

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, WEDNESDAY, APRIL 20, 2022 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals
 - A. None

- II. Public Comment Period

- III. Proposals for Board Consideration:
 - A. A proposal to amend the Pay Plan for the Classified Service to revise the class title for the class of Alario Center Marketing/Sales Associate;
 - B. A proposal to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
 - C. A proposal to amend the Pay Plan for the Classified Service to revise the pay grade for the class of Sign Designer;
 - D. A proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Automotive series of classes; assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(f) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
 - E. A proposal to amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(f) to the class of Assistant Director-Accounting; and,
 - F. A proposal to amend the Rules of Appeal to revise Rule 13.

- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17, 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 March 15, 2022.

- VI. Old Business:
 - A. Approval of the Monthly Report of February 2022.

- 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, May 17, 2022, 2:00 p.m. and Tuesday, June 21, 2022, 2:00 p.m. (tentative) meeting dates;
- E. Miscellaneous/Unscheduled Matters;
- F. Director's Report:
 - 1. Report on Recruitment activities.

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO CHANGE THE CLASS TITLE OF ALARIO CENTER
 MARKETING/SALES ASSOCIATE TO ALARIO CENTER EVENTS COORDINATOR
DATE: APRIL 13, 2022
CC: CORRESPONDENCE FILE

The Personnel Department received a request from Cherreen Gegenheimer, Chief Administrative Assistant over the Alario Center. She was interested in changing the class title for the Alario Center Marketing/Sale Associate to better reflect the current duties of the position. Part of the responsibilities of the position include serving as the manager on duty for events happening at the Alario Center. Ms. Gegenheimer wanted a title that would be more reflective of that duty and the many other duties the position performs. Based on that request, the Personnel Department has recommended that the class title be changed to Alario Center Events Coordinator.

Current Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1030	Alario Center Marketing/Sales Associate	20	37201	57712	40	

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1030	Alario Center Events Coordinator	20	37201	57712	40	

The Personnel Department recommends approval of the class title change of the Alario Center Marketing/Sale Associate to Alario Center Events Coordinator by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: APRIL 14, 2022
CC: EMPLOYEE'S FILE – TRINITY BARROW; CORRESPONDENCE FILE

Vanessa Zimmerman, Chief Administrative Assistant with oversight for the Department of Workforce Connection is requesting that the transient appointment of Trinity Barrow be extended for an additional six months. Trinity Barrow was hired to a transient Clerk I position on November 20, 2021. The appointment will expire on May 20, 2022. If approved, the extension will expire on November 20, 2022.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: APRIL 14, 2022
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Nicole Fontenot, Director of the Department of Community Development, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Anica Matthews	Typist Clerk III	6/03/2022	12/31/2022
Shantrell Berniard	Federal Program Coordinator	6/08/2022	12/31/2022
Denise Williams	Clerk I	6/14/2022	12/31/2022

These employees are permanent employees who have been appointed to transient positions to assist with the Emergency Rental Assistance Program associated with a Covid related grant. The Personnel Department recommends approval of the extension through the end of the grant period in accordance with Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the November or December meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION, PAY, & RECORDS

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE PAY GRADE ASSIGNMENT FOR THE CLASS OF SIGN DESIGNER

DATE: 03/17/2022

CC: CORRESPONDENCE FILE

The Department of Personnel received a job study request from Angela DeSoto, Director of Engineering, to review the work being performed by Mr. Michael Ricks and Mr. Ray LeBlanc in the classification of Sign Designer in the Traffic Engineering Division. Ms. DeSoto was instructed to have Mr. Ricks and Mr. LeBlanc complete a Comprehensive Position Questionnaire (CPQ).

Traffic Engineering Supervisor, Susan Treadway, stated that she felt that the classification of Sign Designer should be designated at a higher pay grade than that of the classification of Shop Carpenter. The justification for such included that the Shop Carpenters have simpler, repetitive work; whereas, the Sign Designer has responsibility for more detailed work using advanced production equipment. The Sign Designer is also required to work with a variety of Parish representatives to design signs, adjusting details like fonts, colors, logos, and placement. Ms. Treadway also pointed out that prior to the new Pay Plan in 2019, the Sign Designer was one (1) pay grade higher than Shop Carpenter. Shop Carpenter was upgraded from pay grade 15 to pay grade 17, but Sign Designer remained a pay grade 16.

Staff in the Personnel Department carefully reviewed each of the submitted CPQs, and completed an Archer evaluation. The position evaluated at an overall point total of 452, with a responsibility valuation of 1.13888. As Personnel Staff was going through the evaluation process, it was found that several of the points in the original evaluation matrix were incorrect based on the requirements of today's position. By rerating the factors, the evaluation matrix now recognizes the requirements of the position and that the classification of Sign Designer should be assigned to Pay Grade 18 based upon the recognition of changes to the essential functions and responsibilities, human interaction, physical stress, situational reasoning, and functionality in performing essential job tasks. Based upon the information provided, the Department of Personnel has determined that a pay grade adjustment is in order for the class of Sign Designer.

Personnel Staff also evaluated the Shop Carpenter position and determined it is correctly assigned a Pay Grade 17.

Currently the class is in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2486	Sign Designer	16	31586	49000	40	

The Personnel Department recommends the following pay grade adjustments be made to this class:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2486	Sign Designer	18	34394	53356	40	

In speaking with Ms. DeSoto, she wishes to give an across the board pay increase to the current staff in accordance with Personnel Rule IV, Section 1.6, which reads:

“Whenever the Pay Plan is amended to set a higher pay grade for any class or classes of work, with the express approval of the Council, additional "across the board" pay increases may be granted to employees occupying positions in the class or classes affected to such extent as the Council may think desirable in order to maintain an equitable balance between employees; provided, however, that under no condition may an employee's salary be advanced beyond the maximum rate of pay fixed for his class of work, except in the case of a cost of living adjustment recommended by the Board and granted by the Council.”

Accordingly, Personnel Department Staff worked with Ms. DeSoto in order to include in the proposal an across the board pay increase for the current Sign Designers. Ms. DeSoto would like to increase Mr. Michael Ricks' and Mr. Ray LeBlanc's salary by 10.25%.

The Personnel Department recommends approval of the Pay Grade reassignment for Sign Designer by the Personnel Board. While approval by the Personnel Board is not required for the across the board increase for the current staff, the Personnel Department recommends concurrence with the recommended increase.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL TECHNICIAN II, CLASSIFICATION AND PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN BY PLACING THE CLASS OF ASSISTANT DIRECTOR-ACCOUNTING (1220) IN A MARKET BASED PAY GRADE

DATE: 04/05/2022

CC: CORRESPONDENCE FILE

The Personnel Rules provide that upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting rate the Personnel Board may approve the reassignment of the job class involved to an alternate pay grade deemed necessary and adequate, known as a Market Based Pay Grade. The rules further state that the Personnel Board shall have exclusive authority to reassign job classes to and from market based pay grades as dictated by labor market factors, based upon recommendation by the Personnel Department.

