



February 10, 2016

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday February 3, 2016 at 5:32PM 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.

A motion was made by Bobby Hayes to appoint Jim Collins as the third representative for the Personnel Board. A second was made by Greg Darnell, both Mr. Hayes and Mr. Darnell voted approved. Mr. Collins will serve for the next four years on the Board.

The Board continued discussion of the pay plan revisions. The Supervisor/Laborer spreadsheet was reviewed.

Marsha Yates discussed the proposed revisions to the City Clerk position. Most of the discussion was specific to her job duties. Ms. Yates questioned on why the other municipal city clerks were not included for the comps. Also, why was the classification at only 3.0% between steps, when other department heads were adjusted in salary and given a 3.5%. Mr. Rick Hayes added in the discussion that the initial information given was bad data. The review of the actual job descriptions from the JCPB was reviewed to determine the correct Grade. At this point, Greg Darnell made the recommendation to leave the salary at the current grade and merit. Jim Collins agreed.

Tom Seale continued discussion of the Finance Director classification. Further information is needed from Shelby County on the Chief Finance Officer and Accounting Manager. Also, what are the duties in the other municipalities on the comps.

Review of updates on all Supervisors and Laborers on the combined spreadsheet. Look at recommendations for start at \$28,500. Need a new review sheet for Laborer II positions.

Hal Brown presented review for Ballantrae Golf. Need to address job descriptions for separate classification for Assistant Superintendent and Head Mechanic. Updated Admin Receptionist salary same as in Fire. Adjusting GA-7 entry level down to \$68,000 with a top of \$88,700. Adjust to 3.25% for G4 classification. Food & Beverage Manager was adjusted. Other classification will use current plan as recommended by Hal.

Danny Tate reviewed Civic Complex proposal. Need to review the Maintenance Supervisor position and the job description as the position has expanded responsibilities and accountability over the past two years. A copy of the current job description will be sent to Danny for updates. Adjustments were recommended for the Conference Events Manager, and the Food & Beverage Manager was also updated (same as Golf).

Eddy Jowers reviewed proposals for Public Works. All were accepted as recommended. A review of the Supervisor comp will be addressed again at the next meeting. Mr. Jowers also presented review for the WWTP. During the review, questions were raised about the comps and how Alabaster was assigned these duties as it related to the WWTP Supervisor position.

Each position in the WWTP is specifically tied to the Operator Certifications (I, II, III, IV). Mr. Collins inquired if the employees were still rotating call out schedule and incurring overtime. Mr. Jowers affirmed both. The recommendation was to leave WWTP compensation at current rate.

Next meeting was scheduled for Wednesday February 10, 2016 at 5:30PM. A motion was made to adjourn by Greg Darnell and seconded by Jim Collins.

Adjourned at 8:49PM.