

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

MONTHLY MEETING, WEDNESDAY, JUNE 22, 2022 AT 2:00 P.M.  
ROOM 204, JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

**AGENDA**

- I. Employee Appeals
- 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 Telemetry Technician class series; and,
  - B. 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(g) to the select classes that require an electrical license.
- 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 May 17, 2022.
- VI. Old Business:
  - A. Approval of the Monthly Report of April 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, July 19, 2022, 2:00 p.m. and Tuesday, August 16, 2022, 2:00 p.m. (tentative) meeting dates;
  - E. Miscellaneous/Unscheduled Matters:
    1. Request for pay increase.
  - F. Director's Report:
    1. Council Resolution – Pay Plan Study.
    2. Update on Office of Inspector General request for hiring information.
- VIII. Adjournment for Review of Appeals

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

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

**SUBJECT:** RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE MARKET BASED PAY GRADE ASSIGNED TO THE CLASSES OF ELECTRICIAN, ELECTRICIAN SUPERVISOR, PLANT MAINTENANCE ELECTRICIAN, AND TELEMETRY TECHNICIAN I, II, AND III

**DATE:** 06/14/2022

**CC:** CORRESPONDENCE FILE

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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. Based on vacancies, recruitment efforts, inability to attract or to fill vacancies with qualified personnel and labor market pay data, the Personnel Department recommends the placement of Electrician, Electrician Supervisor, Plant Maintenance Electrician, and Telemetry Technician Series be assigned to a Market Based Pay Grade.

The Department of Engineering requested the reevaluation of pay grade assignment for the class of Telemetry Technician II due to issues in recruiting a sufficient number of qualified candidates. The request came from SCADA System Manager Garrick Huhner. A meeting was held May 17, 2022 via Teams to discuss recruitment, a possible name change, and pay. Present in the meeting with Mr. Huhner were Lauren Call, Assistant Director-Personnel, Ashley Jambon, Personnel Technician III (Recruitment), Annie Vaughn, Personnel Technician III (Classification & Pay), Halie Ducote, Personnel Technician II (Classification & Pay), and Suzette Jung, Personnel Technician III (Test Development). Engineering Director, Ms. Angela DeSoto, is in favor of the pay grade reassignment. There are currently two (2) vacancies in the class of Telemetry Technician II; the class has been recruited since March 18, 2022 with only one (1) qualified candidate currently. The difficulty in recruiting has been attributed to the inadequate starting rate. Mr. Huhner expressed his concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. The Personnel Department has determined that a market based pay grade reassignment is in order for this position based upon our findings.

In addition to addressing the Telemetry Technician II, Mr. Huhner also requested the review of the Electrician and Plant Maintenance Electrician classes. He stated that other departments who are short-staffed borrow his Telemetry Technicians since they have the required electrical license. Other Directors [Ryan Babcock (General Services), Mario Bazile (Recreation), Mitch Theriot (Drainage), Sidney Bazley III (Water), Mike Lockwood (Sewerage)] who have these two (2) classes are in favor of the pay grade reassignment request. There are currently three (3) vacancies in the class of Electrician/Electrician, High Altitude; the class has been recruited since April 23, 2021 with only one (1) qualified candidate currently. There are currently six (6) vacancies in the class of Plant Maintenance Electrician/Plant Maintenance Electrician, High Altitude; the class has been recruited for since September 27, 2019 with only one (1) qualified candidate currently. The difficulty in recruiting for these classes is also contributed to the inadequate starting rate.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions as well as using Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (TX, MS, AL, FL, GA, AR):

<b>Electrician</b>	
<b>Jurisdiction</b>	<b>Starting Pay</b>
Jefferson Parish:	\$40,009
City of Hammond:	\$33,708
City of Kenner:	\$35,227
City of New Orleans:	\$45,169
City of Shreveport:	N/A
East Baton Rouge:	\$33,825
Lafayette Parish:	\$34,050
Lafourche Parish:	\$33,904
LA State Civil Service:	\$30,540
Plaquemines Parish:	\$32,857
St. John Parish:	\$41,123
Salarystudy.com:	\$43,680

