Pay Grade Increase & Incumbent Pay Adjustment

Department Number: 7000 **Department Name:** Motor Pool

MCPB Description: *****

Name: - **Employee No.:** -

Title: Motor Pool Manager

Effective Date (date after last payroll day): 04/22/2023

Justification:

The City of Mobile salary plan restructuring will improve recruitment and be competitive with comparable cities and local gov't:

1) Amend Motor Pool Manager from pay grade 20 (\$50,614-80,914) to pay grade 22 (\$61,668-98,586)

2) Adjust Diane McCarty from 20 D+4 to 22 A+4

Leslie Ray
Leslie Ray (Mar 20, 2023 11:28 CDT)
Department Head 03/20/2023
Date

Colia Sapp
Colia Sapp (Mar 21, 2023 11:23 CDT)
Budget Approval 03/21/2023
Date

Human Resources:

JAD
Executive Director 03/20/2023
Date

Rec. 03/21/2023 11:11:AM **Comp.** 03/21/2023 11:28:AM

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

Diane McCarty: 22 A+4 (5), \$68,070/yr, \$32.73/hr

EXECUTIVE DIRECTOR:

Recommend Approval

HUMAN RESOURCES:

n/a

BUDGET:

n/a

MAYOR:

n/a

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*

FROM: Gloria Reed, Human Resource Manager

DATE: April 27, 2023

RE: Request to Amend Salary Ranges for the City of Chickasaw

In a request received on April 27, 2023, the City of Chickasaw requested to amend various salary grades in order to compete, retain and recruit employees. Prior to the receipt of this official request, I assisted Danyelle Jackson, Assistant City Clerk with the process and answered questions regarding the best path forward.

In the attached request, the City of Chickasaw has requested to amend the salary grades to an increase of five (5%) percent for the public safety classifications. In the request, parity is maintained with comparable positions for Police and Fire. With this increase, the City of Chickasaw is still considerably lower in salaries than other agencies within the Mobile County Merit System.

| Classification | Current Salary Range | Proposed Salary Range |
|-------------------------|----------------------|-----------------------|
| Police Officer | 45 | 46 |
| Firefighter | 45 | 46 |
| Police Corporal | 47 | 48 |
| Firefighter-Driver | 47 | 48 |
| Police Sergeant | 50 | 51 |
| *Public Safety Sergeant | 49 | 51 |
| Fire Service Captain | 50 | 51 |
| Police Lieutenant | 51 | 52 |
| Police Captain | 53 | 54 |

*There is one filled position of Public Safety Sergeant and the incumbent is Glen Wickel. This classification was not amended when the Police classification series was adopted. Since this classification has a remaining incumbent, the salary range amendment that is requested is in order to be consistent with the classifications of Fire Service Captain and Police Sergeant. Therefore, the City of Chickasaw is requesting to amend the classification of Public Safety Sergeant from salary range 49 to salary range 51 in order for the incumbent to receive the same five (5%) percent increase. In addition, the City of Chickasaw is requesting the incumbent, Glenn Wickel be moved from Salary Range 49 Step G to Salary Range 51 Step F.

For the last item on the request, the City of Chickasaw is requesting to increase the salary range for Animal Control Officer I by 10% which will amend the classification from Salary Range 36 to Salary Range 37.

Based on the information received, I recommend the Board set a public hearing for the following requests from the City of Chickasaw:

- A. Amendment of the salary range 45, \$2,567.00 - \$3,982.00, to salary range 46, \$2,696.00 - \$4,182.00 for the classification of Police Officer,

- B. Amendment of the salary range 45, \$ 2,567.00 - \$ 3,982.00, to salary range 46, \$2,696.00-\$4,182.00 for the classification of Firefighter,
- C. Amendment of the salary range 47, \$2,830.00 - \$ 4,391.00, to salary range 48, \$2,972.00-\$4,610.00 for the classification of Police Corporal,
- D. Amendment of the salary range 47, \$2,830.00 - \$4,391.00, to salary range 48, \$2,972.00-\$4,610.00 for the classification of Firefighter Driver,
- E. Amendment of the salary range 50, \$3,276.00 - \$5,083.00, to salary range 51, \$3,440.00 \$5,337.00 for the classification of Police Sergeant,
- F. Amendment of the salary range 50, \$3,276.00 - \$5,083.00, to salary range 51, \$ 3,440.00 \$5,337.00 for the classification of Fire Service Captain,
- G. Amendment of the salary range 51, \$3,440.00 - \$5,337.00, to salary range 52, \$3,612.00 - \$5,604.00 for the classification of Police Lieutenant,
- H. Amendment of the salary range 53, \$3793.00 - \$5884.00, to salary range 54, \$3,982.00 - \$5,604.00 for the classification of Police Captain,
- I. Amendment of the salary range 35, \$1,576.00 - \$2,445.00, to salary range 37 \$ 1,738.00 - \$2,696.00 for the classification of Animal Control Officer I,
- J. Amendment of the salary range 49, \$3,120.00 - \$4,841.00, to salary range 51, \$3,440.00 \$5,337.00 for the classification of Public Safety Sergeant,
- K. If J is approved, move the incumbent, Glenn Wickel, from salary range 49 Step G to salary range 51 Step F, to award a 5% increase effective the pay period after approval.

If you have any further questions or need additional information, please let me know.



DWT
4127123

CITY OF CHICKASAW

224 N Craft Highway, Chickasaw, Alabama 36611 ~ (251) 452-6450
Post Office Box 11307, Chickasaw, Alabama 36671 ~ www.cityofchickasaw.org

April 26, 2023

Dr. Darryl Stark, Ph.D.
Interim Personnel Director
P. O. Box 66794
Mobile, AL 36660-1794

Dear Dr. Stark,

The City of Chickasaw would like to request a 5% (five) salary range increase for the following classifications in order to compete, retain and recruit employees for the City of Chickasaw. These requests will take effect on the next pay period after approval.

Police Officer current salary range 45 to salary range 46.
Police Corporal current salary range 47 to salary range 48.
Police Sergeant current salary range 50 to salary range 51.
Police Lieutenant current salary range 51 to salary range 52.
Police Captain current salary range 53 to salary range 54.

Firefighter current salary range 45 to salary range 46.
Firefighter-Driver salary range 47 to salary range 48
Fire Service Captain salary range 50 to salary range 51.

The incumbents in the above classifications will be moved up to the requested salary ranges.

The City of Chickasaw would like to request a 5% (five) increase for incumbent Public Safety Sergeant Glenn Wickell to be moved from salary range 49 G to salary range 51F.

The City of Chickasaw would like to request a 10% (ten) salary range increase for the Animal Control Officer, in order to recruit, this classification currently has no incumbent.

Sincerely,

Mayor Barry Broadhead

Melissa Smith

From: asstcityclerk@cityofchickasaw.org
Sent: Wednesday, April 26, 2023 5:08 PM
To: dstark@personnelboard.org
Cc: melissa@personnelboard.org; 'Tiffany Northington'; 'Elizabeth Lingerfelt'
Subject: City of Chickasaw - Salary Range increase request
Attachments: salary range increase.pdf

Danyelle Jackson

Assistant City Clerk
City of Chickasaw
224 N. Craft Hwy
Chickasaw, AL 36611
251-452-6450, option 2
asstcityclerk@cityofchickasaw.org

MEMO TO: Dr. Darryl Stark, Assistant Director DWS
FROM: Gloria Reed, Human Resource Manager
DATE: April 24, 2023
RE: City of Satsuma's Request to Amend the Salary Grade for the Classification of Assistant City Clerk

In a letter received on April 20, 2023, Mayor Mark Barlow, City of Satsuma, requested the amendment of the salary grade for the classification of Assistant City Clerk.

The Assistant City Clerk classification exists within seven (7) agencies throughout the Mobile County Merit System. The Assistant City Clerk for the City of Saraland is established at salary grade 16 with a starting salary of \$45,774.54 annually. The Assistant City Clerk is established at salary grade 12 for the City of Satsuma, the City of Citronelle, the City of Bayou La Batre, and the City of Creola with starting salaries ranging between \$28,997 to \$34,905 annually. For the City of Prichard and the City of Chickasaw, the Assistant City Clerk is established at a salary range 45 with a starting salary for both agencies of \$30,804.00 annually.

Mayor Barlow spoke to Assistant Director, Dr. Darryl Stark on 4/19/23 and requested to amend the starting salary for Assistant City Clerk to salary grade 14 with a starting salary of \$38, 529.65 and hourly salary of \$18.52.

I recommend the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the City of Satsuma for the amendment of Salary Grade 12, \$ 34, 905.97 - \$ 55, 802.43, to Salary Grade 14, \$ 38, 529.65 to \$ 61,595.44, for the classification of Assistant City Clerk.

If you have any questions, or if you need additional information, please let us know.

DWS
4/20/23

MARK BARLOW
MAYOR

KENNETH WAITES
FIRE CHIEF



COUNCIL MEMBERS

RANDY LITTLE, PLACE 1

MIKE BUTLER, PLACE 2

JASON SKELTON, PLACE 3

ALLISON REESE, PLACE 4

E. L. PHILLIPS, PLACE 5

April 20, 2023

To Whom it may Concern:

Please amend the salary grade of the Assistant City Clerk from salary grade 12 to salary grade 14 effective the pay period after approval by the Mobile County Personnel Board.

Sincerely,

A handwritten signature in black ink that reads "Mark Barlow".

Mark Barlow, Mayor
City of Satsuma

MEMO TO: Karen Hempfleng, Human Resource Manager

FROM: Shannon Williams, Personnel Classification and Assessment Analyst II

DATE: April 26, 2023

RE: Request from the Mobile Area Water and Sewer System to create a new classification of Laboratory Technician III and amend the salary grades of the Laboratory Technician I and II classifications

In a letter received April 13, 2023, Billy Joe McCrory, Jr., Water and Sewer Director for the Mobile Area Water and Sewer System (MAWSS) requested the creation of a new job classification – Laboratory Technician III at a salary grade 14. The letter also requested an amendment to the salary grade of the Laboratory Technician I classification from a salary grade 8 to a salary grade 10 and an amendment to the salary grade of the Laboratory II Technician classification from a salary grade 11 to a salary grade 12. Fatima Washington, Director of Administrative Services and Customer Experience, was named as a point of contact for this request.

Mr. McCrory stated that MAWSS wants to attract and retain applicants who are experienced and thoroughly knowledgeable of practices used in the operation of water and wastewater laboratories. He noted that there were inconsistencies in the grade levels of the Laboratory Technician series and that the classification specifications within the series have not been evaluated since 2007.

The table below lists the minimum qualification requirements for classifications at a salary grade 8.

| Classifications at salary grade 8 (MAWSS) | Minimum Qualification Requirements |
|---|---|
| Laboratory Technician I *Proposed | Completion of two years college level coursework in chemistry or bacteriological laboratory analysis and one year experience in the performance of standard laboratory tests in a public health or utility chemical laboratory. |
| Information Clerk | High School diploma or GED and a minimum of one year's experience as a switchboard operator, receptionist, dispatcher or communications clerk. |
| Public Service Worker I | Completion of a minimum of the eighth grade and a minimum of six months experience as an unskilled laborer. |
| Water Service Worker I | High school diploma or GED and a minimum of six months related experience. |
| Utility Clerk | High school diploma or GED and preferably some clerical experience. |

As indicated above, the Laboratory Technician I classification requires a higher level of education and experience than all other classifications at a salary grade 8. MAWSS has requested a salary grade 10 for the Laboratory Technician I classification. Classifications at a salary grade 10 are as follows: Secretary I, Office Assistant II, Maintenance Clerk/Dispatcher, Public Service Worker II, Equipment Operator I, Automotive Service Worker I, Meter Repair Technician I, and Water Service Worker II. All except the Maintenance Clerk/Dispatcher classification fall within a series. The table below lists classifications within a series at a salary grade 10 and the minimum qualification requirements.

| Classifications within a series (MAWSS) | I | II | III | Minimum Qualification Requirements |
|--|---------------------|---------------------|---------------------|--|
| Salary grade 10 | Salary Grade | Salary Grade | Salary Grade | |
| Secretary | 10 | 11 | 13 | I - High School diploma or GED and one year's responsible office clerical experience. |
| Office Assistant | 9 | 10 | 12 | II - High School diploma or GED and a minimum of one year experience at the level of an Office Assistant I. |
| Public Service Worker | 8 | 10 | 12 | II - Completion of a minimum of the eighth grade and a minimum of one year experience at the level of a Public Service Worker I. |
| Equipment Operator | 10 | 11 | 13 | I - Completion of a minimum of the eighth grade and a minimum of one year's experience in the operation of one or more pieces of Equipment Operator I level equipment. |
| Automotive Service Worker | 9 | 10 | N/A | II - High school diploma or GED and a minimum of one year experience at the level of an Automotive Service Worker I. |
| Meter Repair Tech | 10 | 11 | 13 | I - High school diploma or GED and a minimum of one year experience at the level of Public Service Worker I. |
| Water Service Worker | 8 | 10 | N/A | II - High school diploma or GED and a minimum of one year experience at the level of Water Service Worker I. |

Although a higher level of education is required for the Laboratory Technician I classification, the table above indicates a comparable level of required experience for classifications at a salary grade 10.

A salary grade 12 has been proposed for the Laboratory Technician II classification. Classifications at a salary grade 12 are as follows: Office Assistant III, Computer Technician, Engineering Tech I, Public Service Worker II, Customer Service Representative I, Maintenance Mechanic I, Vehicular/Equipment Mechanic Trainee, Electrician Trainee, Advanced Meter Infrastructure Technician I, Treatment Plant Operator Trainee and Hydrant Service Technician. Listed below are the current classifications within a series that are at a salary grade 12 along with the minimum qualification requirements.

| Classifications within a series (MAWSS) Salary grade 12 | I Salary Grade | II Salary Grade | III Salary Grade | Minimum Qualification Requirements |
|--|-------------------------------|--------------------------------|---------------------------------|--|
| Office Assistant | 9 | 10 | 12 | III - High School diploma or GED and a minimum of three years at the level of Office Assistant II. . |
| Engineering Tech | 12 | 14 | 17 | I - High School diploma or GED and a minimum of one year experience in surveying or drafting work. |
| Public Service Worker | 8 | 10 | 12 | III - Completion of a minimum of the eighth grade and a minimum of one year experience at the level of a Public Service Worker II |
| Customer Service Representative | 12 | 14 | N/A | I - High school diploma or GED and preferably one year's experience in customer service performing clerical duties involving the use of computer and/or telephone equipment. |
| Maintenance Mechanic | 12 | 14 | N/A | I - High school diploma or GED with completion of vocational training course work in the building or mechanical trades and a minimum of one year experience in the maintenance and repair of a variety of building and mechanical equipment. |
| Vehicular/Equipment Mechanic Trainee Salary grade 12 | N/A | N/A | N/A | Graduation from a standard senior high school with completion of a high school trade program in vehicular/equipment repair and maintenance, or high school graduation, or successful completion of the General Educational Development (GED) test, and a minimum of one year's related training or experience in semi-skilled vehicular/equipment repair and maintenance activities. |
| Vehicular/Equipment Mechanic Salary Grade 14 | N/A | N/A | N/A | |
| Electrician Trainee Salary Grade 12 | | | | Graduation from a standard senior high school with the completion of a high school trade program in the electrical trade, or high school graduation or GED with a minimum of two years experience in the electrical trade; |
| Electrician | 14 | 16 | N/A | |
| Advanced Meter Infrastructure Technician | 12 | 14 | N/A | I – High school diploma or GED and a minimum of three years' experience with maintenance, operations, installation, repair, testing, or reading of water meters or automated meter reading equipment |

| | | | | |
|---|----|----|----|--|
| Treatment Plant Operator Trainee Salary grade 12 | | | | Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test. |
| Treatment Plant Operator | 14 | 16 | 19 | |

The Laboratory Technician II classification is supervisory and technical work in conducting a variety of chemical and bacteriological tests and requires completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of three years experience at the level of Laboratory Technician I. The current trend at MAWSS for progression from a level I to a level II classification in a series is primarily two grades and the proposed salary grades for the Laboratory I and Laboratory II classifications would be consistent with other classifications within a series.

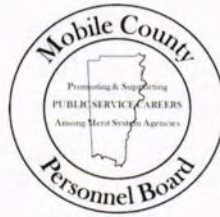
I spoke with Ms. Washington who stated that the creation of a Laboratory Technician III classification would enable lower level technicians to transition into a supervisory role. The minimum requirements for the Laboratory Technician III classification would be completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of three years of experience at the level of Laboratory Technician II. This classification would supervise the Laboratory Technician I and II classifications, manage contracts, ensure that laboratory equipment is properly calibrated, submit monthly reports to the Alabama Department of Environmental Management (ADEM) and update Standard Operating Procedures. A salary grade 14 has been proposed for the Laboratory Technician III classification. MAWSS has 19 classifications at a salary grade 14 and there are a total of 11 that fall within a series; several have been referenced in the table above. The table below lists the remaining classifications that fall within a series at a salary grade 14 along with the minimum qualification requirements.

| Classifications within a series (MAWSS) Salary grade 14 | I Salary Grade | II Salary Grade | III Salary Grade | Minimum Qualification Requirements |
|--|--------------------------|---------------------------|----------------------------|--|
| User Support Technician | 13 | 14 | N/A | II - High School diploma or GED and a minimum of one year's experience at the level of User Support Technician I. |
| GIS Technician | 14 | 16 | N/A | I - Completion of two years' college level course work from a recognized college or university in geography, planning, engineering or related field, including course work in GIS, computer mapping, computer aided drafting or cartography, and a minimum of one year's training or experience in GIS database automation and maintenance |
| Fiscal Officer | 14 | 17 | N/A | I - A minimum of a bachelor's degree from a recognized college or university in accounting or business administration with accounting emphasis and a minimum of one year's related experience |
| Buyer | 14 | 16 | N/A | I - High school diploma or GED and a minimum of one year purchasing experience |

Although there are variations in the minimum education and experience requirements for classifications at salary grade 14, all have a minimum of a high school education requirement and a minimum of one to three years of experience in their respective fields. My research suggests that the proposed salary grades for the Laboratory Technician series would be in alignment with the current compensation structure and does not appear to present any internal equity issues. Amendments submitted for Laboratory Technician I and II are for the purpose of updating the specification format to current standards.

