

AGENDA
STATE PERSONNEL BOARD

February 17, 2021

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 January 20, 2021, 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 - *Chair*

II. Approval of Minutes

Action taken by the State Personnel Board - APPROVED

III. Set Board Dates for the Third Quarter of Fiscal Year 2021

Wednesday, April 21

Wednesday, May 19

Wednesday, June 16

Action taken by the State Personnel Board – APPROVED

IV. Classification and Pay

Special Pay Issue

AGRICULTURE AND INDUSTRIES DEPARTMENT

Request to reallocate the unclassified Executive Assistant II (99002) position, range #68 (\$33,081.60 - \$50,174.40), to an Executive Assistant III (99003) position, range #75 (\$43,346.40 - \$65,695.20). The position serves as Executive Assistant to the Public Livestock Market Board. Ellie Watson currently occupies the position and as her current salary falls within the higher range, there would be no immediate increase in salary.

Action taken by the State Personnel Board – APPROVED

Overtime Issues

EMERGENCY MANAGEMENT AGENCY

Request authorization to pay 28 FLSA exempt employees who were required to work in connection with the Emergency Proclamations issued by Governor Ivey for Hurricane Sally on September 14, 2020, and Hurricane Zeta on October 28, 2020. These employees will be eligible for straight time for hours physically worked over 40 in a workweek. The total amount requested for both emergencies is \$63,701.69. The classes involved are listed below:

<u>Classification</u>	<u>Code</u>
IT Systems Specialist, Associate	10527
IT Systems Specialist	10528
Senior Accountant	10613
Accounting Manager	10614
Governmental Relations Manager	11989
EMA Program Coordinator	60151
EMA Director of Operations	60168

Action taken by the State Personnel Board - APPROVED

LAW ENFORCEMENT AGENCY

Request a one-year extension of authorization to pay overtime to FLSA non-exempt employees who may be required to work overtime in situations where compensatory time is not practical. Extra hours worked will be in connection with emergencies including natural disasters, extreme inclement weather, riots, strikes, major airline crashes, or federal grant projects. Non-exempt employees also work additional hours as needed to carry out departmental activities, such as unscheduled significant special events; reducing backlog that may occur due to loss of manpower; reducing backlog of fingerprint cards and background checks; servicing driver license test sites; assisting officers with fraud cases; providing emergency road service and performing traffic control duties. Classes involved in this overtime are listed below:

<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
Data Entry Specialist	10417
IT Operations Specialist	10422
IT Systems Technician	10525
IT Systems Technician, Senior	10526
Account Clerk	10601
Accounting Technician	10605
Accountant	10611
Stock Clerk I	10911
Stock Clerk II	10912
Warehouse Worker	10920
Departmental Operations Specialist	11978
Photography Technician II	20206
Police Communications Officer I	21121
Police Communications Officer II	21122
Police Communications Officer III	21123
Communications Technician I	21154
Communications Technician II	21156
Investigative Technician I	60347
Investigative Technician II	60349
Intelligence Analyst	60351
Forensic Technology Examiner	60356
Driver License Examiner I	60410
Driver License Examiner II	60411
Driver License Examiner III	60413
Driver License Specialist	60412
Driver License Supervisor	60414
Fingerprint Classifier I	60501
Fingerprint Classifier II	60502
Latent Print Examiner	60503
Latent Print Examiner Trainee	60504
Custodial Worker	80101
Building Custodian I	80111
Laborer	90101
Unmanned Aerial System Operator	90355
Unmanned Aerial System Operator, Sr.	90356
Auto Body Repairer	90405
Aircraft Mechanic	90422
Equipment Mechanic	90445
Equipment Mechanic, Senior	90446
Equipment Repair Supervisor	90450

It is estimated that annual overtime will not exceed \$310,000.00 for the period March 1, 2021, through February 28, 2022. Last year's overtime was approximately \$107,000.00.

Action taken by the State Personnel Board - APPROVED

PUBLIC HEALTH DEPARTMENT

- A. Request for a one-year extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Home Care Services Nurse (40229), Home Care Services Nurse Care Coordinator (40233), and Home Care Services Nurse Supervisor (40234), who are required to provide patient care services seven days a week and nights on an as-needed basis. The option for paid overtime will provide county health departments flexibility in scheduling staff as compensatory time off is difficult due to work demands. Overtime is requested from March 1, 2021, through February 28, 2022, and will not exceed \$100,000.00. Overtime for last year was approximately \$57,000.00.

- B. Request approval to pay overtime to FLSA non-exempt employees in the classification of Home Health Aide (40111) who are required to provide patient care as needed. Currently, Home Health Aides earn compensatory time. However, with a large number of employees out due to COVID-19, as well as employees from all areas of the department being pulled in to assist with the vaccine clinics, the employees are not able to use their compensatory time. Overtime is requested from March 1, 2021, through February 28, 2022, and will not exceed \$10,000.00.

Action taken by the State Personnel Board - APPROVED

V. Special Merit Bonus

Action taken by the State Personnel Board - APPROVED

VI. State of Alabama Deferred Compensation Plan Review

No Action Required by the State Personnel Board

VII. Cases on which Board is to rule:

Earl J. Foster v Department of Mental Health

Administrative Law Judge: Randy C. Sallé

Recommendation of ALJ: Award backpay and benefits offset by interim earnings

Action taken by the State Personnel Board - APPROVED

VIII. Adjourn

Action taken by the State Personnel Board - APPROVED