<b>Plant Maintenance Electrician</b>	
<b>Jurisdiction</b>	<b>Starting Pay</b>
Jefferson Parish:	\$42,817
City of Hammond:	N/A
City of Kenner:	\$45,067
City of New Orleans:	\$46,306
City of Shreveport:	\$42,806
East Baton Rouge:	\$33,835
Lafayette Parish:	N/A
Lafourche Parish:	N/A
LA State Civil Service:	\$37,404
Plaquemines Parish:	N/A
St. John Parish:	N/A
Salarystudy.com:	\$45,819

<b>Telemetry Technician II</b>	
<b>Jurisdiction</b>	<b>Starting Pay</b>
Jefferson Parish:	\$44,421
City of Hammond:	\$40,114
City of Kenner:	N/A
City of New Orleans:	\$46,306
City of Shreveport:	\$39,229
East Baton Rouge:	N/A
Lafayette Parish:	N/A
Lafourche Parish:	N/A
LA State Civil Service:	\$45,828
Plaquemines Parish:	N/A
St. John Parish:	N/A
Salarystudy.com:	\$47,232

Based upon the salary information gathered from other jurisdictions, as well as reviewing private sector salary information, the Division of Classification and Pay found that these classes Market Based Pay Grade should be reassigned. The classes included in this study are: Electrician, Plant Maintenance Electrician, and Telemetry Technician II, however we are recommending changes to Electrician Supervisor, and Telemetry Technician I and Telemetry Technician III to maintain equity in the series.

Current Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2300	Electrician	22	40009	62067	40	
2302	Electrician Supervisor	24	42817	66423	40	
2308	Plant Maintenance Electrician	24	42817	66423	40	
2450	Telemetry Technician I	17	32990	51178	40	
2451	Telemetry Technician II	25	44221	68601	40	
2452	Telemetry Technician III	27	47029	72957	40	

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2300	Electrician	24	42817	66423	40	
2302	Electrician Supervisor	26	45625	70779	40	
2308	Plant Maintenance Electrician	26	45625	70779	40	
2450	Telemetry Technician I	19	35797	55534	40	
2451	Telemetry Technician II	27	47029	72957	40	
2452	Telemetry Technician III	29	49836	77313	40	

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for Electrician, Electrician Supervisor, Plant Maintenance Electrician, Telemetry Technician I, Telemetry Technician II, and Telemetry Technician III by the Personnel Board. All current employees occupying these positions are above the new starting rates, therefore there will not be any salary increases upon implementation.

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, May 17, 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 Assistant Kim Nguyen.

Under Oath of Office:

- A. Mr. Fantaci was sworn in for a new term.

Under Election of Board Chair:

- A. Mr. Harris was elected as the Board Chair.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- Approved a proposal to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Cancelled 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;
- Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title and pay grade for the class of Property Maintenance/Zoning Enforcement Manager; and,
- Approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4.

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.
- B. The Board received explanation from the Inspector General regarding the evaluation of the Personnel Department's policies and procedures pertaining to the Department's effectiveness.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of April 20, 2022.

Under Old Business:

- A. Approval of the monthly report of March 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. None.
- C. Under Approval of the monthly report, the Board:
  - 1. Unanimously deferred the review of the monthly report for April 2022 to the June 2022 Board Meeting.
- D. Under Approval of the 2021 annual report, the Board:
  - 1. Unanimously approved the 2021 annual report.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  - 1. Unanimously approved meeting dates of Wednesday, June 22, 2022, 2:00 p.m. and Tuesday, July 19, 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. Updated the Board on the April 26, 2022 job fair.
  - 2. Addressed a plan to reach out to re-entry programs at the state and federal levels to market Parish job openings.

