



November 14, 2013

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, November 13, 2013 at 5:04PM in the Conference Room at Pelham City Hall.

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

Business before the Board was to review and approve a job description for a classification of Courier/Security position at City Hall. Mayor Waters had presented the request to the Board in the meeting of October 23, 2013. During the discussion the Board had questions concerning the appropriate credentials, i.e., pistol permit, for the employee. A 'retired' identification card from the Pelham Police department would not support the requirement. Captain Palmer addressed the Board to clarify the necessary requirements, which included meeting APOST certifications, i.e., continued training, etc.

Also the discussion included that the position is limited or temporary in its existence and requested that it expire on close of business on December 31, 2014. The Board recommended for the salary to continue at the current rate of \$34,000.00.

A motion was brought forth by Mr. Hayes to present to the Council the criteria of the classification to include the approval of the job description, recommendation of current salary, and expiration date of December 31, 2014. Mr. Collins seconded, and all Board member voted in the affirmative. Ms. Parks will prepare the letter for Council for the Board members to sign.

Other business to come before the Board included job descriptions for laborer assignments within the different departments. The current job descriptions of the positions have not been updated within the past few years and did not meet the appropriate functions or duties held within the organizations. Some of the job descriptions were too detailed in the functions.

Mr. Darnell requested that a generic laborer description be provided by the next meeting to include sufficient duties and responsibilities that can be used in each organization. Other duties that may be assigned should be included in a descriptive statement as to the Supervisor being responsible for assigning other specific duties. It was requested to address these descriptions for both Laborer I and Laborer II. Ms. Parks will have these descriptions made available prior to the December 4, 2013 meeting.

With no other business to come before the Board, Mr. Collins made a motion to adjourn, Mr. Hayes seconded, all approved and the meeting was adjourned at 6:05PM. Next meeting is scheduled for Wednesday, December 4, 2013 at 5:00PM in the Conference Room.