



HR

# Happy SPRING!

## ON YOUR BEHALF

The Official Newsletter of the Jefferson County Commission HUMAN RESOURCES DEPARTMENT

Volume 2  
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#### 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 Room A-630.



Jefferson County Commission  
Human Resources Department  
610-A Courthouse  
716 Richard Arrington Jr. Blvd. N.  
Birmingham, AL 35203  
Phone: 205-325-5249  
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## Personnel Board of Jefferson County Training

Jumpstart your spring with very useful management training offered by the Personnel Board of Jefferson County ("PBJC").

How to handle a difficult employee, how to perform an effective performance appraisal, how to enhance your leadership skills, these topics and many more are covered in the Supervisory Certificate Program offered by PBJC. Managers and leaders have more and more challenges to face each and every day. Successful leaders are always looking for ways to improve their communication methods, their processes and their managerial style. The Supervisory Certificate Program will assist you with these challenges.

The program is designed for current supervisors and aspiring supervisors.

The program is not a lock-step program, so you may begin with any class at any time.

Most participants complete the program within one year.

Why should you enroll in and complete the PBJC Supervisory Certificate Program?

1. To enhance your current skill level
2. To network with other civil service professionals from other jurisdictions
3. To add value to your own department and team

Over 115 civil service employees have completed this program since October of 2007. You can be a part of this elite group. For more information, visit [www.pbjcal.org/cz](http://www.pbjcal.org/cz) or contact [training@pbjcal.org](mailto:training@pbjcal.org) or 205-279-3655.

To obtain a certificate, candidates must:

- Be a Merit System supervisor or an employee preparing for supervisory promotion
- Complete all 12 courses from the core curriculum
- Complete three additional courses from the list of electives. See program specifics below.



To start the program, visit [www.pbjcal.org/cz](http://www.pbjcal.org/cz) and sign in. Then, choose your first course to get started. It's that easy!

#### Core Curriculum (12)

|     |     |                                    |
|-----|-----|------------------------------------|
| CHG | 100 | Managing Change                    |
| COA | 100 | Coaching For Success               |
| CON | 100 | Managing Employee Conflict         |
| DEL | 100 | Delegating Authority               |
| GRF | 100 | Giving and Receiving Feedback      |
| LEA | 100 | Essential Leadership Skills        |
| LGL | 100 | Avoiding Legal Landmines           |
| LIS | 100 | Listening For Understanding        |
| MOT | 100 | Motivation in the Workplace        |
| MSR | 100 | Merit System Rules and Regulations |
| SUP | 100 | The Supervisor's Job               |
| WPH | 100 | Workplace Harassment               |

#### Electives (3)

|     |     |   |
|-----|-----|---|
| AXS | 100 | Access Basic                              |
| AXS | 200 | Access Intermediate                       |
| CSB | 100 | Customer Service Basics                   |
| DIS | 100 | How to Lead People with Disabilities      |
| DIV | 100 | Creating a Respectful Workplace           |
| DIV | 200 | Cultural Competency                       |
| EFD | 100 | Excelling At The Front Desk               |
| ELC | 100 | Entry Level Computer Skills               |
| EPA | 100 | Effective Performance Appraisals          |
| ETH | 100 | Building & Keeping the Public's Trust     |
| EXL | 100 | Excel Basic                               |
| EXL | 200 | Intermediate Excel                        |
| KEY | 100 | Keyboarding Basics                        |
| MAD | 100 | Mad to Glad: Turning Your Customer Around |
| MLM | 100 | Mail Merge                                |
| MTG | 100 | Effective Meetings                        |
| OLK | 100 | Outlook: Basic Email                      |
| OLK | 102 | Outlook: Appointment Maker                |
| PAS | 100 | Finding Passion in your Work              |
| PPT | 100 | Power Point Basic                         |
| STR | 100 | Stress Management                         |
| TIM | 100 | Time Management                           |
| WRD | 100 | Word Basic                                |
| WRD | 102 | Word Forms and Flyers                     |
| WRD | 200 | Word Intermediate                         |



## HEALTH & WELLNESS

**The American Heart Association has designated April 8th, 2009 as NATIONAL START WALKING DAY** to encourage all walkers to walk that day, whether at home or work (break or lunch). We want to encourage employees to begin a walking program of their own. On April 8th, make a pledge to yourself, co-workers, family members and/or friends to start walking to become active and heart healthy!