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

May 31, 2022

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

Personnel Board Meeting  
May 17, 2022

**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – APRIL 2022**

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<u>APR-22</u>	<u>MAR-22</u>	<u>APR-21</u>
Total Applications Received:	374	379	505
Competitive:	307	291	429
Non-Competitive:	11	88	76
 Total Applications Rejected:	 114	 125	 238
Competitive:	105	110	220
Non-Competitive:	9	15	18
 Total Applications Withdrawn:	 97	 97	 71
Competitive:	84	84	64
Non-Competitive:	13	13	7
 Candidates Scheduled for Written Exam:	 50	 69	 89
Candidates Examined - Written Exam:	39	50	75
Candidates Passed Written Exam:	29	39	60
Candidates Failed Written Exam:	10	11	15
Candidates Examined - Rating of T&E:	28	44	79
Candidates Placed on Competitive Eligible List:	65	87	111
Certificates of Eligibility Issued:	19	25	22
Certificates of Eligibility to be Interviewed Issued (GLC):	17	36	37
 Pending Testing (Scheduled for upcoming Test):	 34	 27	 31
Pending Review or Waiting for More Information:	27	3	56
Job Interest Cards Completed Online:	42	59	71
 ADA Accommodations			
Requested:	0	2	0
Approved:	0	1	0
Denied:	0	1	0
Withdrawn:	0	0	0
Pending:	0	0	0
 New Postings in NEOGOV:	 21	 17	 19
New Exam Plans in NEOGOV:	10	6	12
Revised Exam Plans in NEOGOV:	11	11	7

## RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Animal Shelter Manager – Programs
- Assistant Director-Animal Shelter
- Automotive Mechanic, Trainee
- Computer Systems Coordinator
- Computer Systems Specialist
- Customer Relations Coordinator
- Customer Relations Specialist I
- Equipment Operator IV – Sewer Sludge Truck
- Family Service Specialist
- GIS Analyst III
- Information Technology Security Analyst
- Juvenile Probation Officer I
- Payroll Officer, Assistant
- Pump Equipment Mechanic
- Recreation Center Supervisor, Assistant – Athletics
- Recreation Center Supervisor, Assistant – Maintenance
- Recreation Special Program Supervisor – Leisure Services
- Sewerage Lift Station Superintendent II
- Sewerage Treatment Plant Superintendent I
- Shop Carpenter – Sign Shop
- Water Purification Operator

Advertisement Source	Total %
College/University Career Services	0.25
Facebook	0.74
Family, Friend, Co-Worker, etc.	16.54
Governmentjobs.com	7.9
Indeed.com	14.32
Jefferson Parish Department other than Personnel	1.48
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.94
Jefferson Parish website	39.51
Job Fair	3.46
Library	0.99
Louisiana Job Connection website	0
Louisiana Workforce Commission website	0.99
Monster.com	0
Newspaper ad	0
Nola.com	0.49
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.74
Unknown	0
**Personnel Department Use Only**	7.65
<b>Total Percentage</b>	<b>100%</b>