Based on my research and evaluation of the request, I recommend the following actions:

- A. Amendment of the attached specification for the classification of Laboratory Technician I,
- B. Amendment of salary grade 8 (\$2,699.71 - \$4,315.89) to salary grade 10 (\$2,979.97 - \$4,763.93) for the classification of Laboratory Technician I,
- C. Amendment of the attached specification for the classification of Laboratory Technician II,
- D. Amendment of salary grade 11 (\$3,130.83 - \$5,005.11) to salary grade 12 (\$3,289.33 - \$5,258.49) for the classification of Laboratory Technician II,
- E. Adoption of the attached specification for the classification of Laboratory Technician III,
- F. Adoption of salary grade 14 (\$3,630.81 - \$5,804.39) for the classification of Laboratory Technician III.



LABORATORY TECHNICIAN I

KIND OF WORK: This is technical work in conducting a variety of chemical and bacteriological tests.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class performs routine testing functions in a laboratory at a water filtration plant, sewage treatment plant or a medical clinic. Work is performed in accordance with established guidelines and procedures under the general direction of a superior. No supervision is exercised over others. ~~The incumbent may be required to lift objects weighing over forty pounds.~~

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts a wide variety of chemical tests of water samples by means of standard chloride, alkalinity and PH tests.

Conducts routine bacteriological examinations of sewage samples taken before, during and after treatment.

Operates colorimeter to analyze blood chemistries.

Makes microscopic examinations and records results.

Draws blood specimens.

Performs microscopic and routine urine and stool specimen examinations.

Maintains inventory and requisitions supplies.

Cleans and sterilizes laboratory equipment, utensils and facilities.

Prepares statistical reports.

Maintains computerized database.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Good knowledge of the elementary principles, practices and techniques of bacteriology and chemistry.

Good knowledge of the operation and care of standard chemical laboratory equipment.

Ability to perform standard chemical and bacteriological tests accurately.

Ability to follow precise oral and written instructions and to prepare simple reports on laboratory tests results.

Ability to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS:

Ability to lift objects weighing over forty pounds.

MINIMUM QUALIFICATION REQUIREMENTS: Completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of one year experience in the performance of standard laboratory tests in a public health or utility chemical laboratory; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: May be required to possess a valid driver's license from state of residence.

Adopted: 03/01/77

Amended: 09/12/77

Amended: 01/03/91 PB Survey

Amended: 10/19/93

Amended: 03/01/10 Condrey 2007

[Amended:](#)

WTP: 6 months

Physical Group: III



LABORATORY TECHNICIAN II

KIND OF WORK: This is supervisory and technical work in conducting a variety of chemical and bacteriological tests.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class supervises and performs routine testing functions in a laboratory at a water filtration plant, sewage treatment plant or a medical clinic. The Laboratory Technician II differs from the Laboratory Technician I in that the higher level employee may supervise others and performs the more complex assignments. Work is performed in accordance with established guidelines and procedures and general supervision is received from a superior. ~~The incumbent may be required to lift objects weighing over forty pounds.~~

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs and supervises a wide variety of chemical tests of water samples by means of standard chloride, alkalinity and PH tests.

Conducts routine bacteriological examinations of sewage samples taken before, during and after treatment.

Operates colorimeter to analyze blood chemistries.

Makes microscopic examinations and records results.

Draws blood specimens.

Performs microscopic and routine urine and stool specimen examinations.

Maintains inventory and requisitions supplies.

Cleans and sterilizes laboratory equipment, utensils and facilities.

Maintains quality assurance journal and other records.

Files state lab reports.

Maintains computerized database.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the elementary principles, practices and techniques of bacteriology and chemistry.

Thorough knowledge of the operation and care of standard chemical laboratory equipment.

Ability to perform standard chemical and bacteriological tests.

Ability to follow precise oral and written instructions and to prepare reports on laboratory tests results.

Ability to supervise the work of others.

Ability to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS:

Ability to lift objects weighing over forty pounds.

MINIMUM QUALIFICATION REQUIREMENTS: Completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of three years experience at the level of Laboratory Technician I; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: May be required to possess a valid driver's license from state of residence.

Adopted: 09/12/77

Amended: 01/03/91

Amended: 10/19/93

Amended: 03/01/10 Condrey 2007

[Amended:](#)

WTP: 6 months

Physical Group: III



LABORATORY TECHNICIAN III

KIND OF WORK: This is supervisory and technical work in conducting a variety of chemical and bacteriological tests.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class supervises and performs routine testing functions in a laboratory at a water filtration plant, sewage treatment plant or a medical clinic. The Laboratory Technician III differs from the Laboratory Technician II in that the higher level employee manages contracts and updates Standard Operating Procedures. Supervision is exercised over laboratory staff. Work is performed in accordance with established guidelines and procedures and general supervision is received from a superior.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs and supervises a wide variety of chemical tests of water samples by means of standard chloride, alkalinity and PH tests.

Conducts routine bacteriological examinations of sewage samples taken before, during and after treatment.

Operates colorimeter to analyze blood chemistries.

Makes microscopic examinations and records results.

Draws blood specimens.

Performs microscopic and routine urine and stool specimen examinations.

Maintains inventory and requisitions supplies.

Cleans and sterilizes laboratory equipment, utensils and facilities.

Ensures laboratory equipment is properly calibrated.

Organizes and manages lab contracts related to vendor calibrations and outside laboratory services.

Updates Standard Operating Procedures.

Maintains quality assurance journal and other records.

Files state lab reports.

Maintains computerized database.

Supervises laboratory technicians.

Communicates with and submits monthly reports to the Alabama Department of Environmental Management (ADEM).

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the elementary principles, practices and techniques of bacteriology and chemistry.

Thorough knowledge of the operation and care of standard chemical laboratory equipment.

Ability to perform standard chemical and bacteriological tests.

Ability to follow precise oral and written instructions and to prepare reports on laboratory tests results.

Ability to supervise the work of others.

Ability to establish and maintain effective working relationships with regulators, vendors, contracted services, other employees and the general public.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials.

Ability to lift objects weighing over forty pounds.

MINIMUM QUALIFICATION REQUIREMENTS: Completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of three years experience at the level of Laboratory Technician II; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: May be required to possess a valid driver's license from state of residence.

Adopted:

WTP: 6 months



DWS
4/13/23

April 4, 2023

Dr. Darryl Stark
Assistant Personnel Director
Mobile County Personnel Board
P. O. Box 66794
Mobile, AL 36660-1794

Dear Dr. Stark

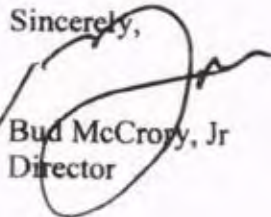
The Board of Water and Sewer Commissioners respectfully requests a salary grade change for the following positions: Laboratory Technician I, Laboratory Technician II, and the creation of Laboratory Technician III. In order to attract and retain candidates with a thorough knowledge of practices used in the operation of water and wastewater laboratories, we must be competitive with our salaries. The salaries in the Laboratory Series have not been evaluated since 2007 (16 years ago) and the grades for each level are inconsistent. It is imperative that we adjust our salaries in order to compete with the average hourly rate in Alabama and surrounding states.

We are also requesting the creation of Laboratory Technician III at Grade 14 Salary. The job description is attached for Laboratory Technician III.

We are requesting the following grade changes:

| <u>Position</u> | <u>Current Grade</u> | <u>New Grade</u> |
|---------------------------|----------------------|------------------|
| Laboratory Technician I | 8 | 10 |
| Laboratory Technician II | 11 | 12 |
| Laboratory Technician III | New Classification | 14 |
| Laboratory Manager | 16 | 16 (No Change) |

Your assistance is appreciated. If any additional information is required please contact me or Ms. Fatima Washington. Thank you for your assistance in this matter.

Sincerely,

Bud McCrory, Jr
Director

/fw

Laboratory Technician III
Salary Grade 14
\$43,569.68 to \$69,652.82

KIND OF WORK:

This is supervisory and technical work in conducting a variety of chemical and bacteriological tests.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Performs and supervises a wide variety of chemical tests of water samples by means of standard chloride, alkalinity and PH tests; conducts routine bacteriological examinations of sewage samples taken before, during and after treatment; operates colorimeter to analyze blood chemistries; makes microscopic examinations and records results; draws blood specimens; performs microscopic and routine urine and stool specimen examinations; maintains inventory and requisitions supplies; cleans and sterilizes laboratory equipment, utensils and facilities, ensures laboratory equipment is properly calibrated, organizes and manages lab contracts related to vendor calibrations and outside laboratory services, updates Standard Operating Procedures, maintains quality assurance journal and other records; files state lab reports; maintains computerized database; supervises Laboratory Technician I's and Laboratory Technician II's, periodically communicates with ADEM and performs other laboratory functions as assigned by a superior officer.

MINIMUM QUALIFICATION REQUIREMENTS:

Completion of two years of college level coursework in chemistry or bacteriological laboratory analysis work and a minimum of three years of experience at the level of Laboratory Technician II; or a combination of education and experience equivalent to these requirements.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of the elementary principles, practices and techniques of bacteriology and chemistry; thorough knowledge of the operation and care of standard chemical laboratory equipment; ability to perform standard chemical and bacteriological tests; ability to follow precise oral and written instructions and to prepare reports on laboratory tests results; ability to supervise the work of others; ability to establish and maintain effective working relationships with regulators, vendors, contracted services, other employees and the general public.

SPECIAL REQUIREMENT:

May be required to possess a valid driver's license from state of residence.

DISTINGUISHING FEATURES OF THE WORK:

An employee in this class supervises and performs routine testing functions in a laboratory at a water filtration plant, sewage treatment plant or a medical clinic. The Laboratory Technician III differs from the Laboratory Technician II in that the higher level employee manages contracts and updates Standard Operating Procedures. The Laboratory Technician III supervises Laboratory Technician I's and II's. Work is performed in accordance with established guidelines and procedures and general supervision is received from a superior. The incumbent may be required to lift objects weighing over forty pounds.

WORKING TEST PERIOD (WTP):

6 months

Melissa Smith

From: Beaty, Amy D. <ADBEATY@mawss.com>
Sent: Monday, April 10, 2023 10:50 AM
To: 'Darryl Stark'; 'Melissa Smith'
Cc: Washington, Fatima M.
Subject: Requests for Pay Scale Change, Salary Grade Changes, & Position Creation
Attachments: 5% Pay Scale Change Request for Field Operations.pdf; Request for Salary Grade Change (for Lab Tech I and II) and the Creation of Lab Tech III.pdf

Good Morning Mr. Stark,

Please see the attached requests.

Thank you,

Amy Beaty
Administrative Support Assistant
Mobile Area Water & Sewer System
Human Resources
251-694-3147
aharrison@mawss.com

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 27, 2023
RE: The Mobile Housing Authority – Request to a Create New Classification of Chief Procurement Officer – MHA and Amend the Salary Grade for the Housing Specialist II Classification

On April 13, 2023, a request was received from Michael E. Pierce, Chief Executive Officer - MHA, of the Mobile Housing Authority to create a new classification of Chief Procurement Officer - MHA. On April 17, 2023 an additional request was received from Mr. Pierce to amend the salary grade of the Housing Specialist II classification. These requests were assigned to Leslie Green, Personnel Classification and Assessment Analyst II for further research and recommendation. A summary of her findings is attached.

Based on the information submitted by the Mobile Housing Authority and Ms. Green's research, I recommend the Board set a date for a public hearing for consideration of the following requests from the Mobile Housing Authority:

- (A) Adoption of the attached specification for the classification of Chief Procurement Officer – MHA,
- (B) Adoption of salary grade 23 (\$6,250.58 - \$9,992.49) for the Chief Procurement Officer - MHA classification,
- (C) If (A) and (B) are approved, create one (1) full time position of the Chief Procurement Officer - MHA classification for the Mobile Housing Authority,
- (D) Amendment of salary grade 14 (\$3,455.60 - \$5,524.60) to salary grade 17 (\$4,007.66 - \$6,406.84) for the classification of Housing Specialist II.

If you have any questions, or if you need additional information, please let me know.

MEMO TO: Karen Hempfleng, Human Resource Manager
FROM: Leslie Green, Classification and Assessment Analyst II
DATE: April 26, 2023
RE: Mobile Housing Authority – Request for New Classification of Chief Procurement Officer – MHA, and Housing Specialist II Salary Grade Amendment

On April 13, 2023, a request was received from Michael E. Pierce, Chief Executive Officer, Mobile Housing Authority (MHA) to create the new classification of Chief Procurement Officer – MHA, at salary grade 23. On April 17, Mr. Pierce additionally requested to amend the Housing Specialist II from salary grade 14 to salary grade 17.

Kathi Bryant, Chief Administrative Officer - MHA, was contacted for additional information on this request. Currently the Purchasing Agent for MHA coordinates and controls purchasing activities, as well as provides input on planning and budgets of projects. Other duties include performing advanced work such as researching and developing scopes of work, coordinating contract and procurement activities and interpreting contracts and agreements. It was determined that the current Purchasing Agent classification does not represent the complex duties and the wide range of responsibilities that is being performed by the Purchasing Agent at the MHA. It was proposed to create a new classification of Chief Procurement Officer – MHA to more accurately represent the organizational needs of the MHA.

The proposed Chief Procurement Officer – MHA requires attainment of a bachelor's degree in purchasing, accounting, business or public administration and a minimum of five years responsible purchasing experience, including three years of supervisory experience. The Chief Procurement Officer – MHA classification would report to the CEO. Work is performed under general administrative direction with considerable latitude for independent judgment and initiative in directing the department. It requires frequent contact with vendors and department heads regarding purchasing needs and additional issues. The Chief Procurement Officer – MHA would also provide input in planning, budgeting and coordinating contract and procurement activities.

Through my research, I found existing classifications at the MHA with duties and requirements similar to the proposed classification of Chief Procurement Officer - MHA, however, none contained the full scope of the new classification requested. The Chief Information Officer (CIO) and Resident Services Director – MHA are classifications utilized by the MHA at salary grade 23. The Chief Administrative Officer – MHA classification is set at salary grade 24. All of these classifications require a bachelor's degree as well as carry a significant level of responsibility, knowledge and experience in supervision and administration. They have a high level of interaction with vendors and staff, and also have budgetary responsibilities. The CIO, Resident Services Director – MHA, and Chief Procurement Officer – MHA also require knowledge of federal, state and local laws, rules and regulations in regards to their specific field.

I spoke with Ms. Bryant concerning the request to amend the Housing Specialist II – MHA from salary grade 14 (\$3,455.60 - \$5,524.60) to salary grade 17 (\$4,007.66 - \$6,406.84). Ms. Bryant stated that in an effort to offer more competitive salaries, the MHA consulted the Nelrod Consulting Firm to conduct a compensation study. In a report dated 5/31/2022, The Nelrod Firm found a 10th percentile to 90th percentile range of \$3,874.28 - \$5,229.48 to be the current industry standard for roles similar to the Housing Specialist II. In addition, merit system

classifications utilized by the MHA at salary grade 17 or higher with similar requirements include Housing Manager II – MHA, Compliance Analyst – MHA and Fiscal Officer II. These classifications all require adherence to local, state and federal laws in their respective area. They carry a significant level of responsibility as well as supervision and administrative skills. They also require considerable attention to detail and the maintenance of records and reports.

Based on the information submitted by Michael Pierce and Mobile Housing Authority, I recommend the following:

- 1) Adoption of the attached specification for the classification of Chief Procurement Officer – MHA,
- 2) Adoption of salary grade 23 (\$6,250.58 - \$9,992.49) for the classification of Chief Procurement Officer – MHA,
- 3) If 1 and 2 are approved, create one full time position of Chief Procurement Officer – MHA, for the Mobile Housing Authority,
- 4) Amendment of salary grade 14 (\$3,455.60 - \$5,524.60) to salary grade 17 (\$4,007.66 - \$6,406.84) for the classification of Housing Specialist II.

If you have any questions, or if you need additional information, please let me know.



CHIEF PROCUREMENT OFFICER - MHA

KIND OF WORK: This is professional, supervisory, complex and high level administrative work in planning and coordinating all functions of contract and procurement requirements.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for the legal and proper execution of central purchasing activities, including the procurement of supplies, materials and equipment of desired grade and quality at the most favorable prices and their proper storage and issuance. Work is performed under general administrative direction with considerable latitude for independent judgment and initiative in directing the department and requires frequent contact with vendors and department heads on purchasing needs and problems. Supervision is exercised over buyers, clerks and other employees as assigned.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides review of contracts and documents for compliance.

