

Personnel Board of Jefferson County in Birmingham, Alabama is currently seeking an Executive Director



EXECUTIVE DIRECTOR OF THE PERSONNEL BOARD

www.pbjcal.org

ABOUT THE JEFFERSON COUNTY AND BIRMINGHAM AREA

The Birmingham metropolitan area, located in Central Alabama, is a beautiful region nestled in the rolling foothills of the Appalachian Mountains. With a population of 1.1 million it is the most populous metropolitan area in the state. Its county seat, Birmingham, is a wonderfully diverse city with a metropolitan area that features something for everyone. It is young, traditional, vibrant, friendly, cultured, and complex!

Exceptional Opportunities for Everyone

Jefferson County celebrated its 200-year birthday in 2019 and is proud to serve a vibrant and diverse community rich in history, culture and natural beauty. The metropolitan area is home to nationally recognized dining, world-class attractions, parks, events, and other activities to see and do. The Washington Post named Birmingham as one of the best vacation destinations to visit. Additionally, Zagat recently ranked Birmingham number one on the list of America's Next Hot Food Cities. You can enjoy asparagus salad with roasted pecan dressing at an elegant restaurant for lunch and look forward to dinner at a "meat-and-three" serving country-fried steak, collard greens, butter beans and cornbread.

Area residents can walk the trails of Ruffner Mountain, the second largest urban nature preserve in the country, frequent the new Uptown entertainment district, sample wine made from local fruit along the local Wine Trail, visit the Civil Rights District, tour the Barber Vintage Motorsports Museum, and enjoy Avondale and Lakeview, two of the newest revitalized, up and coming places to experience. Residents can also enjoy a baseball game at Regions Field and watch the Birmingham Barons run around the bases right in the heart of downtown Birmingham.

The Jefferson County and Birmingham region continues to grow more sophisticated and exude contemporary amenities and hospitality. It is one of the 50 largest metropolitan areas in the country and is a wonderful place to live, work, do business, and play! In the summer of 2022, the city hosted the World Games and welcomed thousands of athletes from around the world.

The Heart of Diversity in the Nation

It is diversity that many believe to be Jefferson County's greatest strength and strongest appeal. With Birmingham's role in the Civil Rights movement in the 1960's, this region has blossomed into an area that embraces, values, and celebrates diversity. Residents have an appreciation for progress and cultures, all being a unique part of the charm and character that makes this such a lively and special community. The region's low cost of living, coupled with a high quality of life have created a great place to work, play, and raise a family!



Economic Prosperity, World Class Universities, Research and Healthcare Options

There's an excitement about Jefferson County. This thriving metropolitan region encourages the innovative spirit of progress and expansion, driving the region's economic growth. Home to an economic development program, Innovation Depot supports and cultivates 92 early-stage technology companies, strengthening the local economy. Community partnerships align efforts to foster job creation and bolster the region's competitiveness as a desirable location with a high quality of life. Vibrant banking and education institutions are driving forces in the metro economy. Jefferson County is home to one of the largest banking centers in the southeast, and the University of Alabama at Birmingham ranks in the top 15% of all universities worldwide.

OUR FORM OF GOVERNMENT



Mission

The Personnel Board's mission is to establish and facilitate a model merit (civil service) system that enhances the employment and development of government employees through innovative, efficient, and effective human resources practices that firmly uphold our values and comply with applicable laws.

Merit System Values

The Personnel Board strives to achieve its mission by adhering to and promoting the following Merit System values:

Professional values - Serve professionally with dedication, competence, and efficiency.

Ethical values - Act ethically, reliably, and with integrity so as to uphold public trust.

Civic values - Pursue public interest with accountability and transparency.

Human values - Demonstrate respect, compassion, dignity and fairness in dealings with citizens and fellow public servants.



Services We Offer

The Personnel Board of Jefferson County (PBJC) was established by the State of Alabama legislature in 1935 as the human resources agency responsible for administering the civil service (Merit) system in Jefferson County, Alabama. Alabama's civil service statute applies to all counties in the state with four-hundred thousand (400,000) or more inhabitants. Within counties having multiple municipalities, the County's Merit System is inclusive of municipalities having five thousand (5,000) or more inhabitants and whose borders lie geographically within the county. Police Officers of municipalities having two-thousand five hundred (2,500) inhabitants are also statutorily included. Currently, employees of 17 cities are part of the County's Merit System. These 17 cities, together with five countywide agencies, make up the Merit System's twenty-two member "agencies". The Personnel Board proudly provides services to some 8,000 employees in approximately 700 occupations encompassing such diverse fields as accountants, information technologists, nurses, environmental specialists, and city administrators.

The Personnel Board advances the interests of employees, appointing authorities, and the citizens of Jefferson County by providing the following services:

- Applicant Services
- Employment Testing
- Training & Organizational Development
- Classification & Compensation
- Employee Relations
- Information Services

Candidate Profile

The Executive Director of the Personnel Board of Jefferson County directs the operations of an independent organization responsible for a civil service system comprised of twenty-two separate agencies/municipalities with over 8,000 employees within Jefferson County, Alabama. The Executive Director is responsible for guiding the day-to-day planning, organizing, directing, and coordination of activities of the Personnel Board and its various divisions, including Applicant Services, Classification and Compensation, Employee Relations, Training and Organizational Development, Employment Testing, and Information Services. Working under the authority of a Three-Member Board appointed by civic leaders, the Executive Director sets policy and strategic short and long-term goals and objectives for the organization, and assigns, supervises, and evaluates the work of professional staff members. The Executive Director accomplishes work through close coordination and collaboration with a team of division managers, establishing work plans to address complex business issues and management practices and processes that ensure the organization effectively and professionally serves its customers.

The Ideal Candidate

Specific experience

- Master's Degree in Industrial-Organizational Psychology, Human Resources, Business Administration, or a closely related field
- Experience managing a large (15 or more people) division or organization that provides human resources services to multiple departments or agencies
- Responsibility for an organizational budget of at least \$8 million
- Experience driving strategic innovations for an organization
- Experience working with multiple stakeholders and political entities to ensure compliance with legal statutes and system rules
- Experience overseeing through subordinate managers/supervisors the operations of several of the following: employment selection, recruiting, classification and compensation, information technology, employee relations, and training
- Experience in establishing, reviewing the legality of, and managing contracts with external vendors

Preferred Experience

- Ph.D. in Industrial-Organizational Psychology
- Experience gaining progressive levels of responsibility working in a civil service organization providing human resources services to multiple agencies



EXECUTIVE DIRECTOR OF THE PERSONNEL BOARD OF JEFFERSON COUNTY

Excellent & Highly Competitive Benefits

Our employees enjoy long-term employment with reliable benefits. We offer our employees a strong benefits package with options that truly work for all and meet the needs of our employees.

- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment for self and eligible dependents
- Dental and Vision insurance plans after 30 days of employment for self and eligible dependents
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and eligible dependents
- Optional Healthcare and Dependent Care Flexible Spending Accounts (FSAs)
- Disability benefit options such as Short-Term Disability and Long-Term Disability
- Supplemental insurance options such as Group Accident, Group Critical Illness, and Group Hospital Indemnity
- General Retirement System (Pension) enrollment
- Paid vacation, paid sick leave, and paid holidays
- Deferred Compensation

Interested Candidates

If you are Interested and qualified please submit a resume and cover letter to TestingMain@pbjcal.org.



Personnel Board
A career. A purpose. A life.