

Mobile County Personnel Board Agenda
24 – 6TH Meeting of the Board
Tuesday, April 2, 2024 – 1:00p.m.

Notice: Board Action Items will be held on each item under Section Four below.

Votes will be taken on each item under Section Four at this meeting.

Call to Order

Invocation

Determination of a Quorum

The Board to elect from among its ranks a Chair and Vice-Chair for the ensuing year.

Adoption of the Agenda

Vote

Director Updates

1. Department Operating Expenses (001)

Vote

2. Meeting Minutes Approvals (002 – 005)

Vote

A. 24 – 5TH Meeting of the Board held March 19, 2024,

B. 24 – 3RD Hearing of the Board held March 19, 2024,

C. 24 – 4TH Hearing of the Board held March 21, 2024.

3. Public Hearing

Comments

4. Board Action Items

Vote

A. City of Mobile (006 – 033)

1) Adoption of the attached specification for the classification of Call Center Representative I,

2) Adoption of Salary Grade 9 for the classification of Call Center Representative I,

3) Adoption of the attached specification for the classification of Call Center Representative II,

4) Adoption of Salary Grade 11 for the classification of Call Center Representative II,

5) Creation of five (5) full-time positions and three (3) supernumerary positions of Call Center Representative I for the Mobile 311 Department,

6) Creation of one (1) full-time position of Call Center Representative II for the Mobile 311 Department,

7) Reclassification under Rule 4.4 of employees as listed in the submitted documents from Communication Center Specialist I to Call Center Representative I, effective at the beginning of the next pay period, April 6, 2024,

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- 8) Adoption of the attached specification for the classification of Pool Maintenance Coordinator,
 - 9) Adoption of Salary Grade 12 for the classification of Pool Maintenance Coordinator,
 - 10) Creation of one (1) full-time position of Pool Maintenance Coordinator for the City of Mobile Recreation Department,
 - 11) Adoption of the attached specification for the classification of Tennis Professional,
 - 12) Adoption of Salary Grade 20 for the classification of Tennis Professional,
 - 13) Adoption of the attached specification for the classification Assistant Tennis Professional,
 - 14) Adoption of Salary Grade 13 for the classification of Assistant Tennis Professional,
 - 15) Creation of the following positions for the Mobile Parks & Recreation – Tennis Center Department:
 - a. One (1) full-time position of Tennis Professional,
 - b. One (1) full-time position of Assistant Tennis Professional.
- B. City of Chickasaw (034)
- 1) Amendment of Salary Range 37.5 to Salary Range 39.5 for the classification of Equipment Operator I,
 - 2) Amendment of Salary Range 39.5 to Salary Range 42.5 for the classification of Equipment Operator II,
 - 3) Promotion under Rule 9.6 of M. Parker, Police Corporal to Police Sergeant as the only eligible employee, effective at the beginning of the next pay period, April 13, 2024.
- C. City of Saraland (035 – 037)
- 1) Adoption of the attached specification for the classification of Administrative Support Assistant – Saraland Police Department,
 - 2) Adoption of Salary Grade 15 for the classification of Administrative Support Assistant – Saraland Police Department,
 - 3) Creation of one (1) full-time position of Administrative Support Assistant – Saraland Police Department for the Saraland Police Department.
- D. Mobile County Racing Commission (038)
- Promotion under Rule 9.6 of S. Thomas, Office Assistant I, to Office Assistant II as the only eligible employee, effective at the beginning of the next pay period, April 13, 2024.

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E. Mobile Public Library (039)

Reclassification under Rule 10.18 of D. Nye, Office Assistant I, part-time, in Division 226, to Office Assistant I, full-time, in Division 235, effective at the beginning of the next pay period, April 7, 2024.

F. Mobile County Personnel Department (040)

Amendment of Rule 11.1(A), Entry Level &/or Initial Employment, effective April 2, 2024:

Current Rule (Last Paragraph): “The Director may extend the working test period of any appointee upon the request of the Appointing Authority. The Director’s decision shall be in writing and shall be final. If not removed during the working test period of any extension thereof, the employee shall be deemed to have earned permanent status.”

Proposed Rule (Last Paragraph): “The Director may extend the working test period of any appointee upon the request of the Appointing Authority. The Director’s decision shall be in writing and shall be final. If not removed during the working test period ~~of~~ or any extension thereof, the employee shall be deemed to have earned permanent status.”

5. Appeals

Schedule

A. Have the Board reset a date for a public hearing on the request for continuance concerning the appeal from demotion filed by J. Cox, Fire Service Captain with the City of Mobile Fire Rescue Department, originally scheduled for today, April 2, 2024. The proposed date is Tuesday, May 14, 2024, at 1:00 p.m.

B. Have the Board set a date for a public hearing for the following appeals:

1. Appeal from dismissal filed by B. Marshall, former Vehicular/Equipment Mechanic Trainee with the City of Mobile Public Services – Fleet Management Department. The proposed date is Tuesday, April 23, 2024, at 1:00 p.m. (042)
2. Appeal from dismissal filed by J. West, former Fire Service Driver with the City of Satsuma Fire Department. The proposed date is Tuesday, April 16, 2024, at 1:30 p.m. (041)

6. Board Member Announcements/Discussion

7. Adjournment