Interprets contracts and agreements.

Organizes and maintains supporting documentation for procurement and contract activities.

Processes correspondence with contracting parties.

Monitors fulfillment of contract obligations for tangible and intangible items.

Provides input in planning, budgeting and coordinating contract and procurement activities.

Collaborates with vendors, management, departments and staff associated with various requirements.

Researches and develops scopes of work (SOW).

Solicits bids.

Responsible for the coordination of the Mobile Housing Authority's contract registers and associated procurement functions.

Solicits, monitors, implements, negotiates, terminates, renegotiates and enforces contract compliance.

Plans and assists with the development of Requests for Proposals (RFP).

Coordinates procurement services and needs.

Optimizes the efficiency and quality of the contract and procurement services.

Trains employees concerning all HUD and Agency procurement policies and processes.

Coordinates and facilitates surplus inventory auction, as needed.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of purchasing principles, methods and procedures, including buying, inspection, storage and shipping methods.

Thorough knowledge of applicable laws, ordinances and other requirements governing the purchase of commodities.

Thorough knowledge of HUD regulations and other relevant laws/procedures regarding Public Housing Authority purchasing and contract policies and procedures.

Thorough knowledge of sources of supply, markets and price trends.

Thorough knowledge of the various grades and qualities of a variety of materials, supplies and equipment.

Thorough knowledge of office management principles and practices.

Ability to make difficult decisions and to award contracts impartially and objectively.

Ability to plan, organize and supervise the work of a moderately-sized staff performing varied procurement functions.

Ability to establish and maintain good working relationships with officials, employees, vendors and the general public.

Good knowledge of Section 3 regulations and compliance requirements.

Good knowledge of Alabama Competitive Bid Laws.

Ability to carry out complex assignments with minimum guidance/direction.

PHYSICAL REQUIREMENTS:

Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, or pulling of objects and walking, standing, and sitting

MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree in purchasing, accounting, business or public administration and a minimum of five years of responsible purchasing experience, including three years of supervisory experience; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS:

Adopted:

WTP: 1 year

BOARD OF COMMISSIONERS

Chairman

Carlos Gant

Vice-Chairman

Tyrone Fenderson

Tyra Fair

Roberta Swann

Ellis Foster, Jr



Mobile Housing Authority

Accommodate | Illuminate | Elevate

TDD/TTY 1-800-545-1833, EXTENSION 824

www.mobilehousing.org

DW5
4/17/23

Michael E. Pierce

CEO

mpierce@mobilehousing.org

April 14, 2023

VIA EMAIL (gsmith@personnelboard.org)

Mr. Darryl Stark
Interim Personnel Director
Mobile County Personnel Board
P. O. Box 66794
Mobile, Alabama 36660-1794

RE: Amendment in Salary Grade for Housing Specialist II

Dear Mr. Stark:

Mobile Housing Authority respectfully request to amend the salary of the classification of Housing Specialist II. The proposed salary grade change will align the HSII compensation with the specialized administrative and supervisory work performing high-level advanced technical case management duties and responsibilities. See the proposed salary grade change below.

| Current Title | Current Salary Grade/Range | Proposed Salary Grade/Range |
|-----------------------|---|---|
| Housing Specialist II | Grade 14 (\$41,469.48 - \$66,295.19) | Grade 17 (\$48,091.88 - \$76,882.09) |

Upon approval of the salary grade change request, MHA approves placing Sarah DeStefano and Tiawatta Ervin, the incumbents, at Grade 17, Step A, \$48,091.88.

I trust that all is in order with this request and thank you for your consideration of this matter.

Sincerely,

Michael E. Pierce

Michael E. Pierce
Chief Executive Officer

xc: File

Street Address:

151 South Claiborne Street
Mobile, Alabama 36602

Mailing Address:

Post Office Box 1345
Mobile Alabama 36633-1345

Telephone: (251) 434-2201

289th 251-787-8244

Melissa Smith

From: Bryant, Kathi <kbryant@mobilehousing.org>
Sent: Friday, April 14, 2023 3:58 PM
To: Darryl Stark
Cc: Melissa Smith; 'Karen Hempfleng'; Gloria Reed
Subject: MHA Request
Attachments: MCPB-Salary Grade Amend.HSII.04.14.23Signed.docx

Dear Mr. Stark.

Attached is MHA's request to amend the salary grade for the position of Housing Specialist II.

Sincerely,

Kathi H. Bryant
Chief Administrative Officer
Mobile Housing Authority
151 S. Claiborne Street
Mobile, Alabama 36602
(251) 434-2321
(251) 433-3241 fax
kbryant@mobilehousing.org

MHA
Mobile Housing Authority
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BOARD OF COMMISSIONERS

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Tyrone Fenderson

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Roberta Swann

Ellis Foster, Jr.



Mobile Housing Authority

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TDD/TTY 1-800-545-1833, EXTENSION 824

www.mobilehousing.org

DWS
4/13/23

Michael E. Pierce

CEO

mpierce@mobilehousing.org

April 10, 2023

VIA EMAIL (gsmith@personnelboard.org)

Mr. Darryl Stark
Interim Personnel Director
Mobile County Personnel Board
P. O. Box 66794
Mobile, Alabama 36660-1794

RE: New Classification Request – Chief Procurement Officer

Dear Mr. Stark

Mobile Housing Authority respectfully requests a new classification of Chief Procurement Officer to encompass the complex and high-level administrative work provided by an employee in this class. The classification of Purchasing Agent does not capture the extensive duties, scope, and responsibilities of the requested position. In support of our request, MHA proposes a grade 23 for this classification. See the proposed changes below and the attached draft.

| Proposed Title | Proposed Salary Grade/Range |
|---------------------------|--|
| Chief Procurement Officer | Grade 23 (\$75,006.92 - \$119,909.82) |

Upon approval of the new classification and salary grade, please create one (1) position. Additionally, after the position is created, MHA requests placing Tuwana Williams, Purchasing Agent incumbent, in the position of Chief Procurement Officer, Salary Grade 23, Step I (\$91,388.65 annually).

I trust that all is in order with this request and thank you for your consideration of this matter.

Sincerely,

Michael E. Pierce

Michael E. Pierce
Chief Executive Officer

xc: File

PURCHASING AGENT CHIEF PROCUREMENT OFFICER

KIND OF WORK: This is professional, responsible-supervisory, complex and high level administrative work in planning and directing the central purchasing coordinating all functions of contract and procurement requirements.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for the legal and proper execution of central purchasing activities, including the procurement of supplies, materials and equipment of desired grade and quality at the most favorable prices and their proper storage and issuance. Work is performed under general administrative direction with considerable latitude for independent judgment and initiative in directing the department and requires frequent contact with vendors and department heads on purchasing needs and problems. Supervision is exercised over buyers, clerks and other employees as assigned

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class)

Provide review of contracts and documents for compliance.

Interprets contracts and agreements.

Organizes and maintains supporting documentation for procurement and contract activities.

Processes correspondence with contracting parties.

Monitors fulfillment of contract obligations for tangible and intangible items.

Provides input in planning, budgeting and coordinating contract and procurement activities.

Collaborates with vendors, management, departments and staff associated with various requirements.

Researches and develops scopes of work (SOW).

Solicits bids.

Responsible for the coordination of the Mobile Housing Authority's contract registers and associated procurement functions.

Solicits, monitors, implements, negotiates, terminates, renegotiates and enforces contract compliance.

Plans and assists with the development of Requests for Proposals (RFP).

Coordinates procurement services and needs.

Optimizes the efficiency and quality of the contract and procurement services.

Trains employees concerning all HUD and Agency procurement policies and processes.

Coordinates and facilitates surplus inventory auction, as needed.

Plans, coordinates and controls central purchasing activities; prepares and reviews proposals and awards contracts to vendors for purchases; interviews vendor representatives regarding price changes, trade and cash discounts, deliveries and new innovations in goods; conducts

and schedules formal bid openings and analyzes proposals; consults with department heads concerning recommendations for formal bid awards; coordinates and consolidates the needs of various departments for standardized supplies, materials and equipment; prepares reports of purchasing activities; prepares budget requests; reviews and revises departmental purchase requisitions; develops and assists others to develop specifications; trains employees concerning governmental procurement policies and processes; analyzes specifications for supplies and equipment; supervises the maintenance of purchasing records and files; makes studies of new products, commodity price trends and general economic conditions; hears complaints of vendors and department heads regarding purchases; maintains comprehensive personal property inventory; assigns and supervises the work of departmental employees

→P
Performs related work as required

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of purchasing principles, methods and procedures, including buying, inspection, storage and shipping methods

→T Thorough knowledge of applicable laws, ordinances and other requirements governing the purchase of commodities.

Thorough knowledge of HUD regulations and other relevant laws/procedures regarding PHA purchasing and contract policies and procedures.

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→T Thorough knowledge of sources of supply, markets and price trends.

→T Thorough knowledge of the various grades and qualities of a variety of materials, supplies and equipment.

→T Thorough knowledge of office management principles and practices; ability to make difficult decisions and to award contracts impartially and objectively; ability to plan, organize and supervise the work of a moderately-sized staff performing varied procurement functions, ability to establish and maintain good working relationships with officials, employees, vendors and the general public.

Good knowledge of Section 3 regulations and compliance requirements.

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Good knowledge of Alabama Competitive Bid Laws.

Ability to carry out complex assignments with minimum guidance/direction.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree in purchasing, accounting, business or public administration and a minimum of ~~three~~ five years of responsible purchasing experience, including ~~one year~~ three years of supervisory experience; or a combination of education and experience equivalent to these requirements

Adopted: 03/01/77
Amended: 02/17/87
Amended: 01/03/91 PB Survey
Amended: 09/01/09 Condrey 2007

WTP: 1 year
Physical Group III

PURCHASING AGENT CHIEF PROCUREMENT OFFICER

KIND OF WORK: This is professional, responsible-supervisory, complex and high level administrative work in planning and directing the central purchasing/ coordinating all functions of contract and procurement requirements.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for the legal and proper execution of central purchasing activities, including the procurement of supplies, materials and equipment of desired grade and quality at the most favorable prices and their proper storage and issuance. Work is performed under general administrative direction with considerable latitude for independent judgment and initiative in directing the department and **requires frequent contact with vendors and department heads on purchasing needs and problems.** Supervision is exercised over buyers, clerks and other employees as assigned.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class)

Provide review of contracts and documents for compliance.

Interprets contracts and agreements.

Organizes and maintains supporting documentation for procurement and contract activities.

Processes correspondence with contracting parties.

Monitors fulfillment of contract obligations for tangible and intangible items.

Provides input in planning, budgeting and coordinating contract and procurement activities.

Collaborates with vendors, management, departments and staff associated with various requirements.

Researches and develops scopes of work (SOW).

Solicits bids.

Responsible for the coordination of the Mobile Housing Authority's contract registers and associated procurement functions.

Solicits, monitors, implements, negotiates, terminates, renegotiates and enforces contract compliance.

Plans and assists with the development of Requests for Proposals (RFP).

Coordinates procurement services and needs.

Optimizes the efficiency and quality of the contract and procurement services.

Trains employees concerning all HUD and Agency procurement policies and processes.

Coordinates and facilitates surplus inventory auction, as needed.

Plans, coordinates and controls central purchasing activities; prepares and reviews proposals and awards contracts to vendors for purchases; interviews vendor representatives regarding price changes, trade and cash discounts, deliveries and new innovations in goods; conducts

and schedules formal bid openings and analyzes proposals; consults with department heads concerning recommendations for formal bid awards; coordinates and consolidates the needs of various departments for standardized supplies, materials and equipment; prepares reports of purchasing activities; prepares budget requests; reviews and revises departmental purchase requisitions; develops and assists others to develop specifications; trains employees concerning governmental procurement policies and processes; analyzes specifications for supplies and equipment; supervises the maintenance of purchasing records and files; makes studies of new products, commodity price trends and general economic conditions; hears complaints of vendors and department heads regarding purchases; maintains comprehensive personal property inventory; assigns and supervises the work of departmental employees

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK

Comprehensive knowledge of purchasing principles, methods and procedures, including buying, inspection, storage and shipping methods

Thorough knowledge of applicable laws, ordinances and other requirements governing the purchase of commodities

Thorough knowledge of HUD regulations and other relevant laws/procedures regarding PHA purchasing and contract policies and procedures.

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Thorough knowledge of sources of supply, markets and price trends.

Thorough knowledge of the various grades and qualities of a variety of materials, supplies and equipment.

Thorough knowledge of office management principles and practices; ability to make difficult decisions and to award contracts impartially and objectively; ability to plan, organize and supervise the work of a moderately-sized staff performing varied procurement functions; ability to establish and maintain good working relationships with officials, employees, vendors and the general public.

Good knowledge of Section 3 regulations and compliance requirements.

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Good knowledge of Alabama Competitive Bid Laws.

Ability to carry out complex assignments with minimum guidance/direction.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree in purchasing, accounting, business or public administration and a minimum of ~~three~~ five years of responsible purchasing experience, including ~~one-year~~ three years of supervisory experience; or a combination of education and experience equivalent to these requirements

Adopted 03/01/77
Amended: 02/17/87
Amended: 01/03/91 PB Survey
Amended: 09/01/09 Condrey 2007

WTP 1 year
Physical Group: III

Melissa Smith

From: Darryl Stark <dstark@personnelboard.org>
Sent: Wednesday, April 26, 2023 2:47 PM
To: williegray@thecallnews.com; 'Talma Carstarphen'; 'ROBERT D BROWN';
joshua.adam.strange@gmail.com; trans1mitchell@gmail.com; 'Raymond Bell'; 'Arthur
Madden'
Cc: Tiffany Northington; wgray@personnelboard.org; tcarstarphen@personnelboard.org;
rbrown@personnelboard.org; astrange@personnelboard.org;
pmitchell@personnelboard.org; rbcuse@gmail.com; 'Arthur Madden'
Subject: Mobile County Personnel Department Annual Budget
Attachments: 2023 - 2024 Budget details.docx; 2023-2024 Budget Draft pdf version .pdf

Good afternoon,

Setting a public hearing date for the Mobile County Personnel Department Annual Budget for this year will be an item on the May 2 Board Agenda. However, Tiffany said that you could still ask questions about it at the next Board Meeting even though the public hearing will not be until the May 16 Board Meeting.

Mr. Brown asked me to send the budget to all the Board Members before May 2. Attached is a write up asking for what increases I am submitting. I am also submitting a PDF version of the budget spreadsheet. Items that I am planning on cutting are listed in red.

Thank you.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

Mobile County Personnel Board Proposed 2023-2024 Budget

(Total Budget Increase is \$119,000)

Staff

Increase from \$2,035,000 to \$2,135,000. An increase of \$100,000 or 4.9%.

Included in this increase is an option for either a 2.5% COLA or a 5.0% COLA and retention raise for current employees that may be requested by the new Personnel Director when this person is hired.

These funds could also be used for staff reclassifications of various positions at the discretion of the new Personnel Director when hired and approval by the Personnel Board.

The Organizational Change study recommended the creation of positions that will enhance our ability to provide service to the jurisdictions. Estimated salaries for a potential new classifications of Jurisdictional Liaison is \$49,321.21 for each position. Three positions were recommended in the study.

Office Supplies

Slight increase in our Office Supplies from \$20,000 to \$22,000 or 10%.

Recruitment

Increase in our Recruitment Budget from \$3,000 to \$6,000 or 100%. Recruiting in both the public and private sectors is a crises. It is also getting more expensive. Recruitment fairs have also come back to previous levels from the COVID 19 slowdown.

Postage

Increase from \$5,000 to \$10,000 or 100%. Postage rates keep going up. Only \$5,000 was allocated to this item for the last budget year. However, we have already spent over that amount in the first six months of this year.

There is also a new requirement that employees representing themselves in appeal proceedings must be sent the appeal hearing notice via certified mail. Also, other documents must be sent to appellants and their attorneys via certified mail.

Retirement

Increase from \$235,000 to \$300,000 or 29.8%. Over \$150,000 was spent in the first six months of this year for this item leaving only \$85,000 for the remainder of this budget year.

Casualty and Loss Insurance

Increase from \$18,000 to \$33,000. An increase of \$15,000 or 83.3%.

Premiums have skyrocketed nationwide and particularly on the Gulf Coast. We have already spent over \$30,000 in the first six months of this year. However, these funds are always spent around the first of the year each year.