## TEST DEVELOPMENT DIVISION

### WRITTEN TEST ADMINISTRATIONS (23):

	APR 2022			2022 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
<b>Written Tests:</b>				
Account Clerks (AC I/II)	Apr-07	1/1	100%	100%
Account Clerks (AC III)	Apr-07	1/1	100%	20%
Clerical Skills I (Ship & Rec Stock Clk)	Apr-07	1/1	100%	67%
Field Supv Foreman, 2-parts (Drng/Road Maint Foreman)	Apr-07	2/3	67%	91%
Field Supv Superintendent, 2-pts (Drng/Road/Parkways Maint Supt)	Apr-07	0/1	0%	67%
Foreman I	Apr-07	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)	Apr-07	1/2	50%	78%
Water Service Inspector I	Apr-07	1/2	50%	71%
Drainage Pump Station Operator I	Apr-13	2/2	100%	100%
Drainage Pump Station Operator II	Apr-13	1/1	100%	83%
Engineering Inspectors (EI I/II)	Apr-13	1/1	100%	83%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Apr-13	0/5	0%	46%
Property Maint/Zoning Inspector I	Apr-13	1/1	100%	100%
Drainage Pump Station Operator II	Apr-19	1/1	100%	83%
Foreman II	Apr-19	3/3	100%	100%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Apr-19	2/3	67%	46%
Mechanical/Field Skills Test-53 (Sign Tech I)	Apr-27	1/1	100%	100%
Engineering Inspectors (EI I/II)	Apr-28	2/3	67%	83%
Maintenance Repairman	Apr-28	1/1	100%	--
Mechanical/Field Skills Test (Trades Helper)	Apr-28	2/2	100%	78%
Mechanical/Field Skills Test-53 (Sign Tech I)	Apr-28	2/2	100%	100%
Property Maint/Zoning Inspector I	Apr-28	1/1	100%	100%
Water Service Inspector I	Apr-28	1/1	100%	71%
<b>SUMMARY:</b>		<b>29/40</b>	<b>78%</b>	<b>73%</b>

^ as of current month's end. | -- only administered once this year.

### TESTS CONSTRUCTED/REFINED & VALIDATED (6):

**Minimum Qualifications (4):** Computer Systems Coordinator; Emergency Management Coordinator II; GIS Analyst III; and Public Works Business Manager, Assistant.

**Ratings of Training & Experience (2):** Emergency Management Coordinator II and Recreation Center Supervisor.

**Written Tests (0):** None.

### MISCELLANEOUS/SPECIAL PROJECTS (1):

Initiated test development project for Recreation Center Supervisor, Assistant – Athletics & Maintenance (3050).

**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>APR-22</u></b>	<b><u>MAR-22</u></b>	<b><u>APR-21</u></b>
Total Appointments to Permanent Positions:	61	76	54
Competitive:	47	62	44
Non-Competitive:	14	14	10
Breakdown of Competitive Appointments:			
Limited Entrance:	4	4	1
Preferred Reemployment:	0	0	0
Promotions:	17	36	24
Reemployment:	0	0	0
Entrance:	16	10	7
Reinstatement:	4	2	2
Transfers:	3	7	4
Demotions:	1	0	0
Reallocations:	2	3	6
Provisional:	4	3	0
Temporary Appointment:	3	1	3
Emergency Appointment:	0	0	1
Updated Job Descriptions:	34	3	10
Requisitions submitted in month:	144	143	128
Unfilled requisitions as of end of month:	376	408	324

**SEPARATIONS**

Total Permanent Separations:	15	31	18
Competitive:	12	24	14
Non-Competitive:	3	7	4
Breakdown of Separations:			
Dismissals:	0	1	3
Resignations:	11	25	11
Retirements:	4	5	4
Deaths:	0	0	0
Lay-offs:	0	0	0
End of Temporary Appointments:	1	0	0

**OTHER DATA**

Overall Turnover:	0.7%	1.4%	0.8%
Competitive Turnover:	0.7%	1.5%	0.7%
Non-Competitive Turnover:	0.6%	1.4%	0.8%

April presents a decrease in all categories of turnover.

## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>APR-22</u>	<u>MAR-22</u>	<u>APR-21</u>
Salary Increases Granted:	169	271	272
Salary Increases Disapproved:	5	13	14
Fines:	0	1	2
Suspensions:	10	2	7
Leave with Pay Granted:	2	3	2
Leave without Pay Granted:	76	81	110
AWOL:	63	58	56
Parental Leave:	8	9	5
FMLA Requests:	23	22	29

### JOB CLASSIFICATION STUDIES:

Completed: Automotive Line Superintendent – Fleet Management

Pending:

**CPQ's sent out:** Clerk III – Water  
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office  
Public Works Project Coordinator – Water  
Water Purification Superintendent II – Water – 2 positions

