

NINE HUNDRED SEVENTY-FIRST
MEETING
OF THE
STATE PERSONNEL BOARD

November 16, 2016

The State Personnel Board met in regular session in the office of the State Personnel Department at 10:03 a.m. on November 16, 2016.

Members Present

Ms. Faye Nelson, Acting Chairman
Ms. Liane Kelly
Mr. Myron Penn

Members Absent

Mr. Joe N. Dickson, Chairman

Others Present

Jackie Graham, Personnel Director
Alice Ann Byrne, Deputy Personnel Director
Tara Hetzel, General Counsel

- I. Board Chairman Faye Nelson opened the meeting.
- II. On motion of Myron Penn, seconded by Liane Kelly, the minutes of the October meeting were approved.
- III. Board dates for the second quarter of Fiscal Year 2017 were set as follows:

Wednesday, January 18
Wednesday, February 15
Wednesday, March 15

IV. CLASSIFICATION AND PAY ISSUES

At the request of the State Military Department, the Board approved the following items:

1. Establish the classification of Construction Project Management Specialist, class code 21043, at range 71 (\$33,902.40 - \$51,376.80);
2. Establish the classification of Construction Project Management Specialist Senior, class code 21044, at range 7476 (\$39,290.40 - \$65,690.40);
3. Establish the classification of Construction Project Management Supervisor, class code 21047, at range 78 (\$47,757.60 - \$72,686.40); and
4. Establish the classification of Construction Project Management Manager, class code, 21049, at range 81 (\$55,327.20 - \$84,276.00).

Motion made by Liane Kelly, seconded by Myron Penn.

V. SPECIAL PAY ISSUES

- A. The Board deferred the request from the Plumbers and Gas Fitters Examining Board for the following items:
 1. Increase the salary range of the Executive Director from range 85 (\$74,479.20 - \$113,479.20) to range 86 (\$80,287.20 - \$122,232.00), and allow appointment anywhere within the range for recruiting purposes; and
 2. Assign salary range 80 (\$52,663.20 - \$80,287.20) to the Deputy Director position and allow appointment through step 13 (\$70,888.80) for recruiting purposes.

Motion made by Myron Penn to defer this request for consideration until additional information can be obtained. Liane Kelly seconded the motion.

- B. At the request of the Real Estate Commission, the Board increased the salary from \$113,400.00 to \$119,070.00 (to be paid at the semi-monthly arrears rate of \$4,961.25) for Teresa Hoffman who serves as the

Assistant Executive Director. Motion made by Liane Kelly, seconded by Myron Penn.

VI. ISSUES CONCERNING OVERTIME PAYMENTS

At the request of the Department of Transportation, the Board approved the following items:

1. A one-year extension of authorization to pay overtime to FLSA non-exempt employees in maintenance and construction classifications required to work extra hours in connection with construction and maintenance programs, and emergency situations; such as natural disasters and emergency repair work. This overtime is for non-exempt employees within the following classifications:

<u>Class Code</u>	<u>Class Title</u>
10310	Graphic Arts Operator
10312	Graphic Arts Technician
10911	Stock Clerk I
10912	Stock Clerk II
10914	Mechanical Stock Clerk
10920	Warehouse Worker
20111	Engineering Assistant I
20114	Engineering Assistant II
20118	Engineering Assistant III
20220	Cartographic Specialist
20222	Cartographic Specialist, Sr.
20429	Prof. Civil Engineer Trainee
20430	Civil Engineering Graduate
20481	Transportation Technologist
20482	Transportation Technologist, Sr.
21130	Traffic Signal Technician
21133	Traffic Signal Technician, Sr.
21144	Electronic Technician
21154	Communications Technician I
21156	Communications Technician II
60611	Security Guard I
60612	Security Guard II
90103	Utility Laborer
90230	ATS Maintenance Specialist
90234	ATS Operator
90240	Transportation Worker, Senior
90241	Transportation Worker

<u>Class Code</u>	<u>Class Title</u>
90244	Transportation Maintenance Technician I
90245	Highway Maintenance Tech. II/III (T)
90246	Transportation Maintenance Technician III
90247	Transportation Maintenance Technician II
90248	Transportation Maintenance Superintendent
90428	Service Patrol Operator
90429	Service Patrol Operator Supervisor
90445	Equipment Mechanic
90446	Equipment Mechanic, Senior
90564	Traffic Sign Painter I
90566	Traffic Sign Painter II
90582	Electrician

Department of Transportation will continue to submit monthly reports on overtime usage to State Personnel.