Mobile County Personnel Board

Proposed 2023-2024 Budget

4/25/2023

| BUDGET | | 2022-2023 | 2023-2024 | 2023-2024 | 2023-2024 |
|---|----------------------------------|---------------------|---------------------|--------------------|------------------|
| | | Budget | Budget | Delta \$ | Delta % |
| SALARIES | | | | | |
| | Personnel Board | 24,000.00 | 24,000.00 | 0.00 | 0.0% |
| | Staff | 2,035,000.00 | 2,135,000.00 | 100,000.00 | 4.9% |
| | Legal Counsel | 83,000.00 | 83,000.00 | 0.00 | 0.0% |
| TOTAL SALARIES | | 2,142,000.00 | 2,242,000.00 | 100,000.00 | 4.7% |
| SUPPLIES & EXPENSES | | | | | |
| | Utilities-Telephone | 46,000.00 | 41,000.00 | (5,000.00) | -10.9% |
| | Utilities-Electrical | 40,000.00 | 35,000.00 | (5,000.00) | -12.5% |
| | Utility-Water | 5,000.00 | 5,000.00 | 0.00 | 0.0% |
| | Office Maintenance & Janitorial | 20,000.00 | 10,000.00 | (10,000.00) | -50.0% |
| | Office Supplies | 20,000.00 | 22,000.00 | 2,000.00 | 10.0% |
| | Equipment Rental | 10,000.00 | 10,000.00 | 0.00 | 0.0% |
| | Information Systems | 55,000.00 | 55,000.00 | 0.00 | 0.0% |
| | Examination Expense | 40,000.00 | 40,000.00 | 0.00 | 0.0% |
| | Travel, Room and Per-Diem Meals | 15,000.00 | 15,000.00 | 0.00 | 0.0% |
| | Incidental Expense | 4,000.00 | 4,000.00 | 0.00 | 0.0% |
| | Board Monthly Expense Payment | 36,000.00 | 36,000.00 | 0.00 | 0.0% |
| | Legal Expense | 90,000.00 | 60,000.00 | (30,000.00) | -33.3% |
| | Contract & Consulting Expense | 300,000.00 | 300,000.00 | 0.00 | 0.0% |
| | Memberships-Professional Org. | 3,000.00 | 3,000.00 | 0.00 | 0.0% |
| | Books & Publications | 1,000.00 | 1,000.00 | 0.00 | 0.0% |
| | Seminars, Workshops, Conferences | 4,000.00 | 3,000.00 | (1,000.00) | -25.0% |
| | Staff Development | 4,000.00 | 3,000.00 | (1,000.00) | -25.0% |
| | Security | 15,000.00 | 10,000.00 | (5,000.00) | -33.3% |
| TOTAL SUPPLIES & EXPENSES | | 708,000.00 | 653,000.00 | (55,000.00) | -7.8% |
| TRAINING & RECRUITMENT | | | | | |
| | Training | 42,000.00 | 42,000.00 | 0.00 | 0.0% |
| | Recruitment | 3,000.00 | 6,000.00 | 3,000.00 | 100.0% |
| TOTAL TRAINING & RECRUITMENT | | 45,000.00 | 48,000.00 | 3,000.00 | 6.7% |
| ADVERTISING | | | | | |
| | Advertising | 15,000.00 | 15,000.00 | 0.00 | 0.0% |
| TOTAL ADVERTISING | | 15,000.00 | 15,000.00 | 0.00 | 0.0% |

| | | | | | |
|--|-----------------------------------|---------------------|---------------------|--------------------|---------------|
| REPAIRS & REPLACEMENT | | | | | |
| | Repairs, Replacement, Maintenance | 60,000.00 | 45,000.00 | (15,000.00) | -25.0% |
| TOTAL REPAIRS, REPLACE. MAINT. | | 60,000.00 | 45,000.00 | (15,000.00) | -25.0% |
| PRINTING, STATIONARY, POSTAGE | | | | | |
| | Printing | 1,500.00 | 1,500.00 | 0.00 | 0.0% |
| | Stationery | 1,000.00 | 1,000.00 | 0.00 | 0.0% |
| | Postage | 5,000.00 | 10,000.00 | 5,000.00 | 100.0% |
| TOTAL PRINTING STATIONARY, POSTAGE | | 7,500.00 | 12,500.00 | 5,000.00 | 66.7% |
| NEW EQUIPMENT, FURNISHING | | | | | |
| | Equipment | 13,000.00 | 10,000.00 | (3,000.00) | -23.1% |
| | Furnishing | 4,000.00 | 3,000.00 | (1,000.00) | -25.0% |
| TOTAL NEW EQUIPMENT & FURNISHINGS | | 17,000.00 | 13,000.00 | (4,000.00) | -23.5% |
| PENSION EXPENSE | | | | | |
| | Retirement | 235,000.00 | 305,000.00 | 70,000.00 | 29.8% |
| | Social Security | 140,000.00 | 140,000.00 | 0.00 | 0.0% |
| TOTAL PENSION EXPENSE | | 375,000.00 | 445,000.00 | 70,000.00 | 18.7% |
| INSURANCE EXPENSE | | | | | |
| | Employees Insurance | 480,000.00 | 480,000.00 | 0.00 | 0.0% |
| | Casualty & Loss | 18,000.00 | 33,000.00 | 15,000.00 | 83.3% |
| | Workman's Compensation | 5,000.00 | 5,000.00 | 0.00 | 0.0% |
| TOTAL INSURANCE EXPENSE | | 503,000.00 | 518,000.00 | 15,000.00 | 3.0% |
| TOTAL EXPENSES | | 3,872,500.00 | 3,991,500.00 | 119,000.00 | 3.1% |

Melissa Smith

From: Darryl Stark <dstark@personnelboard.org>
Sent: Wednesday, April 26, 2023 2:08 PM
To: Tiffany Northington
Subject: FW: Board Action Hiring

I should have copied you too.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

From: Darryl Stark <dstark@personnelboard.org>
Sent: Wednesday, April 26, 2023 1:22 PM
To: Elizabeth Lingerfelt <elingerfelt@personnelboard.org>; Melissa Smith <melissa@personnelboard.org>
Subject: Board Action Hiring

I just talked with Mr. Brown. He wants to have an action item on the Board Agenda Tuesday about hiring a new Personnel Director. You may want to call him or Tiffany as how to word it. Thanks.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

SMITH LAW

DB

Dws
4/26/23

Edward L. D. Smith
Labor and Employment Law

April 26, 2023

Via e-mail to dstark@personnelboard.org.

Darryl Stark
Acting Personnel Director
The Personnel Board for Mobile County, Alabama
1809 Government Street
Mobile, Alabama 36606

RE: Employee: Meiko Danyelle Martin
Jurisdiction: City of Mobile
Matter: Appeal of Discipline (Termination)

Dear Mr. Stark:

Please note that I represent Meiko Danyelle Martin in all matters related to her employment with the Mobile County Sheriff's Office. Yesterday, Tuesday, April 25, 2023, Ms. Martin was notified that she was terminated. Ms. Martin's termination had nothing to do with her on-the-job performance but was purely retaliation for lodging a complaint against her supervisor. The Sheriff's Office's asserted reason for her termination is pretextual and specious. Please consider this letter as her notice of appeal of that action. If I need to do anything other than this e-mailed letter to perfect her appeal, please let me know immediately so that I may remedy any problem prior to the expiration of the time for appeal.

As soon as the Board sets the date for the appeal, I will provide it with a witness list and document request. If you have any questions or concerns, please contact me at your convenience. Thank you for your help in this matter. With best regards, I remain

Sincerely,

/s/ Edward L. D. Smith

EDWARD L. D. SMITH
Attorney for Meiko Danyelle Martin

ELDS:es

File

cc: Tiffany Gant via tgant@personnelboard.org
Melissa Smith via melissa@personnelboard.org
Elizabeth Lingerfelt via elingerfelt@personnelboard.org

Elizabeth Lingerfelt

From: Edward Smith <edward@edwardsmithlaw.com>
Sent: Wednesday, April 26, 2023 9:16 AM
To: 'Darryl Stark'
Cc: Tiffany Gant; Elizabeth Lingerfelt; Melissa Smith
Subject: Meiko Danyelle Martin -- Appeal of Discipline (Termination from Mobile County Sheriff's Office)
Attachments: Notice of Appeal to MCPB.pdf

Good morning. Please find attached a letter regarding the above-referenced matter. If you have any trouble retrieving it, please let me know immediately. Thank you.

Edward Smith
Attorney for Meiko Martin

Personnel Board of Mobile County, Alabama

APR 26 23 9:56AM

APPEAL

TO: Mobile County Personnel Board
P. O. Box 66794
Mobile, AL 36660-1794

DATE: 4-29-23

I am appealing to the Personnel Board my:

- Dismissal (checked)
Suspension
Demotion

I admit deny the charges brought against me. (see attorney's response attached)

The disciplinary action taken should not become effective for the following reasons:

- The action is too severe
I am not guilty of the charges brought against me

Comments:

Meiko Martin (Signature)

Signature

Meiko Martin (Print Name)

Print Your Name

4900 Nicklaus Dr. N. (Mailing Address)

Mailing Address

Mobile, AL 36618 (City, State Zip Code)

City, State Zip Code

(251) 725-1790 (Area Code Telephone)

(Area Code) Telephone

hpackfans@comcast.net or meikd24@gmail.com (E-mail Address optional)

E-mail Address (optional)

Fiscal Service Manager (Job Title)

Job Title

Finance (Department)

Department

Mobile County Sheriff's Office (Jurisdiction)

Jurisdiction

Written Response by Meiko Martin to the Allegations Raised
in the Pre-Disciplinary Action Notice

Meiko Martin made a good-faith complaint regarding work-related issues she was having with her direct supervisor. The complaint largely dealt with communication issues and could have been addressed simply and informally. Instead, it was turned into a full-blown investigation targeting Ms. Martin. That investigation, rather than solving the problem, has resulted in specious charges against Ms. Martin. Ms. Martin's work performance is not an issue. Apparently, the issues raised in the Pre-Disciplinary Action Notice deal with issues known, vetted, and dismissed at the time of her hiring or, without a hint that there was any impropriety, attack her rights under the bankruptcy laws of the United States which she has an absolute right to pursue.

In short, Ms. Martin's good-faith complaint is due to investigated on its merits and addressed on its merits rather than hijacked for retaliation against her for deigning to report a problem, as has been done. Both the laws and rules of the merit system, administered by the Mobile County Personnel Board, and the laws of the United States, administered here by the Equal Employment Opportunity Commission*, forbid such retaliation.

In making her complaint, Ms. Martin sought only a professional and efficient workplace. She was not seeking punishment of her supervisor or anyone else. But, she is especially not seeking to be punished herself for taking action in furtherance of an improved working environment within the Sheriff's Office.

*Ms. Martin's complaint made good-faith allegations of race discrimination.

SMITH LAW

Edward L. D. Smith
Labor and Employment Law

April 26, 2023

Via e-mail to dstark@personnelboard.org.

Darryl Stark
Acting Personnel Director
The Personnel Board for Mobile County, Alabama
1809 Government Street
Mobile, Alabama 36606

RE: Employee: Meiko Danyelle Martin
Jurisdiction: City of Mobile
Matter: Appeal of Discipline (Termination)

Dear Mr. Stark:

Please note that I represent Meiko Danyelle Martin in all matters related to her employment with the Mobile County Sheriff's Office. Yesterday, Tuesday, April 25, 2023, Ms. Martin was notified that she was terminated. Ms. Martin's termination had nothing to do with her on-the-job performance but was purely retaliation for lodging a complaint against her supervisor. The Sheriff's Office's asserted reason for her termination is pretextual and specious. Please consider this letter as her notice of appeal of that action. If I need to do anything other than this e-mailed letter to perfect her appeal, please let me know immediately so that I may remedy any problem prior to the expiration of the time for appeal.

As soon as the Board sets the date for the appeal, I will provide it with a witness list and document request. If you have any questions or concerns, please contact me at your convenience. Thank you for your help in this matter. With best regards, I remain

Sincerely,

/s/ Edward L. D. Smith

EDWARD L. D. SMITH
Attorney for Meiko Danyelle Martin

ELDS:es

File

cc: Tiffany Gant via tgant@personnelboard.org
Melissa Smith via melissa@personnelboard.org
Elizabeth Lingerfelt via elingerfelt@personnelboard.org



AB DWS
4/26/23

Mobile County Sheriff's Office

Sheriff Paul Burch, Jr.

April 25, 2023

Meiko Danyelle Martin
Mobile County Sheriff's Office
510 South Royal Street
Mobile, AL 36603

NOTICE OF DISCIPLINARY ACTION

On Monday, April 24, 2023, a pre-disciplinary hearing conducted by Chief Deputy William A. Peak, Captain Terri Hall, and Captain Jason Arendall was convened to hear testimony and gather evidence concerning specific allegations of misconduct set forth against you. Having heard the evidence presented and after careful deliberation you have been found guilty of the following charges:

Charge 1:

Violation of the Mobile County Sheriff's Office Standard Operating Procedures, SOP 18a, Rules of Conduct, D., PROFESSIONALISM AND RESPECT FOR FELLOW MEMBERS, 4, Lying and Deception. (Dereliction) In all his / her official duties, a member shall not willfully depart from the truth, by making a false verbal or written statement, by making a misleading statement, or by withholding information or remaining silent in order to deceive or mislead.

Mobile County Personnel Board Rule 14.2 the tenure of every employee hereunder shall be during good behavior and the rendering of efficient service, but any employee may be dismissed or suspended for cause; (l) violation of any lawful or reasonable regulations or order made and given by a superior officer.

Charge 2:

Engaging in conduct contrary to the good of the service and the MCSO.

Local Act 470, Local Acts of Alabama (1939), Section XXII, DISMISSAL: (A) An Appointing Authority may dismiss a classified employee whenever he considers the good of the service will be served thereby.

Mobile County Sheriff's Office Standard Operating Procedures, SOP 18a, Rules of Conduct, D., PROFESSIONALISM AND RESPECT FOR FELLOW MEMBERS, 1. Conduct Unbecoming; 4. Lying and Deception; 5. Respect to Members and the Public; 9. Failure to pay just debts.

PROMO NAME Martin, Marko
MERIT INCR BIRTH DATE _____
RETIRE CLASS Fiscal Services Manager 7/23/2022
RESIGN PERM. STATUS 1/8/2022
TERM SALARY _____
DEMO LAST GRADE INC _____
IP SER RATINGS _____
AL PREVIOUS _____
SU REMARKS Effective 4/26/23
MT

Based on the findings of your pre disciplinary hearing it is therefore my decision that you be terminated from employment with the Mobile County Sheriff's Office effective today, April 25, 2023.

AG
JJC



Paul Burch
Sheriff

PB/mh

Elizabeth Lingerfelt

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Wednesday, April 26, 2023 10:01 AM
To: Darryl Stark; Melissa Smith; Tiffany Gant; Gloria Reed; Jasmynne Day; Genae L. Burroughs
Subject: Fwd: Termination Corrected Date-Martin
Attachments: Termination Corrected Date-Martin.pdf

----- Forwarded message -----

From: **Mary Seaman** <mseaman@mobileso.com>
Date: Wed, Apr 26, 2023 at 9:52 AM
Subject: Fwd: Termination Corrected Date-Martin
To: Cynthia Coleman <ccoleman@mobileso.com>

Mary Koon
Mobile County Sheriff's Office
Payroll Supervisor
251-574-8688

----- Forwarded message -----

From: <AdminXerox@mobileso.com>
Date: Wed, Apr 26, 2023 at 9:49 AM
Subject: Termination Corrected Date-Martin
To: <mseaman@mobileso.com>

Please open the attached document. It was sent to you using a Xerox multifunction printer.

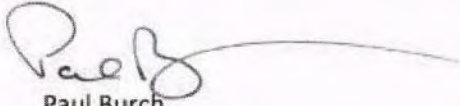
Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Finance Hallway
Multifunction Printer Name: Xerox - Admin Mailroom

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

VOID
*effective date
change*

Based on the findings of your pre-disciplinary hearing it is therefore my decision that you be terminated from employment with the Mobile County Sheriff's Office effective today, April 25, 2023.



Paul Burch
Sheriff

PB/mh

CERTIFICATE OF SERVICE

I received a copy of this Notice on 4-25-23, at 11:30 am
(Date) (Time)

Meiko Martin
Employees Signature

Jack
Signature of Deliverer

MOBILE COUNTY SHERIFF'S OFFICE

ADMINISTRATIVE DISCIPLINARY UNIT

NOTICE OF DISCIPLINARY HEARING

FROM: Sheriff Paul Burch, Jr.

DATE: April 20, 2023

TO: Meiko Danyelle Martin

POSITION: FS Manager

UNIT or SECTION: Finance

EMPLOYEE#: 13776

**VIOLATION OF MOBILE COUNTY SHERIFF'S OFFICE SPECIAL ORDERS
& MOBILE COUNTY PERSONNEL BOARD RULES:**

Charge 1:

Violation of the Mobile County Sheriff's Office Standard Operating Procedures, SOP 18a, Rules of Conduct, D., **PROFESSIONALISM AND RESPECT FOR FELLOW MEMBERS, 4, Lying and Deception.** (Dereliction) In all his / her official duties, a member shall not willfully depart from the truth, by making a false verbal or written statement, by making a misleading statement, or by withholding information or remaining silent in order to deceive or mislead.

Mobile County Personnel Board Rule 14.2 the tenure of every employee hereunder shall be during good behavior and the rendering of efficient service, but any employee may be dismissed or suspended for cause; (1) violation of any lawful or reasonable regulations or order made and given by a superior officer.

Specification 1 of Charge 1:

In March, 2023, you were interviewed by Mobile County Sheriff's Office [MCSO] Internal Affairs. You made incomplete, misleading, and/or untruthful statements to Internal Affairs, including statements regarding your dismissal from your previous employment with the State of Alabama/ Department of Human Resources, and your appeal from that dismissal.

