

COUNTY PERSONNEL COMMITTEE MEETING
MARCH 11, 1998, 2:00 PM

PRESENT: Tom Bacote, Commissioner
Johnnie Evans, Commissioner
H. Mac Tyson II, Commissioner

STAFF: Cliff Strassenburg, County Manager
James Martin, Deputy County Manager
Pat Jones, Personnel Director
Tom Miriello, Mental Health Director
Chip Modlin, Social Services Director
John Swift, Office of State Personnel
Dr. Jesse Williams, Health Director
Neil Yarborough, County Attorney
Rhonda Davis, Deputy Clerk

Commissioner Evans duly called the meeting to order.

AGENDA ITEMS

1. Approval of Minutes of the December 10, 1997 meeting.

MOTION: Commissioner Bacote offered a motion to approve the December 10, 1997 meeting minutes.
SECOND: Commissioner Tyson
VOTE: UNANIMOUS

2. Election of Chairman

MOTION: Commissioner Tyson offered a motion to elect Commissioner Evans by acclamation.
SECOND: Commissioner Bacote
VOTE: UNANIMOUS

3. Selection of Regular Meeting Date and Time.

It was the consensus of the Committee to set the regular meeting date for the second Wednesday of each month at 2:00 PM.

4. Consideration of certain Grade Reassignments in the Health, DSS and Mental Health Departments.

James Martin noted Dr. Williams had made some requests with regard to position grades in his department at the meeting on December 10th. Since that time, information has been received from the Mental Health and Social Services Departments regarding position classifications made by DMG. He then reviewed the information giving data relating to impact of salary adjustments for specific positions (attached to and made a part of

these minutes). He noted these positions had been previously classified higher by the county than they were in the State system. The County reclassified these positions due to recruitment problems.

Mr. Martin reviewed the changes for the Health, Mental Health and DSS positions.

Commissioner Tyson asked what the duties of the Paralegal position at the Department of Social Services consists of.

Mr. Modlin advised the Paralegal with his office prepares court orders, subpoenas and other court related documents.

Commissioner Tyson noted he has a problem with the County paying for a study and then making changes to the recommendations coming from the study. He noted he would like to receive something in writing stating these changes are being made to correct errors with the State Pay Plan. He then asked if any state grades were higher than the County's grades.

Ms. Jones advised the Paralegal and Attorney positions were higher. She noted there will be an impact with the change in the Paralegal positions throughout the County.

Commissioner Tyson stated he would like to have all the information at one time, with regard to the corrections that need to be made from the DMG study, so they can all be corrected at one time.

Ms. Jones advised staff perceived these to be separate issues with regard to classifications.

Mr. Yarborough stated most of these positions are paid with State monies.

Mr. Strassenburg stated staff is asking the Committee to approve changing these positions back to where they were before the study was done.

Mr. Martin reviewed the Accountant I position. He advised this position had never been given a higher grade by the County. Staff is recommending that this position grade be left as it is. Dr. Williams is not happy with this recommendation and is working with the office of State Personnel to change the grade. The position has never been considered for a higher grade by the County or State.

Mr. Modlin stated the human service agencies were not a part of the DMG study. They were never talked to about the study. The results of the study threw supervisors grades below those of the people they were working over. They want to keep the grades where they were before the study was done. The human service agencies were not allowed to appeal the recommendations and were never a part of the study and did not feel this was fair.

Mr. Martin stated the county has never done anything on a wholesale basis to classify state positions higher than what the state had them at. They never intended to have DMG lower the pay grades. DMG was instructed to give the human services positions what

the State said the grades should be. He feels this would not have been a problem until the reductions were made at the end of the study. They need the Committee to help them move these positions back to the grades they were at and not be lowered. He noted all the listed positions will be changed with the exception of the accountant position.

Dr. Williams advised he requested the accountant position several years ago. He has been dealing with the State Personnel Office since then to move this position grade up where he feels it should be. The commissioners could make a decision to raise the grade and that could be taken to State Personnel instead of continuing to argue the matter with them. If the County were to raise the grade for this position, the State Personnel Office may concur with the County's decision.

Commissioner Tyson asked how many people have been in the Accountant position at the Health Department and how long the person currently holding the position had been there.

Dr. Williams advised three people have held the position and the person currently in the position had been there for three years.

Commissioner Tyson noted there did not appear to be a retention problem with this position.

Mr. Swift with the Office of State Personnel advised he looked at this position two years ago and made a decision concerning the grade. He could not make another statement today with regard to changing the grade without looking at it again. As soon as Dr. Williams sends the necessary information to his office, he will be happy to consider it again.

Mr. Strassenburg noted the procedure Mr. Swift mentioned is the proper way to handle this situation through the State Personnel Office.

Mr. Miriello stated the position of the human service agencies is that they have people who have been negatively affected by this pay plan. They want these position restored back to what they had been before the plan was implemented. The people in his office that have been affected are senior, licensed certified people with advanced degrees.

Mr. Martin noted staff is recommending these grades be reinstated.