2. A one-year extension of authorization to pay overtime to FLSA non-exempt employees who are required to work additional hours in connection with emergency situations; such as natural disasters, emergency repair work, and unique situations within the Director's or Chief Engineer's offices. The need for office personnel is to operate telecommunications equipment to receive and provide vital information to the Alabama Law Enforcement Agency, emergency work crews, public officials, general public, and also provide administrative support. Classifications involved in these emergency overtime situations include the following:

<u>Class Code</u>	<u>Class Title</u>
10121	Clerk
10195	Transportation Office Manager
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10911	Stock Clerk I
10912	Stock Clerk II
10914	Mechanical Stock Clerk
11978	Departmental Operations Specialist

Overtime will not exceed 1,300 hours at an approximate cost of \$21,000.

3. A one-year extension of authorization to pay overtime to FLSA non-exempt employees in the Equipment Bureau and the Office of Homeland Security who are required to work additional hours in connection with the surplus property sale which occurs multiple times per year. Classifications involved include:

<u>Class Code</u>	<u>Class Title</u>
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10930	Inventory Control Officer
10931	Inventory Control Manager
10116	Mail Clerk
10117	Mail Clerk, Sr.
60611	Security Guard I
60612	Security Guard II
90240	Transportation Worker, Senior
90241	Transportation Worker
90245	Highway Maintenance Technician II/III (T)
90247	Transportation Maintenance Technician II
90450	Equipment Repair Supervisor
90597	Plant Maintenance Supervisor I

Overtime will not exceed 2,500 hours at an approximate cost of \$60,000 and will be limited to the surplus property sale events.

Motion made by Myron Penn, seconded by Liane Kelly.

VII. SPECIAL MERIT RAISES

- A. At the request of the Department of Insurance, the Board granted a 2-step special merit raise to Antwionne D. Dunklin, Insurance Licensing Supervisor, class code 11224. Motion made by Myron Penn, seconded by Liane Kelly.
- B. The Board denied the request from the Board of Physical Therapy for a 2-step special merit raise for Shelia Wright, Executive Assistant III, class code 99003. Motion made by Myron Penn, seconded by Liane Kelly.

VIII. BOARD ORDERS

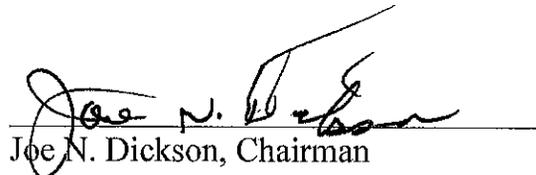
The following actions were taken on pending cases:

1. Mamie I. Jackson, Department of Human Resources: Dismissal upheld. Motion made by Liane Kelly, seconded by Myron Penn. Faye Nelson recused.
2. Breilian I. Simmons, Department of Corrections: Dismissed with prejudice pursuant to withdrawal of appeal. Motion made by Myron Penn, seconded by Liane Kelly.
3. Shirley A. Taylor v. April Cannon: Dismissed without prejudice subject to the lifting of the automatic stay associated with complainant's bankruptcy filing and resolution of complainant's SEICTF Review Board appeal. Motion made by Myron Penn, seconded by Liane Kelly.

It was announced that the next scheduled meeting of the State Personnel Board will be December 14, 2016 at 10:00 a.m.

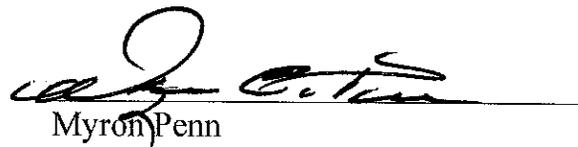
There being no further business, at 11:07 a.m. the meeting was adjourned on motion made by Liane Kelly, seconded by Myron Penn.


Secretary


Joe N. Dickson, Chairman


Faye Nelson, Acting Chairman


Liane Kelly


Myron Penn