

COMMITTEE MEETING
June 11, 2013

(For Commission Approval on June 13, 2013)

In Attendance:

___	Commissioner Carrington	___	Commissioner Knight
___	Commissioner Stephens	___	Commissioner Brown
___	Commissioner Bowman	___	County Manager Petelos

ADMINISTRATIVE SERVICES COMMITTEE

Chairman – Commissioner Carrington

HUMAN RESOURCES

Ms. Demetrui Taylor

CRITICAL NEEDS

The Court has approved the initiation of the following certifications:

1. Board of Equalization – State Fund

- A. (1) Administrative Coordinator Replacement*
*Indicates the salary range for the Administrator Coordinator (Grade 22) is \$40,060.80 - \$62,129.60

Salary requested by department head – Grade 22/Step 2 - \$42,057.60 annually and approximately \$55,440.33 annually with benefits for the position

- B. (2) Senior Property Appraisers Fill*
*Indicates the salary range for the Senior Property Appraiser (Grade 24) is \$44,179.20 - \$68,432.00 – Position change in 2014

Salary requested by department head – Grade 24/Step 2 - \$46,342.40 annually and approximately \$61,088.55 annually with benefits for the positions

2. Community & Economic Development – Grant Fund

- A. (1) Human Resource Planner Replacement*
*Indicates the salary range for the Human Resource Planner (Grade 21) is \$38,147.20 - \$59,176.00

Salary requested by department head – Grade 21/Step 2 - \$40,060.80 annually and approximately \$52,808.15 annually with benefits for the position

- B. (1) Housing Rehabilitation Specialist Add*
*Indicates this position will be included in department's 2014 budget. The salary range for the Housing Rehabilitation Specialist (Grade 20) is \$36,316.80 - \$56,284.80 – Position is temporary

Salary requested by department head – Grade 20/Step 3 - \$40,060.80 annually and approximately \$52,808.15 annually with benefits for the position

3. **District Attorney's Office/Birmingham Division – General Fund**

- (1) Paralegal Replacement*
*Indicates the salary range for the Paralegal (Grade 18) is \$32,968.00 - \$51,084.80

Salary requested by department head – Grade 18/Step 1 - \$32,968.00 annually and approximately \$43,458.42 annually with benefits for the position

4. **Environmental Services – ESD Fund**

- A. (1) Accounting Assistant I Replacement*
*Indicates the salary range for the Accounting Assistant I (Grade 13) is \$25,896.00 - \$40,060.80

Salary requested by department head – Grade 13/Step 2 - \$27,123.20 annually and approximately \$35,753.80 annually with benefits for the position

- B. (2) Skilled Laborers Replacement*
*Indicates the salary range for the Skilled Laborer (Grade 12) is \$25,896.00 - \$34,590.40

Salary requested by department head – Grade 12/Step 2 - \$25,896.00 annually and approximately \$34,136.11 annually with benefits for the positions

- C. (1) Public Works Supervisor Replacement*
*Indicates the salary range for the Public Works Supervisor (Grade 20) is \$36,316.80 - \$56,284.80

Salary requested by department head – Grade 20/Step 2 - \$38,147.20 annually and approximately \$50,285.64 annually with benefits for the positions

- D. (3) Sewer Video Specialists Replacement*
*Indicates the salary range for the Sewer Video Specialist (Grade 15) is \$29,910.40 - \$40,060.80

Salary requested by department head – Grade 15/Step 2 \$29,910.40 annually and approximately \$39,427.89 annually with benefits for the positions

- E. (1) Senior WWTP Maintenance Worker Replacement*
*Indicates the salary range for the Senior WWTP Maintenance Worker (Grade 19) is \$36,316.80 - \$48,651.20

Salary requested by department head – Grade 19/Step 2 - \$36,316.80 annually and approximately \$47,872.81 annually with benefits for the position

- F. (2) Electricians Replacement*
*Indicates the salary range for the Electrician (Grade 24) is \$46,342.40 - \$56,284.80