The Personnel Director and Assistant Director-Personnel received an email from Madison Martin, Director of Accounting, which discussed the vacancy in the position of Assistant Director-Accounting. Mr. Martin expressed his concerns about the immediate need to fill the vacancy and that qualified candidates would not apply due to the low salary. Based on recruitment efforts, inability to attract or to fill vacancies with qualified personnel, and labor market pay data, the Personnel Department recommends the placement of Assistant Director-Accounting be assigned to a Market Based Pay Grade.

There is currently one vacancy for the class of Assistant Director-Accounting. This position has been recruited since November 2021 with only one qualified candidate. The difficulty in recruiting has been attributed to the inadequate starting rate. In preparing this recommendation we have compiled the following comparative pay data:

Comparative pay data:

Jefferson Parish:	\$64,577	Shreveport:	\$75,000
East Baton Rouge:	\$70,320	Lafayette City:	\$63,300
City of New Orleans:	\$74,242	LA Civil Service:	\$72,816

Salary Survey: \$72,816 (Mean for AL, AR, AZ, FL, MS, GA, TX)

While some jurisdictions are comparable to our current starting salary, others that are very close in proximity are significantly higher. Accordingly, we are recommending this change in order to attract qualified candidates for the class of Assistant Director-Accounting.

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1220	Assistant Director-Accounting	38	64577	100181	35	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1220	Assistant Director-Accounting	40	70193	108893	35	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the class of Assistant Director-Accounting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT AND LAUREN CALL,
ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND RULE OF APPEAL PROCEDURE 13

DATE: MARCH 23, 2022

CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to Rule of Appeal Procedure 13 based on the request of the Parish Attorney's Office. Rule 13 provides for the subpoena of witnesses and production of documents pertinent to the issues involved in any employee appeals. The Personnel Department recommends approval of the amendment.

Rule 13. Subpoena of Witnesses; Production of Documents.

- (a) The Board, the Director, and any Referee appointed by the Board, shall have the power to order the appearance of witnesses and compel the production of books and papers pertinent to the issues involved in any appeal.
- (b) Any party who wishes to have a witness testify at any hearing must apply for the issuance of a subpoena of that witness to appear. Any party applying for the issuance of an original subpoena for any witness at any hearing must do so in writing at least seven (7) ten (10) work days before the date fixed for the hearing and must give the name and address of the witness to whom the subpoena is to be directed together with a brief statement of what he intends to prove by the testimony of such witness. Written applications may must be submitted to either office of the Personnel Department during established Department working hours. The Personnel Department will then issue subpoenas to the Director of the respective department for distribution of those subpoenas to its parish employees. Any subpoenas submitted for non-parish employees will be issued exclusively by the Personnel Department. Subpoenas may be issued less than ten (10) work days before the date fixed for the hearing at the approval of the Board or Referee. The unavailability of witnesses subpoenaed less than ten (10) work days before the date fixed for the hearing shall not be grounds for a continuance.
- (c) In lieu of the issuance and service of formal subpoenas the Board or Referee may order any appointing authority to order a designated employee under his supervision to attend and testify at any hearing. Any classified employee who refuses to obey the order of his appointing authority to appear and testify at the hearing a subpoena issued may be subjected to disciplinary action by the Board or Referee.
- (d) Any party desiring the production of books or papers at any hearing must apply for the issuance of a subpoena duces tecum in writing at least seven (7) ten (10) work days before the hearing. Such application must describe the books or papers to be produced in sufficient detail for identification, must give the full name and address of the person required to make such production, must state briefly what is intended to be proved by such record or paper, and the materiality must be sworn to by the applicant or his counsel. At the discretion of the issuer, p Production may be required at either office of the Personnel Department, two (2) working days to opposing party must occur at least five (5) work days in advance of a scheduled hearing to permit time for review of voluminous materials and to expedite the hearing process.

- (e) No subpoena will be issued unless the request therefore complies with this Rule and the Board or Referee is satisfied that the testimony of the witness or the production of the books, papers, or other items is relevant to the issues before the Board.
- (f) Authentic copies of books, papers, photographs, or other items in the custody of any department, board, or agency of the Parish which have been subpoenaed may be admitted in evidence with the same effect as the originals, but if the original books, papers, photographs, or other items are subpoenaed they must be produced and made available for inspection even though authentic copies may be subsequently introduced.
- (g) The Board or a Referee, for cause deemed sufficient, may issue an appropriate order at any time recalling any subpoena, subpoena duces tecum, or request issued under the provisions of this Rule. In the event of a continuance, the party requesting the continuance shall submit a proposed order to the Board or Referee, recalling the original subpoenas and ordering them to be re-issued by the Personnel Department within three (3) days informing them of the new date.
- (h) The abuse of the privilege to require the attendance of witnesses or the production of books, papers, photographs, or other items shall be deemed a violation of these Rules and shall be dealt with accordingly by the Board or Referee.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, March 15, 2022 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. The Board heard oral arguments for Jerome Davis Jr. vs. Department of Public Works-Drainage, Docket No. 2021-010.

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
- B. Deferred a proposal to amend the Rules of Appeal to revise Rule 13; and,
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise Footnote No. 13.

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 to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of February 10, 2022.

Under Old Business:

- A. Approval of the Monthly Report of January 2022.

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 three (3) request 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. Unanimously deferred the review of the monthly report for February 2022 to the April 2022 Board Meeting.

- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Wednesday, April 20, 2022, 2:00 p.m. and Tuesday, May 17, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Reported on Council Resolution regarding \$15.01 minimum hourly pay.
 - 2. Reported on Recruitment activities.

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

Respectfully submitted,

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

Gretna, Louisiana

March 25, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – FEBRUARY 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>FEB-22</u>	<u>JAN-22</u>	<u>FEB-21</u>
Total Applications Received:	310	314	530
Competitive:	231	232	390
Non-Competitive:	79	82	140
Total Applications Rejected:	92	108	216
Competitive:	84	90	201
Non-Competitive:	8	18	15
Total Applications Withdrawn:	100	83	36
Competitive:	79	60	24
Non-Competitive:	21	23	12
Candidates Scheduled for Written Exam:	62	33	67
Candidates Examined - Written Exam:	40	25	44
Candidates Passed Written Exam:	29	18	32
Candidates Failed Written Exam:	11	7	15
Candidates Examined - Rating of T&E:	19	16	41
Candidates Placed on Competitive Eligible List:	55	51	74
Certificates of Eligibility Issued:	18	8	26
Certificates of Eligibility to be Interviewed Issued (GLC):	32	27	45
Pending Testing (Scheduled for upcoming Test):	16	23	16
Pending Review or Waiting for More Information:	12	9	172
Job Interest Cards Completed Online:	41	101	57
ADA Accommodations			
Requested:	2	5	0
Approved:	0	3	0
Denied:	2	3	0
Withdrawn:	0	0	0
Pending:	0	0	0
New Postings in NEOGOV:	14	17	26
New Exam Plans in NEOGOV:	2	7	12
Revised Exam Plans in NEOGOV:	12	10	14