### **BLUE CROSS & BLUE SHIELD OF ALABAMA announces National Walk at Lunch Day !!!!!**

Walking is one of the simplest, safest and most effective forms of exercise, but it can be hard for employees to find time in their busy schedules to participate in physical activity. BCBS is sponsoring the 3rd Annual **NATIONAL WALK @ LUNCH DAY** to encourage busy people like you to take a walk during your lunch break.

Join Blue Cross and Blue Shield of Alabama on Wednesday, April 29th at Linn Park from 10:30am to 1:30pm and be a part of the celebration. Walks will start every 30 minutes. Please contact Linda Butler Hannah at 325-5249 for more information or to let us know if you will be participating. Group participation is welcome!



# Annual Health Fair!!

**ANNUAL JCC HEALTH FAIR** will be held on Wednesday, May 20, 2009 from 10:00 am – 2:00 pm in Henley Park (between the Courthouse and Library). There will be exercise demonstrations, healthy snacks, door prizes and valuable health information, along with blood pressure, blood glucose checks and sickle cell screening. The LifeSouth bloodmobile will also be available. Everyone who donates blood will receive a free cholesterol check, a t-shirt and a snack. During the health fair on May 20, 2009 from 12:00 pm – 1:00 pm, all employees who walk around the park will be eligible for a chance to win a door prize.



### **EMERGENCY PATIENT INFORMATION - BLUE CROSS & BLUE SHIELD OF ALABAMA. The following article is from BLUE NEWS (Blue Cross & Blue Shield Newsletter).**

Blue Cross and Blue Shield of Alabama's emergency information portal ([www.myepi.net](http://www.myepi.net)) has provided both the Alabama public population and our members an avenue to create an emergency information card in the event of an accident or serious medical situation. We have now enhanced this option through [BeHealthy.com](http://BeHealthy.com). Effective immediately, [myepi.net](http://myepi.net) is no longer allowing new registration. Members may go to [www.behealthy.com](http://www.behealthy.com) and sign in to "myBlueCross" to create an emergency information card through the "Personal Health Record" (PHR) portal. This enhancement allows for the most accurate health information to be added to members' emergency cards based on their claims data and any self reported information. Members may update and print their card at anytime, allowing them to always have the most current information on-hand.

The "Personal Health Record" portal also provides members the opportunity to share their medical information with their physician or other healthcare provider. They may also permit their providers to make notations in their personal health record. This feature can provide a line of communication with healthcare providers that will assist in maintaining a consistent treatment plan for the member. Each member is in control of what information is available to each provider. With the integration of the PHR, emergency information card and provider access availability, all medical history and vital health information will be more current and aid in providing the best care needed to your employees and our members.



# Help & Hope

## FOR COUNTY EMPLOYEES



Jefferson County  
Employees Credit Union  
LOCATIONS

**Birmingham Office**  
716 Richard Arrington Jr. Blvd. N  
205-325-5683

**Bessemer Office**  
1801 3rd Avenue North  
205-325-5683

Jefferson County Employees Credit Union (Your Credit Union) stands ready to help County employees through this economic turmoil and financial crisis. We're part of the solution on Main Street – not part of the problems on Wall Street! Here are some things you and all County employees need to know about **Your Credit Union** – the place to turn in troublesome times:

- To help you fund important needs, know that we have plenty of money to lend.
- Your Credit Union refinances car loans and personal loans to extend the terms and reduce payments.
- You can move car loans from other credit unions and banks if we can reduce payments, decrease interest rates, or stop repossession.
- If you change jobs for any reason, we will defer loan payments.
- For those facing foreclosure, Your Credit Union has flexible home loan policies.
- Your Credit Union values character more than credit scores and collateral.
- We offer financial counseling and debt management services.
- Your Credit Union has bankruptcy prevention and recovery plans for members.

If you are not yet a member, you can join now and use the credit union's services! Every Jefferson County employee and family member is eligible for membership in the credit union.

In times of prosperity and times of economic challenges, turn to Jefferson County Employees Credit Union. You can count on us to lend a helping hand for all of your financial needs. Call us at 325-5683.

Jefferson County Employees Credit Union [www.jccu.org](http://www.jccu.org)

205.325.5683

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

Human Resources is happy to announce this issue's Personnelities Nominee.....MRS. VIOLA PORTERFIELD!!!! Viola has been with Jefferson County for 33 years. She began in the Tax Assessor's office as a clerk and some 30 years later she is still in the Tax Assessor's office serving as a GIS Database Specialist. Her main duty is managing the daily operations of the mapping department where she supervises 10 to 12 employees. Viola remembers her early years of employment when all the maps were hanging on the walls - no computers or fancy software. She feels very blessed to have held the same job for 33 years, she commented that it takes perseverance and a belief that you can do all things through Christ.