Salary requested by department head – Grade 24/Step 2 - \$46,342.40 annually and approximately \$61,088.55 annually with benefits for the positions

- G. (1) WWTP Supervisor Replacement*
*Indicates the salary range for the WWTP Supervisor (Grade 22) is \$40,060.80 - \$62,129.60

Salary requested by department head – Grade 22/Step 2 - \$42,057.60 annually and approximately \$55,440.33 annually with benefits for the position

- H. (1) Environmental Lab Compliance Administrator Replacement*
Indicates the salary range for the Environmental Lab Compliance Administrator (Grade 30) is \$59,176.00 - \$91,665.60

Salary requested by department head – Grade 30/Step 2 - \$62,129.60 annually and approximately \$81,899.24 annually with benefits for the position

5. **Family Court – General Fund**

- A. (1) Principal Court Clerk Replacement*
*Indicates the salary range for the Principal Court Clerk (Grade 19) is \$34,590.40 - \$53,643.20

Salary requested by department head – Grade 19/Step 5 - \$42,057.60 annually and approximately \$55,440.33 annually with benefits for the position

- B. (1) Chief Court Clerk Replacement*
*Indicates the salary range for the Chief Court Clerk (Grade 25) is \$46,342.40 - \$71,905.60

Salary requested by department head – Grade 25/Step 5 - \$56,284.80 annually and approximately \$74,194.62 annually with benefits for the position

6. **Roads & Transportation/Fleet Management Division – General Fund**

(1) Automotive Technician Replacement*

*Indicates the salary range for the Automotive Technician (Grade 20) is \$38,147.20 - \$51,084.80

Salary requested by department head/manager – Grade 20/Step 4 - \$42,057.60 annually and approximately \$55,440.33 annually with benefits for the position

7. **Roads & Transportation – Designated Funding Source**

A. (2) Construction Equipment Operators Replacement*

*Indicates the salary range for the Construction Equipment Operator (Grade 17) is \$32,968.00 - \$44,179.20

Salary requested by department head/manager – Grade 17/Step3 - \$34,590.40 annually and approximately \$45,597.07 annually with benefits for the positions

B. (1) Bridge Maintenance Construction Supervisor Replacement*

*Indicates the salary range for the Bridge Maintenance Construction Supervisor (Grade 18) is \$32,968.00 - \$51,084.80

Salary requested by department head/manager – Grade 18/Step 3 - \$36,316.80 annually and approximately \$47,872.81 with benefits for the position

8. **Tax Assessor's Office (Birmingham) – State Fund**

A. (2) Personal Property Appraisers Replacement*

*Indicates the salary range for the Personal Property Appraiser (Grade 21) is \$38,147.20 - \$59,176.00 – One is a new position in 2014 budget

Salary requested by department head/manager – Grade 21/Step 2 - \$40,060.80 annually and approximately \$52,808.15 annually with benefits for the positions

B. (1) Administrative Assistant I Replacement*

Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head/manager – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

9. **Tax Collector's Office (Birmingham) – General Fund**

A. (2) Administrative Assistant Is Replacement*

*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

B. (1) Administrative Assistant II Replacement*

*Indicates the salary range for the Administrative Assistant I (Grade 13) is \$25,896.00 - \$40,060.80

Salary requested by department head – Grade 13/Step 2 - \$27,123.20 annually and approximately \$37,753.80 annually with benefits for the position

10. **Office of Senior Citizens Services – Grant**

(1) Administrative Assistant I Replacement*

*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head/manager – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

11. **General Services – General Fund**

(3) Security Officers Replacement*

* Indicates the salary range for the Security Officer (Grade 12) is \$24,585.60 - \$38,147.20

Salary requested by department head – Grade 12/Step 4 - \$28,454.40 annually and approximately \$37,508.59 annually with benefits for the positions

The initiation of the following certifications is authorized, but the parties to the consent decree have not agreed upon the method of filling the positions requested by the following departments:

12. **Board of Equalization – State Fund**

A. (7) Property Appraisers Replacement*

Indicates the salary range for the Property Appraiser (Grade 21) is \$38,147.20 - \$59,176.00