RECRUITMENT AND EXAMINATION DIVISION – Page 2

Examinations announced on an Entrance and/or Promotional Basis for:

- Animal Care Specialist
- Assistant Director-Accounting
- Building Maintenance Supervisor
- Engineering Inspector I
- Equipment Operator III – Paving Rollers
- GIS Operator I
- Head Start Teacher
- Juvenile Detention Officer II
- Planner II
- Property Maintenance/Zoning Inspector I
- Road Maintenance Foreman
- Truck Driver II
- Warehouse Supervisor I
- Water Service Inspector II – Maintenance

Advertisement Source	Total %
College/University Career Services	0.3
Facebook	1.52
Family, Friend, Co-Worker, etc.	20.3
Governmentjobs.com	7.58
Indeed.com	13.64
Jefferson Parish Department other than Personnel	5.45
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	8.18
Jefferson Parish website	31.82
Job Fair	0.91
Library	0
Louisiana Job Connection website	1.52
Louisiana Workforce Commission website	1.52
Monster.com	0
Newspaper ad	0
Nola.com	0.3
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.3
Unknown	0
Personnel Department Use Only	6.67
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (24):

Written Tests:	FEB 2022			2022
	Exam Date	No. Passing/ No. Taken	Pass Rate	Pass Rate^
Clerical-76 (Utility Billing Clerk/Collector I/II)	Feb-03	3/3	100%	100%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec)	Feb-03	2/4	50%	46%
Princ. Childhood Edu (Head Start Teacher & Asst.)	Feb-03	2/2	100%	100%
Recreation Center Supv, Asst. (Ath)	Feb-03	1/1	100%	100%
Water Service Inspector I	Feb-03	0/1	0%	50%
Account Clerks (AC III)	Feb-09	0/1	0%	--
Admin & Executive Assistant	Feb-09	2/3	67%	63%
Clerical Skills I (Ship & Rec Stock Clk)	Feb-09	0/1	0%	--
Drainage Pump Station Operator I	Feb-09	1/1	100%	--
Mechanical/Field Skills Test (Trades Helper)	Feb-09	1/1	100%	75%
Princ. Childhood Edu (Head Start Teacher & Asst.)	Feb-09	1/1	100%	100%
Sewerage Treatment Plant Operator	Feb-09	1/1	100%	75%
Mechanical/Field Skills Test (Trades Helper)	Feb-10	1/1	100%	75%
Drainage Pump Station Operator II	Feb-15	1/1	100%	--
Princ. Childhood Edu (Head Start Teacher & Asst.)	Feb-15	1/1	100%	100%
Recreation Center Supv, Asst. (Ath)	Feb-15	1/1	100%	100%
Recreation Center Supv, Asst. (Maint)	Feb-15	1/1	100%	50%
Water Service Inspector I	Feb-15	1/1	100%	50%
Recreation Center Supv, Asst. (Maint)	Feb-16	0/1	0%	50%
Admin & Executive Assistant	Feb-24	1/1	100%	63%
Clerical-76 (Utility Billing Clerk/Collector I/II)	Feb-24	3/3	100%	100%
Mechanical/Field Skills Test (Trades Helper)	Feb-24	0/1	0%	75%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec)	Feb-24	1/4	25%	46%
Sewerage Treatment Plant Operator	Feb-24	1/2	50%	75%
SUMMARY:		26/38	68%	69%

^as of current month's end.

TESTS CONSTRUCTED/REFINED & VALIDATED (6):

Minimum Qualifications (4): Assistant Director-Accounting; Equipment Operator III-Paving Rollers; Federal Programs Coordinator; and Information Technology Business Analyst.

Ratings of Training & Experience (2): Property Manager and Water Quality Scientist I-Biology.

Written Tests (0): None.

CERTIFICATION DIVISION

Item VI. A.

APPOINTMENTS

	<u>FEB-22</u>	<u>JAN-22</u>	<u>FEB-21</u>
Total Appointments to Permanent Positions:	55	71	42
Competitive:	35	59	33
Non-Competitive:	20	12	9
Breakdown of Competitive Appointments:			
Limited Entrance:	2	0	3
Preferred Reemployment:	0	0	0
Promotions:	17	22	19
Reemployment:	0	0	0
Entrance:	8	20	8
Reinstatement:	0	2	1
Transfers:	4	10	1
Demotions:	0	1	0
Reallocations:	4	4	1
Provisional:	3	2	1
Temporary Appointment:	2	1	0
Emergency Appointment:	0	1	0
Updated Job Descriptions:	34	28	0
Requisitions submitted in month:	110	132	54
Unfilled requisitions as of end of month:	398	367	263

SEPARATIONS

Total Permanent Separations:	29	28	24
Competitive:	20	21	13
Non-Competitive:	9	7	11
Breakdown of Separations:			
Dismissals:	3	0	6
Resignations:	19	21	12
Retirements:	7	6	6
Deaths:	0	1	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

Overall Turnover:	1.3%	1.3%	1.0%
Competitive Turnover:	1.2%	1.3%	0.7%
Non-Competitive Turnover:	1.7%	1.4%	2.0%

February presents a decrease in Competitive Turnover, an increase in Non-Competitive turnover, and no change in Overall turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>FEB-22</u>	<u>JAN-22</u>	<u>FEB-21</u>
Salary Increases Granted:	301	332	281
Salary Increases Disapproved:	8	5	8
Fines:	3	1	0
Suspensions:	7	15	10
Leave with Pay Granted:	3	3	2
Leave without Pay Granted:	74	98	71
AWOL:	53	51	51
Parental Leave:	6	7	14
FMLA Requests:	34	11	21

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Clerk III – Water
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Typist Clerk III – Engineering
Engineering Division Supervisor - N.P. – Engineering
Public Works Project Coordinator - Water

CPQ's received: Sign Designer – Engineering

CPQ's assigned: Automotive Line Superintendent – Fleet Management

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: GIS Operator Series
Sign Designer – Engineering

Disposition(s): GIS Operator Series – incorrectly graded in Pay Plan; recommendation made to and approved by Personnel Board to change pay grade and class title

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

8. Building Inspector I (5101) to Building Inspector II (5102)
9. Sewerage Treatment Plant Operator (2661) to Sewerage Treatment Plant Operator-Class I (2662)

Personnel Rule 3.3.1: None

Other: At the January 2022 Personnel Board meeting, the Board approved the addition of Footnote 13 and applied it to Child Care Worker

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

Special Leave Requests: LWOP Extensions - 1
MLWP/MLWOP - 0

Class Specification Written/Amended: Water – Customer Service Series

Minimum Qualifications Written/Changes: Facilities Maintenance Manager

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III

JUDICIAL REPORT

Appeals Received during February:	0
Appeals Pending:	13
Appealed to 5 th Circuit during February:	1
Appeals pending before 5 th Circuit:	2
Appealed to Louisiana Supreme Court during February:	0
Appeals pending before Louisiana Supreme Court:	0