Specification 2 of Charge 1:

You provided untruthful, incomplete, and or misleading information on your Mobile County Sheriff's Office Employment Application form, which you signed on February 3,

Fiscal Service Manager Meiko D. Martin

2022. Although the form directed you to give your work history for the ten-year period leading up to submission of the application, you omitted your job history prior to August 2021, thus omitting information regarding your dismissal from your employment with the State of Alabama Department of Human Resources as a Financial Support Worker on June 4, 2021. The MCSO Employment Application also asked "Have you ever been discharged from employment? You responded No. As part of your application, you certified that you had completed the form and that you understood "that any misstatement of material fact may subject me to disqualification, or if I have been employed, may disqualify me from continued employment." Your certification also contained the statement "I also agree to be subject to the rules and regulations governing the Mobile County Sheriff's Office personnel."

Charge 2:

Engaging in conduct contrary to the good of the service and the MCSO.

Local Act 470, Local Acts of Alabama (1939), Section XXII, DISMISSAL: (A) An Appointing Authority may dismiss a classified employee whenever he considers the good of the service will be served thereby.

Mobile County Sheriff's Office Standard Operating Procedures, SOP 18a, Rules of Conduct, D., PROFESSIONALISM AND RESPECT FOR FELLOW MEMBERS, 1. Conduct Unbecoming; 4. Lying and Deception; 5, Respect to Members and the Public; 9. Failure to pay just debts.

Specification 1 of Charge 2: You have engaged in acts and omissions contrary to the good of the service and the MCSO, including the following: providing inaccurate and/or incomplete information during the hiring process by omitting information during that process which is relevant to performance of sensitive duties and handling large amounts of money as an employee of the MCSO Finance Department; by demonstrating through personal bankruptcies [including but not limited to a bankruptcy reportedly filed in March, 2023] and vehicle repossession an ability to handle financial matters, which is relevant to performance of sensitive duties and handling of large amounts of money in the MCSO Finance Department; by engaging in disruptive behavior as an employee of the Finance Department, including failure to cooperate with your supervisor, engaging in efforts to undermine her work and authority, and making unsupported allegations against her.

Fiscal Service Manager Meiko D. Martin

You are further advised that on **Monday, April 24, 2023 at 10:00 am**, you shall appear before Chief Deputy A. Peak, Captain J. Arendall and Captain T. Hall in the Sheriff's Conference Room of the Mobile County Sheriff's Office Administration Building. you will be allowed to respond orally or in writing to the above charges if you so desire. You are not required, however, to make any statement at this hearing if you do not desire to do so. You are not entitled to an adversary hearing at this time, although you may have an attorney or other representative assist you.

Should you be dismissed, suspended or demoted for cause from your position, you have the right to appeal your dismissal, suspension, or demotion directly to the Personnel Board under Rule 14.4 of the Personnel Board Rules by filing written notice of appeal with the Personnel Director within ten (10) days after notice of disciplinary action. Such notice of appeal should contain an admission or denial of guilt and the reasons why the action should not become effective.

Should you be disciplined in any manner short of dismissal, suspension or demotion for cause, then you have the right to file a grievance in accordance with Rule XVI of the Personnel Board Rules. To initiate a grievance, you must first file a written complaint with your supervisor and furnish a copy to your department head or a designated representative (unless the complaint is against your supervisor in which case you by-pass your supervisor and file directly with your department head or designated representative) within seven (7) calendar days after the complaint arose. There are three steps to the Grievance Procedure and a complete copy of such procedure, together with the forms to be used commencing at Step One, may be obtained from the Personnel Board offices.

Should the disciplinary action be heard by the Personnel Board, the Order entered by the Board may be appealed to the Circuit Court by filing written notice of appeal with the Personnel Board within fourteen (14) calendar days from the date of entry.



Paul Burch, Jr., Sheriff

Mobile County Sheriff's Office

CERTIFICATE OF SERVICE

I received a copy of this Notice on 4-20-23, at 5:14pm
(Date) (Time)

Meiko Martin
Employee's Signature

Meiko Martin
Employee Printed Name

Fred Reed Sr.
Signature of Deliverer

Fred Reed Sr.
Deliverer Printed Name

Elizabeth Lingerfelt

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Monday, April 24, 2023 2:19 PM
To: Darryl Stark; Melissa Smith; Tiffany Gant
Subject: Fwd: Fiscal Services Manager Meiko Martin
Attachments: Martin, Meiko. PDH notice 042023.pdf

----- Forwarded message -----

From: Larkisha K. Kidd <lkidd@mobileso.com>
Date: Fri, Apr 21, 2023 at 9:46 AM
Subject: Fiscal Services Manager Meiko Martin
To: Frank Cassady <flcassady@mobileso.com>, Cynthia Coleman <ccoleman@mobileso.com>
Cc: Chip Parker <ewparker@mobileso.com>

Good morning:

Attached for your records is a copy of the pre-disciplinary hearing notice served on the above-referenced subject.

Have a great day and weekend.

Larkisha Kidd

Administrative Services & Internal Affairs

Direct Dial: 251.574.2406

Facsimile: 251.574.8726

lkidd@mobileso.com

Honor...Integrity...Service



**MOBILE COUNTY
SHERIFF'S OFFICE**
SHERIFF PAUL BURCH

--

Elizabeth Lingerfelt

From: Cynthia Coleman <ccoleman@mobileso.com>
Sent: Tuesday, April 25, 2023 12:25 PM
To: Darryl Stark; Melissa Smith; Tiffany Gant
Subject: Fwd: Fiscal Manager Meiko Martin NDA
Attachments: Martin, Meiko. NDA 042523.pdf

----- Forwarded message -----

From: Larkisha K. Kidd <lkidd@mobileso.com>
Date: Tue, Apr 25, 2023 at 12:02 PM
Subject: Fiscal Manager Meiko Martin NDA
To: Frank Cassady <flcassady@mobileso.com>, Erica Adams <eadams@mobileso.com>, Cynthia Coleman <ccoleman@mobileso.com>
Cc: Chip Parker <ewparker@mobileso.com>

Good morning:

Attached for your records is a copy of the Notice of Disciplinary Action served on the above-referenced subject.

Have a great day!

Larkisha Kidd

Administrative Services & Internal Affairs

Direct Dial: 251.574.2406

Facsimile: 251.574.8726

lkidd@mobileso.com

Honor...Integrity...Service



**MOBILE COUNTY
SHERIFF'S OFFICE**
SHERIFF PAUL BURCH

--

APPEAL

DB

DW 5
4/26/23

TO: Mobile County Personnel Board
P. O. Box 66794
Mobile, AL 36660-1794

DATE: 4/14/23

I am appealing to the Personnel Board my:

- Dismissal
- Suspension
- Demotion

I admit deny the charges brought against me.

The disciplinary action taken should not become effective for the following reasons:

- The action is too severe
- I am not guilty of the charges brought against me

Comments: Although I have been charged with a crime, there is a presumption of innocence and termination should be reserved until such time I am convicted.


Signature

Dan Stubbs
Print Your Name

Dan Stubbs

Mailing Address

8092 Manley Rd

City, State Zip Code

Fairhope, AL 36532

(Area Code) Telephone

danielhstubbs@gmail.com

E-mail Address (optional)

Police Officer
Job Title

Police Dept
Department

City of Creola
Jurisdiction

The Personnel Board for Mobile County, Alabama

1809 Government Street
Mobile, Alabama 36606
P. O. Box 66794
Mobile, Alabama 36660-1794
Phone: 251-470-7727
Fax: 251-470-1708
www.personnelboard.org



Robert D. Brown, Chair
Adam Strange, Vice-Chair
Talma Carstarphen, Associate
Willie T. Gray, Associate
Patrick Mitchell, Associate

Darryl Stark, Ph.D.,
Interim Personnel Director

April 10, 2023

Mayor Donald Nelson
Members, City Council
City of Creola
Post Office Box 490
Creola, Alabama 36525

RE: Termination Extraordinary Daniel Stubbs

Dear Mayor Nelson and Council Members:

In view of your letter received April 10, 2023, we are approving your request to terminate Daniel Stubbs, Police Officer with the City of Creola under Rule 14.3 (b). We will need a letter from you with the effective date and a copy of the letter sent or delivered to Mr. Stubbs.

Sincerely,

A handwritten signature in black ink that reads "Darryl Stark, Ph.D." in a cursive style.

Darryl Stark, Ph.D.
Interim Personnel Director

DS/mds

cc: Marcy Brown



DWS
4/10/23

DB

CITY OF CREOLA
Since 1978

MAYOR

Donald Nelson

CITY CLERK

Marcy Brown

BUILDING INSPECTOR

David Moss

CITY COUNCIL

Kendal Hadaway

Cody Chambless

Wendy Lynch

Harold Farmer

Mark Howell

MAGISTRATES

Linda Hoiles

Christie Bryant

April 10, 2023

The Personnel Board for Mobile County
Attn: Darryl Stark
PO Box 66794
Mobile, AL 36660

Re: City of Creola Police officer Daniel Stubbs

Dear Mr. Stark,

Pursuant to Rule 14.3 (a) of the Rules and Regulations of the Mobile County Personnel Board, I am hereby requesting prior approval from the Mobile County Personnel Board to terminate the employment of the above Creola employee in accordance with Rule 14.3 (b) without a prior hearing or pre disciplinary hearing, on the basis that the employee is currently confined in jail under a writ of arrest or other judicial process, and is being held without bond. Further, to allow him to remain as a Police Officer in the City of Creola would result in damage to the general public as set forth in the Rule.

Baldwin County court records indicate that a Protection from Abuse Order was previously entered against Officer Stubbs in Case number DR-2023-900194. Thereafter, Mr. Stubbs was arrested for Assault and Aggravated Stalking, and for violation of the Protection from Abuse Act Order. He is, according to the Inmate record attached hereto, being held in the Baldwin County Jail with no bond.

Please confirm in writing that this is an extraordinary situation justifying termination without a prior hearing under Rule 14.3 (b). I also attach a copy of a termination notice that will be served upon Mr. Stubbs upon your approval of the termination without a prior pre-disciplinary conference.

Sincerely,

Donald Nelson
Mayor

Elizabeth Lingerfelt

From: Marcy Brown <mbrown@cityofcreola.org>
Sent: Monday, April 24, 2023 2:38 PM
To: Melissa Smith
Subject: RE: Stubbs Daniel
Attachments: Termination Stubbs_20230424142743.pdf

He was served in jail at approximately 7:00 p.m. on April 10, 2023.

Marcy

From: Melissa Smith <melissa@personnelboard.org>
Sent: Monday, April 24, 2023 10:46 AM
To: Marcy Brown <mbrown@cityofcreola.org>
Cc: 'Darryl Stark' <dstark@personnelboard.org>; 'Elizabeth Lingerfelt' <elingerfelt@personnelboard.org>
Subject: RE: Stubbs Daniel

Good afternoon Marcy,

I am still in need of the signed Mayor's Letter and the Letter sent or given to Daniel Stubbs for his termination. He is trying to appeal and I have to have this to verify.

Melissa D. Smith
Secretary III
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

(251) 445-4584 Direct Line
(251) 470-1708 Fax

melissa@personnelboard.org

From: Marcy Brown <mbrown@cityofcreola.org>
Sent: Tuesday, April 18, 2023 12:31 PM
To: Melissa Smith <melissa@personnelboard.org>
Cc: 'Darryl Stark' <dstark@personnelboard.org>
Subject: RE: Stubbs Daniel

Please see attached. Thanks for all you do to help....

Marcy

From: Melissa Smith <melissa@personnelboard.org>
Sent: Monday, April 17, 2023 10:52 AM
To: Marcy Brown <mbrown@cityofcreola.org>
Cc: 'Darryl Stark' <dstark@personnelboard.org>
Subject: Stubbs Daniel

Good morning,

I will need the Mayor's letter to Daniel Stubbs where it was delivered.

Melissa D. Smith
Secretary III
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

(251) 445-4584 Direct Line
(251) 470-1708 Fax

melissa@personnelboard.org

Number of Inmate Records Returned: 1



STUBBS JR, DANIEL HIRAM (W/ MALE / DOB: 10/1/1973)

Status: In Jail
 Booking No: BCSO23JBN002090 MniNo: BCSO23MNI002078
 Booking Date: 04/08/2023 10:29 AM
 Age On Booking Date: 49
 Bond Amount: NO BOND
 Address Given: 6673 SPANIEL DR SPANISH FORT, AL 36527

[Enlarge Photo](#)

| STATUTE | COURT CASE NUMBER | CHARGE | DEGREE LEVEL | SEX | BOND |
|---------------------|----------------------------------|--|--------------|-----|---------|
| [+] 13A-6-91.1 0000 | (BALDWIN COUNTY SHERIFFS OFFICE) | Assault-Aggravated Stalking | 5 | F | NO BOND |
| [+] 13A-6-142 0000 | (BALDWIN COUNTY SHERIFFS OFFICE) | Violation of a Domestic Violation Protection Order | | M | NO BOND |

Melissa Smith

From: Darryl Stark <dstark@personnelboard.org>
Sent: Monday, April 10, 2023 2:52 PM
To: Melissa Smith
Subject: FW: Termination under Extraordinary Situations
Attachments: STUBBS_20230410142919.pdf

In addition to the things that were mentioned in this letter, Marcy Brown indicated when she talked with me on the phone that he had threatened to kill the Mayor and the Police Chief and they have documentation such as texts to prove it. However, these items were not mentioned in the letter. I think that you normally write the letter and I would sign it.

Let me know if you need anything else from them or me. Thanks.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

From: Marcy Brown <mbrown@cityofcreola.org>
Sent: Monday, April 10, 2023 2:41 PM
To: Darryl Stark <dstark@personnelboard.org>
Cc: Melissa Smith <melissa@personnelboard.org>; Elizabeth Lingerfelt <elingerfelt@personnelboard.org>
Subject: RE: Termination under Extraordinary Situations

Please find attached a letter from the mayor regarding Daniel Stubbs termination.

Thank you for your help in this matter.

Marcy Brown
City Clerk
City of Creola
251-675-8142

From: Darryl Stark <dstark@personnelboard.org>
Sent: Monday, April 10, 2023 9:46 AM
To: Marcy Brown <mbrown@cityofcreola.org>
Cc: Melissa Smith <melissa@personnelboard.org>; Elizabeth Lingerfelt <elingerfelt@personnelboard.org>
Subject: Termination under Extraordinary Situations

Hello Marcy,

Please have your Mayor send a letter attached to an email to me and copy Melissa and Elizabeth. Have the Mayor indicate that he wants to terminate the employee in question under Rule 14.3 (b) Extraordinary Situations and describe the situation that you just described to me in the letter. I bolded the important section. This section also describes that

the employee needs to furnish written notice to the employee of the termination and reasons for it in writing at his place of confinement. It also describes the employee's rights to appeal.

Let me know if you have any questions. Thank you.

RULE XIV – Page 2

PROCEDURE. 14.3 (a) Before any permanent employee is dismissed, suspended or demoted for cause, the Appointing Authority or his designated representative shall afford the employee due process in the form of a pre-disciplinary hearing. Written notice of the reasons for termination, suspension or demotion must be given the employee at least twenty-four (24) hours prior to the pre-disciplinary hearing, at which time the employee must be given the opportunity to respond orally and/or in writing to the charges made before the official, or the designated representative of the official, charged with the responsibility of making the disciplinary decision. The pre-disciplinary hearing must be held within seven (7) days after written notice to the employee. The determination as a result of the pre-disciplinary hearing must be communicated to the employee in writing within fourteen (14) days of the hearing. Circumstances that prevent adherence to these timeframes must have approval of the Director. The dismissal, suspension or demotion of an employee by an Appointing Authority without having first accorded the employee a pre-disciplinary hearing in accordance with this Rule shall be void and of no force and effect, and shall not be recognized by the Board, except in extraordinary situations as hereinafter specified.

(b) A permanent employee may be dismissed, suspended or demoted for cause without complying with the foregoing pre-disciplinary hearing in the event of "extraordinary situations". Extraordinary situations is hereby defined to include circumstances where an employee's retention would: (1) result in damage to public property; (2) result in injury either to the employee, a fellow employee, or to the general public; and (3) where an employee is confined in jail or prison under a writ of arrest or other judicial process. In any such event, the Appointing Authority shall, nevertheless, furnish written notice to the employee of the specific reasons for termination, suspension or demotion within twenty-four (24) hours of such dismissal, suspension or demotion, by hand delivery to his place of employment or his place of confinement or by certified mail to his address as shown by the records on file with the Personnel Board, and such employee shall also be given an opportunity for an evidentiary hearing before the Personnel Board, as prescribed in Rules 14.2 through 14.8, within twenty-eight (28) days of such action. The foregoing to the contrary notwithstanding, the employee shall forfeit his right to an evidentiary hearing unless said employee files written notice of appeal from such dismissal, suspension or demotion, within ten (10) days after notice thereof in accordance with Section XXII of Act No. 470, and Rule 14.4 herein.

Darryl Stark, Ph.D., SPHR
Assistant Director
Mobile County Personnel Board
1809 Government Street
Mobile, Alabama 36606

251-445-4581 phone
dstark@personnelboard.org

MEMO TO: Dr. Darryl Stark, Assistant Director *DWS*
FROM: Karen Hempfleng, Human Resource Manager
DATE: April 28, 2023
RE: Board Request for Further Discussion Regarding the City of Mobile Request to amend the City Clerk and Assistant City Clerk classifications

During the Mobile County Personnel Board Meeting on April 18, 2023, Board Member Gray requested that the public hearing regarding the request from the City of Mobile to amend the City Clerk and Assistant City Clerk classifications be revisited on the next board agenda.

To facilitate this, I have attached the documentation previously provided for the public hearing as well as new information from the City of Mobile salary survey.