Salary requested by department head – Grade 21/Step 2 - \$40,060.80 annually and approximately \$52,808.15 annually with benefits for the positions

B. (1) Property Litigation Administrator Fill*

*Indicates this position will be included in the department's 2014 budget and the Personnel Board approved the classification change from Court Property Appraiser (Grade 25) to Property Litigation Administrator (Grade 28). The salary range for the Property Litigation Administrator (Grade 28) is \$53,643.20 - \$83,158.40

Salary requested by department head – Grade 28/Step2 - \$56,284.80 annually and approximately \$74,194.62 annually with benefits for the position

- C. (1) Administrative Assistant I Replacement*
*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

13. **Environmental Services – ESD Fund**

- A. (1) Administrative Assistant I Replacement*
*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

- B. (4) Skilled Laborers Replacement*
*Indicates the salary range for the Skilled Laborer (Grade 12) is \$25,896.00 - \$34,590.40

Salary requested by department head – Grade 12/Step 2 - \$25,896.00 annually and approximately \$34,136.11 annually with benefits for the positions

- C. (1) Labor Supervisor Replacement
*Indicates the salary range for the Labor Supervisor (Grade 15) is \$28,454.40 - \$44,179.20

Salary requested by department head – Grade 15/Step 2 - \$29,910.40 annually and approximately \$39,427.89 annually with benefits for the position

- D. (2) Laborer IIIs Replacement*
*Indicates the salary range for the Laborer III (Grade 103) is \$20,300.80 - \$22,339.20

Salary requested by department head – Grade 103/Step 2 - \$21,320.00 annually and approximately \$28,104.03 annually for the positions

- E. (1) WWTP Maintenance Worker Replacement*
*Indicates the salary range for the WWTP Maintenance Worker (Grade 17) is \$32,968.00 - \$44,179.20

Salary requested by department head – Grade 17/Step 2 - \$32,968.00 annually and approximately \$43,458.42 annually for the position

- F. (1) WWTP Shop Supervisor Replacement*
*Indicates the salary range for the WWTP Shop Supervisor (Grade 20) is \$36,316.80 - \$56,284.80

Salary requested by department head – Grade 20/Step 2 - \$38,147.20 annually and approximately \$50,285.64 annually with benefits for the position

14. **Roads & Transportation/Fleet Management Division – General Fund**

- (2) Automotive Technicians Replacement*
*Indicates the salary range for the Automotive Technician (Grade 20) is \$38,147.20 - \$51,084.80

Salary requested by department head/manager – Grade 20/Step 4 - \$42,057.60 annually and approximately \$55,440.33 annually with benefits for the position

15. **Roads & Transportation – Designated Funding Source**

- A. (1) Deputy Director of Roads & Transportation Replacement*
*Indicates the salary range for the Deputy Director of Roads & Transportation (Grade 35) is \$75,441.60 - \$117,104.00

Salary requested by department head/manager – Grade 35/Step 3 - \$83,158.40 annually and approximately \$109,619.40 annually with benefits for the position

- B. (1) Administrative Coordinator Replacement*
*Indicates the salary range for the Administrator Coordinator (Grade 22) is \$40,060.80 - \$62,129.60

Salary requested by department head – Grade 22/Step 3 - \$44,179.20 annually and approximately \$58,237.02 annually with benefits for the position

- C. (1) Construction Supervisor Replacement*
*Indicates the salary range for the Construction Supervisor (Grade 17) is \$31,449.60 - \$48,651.20

Salary requested by department head/manager – Grade 17/Step 3 - \$34,590.40 annually and approximately \$45,597.07 annually with benefits for the position

- D. (1) Bridge Maintenance Crewleader Replacement*
*Indicates the salary range for the Bridge Maintenance Crewleader (Grade 16) is \$31,449.60 - \$42,057.60

Salary requested by department head/manager – Grade 16/Step 3 - \$32,968.00 annually and approximately \$43,458.42 annually with benefits for the position

