

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, NOVEMBER 14, 2023 AT 2:00 P.M.  
ROOM 204, JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
  - A. Amend the position allotment as described in Personnel Rule VII, Section 5.4(3); and
  - B. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- IV. Executive Session Matters:
  - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of October 24, 2023.
- VI. Old Business:
- VII. New Business:
  - A. Requests for advanced or extended leaves of absence;
  - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
  - C. Approval of the monthly report;
  - D. Meeting(s)/Hearing(s) Dates: Tuesday, December 20, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, January 23, 2024, 2:00 p.m. (tentative);
  - E. Miscellaneous/Unscheduled Matters;
  - F. Director's Report:
    - 1. Discussion of Board Meeting Calendar 2024
    - 2. Update of Recruitment Activity
- VIII. Adjournment for Review of Appeals

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**MEMORANDUM**

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Item III. A.

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** REQUEST TO MODIFT THE POSITION ALLOTMENT AS PRESCRIBED IN PERSONNEL RULE VII, SECTION 5.4A(3)  
**DATE:** NOVEMBER 8, 2023  
**CC:** CORRESPONDENCE FILE

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Jeremy Dwyer, Director of the Parish Council’s Research and Budget Department, on behalf of the Parish Council requested the following:

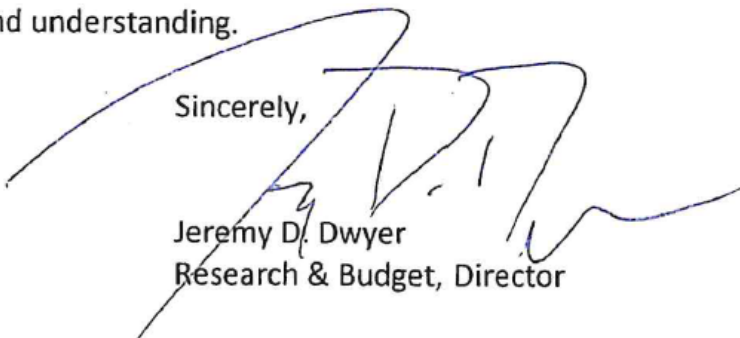
On behalf of the Council, I respectfully request your consideration and approval of allowing all Council Districts and Council At-Large offices the flexibility to choose whether they would like to reclassify their Clerk (Council) positions into Secretary (Council), Stenographic or Secretary (Council At-Large), Stenographic. This change would uniformly categorize all support staff in the Council District offices and At-Large offices as Secretary (Council) Stenographic, which more accurately reflects the essential functions they all currently perform.

As we approach the start of a new term in January and the appointment of individuals to these SNCLT positions, we respectfully request this change in order to uniformly categorize, motivate and compensate our dedicated support staff.

Attached, please find the job description for Secretary (Council) Stenographic and Secretary (Council At-Large), Stenographic, which will serve as the job descriptions for the proposed positions.

Thank you in advance for your assistance and understanding.

Sincerely,



Jeremy D. Dwyer  
Research & Budget, Director

Special Non-Competitive, Limited Term positions are outlined in Personnel Rule VII, Section 5.4. Rule VII, Section 5.4 A(3) states:

- A. Members of the Parish Council and the Parish President, with the approval of the Director, may make a special non-competitive, limited term appointment of any person deemed qualified, without compliance with the provisions regarding examination and certification of eligibles, provided that:
  - (3) this section applies only to those present positions as of the date of the adoption of this section; additional positions may be filled under this section only with the prior approval of the Personnel Board.

In accordance with this section, the following has been set forth as the position allotment:

District 1 – two (2) Full-time Secretary (Council), Stenographic and two (2) Full-time Clerk (Council)

District 2 – two (2) Full-time Secretary (Council), Stenographic and two (2) Full-time Clerk (Council)

District 3 – two (2) Full-time Secretary (Council), Stenographic and two (2) Full-time Clerk (Council)

District 4 – two (2) Full-time Secretary (Council), Stenographic and two (2) Full-time Clerk (Council)

District 5 – four (4) Full-time Secretary (Council), Stenographic

Division A – two (2) Full-time Secretary (Council At-Large), Stenographic and three (3) Full-time Clerk (Council)

Division B – two (2) Full-time Secretary (Council At-Large), Stenographic and three (3) Full-time Clerk (Council)

Additionally, for one of the allotted Clerk (Council) positions allotted to each council office may be filled as a full-time position at 35 hours per week or as two part-time positions at no more than 35 hours per week between the two positions. In the case of District 5, one Secretary (Council), Stenographic position may be filled as a full-time position at 35 hours per week or as two part-time positions at no more than 35 hours per week between the two positions.

