

HR

## ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

Volume 3  
Issue 2  
April 2010

## INSIDE THIS ISSUE

1. RWDD
2. CHIP
2. WALK AT WORK
3. Textual Harassment
3. Personnelities
4. Safety & You -Tornadoes
4. HR Corner

ATTENTION  
COUNTY EMPLOYEES:

Please remember that the Jefferson County Commission is under a Consent Decree. The decree prohibits discrimination against blacks and females which is also contrary to the County's anti-harassment policy. Please contact your affirmative action officer, Kimberly Webster or Ben Sullen (325-5249), if you have concerns or issues regarding discrimination. You may also review the Consent Decree at your affirmative action officer's office located in the Main Courthouse Annex Rm A630.

*Jefferson County Commission follows all applicable local, state, and federal laws*

*concerning equal employment opportunity without regard to race, color, creed, sex, religious beliefs, national origin, age, or disability. Further, Jefferson County Commission will not discriminate based on genetic or family medical history.*

Jefferson County Commission  
Human Resources Department  
610-A Courthouse  
716 Richard Arrington Jr. Blvd. N.  
Birmingham, AL 35203  
Phone: 205-325-5249  
Fax: 205-325-5598  
E-mail: [hrlistens@jccal.org](mailto:hrlistens@jccal.org)

CAREER DEVELOPMENT & SUCCESSION PLANNING  
Recruitment & Workforce Development (RWDD)

In this time of economic uncertainty, the Human Resources Department, Recruitment & Workforce Development Division (RWDD) would like to offer a few helpful tips to aid in your future endeavors for career and advancement opportunities with the Jefferson County Commission. The following information will be beneficial to you when applying and interviewing for various positions within the County.

**For Classified/Merit System positions:**

► It is imperative that your online application completed at [www.jobsquest.org](http://www.jobsquest.org) is (1) current and (2) lists all of your duties/experience in detail. Adherence to this suggestion can greatly increase your chances of promotion, transfers, and consideration during the Structured Interview Process.

**For Unclassified/Non-Merit System positions:**

► When unclassified or laborer job vacancies are available, they are advertised in local newspapers such as the Birmingham News (Sunday), the Birmingham Times, etc., and applications are available in the Human Resources Department, Rm A670.

Applicants seeking unclassified or laborer job opportunities with the County must apply through the Human Resources Department. Applications are considered for completeness as well as the date/time they are received. Therefore completing

your application the first day applications are accepted increases your opportunity to be considered. For information on unclassified or laborer job vacancies, job applications, and unclassified hiring procedures, call 325-5249 or visit [www.JeffcoIntouch.com](http://www.JeffcoIntouch.com), click on Department and Agencies, click on Human Resources, click on Recruitment & Workforce Development tab, or visit <http://courthouse.jccal.org/>, click on Human Resources, click on Recruitment and Workforce Development tab.

As stated with Classified positions, when applying for Unclassified positions, it is imperative that your application is (1) current and (2) lists all of your duties/experience in detail. Adherence to this suggestion can greatly increase your chances of promotion, transfers, and consideration during the Structured Interview Process.

**Remember:** When considering whom to interview, if your experience and skills are not on the application, you may not get an interview. It is a good idea to **double check your application** prior to submitting **each time you apply for a position (Classified & Unclassified)**, to ensure the information is accurate and complete.

**Interviewing: (Classified and Unclassified) positions:**

Once you receive the opportunity to interview, remember to be thorough. Even if you are interviewing with your current

supervisor or department head, you should answer the questions as if he/she does not know your duties. During the Structured Interview Process, the interviewer asks you the questions, then records verbatim your responses. So, if you do not **say** it...you will not receive credit for it! This is critical because **not fully divulging your experience during the structured interview could cost you the desired position or promotion!**

The Human Resources staff is willing to provide assistance to you when applying for positions. Feel free to make an appointment by calling (205) 325-5249 and asking for the Recruitment and Workforce Development Division. We are located in Room A-670.

**Job and training opportunities are provided without regard to the individual's race, religion, color, national origin, age, sex, marital status, handicap, or veteran's status.**

Jefferson County Commission is a great place to work! Let us help you achieve your career goals.





## HEALTH & WELLNESS

### Medicaid and the Children's Health Insurance Program (CHIP) Offer Free Or Low-Cost Health Coverage To Children And Families

If you are eligible for health coverage from your employer, but are unable to afford the premiums, some states have premium assistance programs that can help pay for coverage. These states use funds from their Medicaid or CHIP programs to help people who are eligible for employer-sponsored health coverage, but need assistance in paying their health premiums.