If you have any questions, or if you need additional information, please let me know.

Mr. Gray requested information about the 2021 & 2022 Personnel Board Budget. Each Board Member agreed to provide input and set a date for public hearing at the next Board meeting.

Mr. Gray questioned the prior resolution on the City of Mobile City Clerk (Mobile) and requested there be a new motion on the next Agenda.

Mr. Strange requested, and the Board unanimously agreed to go into Executive Session at the end of the meeting; announcing the Board would not return.

Adjournment:

With there being no further business to come before the Board,
the meeting was adjourned at 2:30 p.m.

Elizabeth Lingerfelt

From: Karen Hempfleng <khempfleng@personnelboard.org>
Sent: Tuesday, April 25, 2023 2:22 PM
To: 'Elizabeth Lingerfelt'; 'Talma Carstarphen'; 'J. Adam Strange'; 'MCPB Associate 2 - Robert Brown'; williegray@thecallnews.com; 'Patrick Mitchell'
Cc: 'Talma Carstarphen (Vice-Chair)'; 'J. Adam Strange'; 'Patrick Mitchell - Board Member # 5'; 'Robert Brown - Board Member #2'; 'Arthur Madden'; 'Raymond Bell'; 'Darryl Stark'; 'Melissa Smith'; 'Tiffany Northington'
Subject: RE: City of Mobile request to Amend the City Clerk (Mobile) and Assistant City Clerk (Mobile) classifications
Attachments: Evergreen Survey - City Clerk and Asst City Clerk.xlsx

Good Afternoon,

We have received additional information from the City of Mobile regarding the classifications of City Clerk and Assistant City Clerk. The City of Mobile recently commissioned a salary survey that did include the classifications of City Clerk and Assistant City Clerk. The participants surveyed were specifically requested by the City of Mobile as organizations they considered comparable to their own. At the time of the research and recommendation submitted to the board and subsequent public hearing and board approval, we did not have access to this salary survey data. I have attached a spreadsheet that includes the salary data respectfully provided for your additional consideration.

One item to note is that the salary grade requested by the City of Mobile for the City Clerk Classification is ~30% higher in both minimum and maximum pay than the City of Mobile salary survey indicated would be the market rate. The City of Mobile salary survey results are similar to the AAPP survey previously provided to the board and utilized in our recommendation of salary grade 26.

Please let us know if you have any additional questions or would like to see any additional information.

Respectfully,
Karen Hempfleng
Human Resource Manager
Mobile County Personnel Board
(251)445-4580

khempfleng@personnelboard.org

From: Elizabeth Lingerfelt [mailto:elingerfelt@personnelboard.org]
Sent: Tuesday, April 18, 2023 3:46 PM
To: 'Talma Carstarphen' <talmacarstarphen@gmail.com>; 'J. Adam Strange' <astrange@personnelboard.org>; 'MCPB Associate 2 - Robert Brown' <donniesfn@aol.com>; williegray@thecallnews.com; Patrick Mitchell <trans1mitchell@gmail.com>
Cc: 'Talma Carstarphen (Vice-Chair)' <talmacarstarphen@aol.com>; J. Adam Strange <astrange@personnelboard.org>; 'Patrick Mitchell - Board Member #5' <pmitchell@personnelboard.org>; 'Robert Brown - Board Member #2' <rbrown@personnelboard.org>; 'Arthur Madden' <ajmadden@maddenandsoto.com>; 'Raymond Bell' <rbell@MaynardNexsen.com>; Karen Hempfleng <khempfleng@personnelboard.org>; Darryl Stark <dstark@personnelboard.org>; Melissa Smith <melissa@personnelboard.org>; Tiffany Northington <tgant@personnelboard.org>
Subject: FW: City of Mobile request to Amend the City Clerk (Mobile) and Assistant City Clerk (Mobile) classifications
Importance: High

All:

Please find attached the original request regarding the City of Mobile City Clerk and Assistant City Clerk. The original request, to my understanding was made by City Council President, CJ Small. We are working on the other items discussed today.

If you have any questions or concerns please contact our office and please “REPLY ALL”.



Elizabeth Lingerfelt

Office Assistant

clingerfelt@personnelboard.org

1809 Government Street

Mobile, AL 36606

(251) 445-4592 (Office)

| Classification | Salary Grade Prior to 4/4/2023 Board Meeting | Min | Mid | Max | Salary Grade Recommended by MCPD and Approved by Board | | | |
|--------------------------|--|--------------|--------------|---------------|--|--------------|---------------|---------------|
| CITY CLERK | 24 | \$ 75,137.00 | \$ 93,835.00 | \$ 120,117.00 | 26 | \$ 91,547.22 | \$ 114,329.93 | \$ 146,351.98 |
| ASST CITY CLERK - MOBILE | 21 | \$ 55,868.00 | \$ 69,772.00 | \$ 89,314.00 | 23 | \$ 68,070.00 | \$ 85,010.00 | \$ 108,820.00 |

| Salary Grade Originally Requested by City of Mobile | Min | Mid | Max | City of Mobile - Evergreen Salary Survey 2023 | Min | Mid | Max |
|---|---------------|---------------|---------------|---|--------------|---------------|---------------|
| 27 | \$ 101,051.00 | \$ 126,198.85 | \$ 161,545.20 | | \$ 77,589.00 | \$ 100,813.00 | \$ 124,038.00 |
| 23 | \$ 68,070.00 | \$ 85,010.00 | \$ 108,820.00 | | \$ 57,898.00 | \$ 75,228.00 | \$ 92,559.00 |

Elizabeth Lingerfelt

From: Elizabeth Lingerfelt <elingerfelt@personnelboard.org>
Sent: Friday, April 28, 2023 1:28 PM
To: Lisa Lambert
Cc: Leslie Rey; Tiffany Northington; Karen Hempfleng; Darryl Stark
Subject: City of Mobile City Clerk and Assistant City Clerk Request

Importance: High

All:

During the April 18th meeting of the Mobile County Personnel Board, a request was made for further discussion regarding the original request from the City of Mobile to amend the City Clerk and Assistant City Clerk classification and salary grades. This item will be discussed at the MCPB Meeting held Tuesday, May 2, 2023. The Board respectfully requests the presence of the following people at the meeting:

- *Leslie Rey, Director of Human Resources,*
- *Lisa Lambert, City Clerk (Mobile),*
- *CJ Smalls, Mobile City Council President.*

Thank you for your cooperation in this matter.



Elizabeth Lingerfelt
Office Assistant
elingerfelt@personnelboard.org
1809 Government Street
Mobile, AL 36606
(251) 445-4592 (Office)

MEMO TO: Dr. Darryl Stark, Assistant Director

FROM: Karen Hempfleng, Human Resource Manager

DATE: March 17, 2023

RE: City of Mobile - Request to Amend the Classifications of City Clerk (Mobile) and Assistant City Clerk (Mobile)

On November 21, 2022, a request was received from Leslie Rey, Director of Human Resources for the City of Mobile, to amend both the City Clerk (Mobile) and Assistant City Clerk (Mobile) classifications. In addition, amendment of the salary grade for both classifications was requested. Leslie Green, Personnel Classification and Assessment Analyst II, was assigned to explore this request and a summary of her findings are attached.

Ms. Rey explained that the request originated from C.J. Small, City Council President, and the incumbent City Clerk, Lisa Lambert and incumbent Assistant City Clerk Lana Gauthier, would be our contacts for additional information regarding the amendments requested. Ms. Green worked with both incumbents to complete the proposed amendments to the specifications. Further, Ms Green's research resulted in her recommendation of salary grade 26 for the City Clerk (Mobile) classification rather than the requested salary grade 27. Her research and reasoning are sound and I do concur with her assessment.

Based on the information submitted by the City of Mobile and Ms. Green's research, I recommend the Board set a date for a public hearing for consideration of the following:

- (A) Amendment of the attached specification for the classification of City Clerk (Mobile),
- (B) Amendment of salary grade 24 (\$6,261.42 - \$10,009.82) to salary grade 26 (\$7,628.94 - \$12,196.00) for the classification of City Clerk (Mobile),
- (C) Amendment of the attached specification for the classification of Assistant City Clerk (Mobile),
- (D) Amendment of salary grade 21 (\$4,655.72 - \$7,442.86) to salary grade 23 (\$5,672.54 - \$9,068.41) for the classification of Assistant City Clerk (Mobile).

If you have any questions, or if you need additional information, please let me know.

Memo

To: Karen Hempfleng, Human Resource Manager

From: Leslie Green, Personnel Classification and Assessment Analyst II

Date: March 17, 2023

Re: Request from the City of Mobile

On November 21, 2022, a request was received from Leslie Rey, Director of Human Resources, to amend both the job specification and salary grade of the City Clerk (Mobile) and Assistant City Clerk (Mobile) classifications. Ms. Rey had been directed to send the request by C.J. Small, Mobile City Council President. I contacted Lisa Lambert, City Clerk (Mobile) and Lana Gauthier, Assistant City Clerk (Mobile) for further information. However, due to the holidays and personal schedules, research regarding this request was delayed until the new year.

The City of Mobile requested an amendment of the salary grade for the City Clerk classification from salary grade twenty-four (24) to salary grade twenty-seven (27) and an amendment in salary grade for the Assistant City Clerk classification from salary grade twenty-one (21) to salary grade twenty-three (23). The request stated that changes in procedures, technology, and an increase in the number of absentee ballot applications processed during municipal elections has created an increase in duties and responsibilities for both classifications. The request also stated that both classifications provide an essential support role with the City of Mobile attorney's office. The City Clerk (Mobile) and Assistant City Clerk (Mobile) specifications were last amended during the Condrey study in 2007. When I spoke with Ms. Lambert about how the City Clerk (Mobile) and Assistant City Clerk (Mobile) roles have changed over time, Ms. Lambert mainly spoke of the election process. Conducting municipal elections, which occur every four (4) years has become a more time consuming process. In previous years, the lifecycle of the election season lasted approximately six (6) months, and it now entails almost one (1) year from planning to the eventual conclusion. Both the City Clerk and Assistant City Clerk noted their expanded roles providing assistance to the City Attorney which includes conducting detailed research and providing training for new attorneys. I worked with both the City Clerk and Assistant City Clerk updating their respective specifications and they agreed upon all changes.

City Clerk (Mobile)

The current City Clerk (Mobile) classification requires a bachelor's degree in public administration, business administration or related field, preferably supplemented by two years

of graduate level course work and a three (3) years' responsible administrative experience in local government, while the proposed amended City Clerk (Mobile) classification specification would require a bachelor's degree in public administration, business administration or related fields, master's degree preferred, and a minimum of five (5) years senior management level experience in local government. Special requirements of a valid driver's license from state of residence and the stipulation that an incumbent must acquire designation as a Certified Municipal Clerk through the International Institute of Municipal Clerks within three (3) years of employment, were added in the proposed job specification.

Through my research of other classifications within the organizational structure of the City of Mobile, I found existing classifications (noted in the chart below) with duties and requirements similar to the City Clerk (Mobile).

| Classification | Salary Grade | Minimum Qualifications Requirements |
|--|---------------------|--|
| City Clerk (proposed) | 27 | Bachelor's degree, preferably a master's degree Minimum of five years' senior management level experience. |
| Director of Human Resources | 26 | Bachelor's degree in human resources, business or public administration, preferably a master's degree Minimum of five years' senior management level experience. |
| Deputy Finance Director | 26 | Bachelor's degree in accounting, finance, economics or business administration, preferably a master's degree &/or Certified Public Accountant (CPA) Minimum of three years' senior management level experience in governmental financial planning and policy development. |
| Capital Improvement Project Manager | 26 | Bachelor's degree in Civil Engineering, architectural engineering, building science, or construction management; preferably supplemented by Project Management, Professional (PMP) or Professional Engineering license (PE) Minimum of five years' progressively responsible experience. |

The classifications of City Clerk (Mobile), as proposed, Director of Human Resources, Deputy Finance Director, and Capital Improvement Project Manager specified a comparable level of required education and experience. All of the noted classifications require a bachelor's degree, preferably advanced degree or certification, and five (5) years' administrative experience in their field of expertise. All four classifications act as a consultant to their departments; prepare

detailed, professional reports involving research; and are considered the expert in their respective fields, requiring advanced responsibility of their findings. They all require advanced knowledge and supervisory abilities.

A review of classifications set at salary grade twenty-seven (27) for the City of Mobile are noted in the next chart. These classifications are primarily director and chief officer level positions requiring technical degrees as well as experience in technical fields such as engineering or information technology. With only one exception, in the examples noted this technical experience must also include management/supervisory experience.

| Classification | Salary Grade | Minimum Qualifications Requirements |
|--|---------------------|--|
| City Engineer | 27 | Bachelor's degree in civil engineering, preferably supplemented by a master's degree; minimum of five years of experience in civil engineering; Must possess Licensure as a Professional Engineer by the State Board of Licensure for Professional Engineers and Land Surveyors in the State of Alabama. |
| Chief Technology Officer | 27 | Bachelor's degree, in information technology and information systems, computer science, systems and network administration, master's degree is preferred; minimum of five years of senior management level experience directing computer and communications operations in information technology. |
| Traffic Engineering Director | 27 | Bachelor's degree in civil engineering, and a minimum of five years progressively responsible experience in traffic engineering including three years supervisory. |
| Director of Program and Project Management | 27 | Bachelor's degree in project management, civil engineering, environmental engineering, construction management preferably supplemented by a master's degree; minimum of five years' experience directing and managing complex capital improvement projects and programs, including supervisory experience. |

Although a salary grade twenty-seven (27) was requested by the City of Mobile, it appears that a salary grade twenty-six (26) would place the City Clerk (Mobile) in alignment with similar classifications within the City of Mobile organizational structure.

Additionally, I researched information provided by the July, 2022 salary survey published by the Alabama Association of Public Personnel Administrators (AAPPA). I noted that the participating cities from the state of Alabama did not include Birmingham or Huntsville. However, since both of those cities are larger in population than the City of Mobile, remaining data was still relevant to my research. I have included a copy of the survey results for City Clerk and Assistant City Clerk at the end of this report. The survey categorized the City of Montgomery and the City of Mobile in the same population size group. I found that the City Clerk classification for Montgomery, Alabama, has a pay range similar to the current salary grade twenty-four (24) utilized by the City of Mobile. A comparison can be seen in the chart below of the current City Clerk salary ranges for Mobile and Montgomery as well as the requested salary grade twenty-seven (27) and recommended salary grade twenty-six (26).

| Classification/Jurisdiction | Minimum | Maximum |
|---|-----------|-----------|
| City Clerk/City of Mobile (current) | \$75,137 | \$120,117 |
| City Clerk/City of Montgomery | \$76,161 | \$113,789 |
| City Clerk/City of Mobile (requested) | \$101,051 | \$161,545 |
| City Clerk/City of Mobile (recommended) | \$91,547 | \$146,351 |

The requested amendment from salary grade twenty-four (24) to salary grade twenty-seven (27) would represent more than a 34% increase in minimum salary for the classification. The recommended salary grade 26 would still provide an approximate 22% increase in minimum salary for the City Clerk (Mobile) classification and again appears to be a better match with available internal and external compensation data.

The original request by the City of Mobile contained the following attached statement:

“the salary adjustment (requested) is commensurate with salaries for these in like size cities in Alabama, although it is substantially below the salaries paid by some smaller cities”.

The AAPPA survey did note that the cities of Hoover and Mountain Brook (both smaller in population than the City of Mobile by two population categories) have higher minimum salaries

for this classification. However, these cities represent very affluent, smaller populations and are not statistically good comparators to the City of Mobile. I also learned that this statement was provided by City Clerk (Mobile) incumbent, Lisa Lambert and I can certainly appreciate her individual efforts to obtain salary data regarding her classification in other markets. Ms. Lambert stated that she had obtained anecdotal information directly from City Clerk incumbents in Birmingham and Huntsville. As stated previously, these cities are larger in population than the City of Mobile. Additionally, information obtained directly from incumbents is normally not utilized in compensation studies as it can be unreliable.

Assistant City Clerk (Mobile)

The current Assistant City Clerk (Mobile) classification requires a bachelor’s degree in public administration, business administration or related field, and one (1) year of experience involving the development of office methods and procedures, supervision, and difficult public contact. The proposed amended Assistant City Clerk (Mobile) would require a bachelor’s degree in public administration, business administration or related fields, and three (3) years of experience involving the development of office methods and procedures, supervision and difficult public contact. The special requirement of a valid driver's license from state of residence was also added to the proposed job specification.

I found existing classifications in salary grade 23 with duties and requirements similar to the Assistant City Clerk (Mobile) and I have noted those in the chart below.

| Classification | Salary Grade | Minimum Qualifications Requirements |
|------------------------------------|---------------------|--|
| Assistant City Clerk (proposed) | 23 | Bachelor’s degree Minimum of three years’ experience involving the development of office methods and procedures, supervision and difficult public contact. |
| Deputy Director of Human Resources | 23 | Bachelor’s degree Minimum of three years’ responsible experience in human resources administration, to include at least one year in a managerial/supervisory capacity. |
| Grants Administrator | 23 | Bachelor's degree in accounting, business administration Minimum of three year's responsible administrative experience in governmental accounting and federal/state grant activities. |

| | | |
|---------------------------|----|--|
| Grants Compliance Manager | 23 | Bachelor's degree in accounting, business administration or public administration Minimum of three years responsible experience in the monitoring and administration of federal and state grants. |
|---------------------------|----|--|

In researching classifications in salary grade 23, the Assistant City Clerk (Mobile), as proposed, the Deputy Director of Human Resources, the Grants Administrator, and the Grants Compliance Manager classifications indicated a comparable level of required education and experience. They require a bachelor's degree, and three (3) years' experience in their respective field. All four classifications involve planning, coordinating, and administration of work. They maintain compliance, rules, laws, regulations, develop procedures and prepare detailed reports. They supervise others and assist other departments. The Deputy Director of Human Resources and the Assistant City Clerk (Mobile) serve as the department head in the department director's absence.

