

AGENDA
STATE PERSONNEL BOARD

October 21, 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. Classification and Pay Issues

B. Special Pay Issues

C. Overtime Issue

IV. Special Merit Bonus

Action taken by the State Personnel Board - APPROVED

V. Special Merit Raise

Action taken by the State Personnel Board - APPROVED

VI. Legislative Pay

Action taken by the State Personnel Board - APPROVED

VII. Cases on which Board is to rule:

1. Keith D. Hunter (Alcoholic Beverage Control Board)

Administrative Law Judge: Sancha O. Howard

Recommendation of ALJ: Uphold dismissal

Action taken by the State Personnel Board - APPROVED

2. Felicia Goree (Department of Transportation)

Administrative Law Judge: Randy C. Sallé

Recommendation of ALJ: Uphold dismissal

Action taken by the State Personnel Board - APPROVED

3. Courtney Davis (Department of Youth Services)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Uphold dismissal
Action taken by the State Personnel Board – APPROVED

4. Elizabeth S. Griffis
(State Board of Veterinary Medical Examiners)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Uphold dismissal
Action taken by the State Personnel Board – APPROVED

5. Diamonique N. Franklin (Department of Rehabilitation Services)
Administrative Law Judge: J. Jerry Wood
Recommendation of ALJ: Dismiss with Prejudice pursuant to
withdrawal of appeal
Action taken by the State Personnel Board – APPROVED

6. Michael D. Coleman (Alcoholic Beverage Control Board)
Administrative Law Judge: Randy C. Sallé
Recommendation of ALJ: Dismiss with Prejudice pursuant to
withdrawal of appeal
Action taken by the State Personnel Board – APPROVED

VIII. Adjourn *Action taken by the State Personnel Board – APPROVED*

State Personnel Board
Classification and Pay
October 21, 2020

Classification and Pay Issues

CORRECTIONS DEPARTMENT/ALABAMA LAW ENFORCEMENT AGENCY

- A. Establish classification of **Crime Scene and Evidence Specialist**, class code 60343, at range #70 (\$34,761.60 - \$52,653.60).
- B. Establish classification of **Crime Scene and Evidence Specialist, Senior**, class code 60344, at range #7275 (\$37,389.60 - \$65,695.20).

Recommend

Proposed classes are non-law enforcement, responsible for collecting evidence at crime scenes and ensuring proper chain of custody is maintained. Currently, the duties are performed by law enforcement officers. The establishment of the Crime Scene and Evidence Specialist series will free up law enforcement positions to focus on the investigation. Proposed salaries are comparable with the Forensic Pathology Specialist and Specialist, Senior classifications.

Action taken by the State Personnel Board – APPROVED

Special Pay Issues

EXAMINERS IN COUNSELING BOARD

Approve salary of \$82,281.60 (to be paid at the semi-monthly arrears rate of \$3,428.40) for Dr. Keith Cates who is being appointed Executive Director. The proposed salary represents step #17 of range #80 (\$55,327.20 - \$84,350.40). The previous incumbent earned \$82,281.60.

Action taken by the State Personnel Board – APPROVED

FUNERAL SERVICE BOARD

Increase salary from \$30,404.88 to \$31,925.12 (to be paid at the semi-monthly arrears rate of \$1,330.21) for Sherrye J. Dawson who serves as Administrative Assistant to the Board. The proposed salary represents a 5% increase. Ms. Dawson has been in this position since June 1995; her last increase was March 2016.

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

SECRETARY OF STATE

Approve salary of \$78,247.20 (to be paid at the semi-monthly arrears rate of \$3,260.30) for Clay S. Helms who is being appointed Deputy Chief of Staff effective November 1, 2020. The proposed salary represents step #7 of range #83 (\$67,320.00 - \$102,712.80). Mr. Helms is currently employed for the Secretary of State's Office as the Elections Division Director and earns \$74,474.40. The proposed salary represents a 5% increase. The previous incumbent earned \$91,200.00.

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

WOMEN'S COMMISSION

Increase salary from \$6,934.08 to \$11,000.00 (to be paid at the semi-monthly arrears rate of \$458.33) for Sarah Skipper who serves as the Executive Director. The proposed salary represents a 59% increase. Ms. Skipper has been in this position since November 2007; her last increase was May 2014. The position is part-time (25%).

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

Overtime Issue

HUMAN RESOURCES DEPARTMENT

Request authorization to pay FLSA exempt employees required to work issuing Disaster Supplemental Nutrition Assistance Program (D-SNAP) benefits in connection with the Emergency Proclamation issued by Governor Ivey for Hurricane Sally on September 14, 2020. These employees will be eligible for straight time for hours physically worked over 40 in a work week. Due to the

narrow timeframe mandates required in the issuance of D-SNAP, non-exempt employees cannot process these benefits due to increased workloads involving COVID-19. Classifications involved are Financial Support Supervisor (50222), Human Resources Program Specialist (50227), and Human Resources Program Supervisor (50228). It is estimated that overtime will not exceed \$100,000.00 and will end when the emergency is terminated by proclamation or expires.

Action taken by the State Personnel Board – APPROVED