AGENDA

STATE PERSONNEL BOARD

July 15, 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 Issues

IV. Special Merit Bonus

   A. Alcoholic Beverage Control Board

       Action taken by the State Personnel Board - APPROVED

   B. Department of Human Resources

       Action taken by the State Personnel Board - APPROVED

V. Board Rules Update

   Action taken by the State Personnel Board - APPROVED
VI. Cases on which Board is to rule:

1. Katy A. Abner (Department of Environmental Management)
   Administrative Law Judge: Randy C. Sallé
   Recommendation of ALJ: Dismiss with prejudice due to lack of prosecution
   Action taken by the State Personnel Board - **APPROVED**

2. Jimmy Lowery, Jr. (Department of Corrections)
   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**

3. Kara A. Fields (Department of Human Resources)
   Administrative Law Judge: James Jerry Wood
   Recommendation of ALJ: Dismiss with prejudice pursuant to Settlement Agreement
   Action taken by the State Personnel Board - **APPROVED**

VII. Adjourn

Action taken by the State Personnel Board - **APPROVED**
State Personnel Board  
Classification and Pay  
July 15, 2020

Classification and Pay Issues

CONSERVATION AND NATURAL RESOURCES DEPARTMENT

A. Increase salary of Park Naturalist, class code 70637, from range #50 ($22,821.60 - $32,280.00) to range #61 ($27,804.00 - $42,290.40).

Action taken by the State Personnel Board - APPROVED

B. Increase salary of Parks Facilities Operator, class code 70640, from range #50 ($22,821.60 - $32,280.00) to range #61 ($27,804.00 - $42,290.40).

Action taken by the State Personnel Board - APPROVED

FINANCE DEPARTMENT

Increase salary of Landscape Production Manager, class code 90146, from range #73 ($39,280.80 - $59,556.00) to range #75 ($43,346.40 - $65,695.20).

Action taken by the State Personnel Board - APPROVED

HISTORICAL COMMISSION

Increase the salary of Cultural Resources Specialist, class code 30422, from range #69 ($33,921.60 - $51,400.80) to range #70 ($34,761.60 - $52,653.60).

Action taken by the State Personnel Board - APPROVED
PUBLIC HEALTH DEPARTMENT

Decrease the salary of State Epidemiologist, class code 40680, from range #91 ($122,160.00 - $186,237.60) to range #85 ($78,247.20 - $119,220.00).

Action taken by the State Personnel Board - APPROVED

STATE PERSONNEL DEPARTMENT

Abolish Probation and Parole Executive Director, class code 60910.

Action taken by the State Personnel Board - APPROVED

Special Pay Issues

ATTORNEY GENERAL’S OFFICE

Increase salary from $168,559.20 to $177,153.60 (to be paid at the semi-monthly rate of $7,381.40) for A. Clark Morris who will serve as an Assistant Chief Attorney General. Ms. Morris currently serves as the Special Prosecutions Division Chief and the proposed salary represents a 5% increase. This is the first salary increase for Ms. Morris since her January 1, 2019 appointment.

Action taken by the State Personnel Board - APPROVED

CHOCTAWHATCHEE, PEA AND YELLOW RIVERS WATERSHED AUTHORITY

Approve salary of $65,695.20 (to be paid at the semi-monthly rate of $2,737.30) for Lisa N. Harris who is being appointed Executive Director. It is also requested to increase the range from #75 ($43,346.40 - $65,695.20) to range #78 ($50,174.40 - $76,365.60). The proposed salary represents step 12 of the range. The previous Director retired in May 2020 and earned $65,695.20.

Action taken by the State Personnel Board - APPROVED
NURSING BOARD

Increase salary from $138,292.80 to $145,303.20 (to be paid at the semi-monthly rate of $6,054.30) for Mrs. Peggy Benson who serves as the Executive Director. It is also requested to assign this position to range #88 ($97,696.80 - $148,958.40). The proposed salary is a 5% increase. Ms. Benson’s last increase was February 2016 and she has served in this role since July 16, 2015.

Action taken by the State Personnel Board - APPROVED

REAL ESTATE COMMISSION

A. Request to assign the Executive Director position to pay range #88 ($97,696.80 - $148,958.40). The Director’s current salary falls within the proposed range.

Action taken by the State Personnel Board - APPROVED

B. Request to assign the Assistant Director to pay range #86 ($84,350.40 - $128,416.80). The Assistant Director’s current salary falls within the proposed range.