If you or your dependents are already enrolled in Medicaid or CHIP, you can contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or **www.insurekidsnow.gov** to find out how to apply. If you qualify, you can ask the State if it has a program that might help you pay the premiums for an employer-sponsored plan.

Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, your employer's health plan is required to permit you and your dependents to enroll in the plan – as long as you and your dependents are eligible, but not already enrolled in the employer's plan. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance.**

**For further information on eligibility contact the ALABAMA MEDICAID** [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov), Phone: 1-800-362-1504. Please contact Marilyn Johnson in Human Resources at 205-325-5249 if you have questions regarding this assistance program.

It's that time again.....

NATIONAL

**WALK AT LUNCH**  
**DAY**

The Jefferson County Commission, along, with other companies in the downtown area, will join Blue Cross Blue Shield of Alabama in the National Walk at Lunch Day on **April 28, 2010** in Linn Park. Employees are encouraged to come out and walk. There will be drawings for door prizes for all who walk. **Walk time will be from 10:30am - 1:30pm.** Walks will start every 30 minutes. For more information, please contact Linda Butler at 205-325-5249.



## PERSONNEL & EMPLOYEE SERVICES - DIRECT PAYMENTS

When making direct payments to the Jefferson County Commission for benefits while on any type of leave, it is very important to provide all information necessary to process your payment. Here are a few points to remember when making direct payments:

- \*Write name legibly (PRINTING is recommended)
- \*Include your Social Security Number (LAST FOUR digits)
- \*Money Orders or Cashier's Checks ONLY (retain a copy )
- \*Identify which benefit is being paid and amount
- \*Notate which MONTH you are paying
- \*Payments for AFLAC should be paid directly to AFLAC



## COMPLIANCE & TECHNOLOGY - TEXTUAL HARASSMENT

A new trend is emerging as a threat to employers and employees alike. Textual Harassment is the practice of sending inappropriate or explicit text messages to others. Although the term originated in reference to teenagers sending explicit oriented text messages to each other on their cell phones, electronic exhibitionism has quickly expanded into a new method of harassment in the workplace.

With the introduction of this trend in the workplace, employers must address issues arising from "textual harassment." The use of text messaging in this manner is no different from harassment via e-mail, which was dubbed "e-harassment" by one court. However, it may present different issues and obstacles for employers. There have been recent cases where part of the harassment included sending so-called "lewd and sexually explicit text messages." The County's Anti-Harassment Policy, Administrative Order 08-2, prohibits all forms of electronic harassment, whether based on sex or another legally protected characteristic (e.g., age, race, or disability). Employees can be disciplined, up to and including termination, for inappropriate use of electronic communications, devices, and platforms.

*Here are a few things to consider before sending inappropriate texts in the workplace:*

- Electronically transmitted messages can not truly be deleted and can be searched for and printed out weeks or months after they are sent.
- Off-duty or outside-of-work conduct aimed at coworkers (e.g., posts on a social network - Facebook, MySpace, etc.) can still be investigated as potential harassment because of the workplace connection between the two individuals.
- Whether employees would want their mother or spouse/partner to see their post should be considered before they click "send".

The bottom line is harassment in the workplace continues to evolve as broader cultural and social changes occur. Employees are products of our society and culture and they bring those changes to work with them. However, we as Jefferson County Commission employees should be vigilant in making sure that our behavior conforms to acceptable norms of workplace conduct.

## *Personnelities....Inside the Personalities of our Personnel*

Mr. Gleen Johnson talks technical in this month's Personnelities Spotlight! Mr. Johnson grew up in Rison, AR. After completing his M.B.A. at the University of Arkansas, he landed his first career job in Little Rock at a software company, Alltel, where he worked for 17 years. During his career at Alltel, Mr. Johnson managed projects at many financial institutions including Great Lakes Bancorp, Ann Arbor, MI, Corestates Bank, Philadelphia, PA, Southern National Bank, Charlotte, NC and CIT, Livingston NJ. In 1995, Mr. Johnson relocated to Birmingham to manage a multi-million dollar software implementation project for SouthTrust bank and in August, 2000, Mr. Johnson earned his Project Management Professional (PMP) certification. Mr. Johnson has also taught at Lawson State Community College, which he credits as being his most rewarding experience because it enabled him to help students prepare for some of life's challenges. He began at Jefferson County in 2006 in the I.T. Dept. and he is currently a Sr. Systems Analyst. Mr. Johnson is responsible for managing the Project Management System (CLARITY), governing the execution of projects and compiling performance reports. His work philosophy is to always strive for excellence because even though excellence and perfection are rare, always striving will get you closer to that point. Meeting a diverse group of people and working with people who take pride in what they do is what he likes most about working for Jefferson County.



