

AGENDA
STATE PERSONNEL BOARD

September 15, 2021

10:00 A.M.

Pursuant to Governor Ivey's State of Emergency issued August 13, 2021, the State Personnel Board will hold a virtual Board Meeting on September 15, 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
- II. Review of Minutes

The Board Required No Changes to the Minutes

- III. Classification and Pay

Classification and Pay Issues

PUBLIC HEALTH DEPARTMENT

(to be effective November 1, 2021)

- A. Increase salary of **Clinic Aide**, class code 40102, from range #47 (\$21,619.20 - \$30,559.20) to range #4753 (\$21,619.20 - \$35,457.60);
- B. Increase salary of **Licensed Practical Nurse**, class code 40120, from range #62 (\$29,061.60 - \$44,212.80) to range #6468 (\$30,559.20 - \$51,177.60);
- C. Increase salary of **Registered Nurse**, class code 40239, from range #70 (\$35,457.60 - \$53,707.20) to range #72 (\$38,138.40 - \$57,861.60);
- D. Increase salary of **Staff Nurse**, class code 40240, from range #7274 (\$38,138.40 - \$63,780.00) to range #7576 (\$44,212.80 - \$70,394.40);
- E. Increase salary of **Nurse Coordinator**, class code 40244, from range #76 (\$46,442.40 - \$70,394.40) to range #7778 (\$48,760.80 - \$77,892.00);

- F. Increase salary of **Nurse Supervisor**, class code 40245, from range #77 (\$48,760.80 - \$74,047.20) to range #7880 (\$51,177.60 - \$86,037.60);
- G. Increase salary of **Nurse Manager**, class code 40246, from range #80 (\$56,433.60 - \$86,037.60) to range #8182 (\$59,289.60 - \$97,221.60);
- H. Increase salary of **Nurse Administrator**, class code #40247 from range #82 (\$63,780.00 - \$97,221.60) to range #8384 (\$68,666.40 - \$112,953.60);
- I. Increase salary of **State Public Health Nursing Director**, class code 40250, from range #83 (\$68,666.40 - \$104,767.20) to range #8586 (\$79,812.00 - \$130,984.80) and change title to **Chief Nursing Officer**;
- J. Increase salary of **Home Health Aide**, class code 40111, from range #47 (\$21,619.20 - \$30,559.20) to range #4753 (\$21,619.20 - \$35,457.60);
- K. Increase salary of **Home Care Services Nurse**, class code 40229, from range #75 (\$44,212.80 - \$67,008.00) to range #7576 (\$44,212.80 - \$70,394.40);
- L. Increase salary of **Home Care Services Nurse Care Coordinator**, class code 40233, from range #76 (\$46,442.40 - \$70,394.40) to range #7778 (\$48,760.80 - \$77,892.00);
- M. Increase salary of **Home Care Services Nurse Supervisor**, class code 40234, from range #77 (\$48,760.80 - \$74,047.20) to range #7880 (\$51,177.60 - \$86,037.60);
- N. Increase salary of **Home Care Services Nurse Manager**, class code 40235, from range #80 (\$56,433.60 - \$86,037.60) to range #8182 (\$59,289.60 - \$97,221.60);
- O. Increase salary of **Home Care Services Nurse Administrator**, class code 40238, from range #82 (\$63,780.00 - \$97,221.60) to range #8384 (\$68,666.40 - \$112,953.60);
- P. Increase salary of **Nurse Practitioner**, class code 40203, from range #81 (\$59,289.60 - \$90,309.60) to range #82 (\$63,780.00 - \$97,221.60);
- Q. Increase salary of **Nurse Practitioner, Senior**, class code 40204, from range #82 (\$63,780.00 - \$97,221.60) to range #83 (\$68,666.40 - \$104,767.20);