Action taken by the State Personnel Board - APPROVED

SOCIAL WORK EXAMINERS BOARD

Increase salary range of the Executive Director from #77 ($47,805.60 - $72,595.20) to #79 ($52,653.60 - $80,210.40). The proposed salary range is based on comparisons to similar positions in the Southeastern states. The Director’s current salary falls within the proposed range.

Action taken by the State Personnel Board – APPROVED
Overtime Issues

LABOR DEPARTMENT

Request approval for an additional $150,000.00 in paid overtime for FLSA non-exempt employees in the classifications listed below. In October 2019, the Department received authorization for $130,000.00 through September 30, 2020. However, COVID-19 has increased unemployment claims which have resulted in the request for additional overtime.

<table>
<thead>
<tr>
<th>Code</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10121</td>
<td>Clerk</td>
</tr>
<tr>
<td>10116</td>
<td>Mail Clerk</td>
</tr>
<tr>
<td>10196</td>
<td>Administrative Support Assistant I</td>
</tr>
<tr>
<td>10197</td>
<td>Administrative Support Assistant II</td>
</tr>
<tr>
<td>10198</td>
<td>Administrative Support Assistant III</td>
</tr>
<tr>
<td>10410</td>
<td>Data Entry Operator</td>
</tr>
<tr>
<td>11408</td>
<td>Employment Security Representative</td>
</tr>
<tr>
<td>11437</td>
<td>Unemployment Compensation Specialist</td>
</tr>
<tr>
<td>11461</td>
<td>Unemployment Compensation Tech.</td>
</tr>
<tr>
<td>50304</td>
<td>Language Interpreter</td>
</tr>
</tbody>
</table>

Action taken by the State Personnel Board - APPROVED

PARDONS AND PAROLES BUREAU

Request 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) and Probation and Parole Specialist (60932) who are required to work overtime in situations when Board Hearings exceed the scheduled time. Overtime is needed from July 1, 2020, through June 30, 2021, at a cost not to exceed $330,000.00.

Action taken by the State Personnel Board - APPROVED
STATE PORT AUTHORITY

Request an extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Buyer, Associate (10951), Police Communications Officer I (21121), Police Communications Officer II (21122), Docks Operations Supervisor (11825), and Docks Production Maintenance Supervisor (90594), who are required to work overtime during emergencies such as tropical storms, hurricanes, equipment failures, shutdowns and/or upgrades, or during heightened security measures implemented by state or federal directives. Employees in the Buyer, Associate class are required to work overtime preparing bid packages, soliciting prices, and placing orders for items needed during emergencies and equipment failures. Overtime is needed from July 1, 2020, through June 30, 2021. Overtime costs through June 2020 totaled approximately $240,000.00.

Action taken by the State Personnel Board - APPROVED

YOUTH SERVICES DEPARTMENT

Request approval for an additional $250,000.00 in paid overtime for FLSA non-exempt employees in the classifications listed below. In October 2019, the Department received authorization for $500,000.00 through September 30, 2020. However, COVID-19 has increased emergency overtime work necessary to maintain staffing requirements under the Department’s accreditation through the American Correctional Association.

<table>
<thead>
<tr>
<th>Code</th>
<th>Class Title</th>
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<tbody>
<tr>
<td>40120</td>
<td>Licensed Practical Nurse</td>
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<tr>
<td>60609</td>
<td>Youth Services Security Officer</td>
</tr>
<tr>
<td>60611</td>
<td>Security Guard I</td>
</tr>
<tr>
<td>60612</td>
<td>Security Guard II</td>
</tr>
<tr>
<td>60801</td>
<td>Youth Services Aide</td>
</tr>
<tr>
<td>60805</td>
<td>Youth Services Senior Aide</td>
</tr>
<tr>
<td>60808</td>
<td>Youth Services Team Coordinator- Child Care</td>
</tr>
<tr>
<td>60811</td>
<td>Youth Services Team Leader</td>
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<tr>
<td>90101</td>
<td>Laborer</td>
</tr>
<tr>
<td>90501</td>
<td>Maintenance Repairer</td>
</tr>
<tr>
<td>90503</td>
<td>Plant Maintenance Worker</td>
</tr>
<tr>
<td>90552</td>
<td>Maintenance &amp; Repair Supervisor</td>
</tr>
</tbody>
</table>

Action taken by the State Personnel Board - APPROVED