**CPQ's received:** Administrative Assistant – Fire Services

**CPQ's assigned:** Engineering Division Supervisor - N.P. – Engineering  
Typist Clerk III – Engineering

Disposition(s): Automotive Line Superintendent – Fleet Management – correctly classified

### PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Sign Designer – Engineering

Disposition(s): None

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

#### FOOTNOTE NO.:

1. Clerk I (1008) to Clerk II (1009)
6. Automotive Mechanic (2336) to Automotive Mechanic, Senior (2337)
9. Sewerage Treatment Plant Operator-Class II (2663) to Sewerage Treatment Plant Operator-Class III (2664)

Personnel Rule 3.3.1: None

Other: None

**CLASSIFICATION AND PAY DIVISION – Page 2**

**MISCELLANEOUS/SPECIAL PROJECTS:**

Pay Survey(s): South Central Planning and Development Commission

Personnel Rules: None

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

Class Specification Written/Amended: GIS Analyst I, GIS Analyst II, and GIS Analyst III

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III  
Working with departments to cancel and resubmit requisitions due to changes with departments/divisions in NEOGOV

**JUDICIAL REPORT**

Appeals Received during April:	2
Appeals Pending:	10
Appealed to 5 <sup>th</sup> Circuit during April:	0
Appeals pending before 5 <sup>th</sup> Circuit:	2
Appealed to Louisiana Supreme Court during April:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during April:	1
Appeals pending before the US Supreme Court:	0

April-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	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	3
0040	Parish President	1
0060	Finance	1
0061	Accounting	2
0064	Purchasing	1
0065	General Services	11
0067	Human Resource Management	1
0068	Planning	4
0110	Inspection & Code Enforcement	16
0112	Property Maintenance/Zoning	7
0140	Emergency Management	3
0330	JeffCAP	1
1010	JeffCAP	123
1020	JeffCAP	91
1030	Community Justice Agency	3
1060	JeffCAP	12
1172	Community Development	14
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1255	Public Health	2
1280	Workforce Connection	57
1290	Juvenile Services	1
2151	Juvenile Services	16
2152	Juvenile Services	8
2200	Animal Shelter	20
2450	Library	5
2451	Library	21
2452	Library	3
2453	Library	3
2454	Library	1
2530	Recreation	5
2531	Recreation	20
2532	Recreation	4
2533	Recreation	3
2534	Recreation	44
2535	Recreation	3
2615	Alario Center	9
2616	Recreation	1
2631	Lasalle	3
2650	Lafreniere	4

2651	Lafreniere	7
2652	Lafreniere	2
2662	Recreation	1
2920	Fire	6
2921	Fire	29
2923	Fire	1
3000	Streets	1
3002	Streets	17
3003	Streets	20
3005	Traffic Engineering	8
3050	Parkways	1
3051	Parkways	5
3052	Parkways	7
3110	Engineering – Street Lighting	5
3270	Drainage	9
3301	Drainage	42
3302	Drainage	53
3500	Environmental	1
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	3
3851	Sewerage	19
3852	Sewerage	23
3900	Water	6
3901	Water	10
3902	Water	29
3903	Water	3
3907	Water	32
3910	Water	1
3950	Fleet Management	11
3952	EIS	4
3956	Fleet Management	4
3957	Engineering	11
3958	Environmental	4
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3970	Public Works	1
3971	Telecommunications	2
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
	<b>Total</b>	<b>955</b>

