



**Personnel Board Meeting
Pelham Senior Center
January 15, 2020 – 5:30 p.m.**

MINUTES

Proper notice of the scheduled meeting of the Pelham Personnel Board was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Date: January 15, 2020
Time: 5:30 p.m.
Place: Pelham Senior Center
Present: Board Member Greg Darnell
Board Member Jim Collins
HR Director Tracy Hill

Others Present: Department Heads, city employees, and members of the public.

CALL TO ORDER

Tracy Hill called the meeting to order at 5:33 p.m. and led the invocation.

RECORD OF ATTENDANCE

Tracy Hill asked Candy Porter, Payroll & Benefits Analyst, to call the roll and record attendance. It was noted that Board Member Darnell and Board Member Collins were present and Board Member Hayes was absent.

NEW BUSINESS

Tracy Hill informed the Board members that there are some job descriptions that were not included in the group approval done in October, 2019 because the positions were vacant at the time. Tonight the Board is being asked to approve these descriptions as well as two new positions.

1. Police Call Intake & Receptionist – Chief Pat Cheatwood explained the duties of this new position and how it will take administrative tasks from the 911 dispatchers. After brief discussion, a motion was made by Jim Collins and seconded by Greg Darnell to approve the job description as presented and assign the compensation range that already exists for Administrative Receptionist.
2. Building & Zoning Official – The job description was updated to remove oversight of Revenue functions included on the previous job description. A motion was made by Greg Darnell and seconded by Jim Collins to approve the updated job description.
3. Assistant Billing Specialist & Customer Service Representative – Andre' Bittas explained to Board members how this position would serve as a back up to the Billing Specialist while also performing customer service responsibilities. A motion was made by Greg Darnell and seconded by Jim Collins to approve this new job description assigning the current Customer Service Representative's compensation range to the position.

4. City Engineer – This is a position that has not had any changes (other than formatting) made to the description. A motion was made by Jim Collins and seconded by Greg Darnell to approve the description as presented.
5. Administrative Assistant for Human Resources – Tracy Hill explained that this would be a position assigned to the HR department that currently exists in other departments within the City. She also informed the Board that the funding for this position was already approved by City Council in the FY20 budget. A motion was made by Jim Collins, a second by Greg Darnell approved the job description and assigned the compensation range that currently exists for Administrative Assistant.
6. Safety & Risk Manager – Tracy Hill explained that this is a position that has been vacant for some time and that there has not been any substantive changes to the description. A motion by Greg Darnell and a second by Jim Collins approved the job description.

APPROVAL OF MINUTES

The minutes from the meeting on November 20, 2019, were approved with a motion by Jim Collins and a second by Greg Darnell.

ADJOURNMENT

With no additional business to be presented to the Board, the meeting was adjourned with a motion by Jim Collins and second by Greg Darnell at 5:52 p.m.

Respectfully submitted this 16th day of January, 2020.

Tracy Hill, Secretary
Director of Human Resources