Mrs. Porterfield was born in the Graysville area of Birmingham. She has been married to Raymond Porterfield for 37 years. Viola has 3 children and one grandson. Viola is a member of Grace Tabernacle. She enjoys spending time with her family and reading. If Mrs. Porterfield could have dinner with anyone, past or present, it would be Martin Luther King Jr. and President Obama.



**Viola Porterfield**  
Tax Assessor's Office

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 on these pages may be addressed to [hrlistens@jccal.org](mailto:hrlistens@jccal.org).

## SAFETY & YOU - Workplace Safety

Who is responsible for your safety while at work? Is it the employer, department heads, supervisors or employees? **Everyone**! We all are responsible for safety in the workplace. We each have a responsibility for safety. Jefferson County Commission is responsible for and committed to providing a healthy and safe workplace for every county employee but it will take all of us to maintain it. Department Heads are responsible for making departmental goals and improvements to ensure protection from avoidable hazards for their employees. Supervisors are responsible for setting good examples by working in a safe manner and enforcing all safety rules. Employees are responsible for following safety rules and reporting unsafe conditions and incidents to their supervisors immediately.

### Tips for a safe workplace:

- **Develop safe work practices.** Plan for safety and think of safety with every action you take. Always perform your job in a proper and safe manner. Follow the rules and avoid taking short cuts.
- **Practice good housekeeping.** Keep your work areas clean of clutter. Make sure walkways and aisles are free of obstruction. Never leave desk or file cabinet drawers open unattended. Put away equipment and tools properly when not being used.
- **Ask questions.** If you are unsure about something, ask! You should never perform a task you have not been trained to do.
- **Know the hazards associated with your job.** If you are aware of the hazards of your job, you will know how to avoid them and protect yourself accordingly. Wear appropriate personal protective equipment or clothing if required.
- **Look for potential hazards.** Be alert and aware of your surroundings. If you see boxes blocking an exit door, move them immediately to ensure easy access to the exit in case of an emergency. If you see torn carpet or rugs that could possibly cause someone to trip and fall, report it to your supervisor so the problem can be addressed and corrected.
- **Report all work-related injuries and incidents promptly.** You should report all injuries, near misses and incidents to your supervisor immediately no matter how minor you think it is or whether you believe it directly affects you. If your supervisor is unaware of the hazard that may have caused the injury or incident, how can it be addressed and corrected? Report it.
- **Avoid horseplay.** Jokes and pranks can cause harm to you and others. Do not play around at work.
- **Help others work safe.** Sometimes people do not realize they are performing unsafe acts, therefore remind co-workers to follow safety rules and perform their jobs in a safe and proper manner.

Please forward all your safety questions, concerns and suggestions to Sophia Juzang, [juzangs@jccal.org](mailto:juzangs@jccal.org).

## HR Corner

### EMAIL US!!!

[hrlistens@jccal.org](mailto:hrlistens@jccal.org)

- County Events
- Personnel Nominations
- HR Listens questions/concerns
- Weight Loss Success Stories
- Healthy Recipes

### JOB OPPORTUNITIES!!

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

Please visit the HR department Recruitment and Workforce Development Office or go to <http://courthouse.jcc.jccal.org> (click on Human Resources Dept.) for information on Laborer positions.

### UPCOMING EVENTS

#### RETIREMENT SEMINAR!!

Due to key department personnel having a scheduling conflict, your Human Resources Department would like to apologize for postponing the retirement seminar scheduled for March 25, 2009. We are currently confirming the date with all key personnel and the retirement seminar date will be announced soon. We look forward to providing helpful information that will allow Jefferson County Commission Employees to make the right decisions for their new adventure.

### DON'T FORGET



The Statement of Economic Interest Form is due to the Alabama Ethics Commission no later than April 30, 2009. Employees are required to complete the form if they make \$50,000 or more per year. For more information contact Mercy Ileri at 205-325-5249 or visit [www.ethics.alabama.gov](http://www.ethics.alabama.gov)

### Summary Plan Description

The health benefits plan for active employees has been updated. The newly revised Blue Cross Blue Shield summary plan description (SPD) is available to all employees enrolled in the county's health plan. One section worthy of note is the "Women's Health and Cancer Rights Act" found on page 17. This legislation passed in 1998 affords certain protections for breast cancer patients requiring benefits associated with medically necessary mastectomies.

The SPD's were available for pick up 3/31/09—4/03/09. Please contact Marilyn Johnson at 325-5249 if you did not receive your copy.