## Hires by Date Report

For records between **04/01/22** and **04/30/22**

102 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>
Water	Waterline Maintenance Superintendent I	Sampey	Kevin	4/23/2022	\$77,098.00	Demotion
Finance 0060	Accountant I-Central Finance Office	Fontenberry	Denise	4/16/2022	\$47,099.00	Entrance
Human Resource Management 0067	Training Specialist II (1442)	Darcey	Duane	4/9/2022	\$49,240.00	Entrance
Water	Customer Relations Specialist I	Boudreaux	Julie	4/23/2022	\$23,162.00	Entrance
Water	Customer Relations Specialist I	Alexander	Brenda	4/9/2022	\$23,162.00	Entrance
Water	Water Quality Scientist I- Biology (4072)	Crain	Shae	4/23/2022	\$35,797.00	Entrance
Property Maintenance Zoning/Quality of Life	TYPIST CLERK III (1103)	Williams	Channon	4/9/2022	\$25,970.00	Entrance
Parkways	Equipment Operator I	King	Theron	4/23/2022	\$24,948.00	Entrance
Water	Water Service Inspector II - Water Meter	Foster	Kerry	4/9/2022	\$28,075.00	Entrance
Streets	Laborer (2)	Adams Jr	James	4/9/2022	\$24,948.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Abuali	Alaa	4/23/2022	\$28,778.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Agoff	Ashley	4/23/2022	\$28,778.00	Entrance
Parks and Recreation	Groundskeeper	Ward	Jason	4/2/2022	\$24,948.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Woodfill	Jessica	4/23/2022	\$0.00	Entrance
General Services 0065	Laborer (2200)	Rabalais	Ryan	4/9/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Melancon	Brandon	4/9/2022	\$24,948.00	Entrance
Parks and Recreation	Trades Helper	Harris	Phillip	4/16/2022	\$24,948.00	Entrance
Water	Laborer (2)	Hawkins	Tahj	4/23/2022	\$24,948.00	Entrance
Community Development Programs	Community Services Program Coordinator	Small	Dannielle	4/23/2022	\$37,201.00	Entrance
Community Development Programs	Community Services Program Coordinator	Scherer	Guadalupe	4/23/2022	\$37,201.00	Entrance
Parks and Recreation - Lasalle Maintenance	GROUNDSCKEEPER (2354)	Marshall	Joshua	4/23/2022	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Boudreaux	Jamie	4/23/2022	\$24,948.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Ray	Kevin	4/23/2022	\$28,778.00	Entrance
Jefferson Community Actions Programs	Typist Clerk II (1102)	Toney	Dailah	4/23/2022	\$21,829.00	Entrance
Engineering 3957	Signal Technician I (1)	Fluker	Lafabian	4/9/2022	\$28,778.00	Entrance
Streets	Road Maintenance Foreman	Jefferson	Alan	4/23/2022	\$43,065.00	Limited Entrance
Parks and Recreation	TRADES HELPER - HIGH ALTITUDE (SP4)	Giglio	Anthony	4/23/2022	\$42,328.00	Limited Entrance
Public Works - Rehab 3976	Equipment Operator IV - Vacuum Truck	Calmette	Brandon	4/30/2022	\$51,157.00	Limited Entrance
Engineering 3957	GIS Analyst I (4041)	Eymard	Paul	4/23/2022	\$43,897.00	Limited Entrance
Transit 2000	Administrative-Management Specialist III	Miller	Joanna	4/23/2022	\$56,492.00	Limited Entrance
Streets	Road Maintenance Foreman (2411)	Reed	Anthony	4/9/2022	\$45,687.00	Promotional