February-22		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	2
0010-306	Council Division A	1
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-309	Parish Clerk	1
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	7
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	1
0065	General Services	12
0066	Personnel	3
0067	Human Resource Management	3
0068	Planning	2
0070	Risk Management	1
0110	Inspection & Code Enforcement	20
0112	Property Maintenance/Zoning	10
0130	Fire	1
0140	Emergency Management	3
0330	JeffCAP	3
1010	JeffCAP	121
1020	JeffCAP	93
1030	JeffCAP	3
1060	JeffCAP	11
1172	Community Development	13
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1280	Workforce Connection	58
1290	Juvenile Services	1
2000	Transit	1
2151	Juvenile Services	18
2152	Juvenile Services	7
2200	Animal Shelter	16
2450	Library	5
2451	Library	20
2452	Library	3
2453	Library	3
2454	Library	1
2530	Recreation	8
2531	Recreation	23
2532	Recreation	2
2533	Recreation	2
2534	Recreation	33
2535	Recreation	2
2615	Alario Center	10

2616	Recreation	1
2631	Lasalle	5
2650	Lafreniere	4
2651	Lafreniere	7
2652	Lafreniere	4
2920	Fire	6
2921	Fire	29
2923	Fire	1
3000	Streets	3
3002	Streets	19
3003	Streets	20
3005	Traffic Engineering	10
3050	Parkways	1
3051	Parkways	5
3052	Parkways	7
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	42
3302	Drainage	49
3500	Environmental	1
3640	Environmental	1
3850	Sewerage	3
3851	Sewerage	22
3852	Sewerage	17
3900	Water	7
3901	Water	10
3902	Water	29
3903	Water	3
3907	Water	60
3910	Water	1
3950	Fleet Management	2
3952	EIS	3
3956	Fleet Management	3
3957	Engineering	14
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	5
3970	Public Works	1
3971	Telecommunications	2
3973	Coastal Zone Management	1
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
9900	Retirement	1
9901	Finance Authority	4
	Total	991

Hires by Date Report

For records between **02/01/22** and **02/28/22**

94 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Animal Shelter	Animal Care Attendant I (6601)	Gros	Gabrielle	2/12/2022	\$24,948.00	Entrance
Public Works - Parkways	Laborer (2200)	Brooks	Travelle	2/5/2022	\$24,948.00	Entrance
Juvenile Services	Juvenile Detention Officer I (6541)	YSRAYL	Yshayahu	2/12/2022	\$31,586.00	Entrance
Public Works - Drainage	Laborer (2) (2200)	Campbell	Tyrone	2/26/2022	\$24,948.00	Entrance
Jeff C.A.P.	COMMUNITY SERVICE COUNSELOR	Mcpherson	Ernesha	2/12/2022	\$30,182.00	Entrance
Animal Shelter	Animal Care Attendant I (6601)	DeCuir	Amina	2/12/2022	\$24,948.00	Entrance
Fleet Management	Data Entry Operator II (1272)	Smith	Aaylia	2/26/2022	\$21,829.00	Entrance
Jeff C.A.P.	Early Head Start Teacher	Robertson	Lanette	2/12/2022	\$29,680.00	Entrance
Parks and Recreation	GROUNDSCKEEPER (2354)	Lopez	Jade	2/19/2022	\$24,948.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Sartin	Alton	2/12/2022		Entrance
Alario Center	Laborer (2200)	Davis Jr	Harold	2/26/2022	\$24,948.00	Entrance
Public Works - Sewerage	Welder (2310)	Moreno	Jose William	2/26/2022	\$37,903.00	Entrance
Parks and Recreation	GROUNDSCKEEPER (2354)	Rixner	Dwight	2/26/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Brown	Matthew	2/26/2022	\$24,948.00	Entrance
Public Works - Streets	Laborer (2200)	Denson	Drazell	2/12/2022	\$24,948.00	Entrance
Jeff C.A.P.	Cook I (2101)	Fluker	Lafabian	2/15/2022	\$21,829.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Robair	Catrell	2/26/2022	\$24,948.00	Entrance
Public Works - Water	Water Purification Operator (2761)	Nguyen	Linh	2/26/2022	\$31,586.00	Entrance
Animal Shelter	Account Clerk III (1203)	Benoit	Perriel	2/12/2022	\$30,182.00	Entrance
Public Works - Streets	Laborer, Semi-Skilled	Collins	Derrick	2/12/2022	\$24,948.00	Limited Entrance
Public Works - Water	Pump Equipment Mechanic (2610)	Mitchell III	Philip	2/26/2022	\$42,864.00	Limited Entrance
Environmental Affairs	Typist Clerk III (1103)	Laieke	Zelda	2/12/2022	\$47,812.00	Limited Entrance
General Services	Administrative Assistant (1015)	Johnson	Kimberly	2/12/2022	\$38,369.00	Promotional
Public Works - Drainage	Foreman I (2211)	Austin	Michael	2/12/2022	\$33,273.00	Promotional
Public Works - Drainage	Equipment Operator IV - Large Excavator	Matthews	Reginald	2/12/2022	\$37,551.00	Promotional
EIS - MIS Operations	Administrative Assistant	Verdin	Brandy	2/12/2022	\$50,445.00	Promotional
Animal Shelter	Animal Care Attendant Supervisor (6605)	Orgeron	Jolie	2/12/2022	\$33,314.00	Promotional
Parks and Recreation	FOREMAN II (2212)	Hamilton	Christopher	2/12/2022	\$37,729.00	Promotional
Public Works - Sewerage	Sewerage General Superintendent (2699)	Toups	David	2/12/2022	\$85,715.00	Promotional
Public Works - Drainage	Equipment Operator III - Large Mowers	Tran	Tha	2/7/2022	\$36,190.00	Promotional
Public Works - Drainage	Truck Driver II	Hill	Steven	2/12/2022	\$29,211.00	Promotional
Public Works - Sewerage	Pump Equipment Mechanic (2610)	Ditcharo	Dom	2/26/2022	\$43,511.00	Promotional
Public Works - Drainage	Foreman I (2211)	Pete III	Joseph	2/12/2022	\$32,206.00	Promotional
Public Works - Streets	Laborer, Semi-Skilled (2201)	Washington	Johnathan	2/5/2022	\$26,495.00	Promotional
Public Works - Water	Water Purification Superintendent I (2771)	Cook	Chanz	2/12/2022	\$44,843.00	Promotional

