



December 16, 2015

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday December 9, 2015 at 5:33PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes. Also present were Rick Hayes and Mayor Gary Waters. Other employees and department heads were also in attendance.

The purpose of the meeting was to continue discussion of the pay plan revisions.

Barbara Roberts, Library Director, presented information concerning her request for the Senior Citizen Center Supervisor. Ms. Roberts explained duties and responsibilities of this position and provided comparative information from Alabaster, Gardendale, Homewood, Irondale and Trussville. There were no comps available from Helena. Mr. Collins requested that Ms. Roberts provide the comparisons of functions, programs and responsibilities between Pelham and Alabaster. This is to include hours worked, membership information, etc. Also a job description is needed.

Hal Brown, General Manager, Golf did not have any other numbers as most of the clubs in the area are reluctant to share salary information. After some discussion, Mr. Brown will contact some of the other public courses, i.e., Robert Trent Jones (State) to obtain the information. Gary Bush, Golf Superintendent will also obtain additional information for the Course maintenance. Further discussion included the Food & Beverage Manager position.

Greg Darnell expressed concerns about the entry level of laborers. While these need to be looked at across all departments, how can additional comps to be made available to in order to work with better data.

An additional spreadsheet will be prepared for Supervisors and labors for all departments. This will be forwarded to the board before the next meeting.

Discussion about Hazard Duty pay and how to award, but no recommendations were presented.

The next meeting is scheduled for Tuesday, December 22, 2015 at 5:30PM.

A motion to adjourn was made by Jim Collins a second by Greg Darnell. The Board meeting was adjourned at 8:20PM.