If approved by the Personnel Board, the number of allotted positions would not change. Approval would result in allowing the Councilmember discretion in filling the allotted positions as either a Clerk (Council) or a Secretary (Council), Stenographic for District Councilmembers and Secretary (Council At-Large), Stenographic for Division Councilmembers.

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III; DIVISION OF CLASSIFICATION, PAY, AND RECORDS

**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT

**DATE:** NOVEMBER 6, 2023

**CC:** EMPLOYEE'S FILE – RACHEL DANEGGAR; CORRESPONDENCE FILE

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Sarah Babcock, Chief Administrative Assistant overseeing Public Health for the Parish Administration, is requesting that the transient appointment of Rachel Daneggar be extended for an additional six months. Rachel Daneggar was hired to a transient Administrative-Management Specialist II position on June 17, 2023. The appointment will expire on December 17, 2023. We are asking the board to approve extending the appointment until June 17, 2024.

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS  
**DATE:** NOVEMBER 6, 2023  
**CC:** EMPLOYEE FILES – NIGEL WHITEHEAD, BHAGABATI DAS, AND ARROW WILSON;  
CORRESPONDENCE FILE

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Frances Turner, Coordinator of Workforce Development, is requesting that the transient appointments be extended for an additional six months for the following transient appointments:

<b>Employee</b>	<b>Appointed to:</b>	<b>Appointment Expires:</b>	<b>Requested Extension:</b>
Bhagabati Das	Clerk I	12/17/2023	06/17/2024
Nigel Whitehead	Groundskeeper	12/17/2023	06/17/2024
Arrow Wilson	Clerk I	12/31/2023	07/01/2024

These transient appointments were done for six (6) months. If approved, the extension will expire as indicated.

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, October 24, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistant Ted Nass. Mr. Rufus Harris, Board Chair, was not attendance. He listened in by phone during the meeting. However, he did not vote on items for Board consideration.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment as amended to the Pay Plan for the Classified Service to revise numerous class titles;
- B. Approved an amendment to the Personnel Rules of the Classified Service to revise Rule IV, Section 1.2;
- C. Approved a request to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes of Engineer I, Professional; Engineer II, Professional; Engineer III, Professional; Engineer IV, Professional; and Engineer-in-Training;
- D. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- E. Approved a request to extend a Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of September 14, 2023.

Under Old Business:

- A. The Board approved the Monthly Report for August 2023.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
  - 1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:

1. Approved the monthly report for September 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  1. Unanimously approved meeting dates of Tuesday, November 14, 2023, 2:00 p.m., and Tuesday, December 19, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
  1. None.
- F. Under Director's Report, the Director:
  1. Provided the Board with information on the Updated Job Description Project.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

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John G. Dumas, MPA, SPHR, SHRM-SCP  
Personnel Director

Gretna, Louisiana

November 6, 2023

APPROVED:

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RUFUS C. HARRIS III, BOARD CHAIR

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MICHAEL FANTACI, MEMBER

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DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
NOVEMBER 14, 2023**

**APPEALS ON HAND AND UNRESOLVED AS OF OCTOBER 24, 2023:**

1. Docket No. 2023-013, Jennifer Walker vs. Department of Parks and Recreation, scheduled for hearing on October 11, 2023, hearing continued to November 29, 2023;
2. Docket No. 2023-014, Chloe Bristow vs. Department of Public Works-Engineering, scheduled for hearing on October 25, 2023, withdrawn October 22, 2023, order issued on October 23, 2023;
3. Docket No. 2023-016, Molly Brackin-Bernard vs. Department of Planning, scheduled for hearing on December 5, 2023;
4. Docket No. 2023-017, Tori N. Sanchez vs. Department of Parks and Recreation-Lafreniere Park, scheduled for hearing on December 20, 2023.

**APPEALS RECEIVED SUBSEQUENT TO OCTOBER 24, 2023:**



November 6, 2023

**OFFICIAL NOTICE**

A public meeting of the Jefferson Parish Personnel Board will be held

**TUESDAY, NOVEMBER 14, 2023 – 2:00 P.M.**

**ROOM 204  
1221 ELMWOOD PARK BOULEVARD  
JEFFERSON, LOUISIANA**

Prior to the regular business agenda, the Personnel Board will conduct a Public Hearing to consider a proposal to:

- Modify the position allotment as prescribed in Personnel Rule VII, Section 5.4A(3); and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

John G. Dumas, MPA, SPHR, SHRM-SCP  
Personnel Director

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: [ADA@jeffparish.net](mailto:ADA@jeffparish.net).

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.