Public Works - Water	Laborer, Semi-Skilled (2201)	Conway	Deronte	2/12/2022	\$26,195.00	Promotional
Parks and Recreation	Recreation Special Program Supervisor	Dearmitt	Michelle	2/12/2022	\$34,978.00	Promotional
Public Works - Drainage	Equipment Operator III - Large Mowers (2373)	Leblanc	James	2/7/2022	\$41,895.00	Promotional
Juvenile Services	Trades Helper (2250)	Hawkins	Tahj	2/12/2022	\$28,880.00	Promotional
Human Resource Management	Typist Clerk III	Cassanova	Emily	2/26/2022	\$27,768.00	Promotional
Public Works - Sewerage	Sewerage Treatment Plant Operator (2661)	Thomassie	Brice	2/26/2022	\$31,586.00	Promotional
Public Works - Drainage	Drainage Pump Station Operator I (2600)	Coleman Jr.	Samuel	2/26/2022	\$31,586.00	Promotional
Finance	Accountant II-Central Finance Office (1219)	Ochoa	Javier	2/5/2022	\$51,927.00	Promotional
Jeff C.A.P.	Head Start Teacher (6701)	Black	Octavia	2/12/2022	\$37,703.00	Promotional
Public Works - Drainage	Drainage Pump Station Superintendent III (2649)	Federico	Robert	2/26/2022	\$86,591.00	Promotional
Public Works - Drainage	Drainage Pump Station Superintendent III (2649)	Federico	Robert	2/5/2022	\$86,591.00	Provisional
Public Works - Engineering	Engineering Inspector I (1)	Chauvin Jr	Albert	2/19/2022	\$34,789.00	Provisional
EIS - MIS Operations	Information Technology Business Analyst (1275)	Glass	Heather	2/26/2022	\$64,577.00	Provisional
Inspections and Code Enforcement	Building Inspector II (5102)	Haydel III	Lester	2/12/2022	\$41,014.00	Reallocation
Fleet Management	Automotive Mechanic, Senior (2337)	Hardison	Meshach	2/26/2022	\$34,823.00	Reallocation
Public Works - Engineering	Sign Technician II (2475)	Goza	John-Carr	2/26/2022	\$27,505.00	Reallocation
Public Works - Water	Water Purification Operator - Class II (2763)	Joseph	Scherrie	2/26/2022	\$38,392.00	Reallocation
General Services	Laborer (2)	Durant	Jerry	2/12/2022	\$49,474.00	Reinstatement
Parks and Recreation	Recreation Center Supervisor, Assistant	Williams	Jarad	2/12/2022	\$15,108.00	Transfer
Inspections and Code Enforcement	Typist Clerk III	Sapia	Angela	2/12/2022	\$25,970.00	Transfer
Public Works - Water	Laborer, Semi-Skilled	Young	Brogan	2/26/2022	\$29,211.00	Transfer
Library	Librarian II	Ferrantelli	Brent	2/12/2022	\$42,009.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Pizzuto	Alex	2/26/2022	\$30,672.00	Transfer
Community Development	Community Services Program Coordinator	Berfect	Michele	2/26/2022		Transient
General Services	Warehouse Supervisor I (2351)	Lemoine	Michael	2/12/2022		Transient
Jeff C.A.P.	Head Start Teacher (6701)	Barra	Jerellida	2/5/2022	\$45,827.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Brooks	Lashiana	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Brown	Senora	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Coleman	Angela	2/5/2022	\$41,567.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Henderson	Latoyya	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Burkhalter	Alisha	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Blair	Conella	2/5/2022	\$37,703.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Wright	Crystal	2/5/2022	\$46,695.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Snowden	Chriszelda	2/5/2022	\$68,416.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Williams	Ethel	2/5/2022	\$62,061.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Jefferson	Patrice	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Saul	Karen	2/5/2022	\$54,556.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Bush	Nimi	2/5/2022	\$42,036.00	Updated Job Description

Jeff C.A.P.	Head Start Teacher (6701)	Epherson	Vivian	2/5/2022	\$49,030.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Spain-Fairley	Christina	2/5/2022	\$51,072.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Leblanc	Yvette	2/5/2022	\$62,076.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Veal	Roslyn	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Johnson	Miesha	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Wright	Tyranisha	2/5/2022	\$45,828.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Clayton	Niathan	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Taylor	Nekisha	2/5/2022	\$46,324.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Jones	Myrna	2/5/2022	\$83,166.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Johnson	Sybil	2/5/2022	\$44,118.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Martin	Jerrelyn	2/5/2022	\$54,056.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Miller	Ashley	2/5/2022	\$46,324.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	McKay	Renea	2/5/2022	\$83,166.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Dent	Precious	2/5/2022	\$54,556.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Welch	Harriet	2/5/2022	\$51,071.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Downer	Victoria	2/5/2022	\$45,000.00	Updated Job Description
Jeff C.A.P.	Accountant I (1210)	Taylor	Shakeva	2/12/2022	\$42,515.00	Updated Job Description
Community Development	Housing Improvement Counselor III (5163)	Washington	Dianne	2/12/2022	\$54,429.00	Updated Job Description
Public Works - Drainage	Drainage Operations/Maintenance Program Manager	Duplaisir Jr.	William	2/26/2022		Updated Job Description
Fleet Management	Automotive Mechanic, Senior (2337)	Herrmann	Terrance	2/19/2022	\$46,855.00	Updated Job Description
Fleet Management	Data Entry Operator II (1272)	Smith	Aaylia	2/26/2022	\$12,474.00	Updated Job Description

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JANUARY 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>JAN-22</u>	<u>DEC-21</u>	<u>JAN-21</u>
Total Applications Received:	314	187	593
Competitive:	232	145	387
Non-Competitive:	82	42	206
Total Applications Rejected:	108	65	252
Competitive:	90	58	221
Non-Competitive:	18	7	31
Total Applications Withdrawn:	83	26	63
Competitive:	60	17	55
Non-Competitive:	23	9	8
Candidates Scheduled for Written Exam:	33	63	43
Candidates Examined - Written Exam:	25	48	32
Candidates Passed Written Exam:	18	37	27
Candidates Failed Written Exam:	7	11	5
Candidates Examined - Rating of T&E:	16	31	57
Candidates Placed on Competitive Eligible List:	51	60	83
Certificates of Eligibility Issued:	8	12	12
Certificates of Eligibility to be Interviewed Issued (GLC):	27	14	100
Pending Testing (Scheduled for upcoming Test):	23	19	51
Pending Review or Waiting for More Information:	9	28	105
Job Interest Cards Completed Online:	101	20	108
ADA Accommodations			
Requested:	5	1	0
Approved:	3	0	0
Denied:	3	0	0
Withdrawn:	0	0	0
Pending:	0	1	0
New Postings in NEOGOV:	17	7	14
New Exam Plans in NEOGOV:	7	1	3
Revised Exam Plans in NEOGOV:	10	6	11

RECRUITMENT AND EXAMINATION DIVISION – Page 2

Examinations announced on an Entrance and/or Promotional Basis for:

- Account Clerk II
- Account Clerk III
- Assistant Director-Accounting
- Chemical Control Sprayer II
- Child Care Worker
- Drainage Pump Station Superintendent III
- Electrical Inspector III
- Equipment Operator III – Paving Rollers
- Head Start Teacher, Assistant
- Horticulturist
- Library Associate – Grand Isle
- Mechanical Inspector I
- Park Ranger
- Parkways Maintenance Superintendent I
- Property Manager
- Stationary Diesel Specialist – High Altitude
- Water Quality Scientist I - Biology