MOTION: Commissioner Bacote offered a motion to follow the staff recommendation and adjust the grades and salaries for the Health, Mental Health and Social Services positions as outlined in the information presented with the exception of the Accountant I position which is to be dealt with after a recommendation is received from the Office of State Personnel.

SECOND: Commissioner Evans

DISCUSSION: Dr. Williams stated the key emphasis of his request in December of last year was to adjust salaries for physicians.

Mr. Strassenburg noted they are still working on this proposal and will be presenting and discussing them with Dr. Williams soon.

Commissioner Tyson stated he is going to go along with the motion but without prejudice

and any indication of the way he may vote when this item goes before the Board of Commissioners. He feels this action is saying studies are merely to move people up instead of correcting them down if needed. He feels this action will give a bad taste to the taxpayers. He doesn't know how he will vote then this item goes before the Board of Commissioners. He asked Mr. Strassenburg if any County funds will be involved in making these adjustments.

Mr. Strassenburg stated by and large state monies will be involved. Some of the funds will be County, some will be State and some will be fee money.

Commissioner Tyson asked what an estimated amount would be for the County.

Mr. Strassenburg advised he could not give an estimated figure at this point.

Mr. Miriello advised as did Mr. Modlin that approximately one-fourth of their funds would be County.

Dr. Williams advised his funds would be all County money.

VOTE: UNANIMOUS

MOTION: Commissioner Tyson offered a motion to direct staff to bring the Accountant I position back to the Committee for review at the next regular meeting.

SECOND: Commissioner Bacote

VOTE: UNANIMOUS

5. Position Classifications to be added to the DMG Compensation and Classification Plan.

BACKGROUND: Department heads were given an additional opportunity to respond to the new DMG Classification and Pay Plan on classification problems not described during the first round of appeals. This second level of appeals was to give department heads and employees another opportunity to air their concerns about classifications and grade assignment according to several Commissioners in attendance at the Personnel Committee meeting. DMG has reviewed those appeals submitted by the departments and recommends classification and grade assignments for the following positions: Property Mapper, Parks Maintenance Supervisor, CAD Operator and Truck Driver. This information is the first of four categories of concerns/issues remaining to complete.

RECOMMENDATION/PROPOSED ACTION: Approve the position classifications.

Mr. Martin reviewed the positions for the committee. There are a few items in categories 2, 3, and 4 which involve twenty or so positions that have not been totally analyzed by the Personnel Office at this point. However, this information will be available at the next committee meeting.

Commissioner Evans asked what the cost would be to change these positions.

Mr. Martin noted it would cost approximately five to six thousand.

MOTION: Commissioner Bacote offered a motion to accept the staff and DMG recommendation with regard to the change in position classifications for the following positions: Property Mapper, Parks Maintenance Supervisor, CAD Operator and Truck Driver and that the changes be recommended to the Board of Commissioners for approval.

SECOND: Commissioner Evans

DISCUSSION: Commissioner Tyson stated he is going to go along with the motion but without prejudice and any indication of the way he may vote when this item goes before the Board of Commissioners.

VOTE: UNANIMOUS

6. Other Committee Concerns.

Mr. Martin noted Garrett Alexander, Tax Administrator had some other positions whose classifications were being reconsidered by DMG. These positions were not brought to the committee at this meeting because they are in the numbers 2, 3, & 4 categories that the Personnel Office is still reviewing. A preliminary review has been done and preliminary results have been compiled. (This information is attached hereto and made a part of these minutes.) These are not final reviews and there will be others in the tax department.

Commissioner Tyson asked if the inclination was that DMG was going along with Mr. Alexander's recommendations with regard to these positions.

Mr. Martin advised that DMG agreed with Mr. Alexander on the category one positions. In the number 2 category, DMG is stating that if the persons in those positions are doing the duties Mr. Alexander says are being done, then they should be classified as requested. These positions had not been reviewed in the last appeal.

Commissioner Tyson asked if the committee were to ask that the positions listed be approved, would this information be given to the Commissioners at the next board meeting.

Mr. Strassenburg advised it was too late to get this information on the next meeting agenda.

Commissioner Tyson asked if it could be placed on the agenda for the first meeting in April.

Ms. Jones advised she did not know whether or not the information could be ready by that time.

Commissioner Tyson stated the Finance Committee has already approved the change for these positions and he would like to see all of this sent to the Board of Commissioners as soon as possible. If this item was to be placed on the April 6th meeting agenda, that would give Personnel four weeks to complete the work.

Mr. Strassenburg stated he felt this information could be on the April 6th meeting agenda for Board approval.

MOTION: Commissioner Tyson offered a motion to approve the changes in the positions in the Tax Administrator's office for the Tax Assistant I, Tax Assistant II, Tax Assistant II (2 positions) and Tax Analyst(Fd/Bv/Oc) as presented by staff and upon final review by the Personnel Department.

SECOND: Commissioner Bacote

VOTE: UNANIMOUS

Meeting adjourned at 3:05 PM.