In conclusion, based on an evaluation of the request made by the City of Mobile, I recommend the following actions:

1. Amendment of the attached specification for the classification of City Clerk (Mobile),
2. Amendment of salary grade 24 (\$6,261.42 - \$10,009.82) to salary grade 26 (\$7,628.94 - \$12,196.00) for the classification of City Clerk (Mobile),
3. Amendment of the attached specification for the classification Assistant City Clerk (Mobile),
4. Amendment of salary grade 21 (\$4,655.72 – \$7,442.86) to salary grade 23 (\$5,672.54 - \$9,068.41) for the classification of Assistant City Clerk (Mobile),

If you have any questions, or need any additional information, please let me know.

City Clerk

| Summary | Population Group | Number of Cities | Total Number of Employees | Average Annual Hours | Average Annual Salary | | | Average Hourly Wage | | | | | | | |
|------------------|------------------|------------------|---------------------------|----------------------|-----------------------|-----------|-----------|---------------------|---------|---------|--|--|--|--|--|
| | | | | | Minimum | Average | Maximum | Minimum | Average | Maximum | | | | | |
| 300K or more (A) | | 0 | | | | | | | | | | | | | |
| 175K to 300K (B) | | 2 | 2 | 2080.00 | \$75,649 | \$94,975 | \$116,953 | \$36.37 | \$45.66 | \$56.23 | | | | | |
| 100K to 175K (C) | | 0 | | | | | | | | | | | | | |
| 50K to 100K (D) | | 3 | | 2080.00 | \$80,126 | \$103,970 | \$127,815 | \$38.52 | \$49.99 | \$61.45 | | | | | |
| 25K to 50K (E) | | 6 | 1 | 2080.00 | \$66,141 | \$81,776 | \$96,131 | \$31.80 | \$39.32 | \$46.22 | | | | | |
| 12K to 25K (F) | | 12 | 3 | 2080.00 | \$68,117 | \$79,786 | \$100,136 | \$32.75 | \$38.36 | \$48.14 | | | | | |
| 6K to 12K (G) | | 5 | 2 | 2100.80 | \$43,050 | \$54,135 | \$64,228 | \$20.70 | \$26.03 | \$30.88 | | | | | |

Detail

| City | Population Group | Number of Employees | Annual Hours | Weekly Hours | Average Annual Salary | | | Average Hourly Wage | | |
|----------------|------------------|---------------------|--------------|--------------|-----------------------|-----------|-----------|---------------------|---------|---------|
| | | | | | Minimum | Average | Maximum | Minimum | Average | Maximum |
| Montgomery | B | 1 | 2080 | 0 | \$76,161 | \$94,975 | \$113,789 | \$36.62 | \$45.66 | \$54.71 |
| Mobile | B | 1 | 2080 | 0 | \$75,137 | | \$120,117 | \$36.12 | | \$57.75 |
| Dothan | D | | 2080 | 0 | \$74,152 | \$96,387 | \$118,622 | \$35.65 | \$46.34 | \$57.03 |
| Hoover | D | | 2080 | 0 | \$94,390 | \$131,945 | \$169,499 | \$45.38 | \$63.44 | \$81.49 |
| Tuscaloosa | D | | 2080 | 0 | \$71,836 | \$83,579 | \$95,323 | \$34.54 | \$40.18 | \$45.83 |
| Prattville | E | | 2080 | 0 | \$73,992 | \$93,289 | \$112,587 | \$35.57 | \$44.85 | \$54.13 |
| Florence | E | | 2080 | 0 | \$60,073 | \$70,018 | \$79,962 | \$28.88 | \$33.66 | \$38.44 |
| Daphne | E | | 2080 | 0 | \$62,987 | \$83,142 | \$103,343 | \$30.28 | \$39.97 | \$49.68 |
| Alabaster | E | | 2080 | 0 | \$76,190 | \$90,827 | \$105,464 | \$36.63 | \$43.67 | \$50.71 |
| Phenix City | E | 1 | 2080 | 0 | \$57,464 | \$68,382 | \$79,300 | \$27.62 | \$32.87 | \$38.12 |
| Enterprise | E | | 2080 | 0 | | \$85,000 | | | \$40.87 | |
| Calera | F | | 2080 | 0 | \$68,831 | \$80,604 | \$92,377 | \$33.09 | \$38.75 | \$44.41 |
| Foley | F | | 2080 | 0 | \$61,461 | \$76,827 | \$92,193 | \$29.55 | \$36.94 | \$44.32 |
| Mountain Brook | F | 1 | 2080 | 0 | \$85,342 | \$112,174 | \$139,006 | \$41.03 | \$53.93 | \$66.83 |

| | | | | | | | | | |
|----------------|---|------|---|----------|-----------|-----------|---------|---------|---------|
| Jacksonville | F | 2080 | 0 | \$38,563 | \$50,814 | \$63,066 | \$18.54 | \$24.43 | \$30.32 |
| Pelham | F | 2080 | 0 | \$77,725 | \$91,828 | \$105,932 | \$37.37 | \$44.15 | \$50.93 |
| Pell City | F | 2080 | 0 | \$65,187 | \$81,900 | \$98,613 | \$31.34 | \$39.38 | \$47.41 |
| Jasper | F | 2080 | 0 | \$78,355 | \$84,653 | \$90,950 | \$37.67 | \$40.70 | \$43.73 |
| Alexander City | F | 2080 | 1 | \$58,790 | \$73,858 | \$88,926 | \$28.26 | \$35.51 | \$42.75 |
| Gulf Shores | F | 2080 | 0 | \$82,369 | \$98,385 | \$114,401 | \$39.60 | \$47.30 | \$55.00 |
| Hueytown | F | 2080 | 1 | \$64,542 | \$90,220 | \$115,898 | \$31.03 | \$43.38 | \$55.72 |
| Anniston | F | 2080 | 0 | | \$37,887 | | | \$18.21 | |
| Scottsboro | F | 2080 | 0 | | \$78,277 | | | \$37.63 | |
| Hampton | G | 2184 | 0 | \$35,360 | \$41,600 | \$47,840 | \$17.00 | \$20.00 | \$23.00 |
| Bay Minette | G | 2080 | 0 | | \$56,118 | | | \$26.98 | |
| Tarrant | G | 2080 | 1 | \$49,645 | \$63,330 | \$77,014 | \$23.87 | \$30.45 | \$37.03 |
| Robertsdale | G | 2080 | 0 | \$46,030 | \$60,414 | \$74,797 | \$22.13 | \$29.05 | \$35.96 |
| Rainbow City | G | 2080 | 0 | \$41,163 | \$49,213 | \$57,262 | \$19.79 | \$23.66 | \$27.53 |
| Fuquay | H | 1300 | 0 | | | | | \$16.50 | |
| Camden | H | 2080 | 1 | | | \$71,843 | | | \$34.54 |
| Orange Beach | H | 2080 | 0 | \$85,010 | \$101,452 | \$117,894 | \$40.87 | \$48.78 | \$56.68 |
| Rockford | H | 2080 | 1 | \$31,200 | \$31,200 | \$31,200 | \$15.00 | \$15.00 | \$15.00 |
| Phil Campbell | H | 2080 | 1 | | | | \$17.00 | | |
| Citronelle | H | 2080 | 1 | | | \$55,099 | | | \$26.49 |
| Coffeeville | H | 2080 | 1 | \$42,806 | \$42,807 | \$42,807 | \$20.58 | \$20.58 | \$20.58 |
| Brent | H | 1872 | 1 | \$34,594 | \$40,856 | \$47,118 | \$18.48 | \$21.83 | \$25.17 |
| Bear Creek | H | 2080 | 0 | | | | \$16.00 | | |
| Pisgah | H | 1976 | 0 | \$35,360 | \$35,360 | \$35,360 | \$17.00 | \$17.00 | \$17.00 |



CITY CLERK (MOBILE)

KIND OF WORK: This is ~~responsible~~ managerial and professional work in performing statutory duties prescribed for the overall operations of the City Clerk and City Council offices.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for ~~performing a wide variety of administrative functions of providing leadership and direction by carrying out~~ the ~~city government policies and objectives set forth by the City Council.~~ Work is performed under the general direction of the ~~Mayor and~~ City Council and is guided largely by statutory requirements, ordinances and broad policies as determined by the ~~state and the~~ City Council. The City Clerk ~~is also responsible has considerable latitude~~ for the ~~administration and direction of the City Executive Department independent judgement and decision making.~~ Supervision is exercised over all ~~executive~~ department employees.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages the ~~staff and operations of the~~ City Clerk's office.

Serves as Executive Director for the Mobile City Council.

Represents the City Council at official functions.

Serves as a liaison between the Council and the Mayor and department heads.

Directs, coordinates, and supervises the preparation of ~~the~~ City Council agenda as required by state law and the city code.

~~Receives and reviews~~ Reviews all proposed resolutions, ordinances, and other actions submitted by the Council, the Mayor, department heads, attorneys, and other authorized personnel ~~for action by the council.~~

~~Reviews materials for general content, subject matter, and correctness of form.~~

~~Prepares additional and special resolutions requested by the Council.~~

~~Dictates other special matters to be included on the agenda as required by law, requests, or suggestions.~~

~~Assists~~ Provides assistance ~~other department heads and the legal department~~ in preparation of ordinances, resolutions, and other items ~~to the legal department and department heads.~~

Reviews and approves requests for appearances before the City Council.

Attends all pre-council ~~and official city~~ council meetings.

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Directs the preparation of the official minutes of the City Council and updates Code and other legislative acts.

Certifies and attests to official documents and City contracts.

Keeps Custodian of the official City of Mobile seal.

Submits Presents claims and demands against the City and, on approval, prepares warrants as necessary.

Keeps Maintains official audit accounts on financial condition of the City and individual departments.

Prevents unwarranted expenditures; prepares regular and special reports covering the City activities and financial status.

Plans Prepares and maintains department budgets.

Organizes and directs municipal election activities that occur on a 4 year cycle including:

Serves as Chief Election official for all municipal elections.

Coordinates and implements election activities with state and local agencies, officials, and departments.

Maintains election records as required by law.

Identifies and recommends operational and procedural changes or improvements to enhance the efficiency of election processes in accordance with state and federal law.

Directs and facilitates provisional ballot canvassing post-election to account for ballots cast and ensure every valid vote cast is included in election totals.

Initiates, executes, and manages the procurement and purchasing of supplies and materials to ensure adequate supplies are available for election activities.

Provides training and instruction on proper election procedures to poll workers as required by law and aids the public by answering questions and providing information on general election procedures.

Supervises the programming, auditing, verifying, and sealing of voting machines to ensure the integrity of the voting equipment.

Coordinates layout and preparation of election ballots and supplies with vendor to ensure accuracy of ballots and sufficient resources are available on Election Day.

Assists Supervises the Municipal Archives Division.

Supervises the preparation of public improvement assessment projects.

in researching, preparing, and updating voting district maps in compliance with federal, state and local laws.

Directs, coordinates and assists in the process of securing required elected official bonds, oaths of office, election certification documents and the recording of required documents.

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Prepares presentations and administration of The City of Mobile election budget to provide information on revenue and expenditures.

Directs and supervises election activities for special elections, and police and fire pension board elections annually.

Directs the publication of all public notices and legal matters in a timely and efficient manner.

Provides administrative and clerical support to the Organizes and directs City Council participation in annual city wide.

Coordinates special events.

Performs related work as required.

All other duties as assigned.

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of municipal organization, statutes and ordinances.

Comprehensive knowledge and familiarity with the powers, functions, practices and procedures of the City Council.

Comprehensive knowledge of principles and practices of public administration.

Thorough knowledge of public administration practices state and federal laws and regulations pertaining to election processes and procedures.

Thorough knowledge of the principles and practices of management, direction, supervision, and development of employees.

Good knowledge of governmental accounting procedures; the principles and practices of the methods of administering and monitoring finances.

Good knowledge of computers and job-related software programs.

Good knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of legal research methods and procedures.

Ability to provide strong organizational and managerial leadership.

Ability to comprehend, interpret, and work with complex governmental regulations.

Ability to administer and implement operating policies and procedures for a variety of departmental functions.

Ability to think strategically and develop comprehensive short and long-range plans.

Ability to communicate effectively, both orally and in writing.

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Ability to manage multiple tasks and deadlines in an effective manner.

Ability to prepare legal documents and maintain a present clear, concise and complex records system; reports, both orally and in writing.

Ability to establish and maintain effective working relationships with City officials, department heads and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials; and walking, standing, and sitting.

MINIMUM QUALIFICATION REQUIREMENTS:

Attainment of a minimum of a bachelor's degree from a recognized college or university in public administration, business administration or related field, preferably supplemented by two years of graduate level course work and a minimum of three years' responsible administrative fields, master's degree preferred, and a minimum of five years senior management level experience in local government; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Must possess a valid driver's license from state of residence. Must acquire designation as a Certified Municipal Clerk through the International Institute of Municipal Clerks within 3 years of employment.

Adopted: 03/01/77
Amended: 01/03/91 PB Survey
Amended: 08/03/09 Condrey 2007

WTP: 1 year
Physical Group: III

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Melissa Smith

From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, November 16, 2022 2:58 PM
To: 'George Smith'; Melissa Smith (melissa@personnelboard.org);
tgant@personnelboard.org; khempfleng@personnelboard.org; 'Veleta Hamilton Huff'
Subject: Pay Grade Adjustments - City Clerk and Asst City Clerk
Attachments: Asst City Clerk-Mobile.pdf; City Clerk-Mobile.pdf

Handwritten signature and date:
11/16/22

The City of Mobile requests the amendment of the pay grades of **City Clerk-Mobile** and **Assistant City Clerk-Mobile** and, once approved, the pay adjustment of the incumbents as noted below and in the attachments:

- City Clerk-Mobile (2350)
 - From pay grade 24 to pay grade 27 (\$101,051-\$161,545)
 - 25% incumbent pay adjustment to 27 P+2 (18), \$73.92/hr, \$153,761/yr

- Assistant City Clerk (2300)
 - From pay grade 21 to pay grade 23 (\$68,070-\$108,820)
 - 20% incumbent pay adjustment to 23B+2 (4), \$35.24/hr, \$73,304/yr (includes 2.5% merit raise delayed to 12/31/22)

If you have any questions, please let me.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org



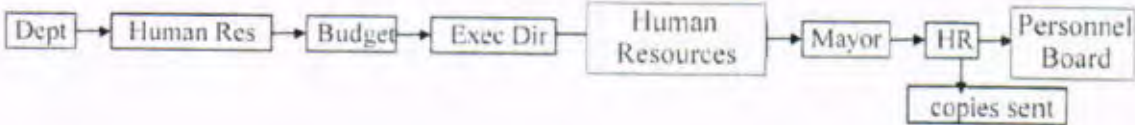
PERSONNEL ACTION REQUEST

TO: Personnel Director
Mobile County Personnel Board

FROM: City of Mobile

[Signature]
Mayor

Routing:



Date of Request: 10/17/2022

Type Action: Salary Adjustment

Lisa Lambert emp# 6651

Department: City Clerk's Office

Title: City Clerk

includes merit raise from 10/8/22

Salary Adjustment From: \$117,187.20 ^{*120,117*} Range 24

R+2 (20)
Step ~~Q+1~~

Salary Adjustment To: \$153,761 Range 27

Step ~~S+1~~ P+2 (18)

Justification:

Please see attached. *258*

Proposed evaluation form attached: YES NO

Department Head

Budget Approval

Director

[Signature]
Executive Director

Human Resources:
rec. _____ comp _____

The scope of responsibilities has increased exponentially, from communicating for seven councilmembers to the growth of municipal elections, along with managing the budgets of four cost centers.

Municipal elections have grown considerably over the last several cycles. The City Clerk's office previously received about 200 absentee applications per election; however, we have averaged roughly 1,000 in each of the last two elections. The inclusion of electronic poll books has added a separate layer to election duties that have proven quite cumbersome, such as providing training and technical support to election workers. The election planning and cycle historically lasted around six months and now encompasses a year or more of obligations including, but not limited to; preparation, securing poll workers and voting locations, training and creating a temporary department for the absentee election office (acquiring a location for the office, renting furniture, hiring temporary staff, ordering supplies, etc.).

The City Clerk and Assistant City Clerk are now more involved with the City Council attorney. Updating the Unified Development Code and other legislative acts have demanded detailed research experience to assist the attorney and other City departments. This salary adjustment is commiserate with salaries for these positions in like size cities in Alabama, although it is substantially below the salaries paid by some smaller cities.