Advertisement Source	Total %
College/University Career Services	0.26
Facebook	1.81
Family, Friend, Co-Worker, etc.	13.99
Governmentjobs.com	10.1
Indeed.com	10.36
Jefferson Parish Department other than Personnel	3.37
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	8.55
Jefferson Parish website	27.46
Job Fair	1.04
Library	0.52
Louisiana Job Connection website	0.26
Louisiana Workforce Commission website	2.33
Monster.com	0.26
Newspaper ad	0.26
Nola.com	1.3
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.52
Unknown	0.52
Personnel Department Use Only	17.1
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (11):

	JAN 2022		
	Exam Date	No. Passing/ No. Taken	Pass Rate
Written Tests:			
Clerical-76 (Utility Billing Clerk/Collector I/II)	Jan-06	4/4	100%
Mechanical/Field Skills Test (Trades Helper)	Jan-06	1/1	100%
Sewerage Treatment Plant Operator	Jan-06	1/2	50%
Admin & Executive Assistant	Jan-12	1/2	50%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Jan-12	3/4	75%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Jan-20	0/1	0%
Recreation Center Supv, Asst. (Ath)	Jan-20	1/1	100%
Sewerage Lift Station Inspt.	Jan-20	1/1	100%
Sewerage Treatment Plant Operator	Jan-20	3/3	100%
Admin & Executive Assistant	Jan-27	1/2	50%
Recreation Center Supv, Asst. (Maint)	Jan-27	2/4	50%
SUMMARY:		18/25	72%

TESTS CONSTRUCTED/REFINED & VALIDATED (4):

Minimum Qualifications (4): Assistant Director-Accounting; Chemical Control Sprayer II; Mechanical Inspector I; and Property Manager.

Ratings of Training & Experience (0): None.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>JAN-22</u>	<u>DEC-21</u>	<u>JAN-21</u>
Total Appointments to Permanent Positions:		46	51
Competitive:		35	43
Non-Competitive:		11	8
Breakdown of Competitive Appointments:			
Limited Entrance:	0	2	1
Preferred Reemployment:	0	0	0
Promotions:	22	14	16
Reemployment:	0	0	0
Entrance:	20	12	18
Reinstatement:	2	2	1
Transfers:	10	3	3
Demotions:	1	0	0
Reallocations:	4	2	4
Provisional:	2	1	3
Temporary Appointment:	1	0	5
Emergency Appointment:	1	0	0
Updated Job Descriptions:	28	2	6
Requisitions submitted in month:	132	87	76
Unfilled requisitions as of end of month:	367	350	276

SEPARATIONS

Total Permanent Separations:	28	34	31
Competitive:	21	24	26
Non-Competitive:	7	10	5
Breakdown of Separations:			
Dismissals:	0	5	5
Resignations:	21	21	15
Retirements:	6	6	10
Deaths:	1	2	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	1

OTHER DATA

Overall Turnover:	1.3%	1.6%	0.8%
Competitive Turnover:	1.3%	1.4%	1.5%
Non-Competitive Turnover:	1.4%	1.9%	0.9%

January presents a decrease in all categories of turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JAN-22</u>	<u>DEC-21</u>	<u>JAN-21</u>
Salary Increases Granted:	332	125	337
Salary Increases Disapproved:	5	3	8
Fines:	1	2	0
Suspensions:	15	0	7
Leave with Pay Granted:	3	0	0
Leave without Pay Granted:	98	80	86
AWOL:	51	51	47
Parental Leave:	7	7	11
FMLA Requests:	11	34	44

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Clerk III – Water
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office

CPQ's received: Sign Designer – Engineering

CPQ's assigned: Automotive Line Superintendent – Fleet Management

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: GIS Operator Series

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Cook I (2101) to Cook II (2102) - two positions
Personnel Technician I (1401) to Personnel Technician II (1402)
Utility Inventory Clerk I (1221) to Utility Inventory Clerk II (1222)

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s):	None
Personnel Rules:	None
Special Leave Requests:	LWOP Extensions - 1 MLWP/MLWOP - 0
Class Specification Written/Amended:	Information Technology Security Analyst
Minimum Qualifications Written/Changes:	None
Other Special Projects/Assignments:	Updating Class specifications in Neogov with current minimum qualifications New positions requested: Computer Systems Specialist II; Computer Systems Specialist III

JUDICIAL REPORT

Appeals Received during January:	2
Appeals Pending:	40
Appealed to 5 th Circuit during January:	1
Appeals pending before 5 th Circuit:	1
Appealed to Louisiana Supreme Court during January:	0
Appeals pending before Louisiana Supreme Court:	1

January-22		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	2
0010-306	Council Division A	1
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-309	Parish Clerk	1
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	7
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	1
0065	General Services	12
0066	Personnel	3
0067	Human Resource Management	2
0068	Planning	1
0070	Risk Management	1
0110	Inspection & Code Enforcement	17
0112	Property Maintenance/Zoning	10
0130	Fire	1
0140	Emergency Management	3
0330	JeffCAP	3
1010	JeffCAP	119
1020	JeffCAP	92
1030	JeffCAP	3
1060	JeffCAP	12
1172	Community Development	13
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1280	Workforce Connection	57
1290	Juvenile Services	1
2000	Transit	1
2151	Juvenile Services	19
2152	Juvenile Services	7
2200	Animal Shelter	18
2450	Library	4
2451	Library	17
2452	Library	3
2453	Library	3
2454	Library	1
2530	Recreation	7
2531	Recreation	22
2532	Recreation	3
2533	Recreation	1
2534	Recreation	27
2535	Recreation	1
2615	Alario Center	9

2616	Recreation	1
2631	Lasalle	6
2650	Lafreniere	4
2651	Lafreniere	8
2652	Lafreniere	4
2662	Recreation	1
2920	Fire	6
2921	Fire	28
2923	Fire	1
3000	Streets	3
3002	Streets	15
3003	Streets	19
3005	Traffic Engineering	6
3050	Parkways	1
3051	Parkways	5
3052	Parkways	6
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	42
3302	Drainage	47
3500	Environmental	1
3640	Environmental	1
3850	Sewerage	3
3851	Sewerage	23
3852	Sewerage	16
3900	Water	6
3901	Water	9
3902	Water	27
3903	Water	3
3907	Water	59
3910	Water	1
3950	Fleet Management	12
3952	EIS	4
3956	Fleet Management	3
3957	Engineering	14
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	5
3970	Public Works	1
3971	Telecommunications	2
3973	Coastal Zone Management	1
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
9900	Retirement	1
9901	Finance Authority	4
	Total	969

