



October 4, 2013

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, October 2, 2013 at 5:03PM in the Conference Room at Pelham City Hall.

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

The Board addressed the recommendation from Butch Byrd at Ballantrae Golf to add an Administrative Receptionist position. The classification for Administrative Receptionist has been approved for the current Classification Pay Plan. The updated job description defines the responsibilities and duties specific to Ballantrae Golf. The description is included with the minutes.

A motion was made by Mr. Hayes to approve the request to add the classification for Ballantrae Golf, Mr. Collins seconded. There was a brief discussion concerning the process of bringing to the Personnel Board any new classifications and that any existing, or prior approved classification, did not need approval, but to review for appropriateness. The motion was approved by all.

Mr. Darnell reminded the Board that there was a need to discuss the laborer positions within the City and address any necessary job descriptions. Also, to discuss the procedures for filling a vacancy as defined in Civil Service Rule 3 and also Rule 4.

Mr. Hayes requested that any personnel changes, i.e., retirement announcements etc., include the Personnel Board.

The next meeting is scheduled for Wednesday, October 23, 2013 at 5:00PM in the Conference Room.

With no other business to come before the Board, Mr. Hayes made a motion to adjourn, Mr. Collins seconded and the meeting was adjourned at 5:56PM.