*Gleen Johnson, PMP  
Information Technology*

Mr. Johnson is married to J. Richet Pearson and outside of work he enjoys golfing and watching it on television. He is also an avid reader. Four people he would choose to have dinner with are: John H. Johnson (founder of Ebony & Jet) to hear more about his phenomenal success story, Warren Buffett for investment tips, Vanessa L. Williams (Actress) and Cathy Hughes (owner, TV ONE).

Many thanks to Mr. Gleen Johnson for stepping into the *Personnelities Spotlight!*

*While the HR department attempts to review and monitor the contents of the submissions in the personal sections of its newsletter, the views expressed in the personal sections (which may include Your Voice, Personnelities and HR Corner) are the personal views of County employees and are not necessarily the views of the Jefferson County Commission, the Human Resources Department, its staff or employees. Concerns regarding material in these sections may be addressed to [hrlistens@jccal.org](mailto:hrlistens@jccal.org).*

## SAFETY & YOU - TORNADOES - BE PREPARED

It's spring time and it is also the start of the tornado season. Tornadoes are more prevalent from April through July, with May and June being the peak months. Keep in mind like thunderstorms, tornadoes can form any time of the year.

**Tornado Watch:** conditions are **conducive to the development** of tornadoes in and close to the area. Monitor weather updates.

**Tornado Warning:** a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. Seek shelter IMMEDIATELY.

**Severe Thunderstorm Watch:** severe thunderstorms are possible in and close to the watch area. Monitor weather updates.

**Severe Thunderstorm Warning:** severe thunderstorm has been spotted and is going to move through your county soon. Take precautionary action to protect your life and property.

### KNOW WHAT TO DO!!!!

**House with a basement:** Avoid windows. Get in the basement and under some kind of sturdy protection (heavy table or work bench), or cover yourself with a mattress or sleeping bag.

**House with no basement, a dorm, or an apartment:** Avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection.

**Office building, hospital, nursing home or skyscraper:** Go directly to an enclosed, windowless area in the center of the building - away from glass and on the lowest floor possible. Then crouch down and cover your head. Interior stairwells are usually good places to take shelters too. Stay off elevators.

**Mobile home:** Get out!! Even if your home is tied down, you are probably safer outside on low ground. If your community has a tornado shelter, go there.

**Vehicle:** Vehicles are extremely dangerous in a tornado. If possible park the car as quickly and safely as possible - out of the traffic lanes. Get out and seek shelter in a sturdy building. If in the open country, run to low ground away from any cars. Lie flat and face down, protecting your head with your arms. Avoid bridges, they offer little protection against flying debris.

**Shopping mall or large store:** Move as quickly as possible to an interior bathroom, storage room or other small enclosed area, away from windows.

**Church or theater:** If possible, move quickly but orderly to an interior bathroom or hallway, away from windows. Crouch face down and protect your head with your arms. If there is no time to do that, get under the seats or pews, protecting your head.

Review and practice a tornado emergency response plan for your work facility and at home. Prepare a storm kit. The kit should include but not be limited to: A flashlight and extra batteries, battery-operated radio, first aid kit, emergency food and water, essential medication and cash, credit cards or checkbook. Stay calm and be prepared to react depending on your situation during severe weather. *Source: National Weather Service Website*

## HR CORNER

### JOB ANNOUNCEMENTS

Administrative Assistant I  
Administrative Assistant II  
Administrative Assistant III  
Court Clerk

Administrative Assistant IV  
Administrative Coordinator  
Legal Secretary  
Medical Clerk

Principal Court Clerk (Municipal)  
Principal Court Clerk (Probate/Family)  
Sr. Court Clerk  
Electronics Technician

*Classified positions listed above will close April 16, 2010*

Please visit the Personnel Board of Jefferson County's job site at [www.jobsquest.org](http://www.jobsquest.org) to view more info. on Classified positions.

For more information on Laborer positions, visit the HR Department Recruitment & Workforce Development Division or go to <http://courthouse.jcc.jccal.org> (click on Human Resources Dept. then click on Recruitment & Workforce Development).