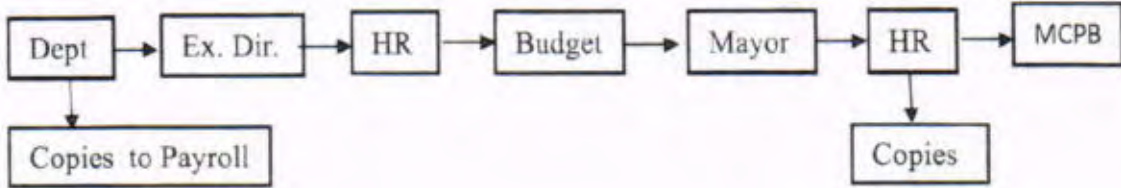
PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Roy
City of Mobile, AL 36688-0001
Mayor or Authorized Signer

11/15/2022
Date

Routing:



Date of Request: 10/24/2022

Type of Action: Salary Adjustment

Department Number: 1030 **Department Name:** City Clerk's Office

MCPB Description: *****

Name: City Clerk's Office **Employee No.** 0000

Title: City Clerk

Effective Date (date after last payroll day): 10/24/2022

Justification:

Please see attached.

[Signature]
Department Head

10/24/2022
Date

[Signature]
Budget Approval 11/03/2022
Date

Human Resources:

[Signature]
Executive Director

10/25/2022
Date

Rec. 11/03/2022 11:18:AM **Comp.** 11/15/2022 04:24:PM

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

N/A

EXECUTIVE DIRECTOR:

NA

HUMAN RESOURCES:

n/a

BUDGET:

N/A

MAYOR:

Pay grade from 24 to 27. Incumbent pay adjustment from 24 R+2 (20), \$57.75/hr, \$120,117/yr to 27 P+2 (18), \$73.92/hr, \$153,761/yr

Estimated implementation date after MCPB public hearing is 12/31/2022.

Assistant City Clerk

Summary

| Population Group | Number of Cities | Total Number of Employees | Average Annual Hours | Average Annual Salary | | | Average Hourly Wage | | |
|------------------|------------------|---------------------------|----------------------|-----------------------|----------|----------|---------------------|---------|---------|
| | | | | Minimum | Average | Maximum | Minimum | Average | Maximum |
| 300K or more (A) | 0 | | | | | | | | |
| 175k to 300k (B) | 1 | 1 | 2080.00 | \$55,868 | | \$89,314 | \$26.86 | | \$42.94 |
| 100k to 175K (C) | 0 | | | | | | | | |
| 50K to 100K (D) | 5 | | 2080.00 | \$56,901 | \$72,545 | \$88,189 | \$27.36 | \$34.88 | \$42.40 |
| 25K to 50K (E) | 3 | | 2080.00 | \$43,444 | \$54,247 | \$65,065 | \$20.89 | \$26.08 | \$31.28 |
| 12K to 25K (F) | 3 | 1 | 2080.00 | \$45,488 | \$56,339 | \$67,190 | \$21.87 | \$27.09 | \$32.30 |
| 6K to 12K (G) | 1 | | 2080.00 | \$36,462 | \$50,034 | \$63,606 | \$17.53 | \$24.06 | \$30.58 |

Detail

| City | Population Group | Number of Employees | Annual Hours | Weekly Hours | Average Annual Salary | | | Average Hourly Wage | | |
|----------------|------------------|---------------------|--------------|--------------|-----------------------|----------|-----------|---------------------|---------|---------|
| | | | | | Minimum | Average | Maximum | Minimum | Average | Maximum |
| Mobile | B | 1 | 2080 | 0 | \$55,868 | | \$89,314 | \$26.86 | | \$42.94 |
| Hoover | D | | 2080 | 0 | \$67,808 | \$94,806 | \$121,805 | \$32.60 | \$45.58 | \$58.56 |
| Dothan | D | | 2080 | 0 | \$47,549 | \$61,807 | \$76,066 | \$22.86 | \$29.72 | \$36.57 |
| Decatur | D | | 2080 | 0 | \$54,001 | \$68,085 | \$82,169 | \$25.96 | \$32.73 | \$39.50 |
| Auburn | D | | 2080 | 0 | \$57,251 | \$70,663 | \$84,076 | \$27.52 | \$33.97 | \$40.42 |
| Tuscaloosa | D | | 2080 | 0 | \$57,898 | \$67,363 | \$76,827 | \$27.84 | \$32.39 | \$36.94 |
| Alabaster | E | | 2080 | 0 | \$49,113 | \$58,548 | \$67,983 | \$23.62 | \$28.16 | \$32.69 |
| Prattville | E | | 2080 | 0 | \$40,908 | \$51,577 | \$62,247 | \$19.67 | \$24.80 | \$29.93 |
| Daphne | E | | 2080 | 0 | \$40,311 | \$52,616 | \$64,966 | \$19.38 | \$25.30 | \$31.23 |
| Calera | F | | 2080 | 0 | \$54,269 | \$65,755 | \$77,241 | \$26.09 | \$31.61 | \$37.14 |
| Pell City | F | | 2080 | 0 | \$43,098 | \$54,142 | \$65,187 | \$20.72 | \$26.03 | \$31.34 |
| Alexander City | F | 1 | 2080 | 0 | \$39,098 | \$49,120 | \$59,141 | \$18.80 | \$23.62 | \$28.43 |
| Monroeville | G | | 2080 | 0 | \$36,462 | \$50,034 | \$63,606 | \$17.53 | \$24.06 | \$30.58 |
| Phil Campbell | H | 1 | 1040 | 0 | | | | \$9.75 | | |

| | | | | | | | | | | |
|------------------|---|---|------|---|----------|----------|----------|---------|---------|---------|
| Rockford | H | I | 988 | 0 | \$11,856 | \$11,856 | \$11,856 | \$12.00 | \$12.00 | \$12.00 |
| Jwens Cross Road | H | | 2080 | 0 | \$30,784 | \$36,796 | \$42,808 | \$14.80 | \$17.69 | \$20.58 |
| Citronelle | H | I | 2080 | 0 | | | \$39,977 | | | \$19.22 |
| Woodville | H | | 1344 | 0 | \$22,400 | \$26,880 | \$31,360 | \$10.00 | \$12.00 | \$14.00 |
| New Site | H | I | | 0 | | | \$34,295 | | | |



ASSISTANT CITY CLERK (MOBILE)

KIND OF WORK: This is responsible administrative work in assisting the City Clerk of Mobile in with statutory duties, election management, and providing support to the performance of a variety of responsible administrative tasks City Council.

DISTINGUISHING FEATURES OF THE WORK: An employee in this class is responsible for a wide variety of the organization and coordination of complex administrative duties in the Executive Department of the City of Mobile. Work is performed under the general direction of the City Clerk. Work may require varying hours, including nights, weekends, and supervision holidays. Supervision is exercised over a large clerical staff of clerical assistants the executive department.

EXAMPLES OF WORK: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs varied administrative duties in the City Clerk's office and may serve as stand in for the City Clerk in the latter's absence acts performs as City Clerk during the latter's absence when absent.

Attends meetings and presents matters for the city council's consideration.

Records Prepares the City Council meetings and minutes.

Presents questions and requests for Council decisions.

Performs liaison work in notifying department heads and other interested parties of action taken agenda as required by the municipal government.

Performs research and data compilation for the Council.

Updates state law and city code books on a weekly basis.

Coordinates office functions and personnel matters for the department.

Answers correspondence for the City Council.

Assists other City departments with the preparation of resolutions, ordinances, and other items for the council agenda.

Produces public notices and legal advertisements to ensure the City is in compliance with federal and state law, and city code regarding legal notifications.

Assists city council attorney to research information and provide supporting documentation in order to prepare ordinances, resolutions, and other items for placement on the Council agenda.

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Works with the City Clerk coordinating plans and policies concerning the staff and makes recommendations to achieve objectives.

Supports the Information Technology Department in the implementation and maintenance of department-specific software and trains City departments to utilize it.

Assists in the preparation of the annual budgets for the executive departments.

Researches and responds to inquiries concerning contracts, rezoning, street vacations, and various City records.

Supervises office staff involved in processing information for the public, other City departments, and agencies.

Assists in the interview process with applicants for employment.

Represents the

~~Maintains community board appointment lists.~~

~~Coordinates community meetings and events.~~

~~Coordinates travel arrangements for the City Council.~~

~~Prepares regular and special reports.~~

~~Certifies and attests official documents.~~

~~Prepares and makes speeches and talks before interested groups.~~

~~May represent the Mayor or a City Council member at public functions, meetings and programs.~~

Attends and performs bid openings for various City departments.

Assists the coordination of swearing-in ceremonies of city officials.

Coordinates office functions and personnel duties for department.

~~Prepares budget requests and monitors expenditures for Executive Department.~~

Answers citizen complaints and requests for information.

Supervises assigned staff.

Interacts extensively with the City Council, City officials, Department Heads and external audiences.

Assists the City Clerk in municipal election activities occurring every four (4) years that include but are not limited to:

~~In the absence of the City Clerk, may serve as Chief Election official for all municipal elections, and in supervising municipal archives in the absence of the City Clerk.~~

Assists the City Clerk in coordination and implementation of election activities with state and local agencies, officials, and departments.

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Maintains election records as required by law.

Identifies and recommends operational and procedural changes or improvements to enhance the efficiency of election processes in accordance with state and federal law.

Assists the City Clerk in the direction and facilitation of ~~Directs and facilitates~~ provisional ballot canvassing post-election to account for ballots cast and ensure every valid vote cast is included in election totals.

~~Initiates, executes, and manages~~Facilitates the procurement and purchasing of supplies and materials to ensure adequate supplies are available for election activities.

Provides training and instruction on proper election procedures to poll workers as required by law and aids the public by answering questions and providing information on general election procedures.

Assists in the supervision of programming, auditing, verifying, and sealing of voting machines to ensure the integrity of the voting equipment.

Coordinates

Coordinates layout and preparation of election ballots and supplies with vendor to ensure accuracy of ballots and sufficient resources are available on Election Day.

Assists in organizing ~~Organizes and~~ and directing City Council participation in annual city wide events.

Performs related work as required.

ESSENTIAL REQUIREMENTS OF THE WORK:

Thorough knowledge of municipal organization, statutes and ordinances ~~or ability to readily acquire such knowledge.~~

~~Good~~Thorough knowledge of organizational leadership, management, and staff development.

Thorough knowledge of the powers, functions, practices and procedures of federal, state, and local codes under which the municipal government ~~or the ability to readily acquire such knowledge.~~ City operates.

~~Good knowledge of modern office practices.~~

~~Good knowledge of principles and practices of public administration.~~

Thorough knowledge of personal computers and work-related software for producing reports, spreadsheets, presentations, forms, and other documents.

Knowledge of the principles, practices, and importance of community dynamics, including governmental relations with civic organizations.

Ability to perform multiple projects.

Ability to attend to detail.

Ability to prepare and present administrative reports and statements.

Ability to plan, organize and supervise the work of subordinates.

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Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with public officials, employees and the general public.

PHYSICAL REQUIREMENTS: Ability to exert physical effort in sedentary to light work, which may involve some walking, standing, lifting, carrying, pushing, or pulling of objects and materials.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in public administration, business administration or closely related field and a minimum of ~~one~~ three years responsible administrative experience involving the development of office methods and procedures, supervision and difficult public contact; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Must possess a valid driver's license from state of residence.

Adopted: 03/01/77
Amended: 01/03/91 PB Survey
Amended: 07/01/09 Condrey 2007

WTP: 1 year
Physical Group: III

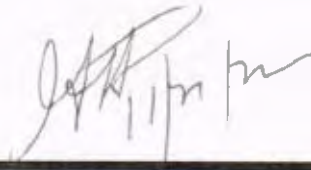
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Melissa Smith



From: Rey, Leslie <leslie@cityofmobile.org>
Sent: Wednesday, November 16, 2022 2:58 PM
To: 'George Smith'; Melissa Smith (melissa@personnelboard.org);
tgant@personnelboard.org; khempfleng@personnelboard.org; 'Veleta Hamilton Huff'
Subject: Pay Grade Adjustments - City Clerk and Asst City Clerk
Attachments: Asst City Clerk-Mobile.pdf; City Clerk-Mobile.pdf

The City of Mobile requests the amendment of the pay grades of **City Clerk-Mobile** and **Assistant City Clerk-Mobile** and, once approved, the pay adjustment of the incumbents as noted below and in the attachments:

- City Clerk-Mobile (2350)
 - From pay grade 24 to pay grade 27 (\$101,051-\$161,545)
 - 25% incumbent pay adjustment to 27 P+2 (18), \$73.92/hr, \$153,761/yr
- Assistant City Clerk (2300)
 - From pay grade 21 to pay grade 23 (\$68,070-\$108,820)
 - 20% incumbent pay adjustment to 23B+2 (4), \$35.24/hr, \$73,304/yr (includes 2.5% merit raise delayed to 12/31/22)

If you have any questions, please let me.

Thanks,
Leslie

Leslie Hayes Rey, SHRM-SCP, SPHR
Director of Human Resources
Human Resources Department
City of Mobile
251-208-7832
leslie@cityofmobile.org



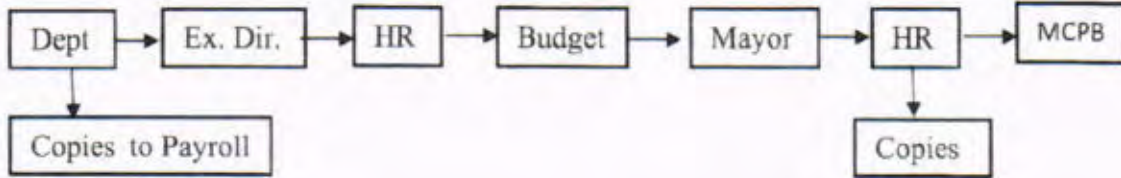
PERSONNEL ACTION REQUEST

To: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**
Leslie Ray
City Clerk
Mayor or Authorized Signer

11/15/2022
Date

Routing:



Date of Request: 10/24/2022

Type of Action: Salary Adjustment

Department Number: 1030 **Department Name:** City Clerk's Office

MCPB Description: *****

Name: Assistant City Clerk **Employee No.** 0000

Title: Assistant City Clerk

Effective Date (date after last payroll day): 10/24/2022

Justification:

Please see attached.

[Signature] 10/24/2022
Department Head **Date**

[Signature] 11/03/2022
Budget Approval **Date**

Human Resources:

[Signature] 10/25/2022
Executive Director **Date**

Rec. 11/03/2022 11:18:AM Comp. 11/15/2022 04:28:PM

(Additional Comments Below)

ADDITIONAL COMMENTS

DEPARTMENT:

N/A

EXECUTIVE DIRECTOR:

NA

HUMAN RESOURCES:

n/a

BUDGET:

NA

MAYOR:

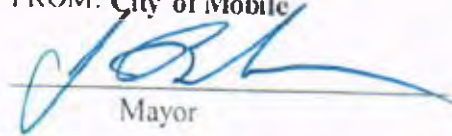
Merit raise delayed to 12/31/22. Including the 2.5% merit raise, pay grade from 21 to 23. Incumbent pay adjustment from 21 B+2 (4), \$28.93/hr, \$60,164/yr to 23 B+2 (4), \$35.24/hr, \$73,304/yr

Estimated implementation date after MCPB public hearing is 12/31/2022.

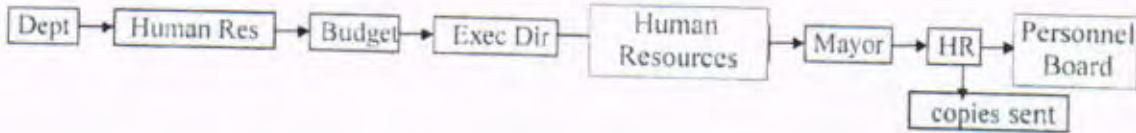
PERSONNEL ACTION REQUEST

TO: **Personnel Director**
Mobile County Personnel Board

FROM: **City of Mobile**


Mayor

Routing:



Date of Request: 10/13/2022

Type Action: Salary Adjustment

Lana Patenbach (Gauthier)

Department: City Clerk

emp# 15176

Title: Assistant City Clerk

after 2.5% merit 12/31/22 B+2(4)

Salary Adjustment From: \$58,697.60 60,164 Range 21

Step A+2 (3)

Salary Adjustment To: \$71,427.20 73304 Range 23

Step A+2 (3)

B+2(4)

Justification:

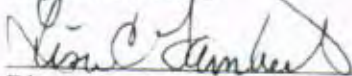
Please see attached.

20% between pay grades

merit raise delayed to 12/31/22

Proposed evaluation form attached: YES NO

Department Head



Director



Executive Director

Budget Approval

Human Resources:

rec. _____ comp. _____

Municipal elections have grown considerably over the last several cycles. The City Clerk's office previously received about 200 absentee applications per election; however, we have averaged roughly 1,000 in each of the last two elections. The inclusion of electronic poll books has added a separate layer to election duties that have proven quite cumbersome, such as providing training and technical support to election workers. The election planning and cycle historically lasted around six months and now encompasses a year or more of obligations including, but not limited to; preparation, securing poll workers and voting locations, training and creating a temporary department for the absentee election office (acquiring a location for the office, renting furniture, hiring temporary staff, ordering supplies, etc.).

The City Clerk and Assistant City Clerk are now more involved with the City Council attorney. Updating the Unified Development Code and other legislative acts have demanded detailed research experience to assist the attorney and other City departments. This salary adjustment is commiserate with salaries for these positions in like size cities in Alabama, although it is substantially below the salaries paid by some smaller cities.