16. **Human Resources – General Fund**

- (1) Personnel Technician Replacement*
*Indicates the salary range for the Personnel Technician (Grade 18) is \$32,968.00 - \$51,084.80

Salary requested by department head – Grade 18/Step 4 - \$38,147.20 annually and approximately \$50,285.64 with benefits for the position

17. **Inspection Services – General Fund**

- (1) Electrical Inspector Replacement*
*Indicates the salary range for the Electrical Inspector (Grade 23) is \$42,057.60 - \$65,166.40

Salary requested by department head – Grade 23/Step 2 - \$44,179.20 annually and approximately \$58,237.02 with benefits for the position

18. **Land Planning & Development Services – General Fund**

- A. (1) Administrative Assistant II Replacement*
*Indicates the salary range for the Administrative Assistant II (Grade 13) is \$25,896.00 - \$40,060.80

Salary requested by department head – Grade 13/Step 2 - \$27,123.20 annually and approximately \$37,753.80 annually with benefits for the position

- B. (1) Zoning Administrator Replacement*
*Indicates the salary range for Zoning Administrator position (Grade 28) is \$53,643.20 - \$83,158.40

Salary requested by department head – Grade 28/Step 2 - \$56,284.80 annually and approximately \$74,194.62 annually with benefits for the position

19. **Tax Assessor's Office (Birmingham) – State Fund**

- A. (1) GIS Database Supervisor Replacement*
*Indicates the salary range for the GIS Database Supervisor (Grade 27) is \$51,084.80 - \$79,268.80)

Salary requested by department head/manager – Grade 27/Step2 - \$53,643.20 annually and approximately \$70,712.47 annually with benefits for the position

- B. (2) GIS Specialists Replacement*
*Indicates the salary range for the GIS Specialist (Grade 25) is \$46,342.40 - \$71,905.60

Salary requested by department head/manager – Grade 25/Step 2 - \$48,651.20 annually and approximately \$64,132.01 annually with benefits for the positions

20. **Tax Collector’s Office (Bessemer) – General Fund**

- (1) Accounting Assistant II Replacement*
*Indicates the salary range for the Accounting Assistant II (Grade 16) is \$29,910.40 - \$46,342.40

Salary requested by department head – Grade 16/Step 2 - \$31,449.60 annually and approximately \$41,456.86 annually with benefits for the position

21. **Tax Assessor’s Office (Bessemer) – State Fund**

- A. (1) GIS Specialist Replacement*
*Indicates the salary range for the GIS Specialist (Grade 25) is \$46,342.40 - \$71,905.60 – One is a new position in 2014 budget

Salary requested by department head – Grade 25/Step 2 - \$48,651.20 annually and approximately \$64,132.01 annually with benefits for the position

- B. (2) Administrative Assistant Is Replacement*
*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head – Grade 10/Step 1 - \$22,297.60 annually and approximately \$29,392.70 annually with benefits for the positions

22. **Tax Collector’s Office (Birmingham) – General Fund**

- (1) Administrative Assistant I Replacement*
*Indicates the salary range for the Administrative Assistant I (Grade 10) is \$22,297.60 - \$34,590.40

Salary requested by department head – Grade 10/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the position

23. **Cooper Green Mercy Health Services – Cooper Green Fund**

- A. (1) Security Officer Replacement*
*Indicates the salary range for the Security Officer (Grade 12) is \$24,585.60 - \$38,147.20
Salary requested by department head/manager – Grade 12/Step 2 - \$25,896.00 annually and approximately \$34,136.11 annually with benefits for the position
- B. (1) Diagnostic Imaging Tech-Ultrasound Replacement*
*Indicates the salary range for the Diagnostic Imaging Tech-Ultrasound (Grade 18) is \$34,590.40 - \$53,643.20
Salary requested by department head/manager – Grade 18/Step 2 - \$36,316.80 annually and approximately \$47,872.81 annually with benefits for the position
- C. (2) Patient Care Technicians Fill*
*Indicates the salary range for the Patient Care Technician (Grade 9) is \$22,297.60 - \$34,590.40
Salary requested by department head/manager – Grade 9/Step 2 - \$23,441.60 annually and approximately \$30,900.72 annually with benefits for the positions
- D. (1) Senior Social Worker Fill*
*Indicates the salary range for the Senior Social Worker (Grade 21) is \$38,147.20 - \$59,176.00
Salary requested by department head/manager – Grade 21/Step 2 \$40,060.80 annually and approximately \$52,808.15 annually with benefits for the position

