

AGENDA
STATE PERSONNEL BOARD

September 16, 2020

10:00 A.M.

- I. Call to Order
- II. Approval of Minutes
Action taken by the State Personnel Board - APPROVED
- III. Classification and Pay
 - A. Special Pay Issue
 - B. Overtime Issues
- IV. State of Alabama Deferred Compensation Plan
Action taken by the State Personnel Board - APPROVED
- V. COVID-19 Exempt Overtime Earning Cap
Action taken by the State Personnel Board - APPROVED
- VI. Adjourn *Action taken by the State Personnel Board - APPROVED*

State Personnel Board
Classification and Pay
September 16, 2020

Special Pay Issue

FORESTRY COMMISSION

Approve salary of \$113,534.40 (to be paid at the semi-monthly arrears rate of \$4,730.60) for William Brantley who is being appointed as Assistant State Forester. The proposed salary represents step #13 of range #86 (\$84,350.40 - \$128,416.80). Mr. Brantley is currently employed as a Forestry Division Director and earns \$107,983.20. The proposed salary represents a 5% increase. The previous Assistant State Forester earned \$119,220.00.

Action taken by the State Personnel Board - APPROVED

Overtime Issues

AGRICULTURE AND INDUSTRIES DEPARTMENT

- A. Request for extension of authorization to pay overtime to FLSA non-exempt employees in the classification of Consumer Food Safety Protection Specialist, Meat Inspection Option (70106), who are required by federal regulation to be present during working hours of a meat processing facility. Overtime is requested from October 1, 2020, through September 30, 2021, and will involve approximately 2,420 hours not to exceed \$118,750.00. Overtime through September 2020 is estimated at \$118,735.00.

- B. Request for extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Administrative Support Assistant II (10197), Administrative Support Assistant III (10198), Produce Inspector (70111), Shipping Point Inspector (70180), Shipping Point Inspection Supervisor I (70184), and Laborer (90101), who are required to work overtime in the inspection of peanuts, grains, fruits, and vegetables or in processing payroll and inspection reports. Overtime is requested from October 1, 2020, through September 30, 2021, and will involve approximately 15,000 hours not to exceed \$550,000.00. Overtime through September 2020 is estimated at \$330,000.00.

Action taken by the State Personnel Board - APPROVED

CONSERVATION AND NATURAL RESOURCES DEPARTMENT

Request approval for a one-year extension of authorization to pay overtime to FLSA non-exempt hourly employees who work additional hours in the State Parks and Lodges. These employees are assigned to maintenance, housekeeping, coffee shops, banquets, kitchen areas, reservations, front desk and steward activities. It is also requested that the seasonal employees working at state parks who meet the FLSA Recreational Employee Exemption be paid at a straight time rate for overtime worked. Hours will be monitored closely to keep overtime to a minimum. Classifications involved in these overtime situations include:

<u>Classification</u>	<u>Code</u>
Parks Worker	70610
Resort Worker	70620
Waiter/Waitress	80303

Overtime will not exceed \$235,000.00 and is requested from October 1, 2020, through September 30, 2021. Approximate overtime through July 2020 was \$147,006.00.

*Action taken by the State Personnel Board - **APPROVED***

CORRECTIONS DEPARTMENT

A. Request for extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Administrative Support Assistant I (10196), Administrative Support Assistant II (10197), Administrative Support Assistant III (10198), Personnel Assistant I (10830), Personnel Assistant II (10831), Personnel Assistant III (10832), Radio Operator (21110), Police Communications Officer I (21121), Police Communications Officer II (21122), Police Communications Officer III (21123), Social Service Caseworker I (50246), Classification Specialist (50340), Classification Specialist Supervisor (50343), Special Investigator (60320), Security Guard I (60611), Security Guard II (60612), Correctional Security Guard (60618), Intelligence Analyst (60351), Cook I (80321), Steward I (80341), Steward II (80342), and Steward III (80343). Due to staff shortages, overtime is needed in order to maintain radio contact, investigate use of force issues, ensure completion of administrative and shift clerk duties, and provide food service operations in prisons.

In addition, staff is needed to support implementation of the Women's Risk Needs Assessment classification tool and the Ohio Risk Assessment System (ORAS). Overtime is requested from October 1, 2020, through September 30, 2021, at a cost not to exceed \$2,200,000.00. Overtime last year was approximately \$2,030,000.00.

- B. Request for extension of authorization to pay overtime to the FLSA non-exempt employees in the classification of Cabinetmaker (90574), Carpenter Supervisor (90572), and Correctional Industries Assistant Plant Supervisor (90870) who must work overtime in the installation of custom furniture and modular office systems as well as to reduce backorders for inmate clothing. Overtime is needed from October 1, 2020, through September 30, 2021 at a cost not to exceed \$40,000.00. Last year's overtime was approximately \$30,000.00.

