

Mobile County Personnel Board Agenda
24 – 23RD Meeting of the Board
Tuesday, December 17, 2024 – 1:00p.m.

Notice: Unless otherwise noted, votes will be taken on each item at this meeting.

Call to Order

Invocation

Determination of a Quorum

Adoption of the Agenda Vote

Director Updates

1. Department Operating Expenses Vote

2. Meeting Minutes Approvals Vote

A. 24 – 22ND Meeting of the Board held December 3, 2024,

B. 24 – 16TH Hearing of the Board held December 3, 2024,

C. 24 – 17TH Hearing of the Board held December 12, 2024.

3. Public Hearing Comments

4. Board Action Items Vote

A. City of Mobile

1. Reclassification of three (3) employees listed on the submitted documents from the classification of Firefighter to the classification of Firemedic, retroactively effective November 30, 2024. These employees in the Firefighter classification are the only eligible employees with newly obtained Paramedic credentials. If there are more eligible employees with Paramedic credentials than available positions at any time in the future, the Mobile County Personnel Board will work with the City of Mobile for a competitive promotional process,

2. Adoption of the classification of Building Inspector III,

3. Adoption of Salary Grade 18 for the classification of Building Inspector III,

4. Creation of one (1) position of Building Inspector III for the City of Mobile Inspection Services Department,

5. Adoption of the classification of Permit Technician II,

6. Adoption of Salary Grade 16 for the classification of Permit Technician II,

7. Creation of one (1) position of Permit Technician II in the City of Mobile Permitting Department,

8. Amendment of the attached specification, in title only, of Permit Technician to the classification of Permit Technician I,

9. Reclassification under Rule 10.18 of N. Holmes, Recreation Leader I, part-time to full-time, retroactively effective December 14, 2024,

10. Reclassification under Rule 10.18 of B. Gipson, Office Assistant I, part-time to temporary full-time, for the period from November 30, 2024, to January 24, 2025.

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B. Mobile Area Water and Sewer System

Adoption of Salary Grade 20 for the classification of Safety Manager.

C. Town of Mount Vernon

1. Adoption of the classification of Executive Secretary,
2. Adoption of Salary Grade 17 for the classification of Executive Secretary,
3. Creation of one (1) part-time position of Executive Secretary,
4. Adoption of the attached specification for the classification of Library Assistant – Mount Vernon,
5. Adoption of Salary Grade 9 for the classification of Library Assistant – Mount Vernon,
6. Creation of one (1) part-time position of Library Assistant – Mount Vernon.

D. Mobile County Civil Service

1. Amendment of the attached specification for the classification of Treatment Plant Operator I,
2. Amendment of the attached specification for the classification of Treatment Plant Operator II,
3. Amendment of the attached specification for the classification of Treatment Plant Operator III,
4. Amendment of Rule 11.1(A), Entry Level and/or Initial Employment.

Proposed Amendments (first paragraph): ENTRY LEVEL AND/OR INITIAL EMPLOYMENT. 11.1 (A) Every person appointed to an initial position with each jurisdiction for entry into the classified service is a probationary employee with that jurisdiction, and shall be tested by a working test while occupying the position. The period of the working test shall commence immediately upon appointment and shall continue for such time, not less than six months, as shall be established by the Director. At times during the working test period and in the manner as the Director may require, the Appointing Authority shall report to the Director his or her observation of the employee's work, and his or her judgment as to the employee's willingness and ability to perform his or her duties satisfactorily, and as to his or her habits and dependability. At any time during his or her working test period, after the first two months thereof, the Appointing Authority may remove an employee if, in the opinion of the Appointing Authority, the working test indicates that the employee is unable or unwilling to perform his or her duties satisfactorily or that his or her habits and dependability do not merit his or her continuance in the service. Upon removal, the Appointing Authority shall report to the Director and to the employee removed, his or her action and the reason therefor. No more than three employees shall be removed successively from the same position during their working test periods without the approval of the Director. The Appointing Authority may remove an employee within the first two months of his or her working

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test period only with the approval of the Director. The Director may remove an employee during his or her working test period if the Director finds, after giving the employee notice and an opportunity to be heard, that the employee was appointed as a result of a fraud or error. However, an employee in his or her working test does ~~may not be suspended nor otherwise disciplined nor~~ have a right to a predisciplinary hearing inasmuch as the employee does not have a property interest in his or her position until such employee's working test has been successfully completed.

5. Board Member Announcements/Discussion
6. Adjournment