24. **General Services – General Fund**

- A. (4) Security Officers Replacement*
* Indicates the salary range for the Security Officer (Grade 12) is \$24,585.60 - \$38,147.20
Salary requested by department head – Grade 12/Step 4 - \$28,454.40 annually and approximately \$37,508.59 annually with benefits for the positions
- B. (1) Senior Security Officer Replacement*
*Indicates the salary range for the Senior Security Officer (Grade 15) is \$28,454.40 - \$44,179.20
Salary requested by department head – Grade 15/Step 4 - \$32,968.00 annually and approximately \$43,458.42 annually with benefits for the position

25. **OSCS – Grant Fund**

(1) Administrative Assistant I Replacement*
*Indicates the salary range for the Administrative Assistant I (Grade 10) is
\$22,297.60 - \$34,590.40

*Salary requested by department head/manager – Grade 10/Step 2 - \$23,441.60
annually and approximately \$30,900.72 annually with benefits for the position*

26. **Board of Registrars Office – General Fund**

(1) GIS Database Supervisor Replacement*
*Indicates the salary range for the GIS Database Supervisor (Grade 27) is
\$51,084.80 - \$79,268.80

*Salary requested by department head – Grade 27/Step 3 - \$56,284.80 annually
and approximately \$74,194.62 annually with benefits for the position*

PENSION BOARD

Ms. Cathy Crumley

No items submitted.

PERSONNEL BOARD

Mr. Lorren Oliver

No items submitted.

ENVIRONMENTAL SERVICES

Mr. David Denard

27. **Infor Global Solutions, Inc. – Contract #5058**

Annual Maintenance contract for the Infor EAM Enterprise Edition-SQL asset management software for the period 06/22/2013 to 06/21/2014.

Contract Term:	1 Year
Original Budget:	\$12,220,312.00
Current Remaining Budget:	\$ 8,078,566.00
Requested Amount:	\$ 4,954.63
Remaining Budget After Requested Amount:	\$ 8,073,611.00
30 Day Cancellation:	Yes

28. **Schwing Bioset, Inc. - Contract #5144**

Amendment No. 2 to the Contract for Service Repairs on Schwing Cake Pumps at the Village Creek WWTP. This contract provides for the rebuild of one pump and

maintenance service and parts on a second pump critical to the solids dewatering process. The amendment adds the replacement of additional parts identified during the rebuild.

Contract Term:	0 Additional Days
Original Budget:	\$6,934,522.00
Current Remaining Budget:	\$2,532,096.51
Requested Amount:	\$ 10,561.75
Remaining Budget After Requested Amount:	\$2,521,534.76
30 Day Cancellation (Yes or No):	Yes

29. **National Recovery Agency – Contract #4983**
Mutual Non-Disclosure Agreement.

Contract Term:	3 years
Original Budget:	N/A
Current Remaining Budget:	N/A
Requested Amount:	\$0.00
Remaining Budget After Requested Amount:	N/A
30 Day Cancellation:	No

30. **Online Collections, Inc. - Contract #4984**
Mutual Non-Disclosure Agreement regarding the sharing of sewer billing data for the purpose of determining strategies for effective collections.

Contract Term:	3 years
Original Budget:	N/A
Current Remaining Budget:	N/A
Requested Amount:	\$0.00
Remaining Budget After Requested Amount:	N/A
30 Day Cancellation:	No

COUNTY ATTORNEY

Ms. Carol Sue Nelson

No items submitted.

COUNTY MANAGER

Mr. Tony Petelos

No items submitted.

OTHER BUSINESS

Commissioner David Carrington