- R. Increase salary of **Nurse Practitioner Director**, class code 40206 from range #83 (\$68,666.40 - \$104,767.20) to range #84 (\$74,047.20 - \$112,953.60);
- S. Establish classification of **Health Services Administrator I**, class code 40757, at range #70 (\$35,457.60 - \$53,707.20);
- T. Designate classification of **Health Services Administrator I**, class code 40761, as terminal to be abolished on becoming vacant;
- U. Establish classification of **Health Services Administrator I, Senior**, class code 40759, at range #74 (\$42,103.20 - \$63,780.00);
- V. Increase salary of **Health Services Administrator II**, class code 40762, from range #7579 (\$44,212.80 - \$81,813.60) to range #7680 (\$46,442.40 - \$86,037.60);
- W. Increase salary of **Health Services Administrator III**, class code 40766, from range #8182 (\$59,289.60 - \$97,221.60) to range #8183 (\$59,289.60 - \$104,767.20); and
- X. Increase salary of **Health Services Administrator IV**, class code 40763, from range #83 (\$68,666.40 - \$104,767.20) to range #8384 (\$68,666.40 - \$112,953.60) and change title to **Health Services Bureau Administrator**.

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, 2021, through September 30, 2022, and will involve approximately 1,600 hours, not to exceed \$71,775.00. Overtime through September 2021 is estimated at \$71,775.00;
- 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, 2021, through September 30, 2022, and will involve approximately 15,000 hours not to exceed \$550,000.00. Overtime through September 2021 is estimated at \$330,000.00; and

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, 2021, through September 30, 2022. Approximate overtime through July 2021 was \$147,006.00; and

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), Equal Employment Officer (10801), 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), Mental Health Technician (40135), Social Service Caseworker I (50246), Classification Specialist (50340), Classification Specialist Supervisor (50343), Psychological Associate I (50381), Intelligence Analyst (60351), Security Guard I (60611), Security Guard II (60612), Correctional Security Guard (60618), 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, provide cubical manning, ensure completion of administrative and shift clerk duties, provide food service operations in prisons, support implementation of WRNA and ORAS tools, and operate separate quarantine intake facilities at Tutwiler Prison and Kilby Correctional Facility.

Overtime is requested from October 1, 2021, through September 30, 2022, at a cost not to exceed \$2,200,000.00;

B. Request for extension of authorization to pay overtime to the FLSA non-exempt employees in the classifications of Cabinetmaker (90574), Carpenter Supervisor (90572), Correctional Industries Assistant Plant Supervisor (90870), and Correctional Industries Plant Supervisor (90871) 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, 2021, through September 30, 2022, at a cost not to exceed \$40,000.00;

- C. Request for extension of authorization to pay overtime to FLSA exempt employees in the classification of Psychological Associate II, class code 50382, who are required to work overtime to run separate quarantine intake facilities at Tutwiler Prison and Kilby Correctional Facility. These employees will be eligible for straight time for hours physically worked over 40 in a workweek. Overtime is requested from October 1, 2021, through September 30, 2022, and should not exceed \$117,735.00; and

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, 2021, through September 30, 2022, 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. 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, 2021, through September 30, 2022, 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; and

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, 2021, through September 30, 2022, at a cost not to exceed \$172,000.00. The Department has spent approximately \$120,000.00 through July 2021; and

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
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
State Intern	11917
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 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 with the 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, 2021, through September 30, 2022. It is estimated that employees will work approximately 3,975 hours of overtime at a cost not to exceed \$79,500.00; and

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 Department's accreditation under the Prison Rape Elimination Act, as well as to 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, 2021, through September 30, 2022. It is estimated that this overtime will not exceed \$800,000.00.

Action Taken by the State Personnel Board on Overtime Issues Listed in the Agenda & Stated by the Director – APPROVED

IV. Special Merit Raise

Action Taken by the State Personnel Board - APPROVED

V. Cases on which Board is to Rule

A. Meiko D. Martin v. Department of Human Resources

Administrative Law Judge: J. Jerry Wood

Recommendation of ALJ: Uphold Dismissal

Action Taken by the State Personnel Board – APPROVED

B. Frank E. Parler v. Department of Corrections
Frank Parler's Motion for Reconsideration or/in
the Alternative for a Modification of the Decision
of the State Personnel Board

Action Taken by the State Personnel Board - DENIED

VI. Adjourn

Action Taken by the State Personnel Board - APPROVED