

AGENDA
STATE PERSONNEL BOARD

November 18, 2020

10:00 A.M.

Pursuant to Governor Ivey's First Supplemental State of Emergency issued March 18, 2020, the State Personnel Board will hold a virtual Board Meeting on November 18, 2020, at 10:00 A.M. Information on participating in the video-conference meeting may be obtained by sending a request to: personnel@personnel.alabama.gov.

I. Call to Order

II. Approval of Minutes

Action taken by the State Personnel Board - APPROVED

III. Set Board dates for the second quarter of Fiscal Year 2021

Wednesday, January 20

Wednesday, February 17

Wednesday, March 17

Action taken by the State Personnel Board - APPROVED

IV. Classification and Pay

A. Special Pay Issue

B. Overtime Issues

V. Special Merit Bonus

ABC Board

Action taken by the State Personnel Board - APPROVED

State Military Department

Action taken by the State Personnel Board - TABLED

State Military Department

Action taken by the State Personnel Board - TABLED

VI. Cases on which Board is to rule:

1. Richard Painter (Department of Labor)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Uphold dismissal

Action taken by the State Personnel Board – APPROVED

2. John E. Sledge (Department of Transportation)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Uphold dismissal

Action taken by the State Personnel Board – APPROVED

3. Douglas Prater v. Sam Thomas & Patricia Jones, in Their Official Capacities as Employees of the Department of Transportation
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Dismiss complaint with prejudice due to lack of evidence to support disciplinary action

Action taken by the State Personnel Board – APPROVED

4. Cheryl L. Klein (Department of Transportation)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Dismiss with prejudice due to failure to file a timely appeal

Action taken by the State Personnel Board – APPROVED

5. Tessa Terrell-Miles (Department of Human Resources)
Administrative Law Judge: James Jerry Wood
Recommendation of ALJ: Dismiss with prejudice pursuant to withdrawal of appeal

Action taken by the State Personnel Board – APPROVED

VII. Adjourn - *Action taken by the State Personnel Board - APPROVED*

State Personnel Board
Classification and Pay
November 18, 2020

Special Pay Issue

HOME BUILDERS LICENSURE BOARD

Approve salary of \$65,695.20 (to be paid at the semi-monthly arrears rate of \$2,737.30) for Darlene Burt who is being appointed the Director of Compliance and Continuing Education. It is also requested the position be assigned to range #78 (\$50,174.40 - \$76,365.60). Ms. Burt is currently employed with the Board as a Paralegal and earns \$62,529.60. The proposed salary represents a 5% increase.

Action taken by the State Personnel Board – APPROVED

Overtime Issues

HUMAN RESOURCES DEPARTMENT

- A. Request a one-year extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Social Service Caseworker I (50246), Social Service Caseworker II (50250), Social Worker I (50248), Social Worker II (50257), Senior Social Worker I (50221), and Senior Social Worker II (50258), who are employed in Jefferson, Madison, Mobile, Shelby, and Montgomery County Offices, and have on-call responsibilities after business hours and on weekends. These Social Workers investigate and respond to child neglect and abuse reports and respond to the police and the court in other emergency needs for protective services. It is difficult for the Directors in these county offices to schedule earned compensatory time off and maintain coverage for normal business hours in addition to on-call responsibilities for nights and weekends. Annual overtime costs associated will not exceed \$275,000.00 and authorization is needed from January 1, 2021, through December 31, 2021. Overtime paid through October 15, 2020, was approximately \$131,330.00.

Action taken by the State Personnel Board – APPROVED

- B. Request a one-year extension of authorization to pay \$2.50 per hour for employees in the classifications of Social Service Caseworker I (50246), Social Service Caseworker II (50250), Social Worker I (50248), Social Worker II (50257), Senior Social Worker I (50221), and Senior Social Worker II (50258),

who are assigned to work on-call after hours and on weekends. Typically, employees are assigned on-call responsibilities for a week at a time with a maximum number of 125.3 on-call hours per week. Annual overtime costs associated with the on-call pay will not exceed \$1,650,000.00 and authorization is needed from January 1, 2021, through December 31, 2021. On-call payment through October 15, 2020, was approximately \$1,005,880.00.

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

TRANSPORTATION DEPARTMENT

- A. Request 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 emergencies 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>
10312	Graphic Arts Technician
10314	Graphic Arts Specialist
10310	Graphic Arts Operator
10911	Stock Clerk I
10912	Stock Clerk II
10914	Mechanical Stock Clerk
10920	Warehouse Worker
11915	State Professional Trainee
20111	Engineering Assistant I
20114	Engineering Assistant II
20118	Engineering Assistant III
20429	Professional Civil Engineer Trainee
20439	Civil Engineer, Licensed
20430	Civil Engineering Graduate
20481	Transportation Technologist
20482	Transportation Technologist, Senior
21065	ALDOT Enterprise Information Analyst
21070	GIS Technician
21074	GIS Technician, Senior
21130	Traffic Signal Technician
21133	Traffic Signal Technician, Senior
21144	Electronic Technician
21154	Communications Technician I
21156	Communications Technician II
60611	Security Guard I
60612	Security Guard II
90101	Laborer

<u>Class Code</u>	<u>Class Title</u>
90230	ATS Maintenance Specialist
90234	ATS Operator
90235	ATS Shift Supervisor
90240	Transportation Worker, Senior
90241	Transportation Worker
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
90249	Transportation Maintenance Superintendent, Sr.
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

Authorization is needed from December 1, 2020, through November 30, 2021. Transportation will continue to submit monthly reports on overtime usage to State Personnel. Overtime totals for the previous three years are as follows:

<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
\$4,102,191	\$4,200,649	\$3,879,859

Action taken by the State Personnel Board – APPROVED

- B. Request a one-year extension of authorization to pay overtime to FLSA non-exempt employees required to work additional hours in connection with emergencies such as natural disasters, emergency repair work, and unique situations within the Director’s or Chief Engineer’s office. 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, and the general public and provide administrative support. Classifications involved in these emergency overtime situations include the following: Clerk (10121), Executive Secretary (10145), Transportation Office Manager (10195), Administrative Support Assistant I (10196), Administrative Support Assistant II (10197), Administrative Support Assistant III (10198), Account Clerk (10601), Stock Clerk I (10911), Stock Clerk II (10912), Mechanical Stock Clerk (10914), and Departmental Operations Specialist (11978).

Overtime will not exceed 1,300 hours at a total cost of approximately \$21,000.00. Authorization is needed from December 1, 2020, through November 30, 2021.

Action taken by the State Personnel Board – APPROVED

- C. Request a one-year extension of authorization to pay overtime to FLSA non-exempt employees in ALDOT’s Equipment Bureau and the Office of Transportation Enforcement 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>
10121	Clerk
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10930	Inventory Control Officer
10116	Mail Clerk
10117	Mail Clerk, Senior
60611	Security Guard I
60612	Security Guard II
90144	Landscape and Grounds Maintenance Supervisor
90240	Transportation Worker, Senior
90241	Transportation Worker
90247	Transportation Maintenance Technician II
90552	Maintenance & Repair Supervisor
90597	Plant Maintenance Supervisor I

Overtime will not exceed 2,500 hours at an approximate cost of \$60,000.00 and will be limited to the surplus property sale events. Authorization is needed from December 1, 2020, through November 30, 2021.

Action taken by the State Personnel Board – APPROVED