



Personnel Board

June 12, 2013

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, June 12, 2103 at 5:04 PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes was added via conference call.

Danny Tate presented information on comparable salary data for the Civic Complex & Ice Arena. Discussion included revenues generated by the pros and to look at percentage incentive. The job description for Concessions Manager was also discussed. Mr. Darnell made a motion to approve the description and Mr. Collins seconded. The description was approved by majority vote.

Dell Ann Holly presented information in support of the need of the Compute Tech and should be more skilled in the tech side and not just a 'help desk'. She is currently handling 3 jobs by herself. Mr. Rick Hayes had given information to the Board about the documentation maybe as a 'junior' tech. The Board requested an updated description for the next meeting.

Other classifications were discussed to review salary ranges.

The job analysis data and suggested job classification title was presented for Field Operations Support Manager and Billing Office Manager; the other job analysis for Field Operations Support Specialist.

Board discussed next meeting date for Thursday, June 20th at 5:00PM.

Mr. Darnell made a motion to adjourn with a second by Mr. Collins and the meeting adjourned at 8:15PM.