Hires by Date Report

For records between **01/01/22** and **01/31/22**

103 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Emergency Management	Emergency Management Coordinator II	Gautreau Jr	Timothy	1/1/2022	\$76,213.00	Demotion
Water	Laborer	Breaux	Gerard	1/29/2022		Emergency
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Carey	Roderic	1/1/2022	\$28,778.00	Entrance
Water	Laborer	Jackson	Dalton	1/29/2022	\$24,948.00	Entrance
Jefferson Community Actions Programs	Head Start Teacher	Decay	Toni	1/22/2022	\$37,703.00	Entrance
Water	Laborer	Barnes	Ingrid	1/29/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper	Radcliff	Christopher	1/29/2022	\$24,948.00	Entrance
Transit	Account Clerk III	Lang	Vickie	1/15/2022	\$36,218.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Scott	Jazzmine	1/1/2022	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Typist Clerk III	Sapia	Angela	1/15/2022	\$25,970.00	Entrance
Library	Librarian II	Stewart	Regina	1/1/2022	\$40,009.00	Entrance
Water	Water Service Inspector I	Ross	Bryan	1/15/2022	\$21,829.00	Entrance
Library	Library Associate (Substitute/Floater)	Vedros	Katie	1/1/2022	\$28,778.00	Entrance
Library	Library Associate (3150)	Fiore	Amy	1/1/2022	\$28,778.00	Entrance
Water 3900	Utility Billing Clerk I (1)	Albert	Jessica	1/15/2022	\$21,829.00	Entrance
Library	Library Associate (3150)	Francois	Emily	1/15/2022	\$28,778.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Conner	Pharaoh	1/1/2022	\$24,948.00	Entrance
Finance 0060	Accountant II-Central Finance Office	Woods	David	1/22/2022	\$48,433.00	Entrance
Transit 2000	Administrative-Management Specialist III	Hernandez	Sheryl	1/1/2022	\$54,750.00	Entrance
Inspection and Code Enforcement	BUILDING PLAN REVIEWER I (5106)	Hibert	Thomas	1/29/2022	\$38,605.00	Entrance
Planning 0068	Planner II (5086)	Lucio	Henri	1/29/2022	\$44,221.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Blum	Austin	1/8/2022	\$24,948.00	Entrance
Water	Laborer (2)	Mayho	Nicoast	1/29/2022	\$24,948.00	Entrance
Streets 3000	Laborer	Porter	Mandrell	1/29/2022	\$24,948.00	Entrance
Inspection and Code Enforcement	Typist Clerk III (1103)	Parker	Kandace	1/29/2022	\$25,970.00	Entrance
Juvenile Services 2150	Juvenile Detention Officer II	Cannon Jr	Robert	1/15/2022	\$35,797.00	Entrance
Parks and Recreation	Recreation Special Program Supervisor	Toliver	Henre'	1/29/2022	\$34,394.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Anderson	Terrance	1/29/2022	\$24,948.00	Entrance
Water	Utility Billing Clerk I (1)	Bates	Diamond	1/29/2022	\$22,920.00	Entrance
Water	Trades Helper	Ray	Kevin	1/15/2022	\$24,948.00	Entrance
Water	Water Service Inspector I (2261)	Ledet	Ra'Sha	1/15/2022	\$21,829.00	Entrance

Streets	Equipment Operator III	Jones	Vernon	1/29/2022	\$33,939.00	Limited Entrance
Inspection and Code Enforcement	Administrative Assistant	Bertucci	Courtney	1/29/2022	\$34,394.00	Promotional
Parks and Recreation	Recreation Special Program Supervisor	Blount	Kristen	1/29/2022	\$37,007.00	Promotional
Parkways	Foreman II (2212)	Prestenbach Jr	Timothy	1/29/2022	\$45,687.00	Promotional
Water	Waterline Maintenance Foreman (2731)	LaFrance Jr	Vance	1/29/2022	\$39,753.00	Promotional
Water	Waterline Maintenance Foreman (2731)	Chatman Jr	Tyrell	1/15/2022	\$37,201.00	Promotional
Sewerage	Trades Helper (2250)	Scott Jr	Brittian	1/29/2022	\$26,195.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager (6620)	Falgoust	Brittany	1/29/2022	\$41,413.00	Promotional
Public Works	Trades Helper	Davis	Daralis	1/15/2022	\$26,495.00	Promotional
Parkways	Parkways Maintenance Superintendent II	Stackhouse	Ronald	1/15/2022	\$66,007.00	Promotional
Inspection and Code Enforcement	Typist Clerk III (1103)	Hollingsworth	Chanel	1/29/2022	\$25,970.00	Promotional
Sewerage	Sewerage Lift Station Inspector (2655)	Thompson	Christopher	1/29/2022	\$32,206.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Pizzuto	Alex	1/29/2022	\$30,672.00	Promotional
Sewerage	Typist Clerk III (1103)	Stafford	Laura	1/29/2022	\$28,562.00	Promotional
Inspection and Code Enforcement	Mechanical Inspector III (5123)	Paulson	Kyle	1/15/2022	\$45,218.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Pope	Eric	1/29/2022	\$29,585.00	Promotional
General Services	Stationary Engineer III (2039)	Daigrepoint	Gary	1/29/2022	\$70,877.00	Promotional
Parks and Recreation	Recreation Special Program Supervisor	Livaudais	Brett	1/29/2022	\$35,979.00	Promotional
Water	Laborer, Semi-Skilled (2201)	Hawkins	Tahj	1/29/2022	\$27,505.00	Promotional
Engineering	Warehouse Supervisor II (2353)	Boudreaux	Brian	1/15/2022	\$45,218.00	Promotional
Jefferson Community Actions Programs	Early Head Start Teacher	Hunter	Megan	1/29/2022	\$29,680.00	Promotional
Jefferson Community Actions Programs	Early Head Start Teacher	Brown	Ashley	1/29/2022	\$29,680.00	Promotional
Central Garage 3950	Assistant Director-Fleet Management (2345)	Vosbein	Bruce	1/29/2022	\$109,802.00	Promotional
Human Resource Management 0067	Training Specialist III (1446)	Adams	Nordette	1/29/2022	\$54,646.00	Promotional
Parks and Recreation	Park Ranger	Moore	Nickole	1/15/2022	\$34,983.00	Provisional
Library	Library Associate (3150)	Willingham	Chad	1/29/2022	\$18,911.00	Provisional
Juvenile Services	Cook II (2102)	Champagne	Mason	1/1/2022	\$26,195.00	Reallocation
Engineering	Utility Inventory Clerk II (1222)	Fontana Jr.	Frank	1/1/2022	\$25,548.00	Reallocation
Juvenile Services	Cook II (2102)	Ford	Michael	1/1/2022	\$26,195.00	Reallocation
Personnel 0066	Personnel Technician II (1402)	Liu	Meiling	1/29/2022	\$40,009.00	Reallocation
Water 3900	Water Service Inspector II	Mullins	Teriaune	1/29/2022	\$35,832.00	Reinstatement
Water 3900	Equipment Operator III	Smith	Patrick	1/29/2022	\$51,200.00	Reinstatement
Engineering 3957	Sign Technician II	Hensley	Terrence	1/15/2022	\$34,980.00	Reinstatement
Parish Council 0010	Secretary (Council At-Large), Stenographic	Carroll	Ava	1/1/2022	\$49,000.00	SNCLT- Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Freeman	Angelle	1/29/2022	\$14,389.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Scott	Christopher	1/15/2022	\$37,519.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	LeBlanc	Gerard	1/15/2022	\$28,778.00	Transfer

