

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
04- 2

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a Human Resources Department; and to establish a uniform policy and procedure for addressing the recruitment, hiring and tracking of unclassified laborer personnel within all County Departments and Agencies; and to fulfill the reporting requirements of the Consent Decree in USA v. Jeffco, et al., with respect to both classified and unclassified employees.

I. DEFINITIONS

A. Unclassified Laborer – Shall mean any Jefferson County position bearing the Laborer I, Laborer II or Laborer III designation, that is not a classified position under the classified service administered by the Jefferson County Personnel Board. Excluded from this definition are unclassified personal secretaries and assistants as well as all other unclassified professional and personal positions under the authority of the Jefferson County Commission.

B. Classified Employee – Any employee holding a Merit System position governed by the rules and regulations of the Jefferson County Personnel Board.

C. Human Resources Department – The Human Resources Department that is created hereby. The Human Resources Department (herein "HR Department") shall be under the direction of the Human Resources Director (herein "HR Director").

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 6-29-04
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PAGE(S): 141-142

D. Employee Relations Office – The term "Employee Relations Office", (ERO) as referred to herein shall include the head or senior officer of the ERO, as appropriate to the context in which the term ERO is used.

E. Consent Decree – The decree of the court issued by consent of the parties to the lawsuit styled United States of America v. Jefferson County, Alabama et al., Civil Case Number CV-75-S-0666 and dated December 29, 1982 and commonly referred to as the "Consent Decree" and signed by Chris H. Doss, President of the Jefferson County Commission on behalf of the County Commission and Mel Bailey, Sheriff of Jefferson County, Alabama.

II. POLICY

The Human Resources Department is hereby established under the supervision of the President of the County Commission. The Risk Management Department and the Employee Relations Office are hereby transferred and realigned to the Human Resources Department and absorbed therein. The Director of Risk Management shall be the Human Resources Director.

III. PROCEDURE

A. HR Director shall:

- (a) Report to the President of the County Commission.
- (b) Develop a plan to organize and staff the HR Department.
- (c) Develop all necessary and appropriate policies, procedures and plans of an HR Department.
- (d) Develop and implement necessary and appropriate programs of an HR Department. Such programs shall avoid duplication of programs of the Personnel Board of Jefferson County.

B. ERO Responsibilities:

The ERO responsibilities shall be continued under the direction of the Employee Relations Officer. Those responsibilities shall include:

- (a) Employer-Employee conflict resolution.
- (b) Investigations of complaints.
- (c) Mediation in the area of employment law violations.
- (d) Consultation and briefings to management in regard to employee relations.
- (e) Organizational development, training and technical assistance to the County departments.

Additional ERO responsibilities shall include:

- (f) The ERO shall maintain a current list of all vacant unclassified laborer positions. The ERO shall continuously update the list of vacancies and post same in conspicuous places available to the public in and about the Courthouse, other County buildings and on the County's website in the same manner that announcements for classified positions are published or displayed.
- (g) The ERO shall publish the application forms to be used for all applicants for unclassified laborer positions to complete and return to the ERO for central collection.
- (h) The ERO shall monitor recruitment efforts for unclassified laborers carried out by the Departments and the Personnel Board and may coordinate any such efforts with the Director of Personnel in order to avoid duplication of effort.
- (i) The ERO shall monitor the employment process for compliance with this AO, the Consent Decree and other applicable law and regulation.
- (j) The ERO shall monitor the disqualification from employment of any applicants due to drug or alcohol or criminal conduct or other disqualifying or disabling conditions.

- (k) The ERO shall compile and submit all reports as required by the Consent Decree and this AO for unclassified positions and for such classified positions as may be required and shall provide copies to the County Commission and County Attorney.

C. Designation of Affirmative Action Officer

The ER Officer is hereby designated and appointed as the Jefferson County Affirmative Action Officer (herein "AAO").

The AAO shall:

- (a) Perform the duties and responsibilities of AAO in accordance with the Consent Decree.
- (b) Consult and coordinate with the County Attorney in the performance of AAO duties and responsibilities.

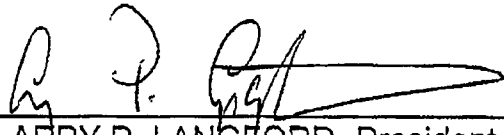
D. Department Head Responsibilities

1. Each Jefferson County Department Head shall continuously provide a list of unclassified Laborer vacancies within the Department to the ERO.
2. Each Department Head shall retain copies of all applications for unclassified laborer positions within the Department for a period of seven (7) years, regardless of whether the applicant is hired.
3. Each Department Head shall cooperate with the ERO to coordinate the centralization of the recruitment, hiring and tracking of unclassified laborer personnel within the Department. If an applicant is not selected for a vacancy, the application shall be returned to the ERO for further consideration for other vacancies. The Department Head shall record the reasons for the selection or rejection and such other information as called for by the forms and transmit them to the ERO.

IV. HIRING DECISION

Nothing contained herein shall be construed to mean that the hiring decisions for unclassified laborer vacancies shall be made by the ERO. The hiring decisions shall remain the responsibility of the Appointing Authorities and Department Heads in accordance with the Consent Decree, this Administrative Order and all applicable Federal, State and Local laws and regulations.

ORDERED at the Jefferson County Courthouse this 29 day of JUNE,
2004.



LARRY P. LANGFORD, President
Jefferson County Commission