



Personnel Board

May 22, 2013

The Personnel Board was called to order by Janis Parks, Human Resources Director in a meeting held, Wednesday, May 22, 2103 at 5:03 PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes.

Corrected spreadsheets for Police & Fire were distributed.

The Board discussed and reviewed the job description for Assistant Well Operator. Mr. Hayes made a motion to approve the description; seconded by Mr. Collins, all voted unanimous. The job is not yet funded. Mr. Jowers indicated he would talk to the person currently interested in the position however, he does not live close.

The Board addressed other classifications; do not need IT Director at this time; need job description for Computer Support Tech and 311 Call Rep. Mr. Collins made a request to review later after Billy Crandall presented his information. Also need to know about Facilities & Maintenance group.

The Assistant Library Director position is not needed and was removed from the classification list.

The Board requested a recess at 6:40PM to reconvene in 10 minutes. Board reconvened from recess at 6:52PM. More classifications were reviewed. The job description for Records Manager was approved by a motion from Mr. Darnell and seconded by Mr. Hayes.

The Board requested to recess at 9:10PM until the next meeting to be scheduled for May 28, 2013 for 5:00PM.

Tuesday, May 28, 2013

The Board reconvened from recess at 5:05PM. All Board members were present.

Billy Crandall did not have comparable info from the Tennis Association but can talk about Park & Recreation.

Board wants to discuss all Laborer I type positions for entry pay. Mr. Darnell also wants to address the clerical similarities. Mr. Hayes wants to go back after all classifications are finished.

Laborers in each department are different in assigned responsibilities and does not necessarily have to be the same across the board. Job descriptions would include the specific duties and responsibilities of the Laborer I or Laborer II.

Mr. Hayes made a motion that all laborer pay at entry is \$26,587.25, except for Ballantrae Greenskeeper. Motion seconded by Mr. Darnell, with the vote unanimous.

Mr. Darnell asked Mayor Waters about the future of the Facilities & Landscape organization. Mayor Waters discussed what he would like the organization to develop into other needs, i.e., carpentry, electrical, etc.

Discussion included the Public Works Crew Supervisor.

Board discussed next meeting for Wednesday, June 5th at 5:00PM.

Mr. Darnell made a motion to adjourn with a second by Mr. Hayes and he included a request to have all changes typed for all the positions and prepared for the next meeting.

Meeting adjourned at 7:25PM