Parks and Recreation	Recreation Center Supervisor (3051)	Edmonson	Howard	1/1/2022	\$54,865.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Walker	Larry	1/15/2022	\$40,620.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Wyman III	George	1/29/2022	\$54,865.00	Transfer
Library	Library Associate (3150)	Cole	Tara	1/29/2022	\$33,314.00	Transfer
Library	Library Associate (3150)	Brecka	Cynthia	1/29/2022	\$30,217.00	Transfer
Property Maintenance Zoning/Quality of Life	TYPIST CLERK III (1103)	Brown	Troy	1/1/2022	\$49,582.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Payton	Johnny	1/29/2022	\$16,656.00	Transfer
Parks and Recreation	Amusement Ride Operator (3041)	Miller	Richard	1/15/2022	\$16,634.00	Updated Job Description
Jefferson Community Actions Programs	Custodian (2020)	Walker	Carlette	1/8/2022	\$27,012.00	Updated Job Description
Jefferson Community Actions Programs	Custodian (2020)	Davis	Karen	1/8/2022	\$25,233.00	Updated Job Description
Jefferson Community Actions Programs	Custodian (2020)	Smith Jr	Robert	1/8/2022	\$25,233.00	Updated Job Description
Jefferson Community Actions Programs	Typist Clerk II (1102)	Martin	Jerica	1/8/2022	\$21,829.00	Updated Job Description
Jefferson Community Actions Programs	Typist Clerk II (1102)	Williams	Nancy	1/8/2022	\$34,813.00	Updated Job Description
Jefferson Community Actions Programs	Typist Clerk II (1102)	Davis	Demitri	1/8/2022	\$23,563.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Calvert-McKenzie	Gloria	1/8/2022	\$75,092.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Mitchell	Lisa	1/8/2022	\$71,516.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Stephens	Chantell	1/8/2022	\$66,313.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Giles	Alicia	1/8/2022	\$62,078.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Gilmore-Hebert	Jeanette	1/8/2022	\$58,954.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Allen	Mytaya	1/8/2022	\$63,155.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	East-Cambeilh	Rosalind	1/8/2022	\$68,247.00	Updated Job Description
Planning	Planner II	Brackin Bernard	Molly	1/1/2022	\$40,954.00	Updated Job Description
Water	Laborer (2200)	Barriere	Brenen	1/5/2022	\$26,195.00	Updated Job Description
Community Development Programs	Administrative-Management Specialist III	Whipple	Jonathan	1/15/2022	\$53,799.00	Updated Job Description
Central Garage	Automotive Mechanic, Senior (2337)	Boudreaux	Michael	1/15/2022	\$42,064.00	Updated Job Description
Central Garage	Automotive Mechanic (2336)	Fabacher Jr	Kenneth	1/15/2022	\$38,392.00	Updated Job Description
Emergency Management	Emergency Management Coordinator II	Woods	Kevin	1/29/2022	\$63,407.00	Updated Job Description
Emergency Management	Emergency Management Coordinator II	Guidroz	Dustin	1/29/2022	\$47,941.00	Updated Job Description
Emergency Management	Emergency Management Coordinator II	Dyess	Allen	1/29/2022	\$45,658.00	Updated Job Description
Emergency Management	Emergency Management Coordinator II	Dugas	Jay	1/29/2022	\$43,484.00	Updated Job Description

Emergency Management	Emergency Management Coordinator II	Glass	Heather	1/29/2022	\$46,310.00	Updated Job Description
Emergency Management	EMS Program Compliance Specialist	Ward	Claire	1/29/2022	\$62,190.00	Updated Job Description
Floodplain Management and Hazard Mitigation	Floodplain/CRS Specialist	Riley	Seamus	1/29/2022	\$68,853.00	Updated Job Description
Water	Laborer, Semi-Skilled	Frazier	Jessie	1/29/2022	\$34,813.00	Updated Job Description
Jefferson Community Actions Programs	Typist Clerk II (1102)	Applegate	Jill	1/8/2022	\$23,563.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
APRIL 20, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF MARCH 15, 2022:

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10;
3. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date;
4. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24, order issued on December 20, 2021, amended appeal received on January 7, scheduled for hearing on June 1;
5. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7;
6. Docket No. 2021-008, John McClain Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 3, hearing continued to September 14, hearing continued to October 5, hearing continued to November 16, 2021, hearing continued to January 27, hearing continued to April 26;
7. Docket No. 2021-009, Bradley M. Wax vs. Department of Inspection & Code Enforcement; order pending Board signature, order issued on July 21, appealed to Board for Reconsideration on August 4, order issued on September 20, appealed to Fifth Circuit Court on October 18, 2021, record brought to Courts on January 3;
8. Docket No. 2021-010, Jerome Davis Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 24, hearing continued to October 28 and 29, order issued on December 16, motion for stay filed December 16, application for review filed December 29, 2021, two orders issued on January 19, Board to hear oral arguments on March 15, order issued on March 17;

9. Docket No. 2021-012, Miles Jenkins Sr. vs. Department of Public Works-Drainage; scheduled for hearing on September 21, hearing continued to November 16, 2021, hearing continued to January 27 and 28, hearing continued to February 16 and 17, order issued on February 23;
10. Docket No. 2021-017, Scherrie Temond Joseph vs. Department of Public Works-Water; scheduled for hearing on January 13, hearing continued without date, scheduled for hearing on March 29, order issued on April 5;
11. Docket No. 2021-048, Quindell C. Jeffery vs. Department of Public Works-Streets; scheduled for hearing on February 23, order issued on February 23;
12. Docket No. 2022-001, Alfred J. Maggio vs. Department of Public Works-Traffic Engineering, scheduled for hearing on March 29, hearing continued to April 26;
13. Docket No. 2022-002, Timothy Gautreau Jr. vs. Department of Emergency Management, scheduled for hearing on April 13, hearing continued to April 21, appeal withdrawn by appellant on April 12.

APPEALS RECEIVED SUBSEQUENT TO MARCH 15, 2022:

1. Docket No. 2022-003, Marion Denise Voisin vs. Department of Public Works-Water; permanent employee, other.
2. Docket No. 2022-004, Cassandra McCoy Swims vs. Department of Public Works-Water; permanent employee, other.

April 11, 2022

OFFICIAL NOTICE

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

**WEDNESDAY, APRIL 20, 2022 – 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:

- Amend the Pay Plan for the Classified Service to revise the class title for the class of Alario Center Marketing/Sales Associate;
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Amend the Pay Plan for the Classified Service to revise the pay grade for the class of Sign Designer;
- Amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Automotive series of classes; assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(f) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(f) to the class of Assistant Director-Accounting; and,
- Amend the Rules of Appeal to revise Rule 13.

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 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.

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.