Action taken by the State Personnel Board - APPROVED

FORENSIC SCIENCES DEPARTMENT

- A. Request for extension of authorization to pay overtime for up to 30 FLSA non-exempt employees who will be required to work additional hours in connection with DNA In-House Analysis and DNA Casework which will help in reducing the current backlog of sexual assault and homicide-related cases. Overtime is requested from October 1, 2020, through September 30, 2021, for employees in the classifications of State Professional Trainee (11915), Forensic Scientist, Associate (20802), Forensic Scientist (20804), Laboratory Technician I (20911), Laboratory Technician II (20912), and Laboratory Technician III (20913). This overtime will involve approximately 2,500 hours at a cost not to exceed \$100,000.00. Last year the Department spent approximately \$80,000.00 on overtime for non-law enforcement positions. Funding for this overtime is from federal grants.
- B. Request for authorization to pay overtime for up to 50 FLSA non-exempt employees who will be required to work additional hours to reduce the current backlog of drug, toxicology, and firearms and toolmarks evidence cases. Overtime is requested from October 1, 2020, through September 30, 2021, for employees in the classifications of State Professional Trainee (11915), Forensic Scientist, Associate (20802), Forensic Scientist (20804), Laboratory Technician I (20911), Laboratory Technician II (20912), and Laboratory Technician III (20913). This overtime will involve approximately 1,200 hours at a cost not to exceed \$50,000.00. Last year, the Department spent approximately \$23,000.00 on overtime for non-law enforcement positions.

Action taken by the State Personnel Board - APPROVED

LABOR DEPARTMENT

Request for authorization to pay overtime to FLSA non-exempt employees in the following classes:

<u>Classification</u>	<u>Code</u>
Mail Clerk	10116

<u>Classification</u>	<u>Code</u>
Clerk	10121
Administrative Support Assistant I	10196
Administrative Support Assistant II	10197
Administrative Support Assistant III	10198
Data Entry Operator	10410
IT Operations Technician	10421
IT Operations Specialist	10422
Employment Security Representative	11408
Unemployment Compensation Specialist	11437
Unemployment Compensation Technician	11461
Language Interpreter	50304

Employees will be required to work additional hours to reduce backlogs in the claims adjudication and appeal areas due to staff turnover and budgetary restrictions on hiring. Backlogs are especially high due to the COVID-19 response. Overtime is requested from October 1, 2020, through September 30, 2021, and will not exceed \$600,000.00. The Department has spent approximately \$100,000.00 through July 15, 2020 but anticipates this will substantially increase due to mandated overtime beginning June 27, 2020.

Action taken by the State Personnel Board - APPROVED

MILITARY DEPARTMENT

Request authorization to pay overtime to FLSA non-exempt employees in the classifications of Fire Fighter/Driver Operator (11681), Fire Fighter/Crew Leader (11683), and Fire Fighter/Assistant Chief (11685). Overtime is requested from October 1, 2020, through September 30, 2021, at a cost not to exceed \$172,000.00. The Department has spent approximately \$105,000.00 through July 2020.

Action taken by the State Personnel Board - APPROVED

RETIREMENT SYSTEMS OF ALABAMA

Request for an extension of authorization to pay overtime to FLSA non-exempt employees in the Retirement Systems of Alabama (RSA). Classifications typically involved in this overtime include the following:

<u>Classification</u>	<u>Code</u>
Clerical Aide	10103
Clerk	10121
Administrative Support Assistant I	10196
Administrative Support Assistant II	10197

<u>Classification</u>	<u>Code</u>
Administrative Support Assistant III	10198
IT Operations Technician	10421
Account Clerk	10601
Accounting Technician	10605
Accountant	10611
Staff Accountant	10612
Retirement Counselor	10875
Senior Retirement Counselor	10876
Stock Clerk I	10911
Stock Clerk II	10912
Health Insurance Specialist	11948
Health Insurance Assistant	11949
Departmental Operations Specialist	11978
Custodial Worker	80101
Laborer	90101
Utility Laborer	90103
Grounds Worker	90140
Maintenance Repairer	90501
Plant Maintenance Worker	90503
Plant Maintenance Supervisor I	90597
Plant Maintenance Supervisor II	90598
Executive Assistant I	99001
Executive Assistant II	99002
Systems Support Technician	99564U
PEEHIP Health Insurance Analyst II	99710U

Requests for retirement applications and insurance changes peak during open enrollment in the Teachers' Retirement and PEEHIP Divisions. Work performed by these two divisions generates increased workloads for the IT, Office Services, and Member Services Divisions. Additionally, Member Services must maintain adequate staff to assist an unpredictable number of daily office visitors, phone, and email inquiries. The IT Division is also heavily involved in post-implementation of the RSA Modernization Project. Employees in the RSA Real Estate/Maintenance Division may be needed to support tenants in RSA buildings with after-hour problems that arise, and routine maintenance performed on weekends.

This authorization for paid overtime is needed from October 1, 2020, through September 30, 2021. It is estimated that employees will work approximately 5,175 hours of overtime at a cost not to exceed \$103,500.00. Overtime through June 2020 was approximately \$3,500.00.

Action taken by the State Personnel Board - APPROVED

YOUTH SERVICES DEPARTMENT

Request a one-year extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Licensed Practical Nurse (40120), Youth Services Security Officer (60609), Security Guard I (60611), Security Guard II (60612), Youth Services Aide (60801), Youth Services Senior Aide (60805), Youth Services Team Coordinator-Child Care option (60808-450), Youth Services Team Leader (60811), Laborer (90101), Maintenance Repairer (90501), Plant Maintenance Worker (90503), and Maintenance & Repair Supervisor (90552). This authorization is necessary in order to schedule emergency overtime work for childcare, security, and maintenance personnel to adequately meet staffing requirements consistent with the American Correctional Association, as well as maintain the health, protection, safety, and well-being of the children entrusted to the custody and care of the Department of Youth Services.

This authorization for paid overtime is needed from October 1, 2020, through September 30, 2021. It is estimated that this overtime will not exceed \$650,000.00. Overtime through September 2020 is estimated at \$630,000.00.

*Action taken by the State Personnel Board - **APPROVED***