Juvenile Services	Juvenile Probation Officer IV	Phillips	Danielle	4/9/2022	\$75,700.00	Promotional
Drainage	Drainage Pump Station Superintendent II	Allemand	Dustin	4/9/2022	\$45,625.00	Promotional
Public Works 3970	Executive Assistant	Perez	Rachel	4/23/2022	\$67,468.00	Promotional
Sewerage	Truck Driver II	Mcbride	Michael	4/23/2022	\$34,813.00	Promotional
Inspection and Code Enforcement 0110	Typist Clerk III (1103)	Williams	Tawan	4/9/2022	\$29,860.00	Promotional
Drainage	Drainage Pump Station Operator II (2601)	Lasserre Jr	Brady	4/16/2022	\$41,753.00	Promotional
Jefferson Protection and Animal Welfare Service	Typist Clerk III (1103)	Chandler	Layla	4/23/2022	\$29,629.00	Promotional
Parks and Recreation	Building Maintenance Supervisor (2259)	Austin	Kevin	4/30/2022	\$52,892.00	Promotional
Streets	Truck Driver II	Wilson Jr.	Michael	4/9/2022	\$29,211.00	Promotional
Engineering 3957	Shipping & Receiving/Stock Clerk	Young	Julie	4/23/2022	\$31,735.00	Promotional
Streets	Road Maintenance Foreman (2411)	Landry	Anthony	4/23/2022	\$37,201.00	Promotional
Risk Management 0070	Typist Clerk III (1103)	Toca	Bonita	4/9/2022	\$25,970.00	Promotional
Jefferson Protection and Animal Welfare Service	Clerk III (1010)	Champion	Candies	4/23/2022	\$24,566.00	Promotional
Water - Quality Lab 3903	Water Quality Scientist II (SP3) - Biology	Davis	Heather	4/23/2022	\$65,999.00	Promotional
General Services 0065	Facilities Maintenance Manager (2041)	Folse	Eric	4/23/2022	\$50,763.00	Promotional
Water	Laborer, Semi-Skilled (2201)	Bazile	Carlton	4/23/2022	\$27,659.00	Promotional
Emergency Management 0140	Emergency Management Coordinator II	Nelson	Precious	4/9/2022	\$59,681.00	Promotional
Water	Laborer, Semi-Skilled (2201)	Smith Jr	Clinton	4/23/2022	\$27,899.00	Promotional
Engineering	Engineering Inspector I (4034)	Chauvin Jr	Albert	4/23/2022	\$34,789.00	Promotional
Electronic Information System Management	Information Technology Business Analyst	Glass	Heather	4/2/2022	\$64,577.00	Promotional
Jefferson Protection and Animal Welfare Service	Assistant Director-Animal Shelter (6621)	Durr	Cory	4/9/2022	\$71,996.00	Provisional
Water	Customer Relations Specialist I	Gibson	Karen	4/9/2022	\$23,988.00	Provisional
Alario Center 2615	Alario Center Marketing/Sales Associate	Bruard	Shelley	4/9/2022	\$38,513.00	Provisional
Water 3900	Waterline Maintenance Superintendent II	Butler	Joseph	4/23/2022	\$65,613.00	Provisional
Parks and Recreation 2530	Clerk II (1009)	McDonald	Julie	4/23/2022	\$24,313.00	Reallocation
Sewerage	Sewerage Treatment Plant Operator-Class III	Hartman	Torrance	4/9/2022	\$46,033.00	Reallocation
Floodplain Management and Hazard Mitigation	Federal Programs Coordinator	Saldana	Fernando	4/9/2022	\$36,114.00	Reinstatement
Jefferson Community Actions Programs	Accountant I (1210)	Williamson	Anna	4/23/2022	\$39,061.00	Reinstatement
Lafreniere Park - Maintenance 2651	Recreation Maintenance Supervisor (2355)	Fray	David	4/23/2022	\$55,692.00	Reinstatement
Streets	Equipment Operator III	Hall	Suzette	4/23/2022	\$41,014.00	Reinstatement
Parks and Recreation - Maintenance	Shop Carpenter (2489)	Carreras Jr.	Frederick	4/9/2022	\$59,245.00	Reinstatement
Parish President 0040	Secretary (1115)	Acero	Bianca	4/2/2022	\$34,500.00	SNCLT
Water	Water Service Inspector II	Mackey	Jazzmine	4/9/2022	\$28,075.00	Transfer
Inspection and Code Enforcement 0110	Permit Technician (5104)	Sonier	Richard	4/9/2022	\$52,448.00	Transfer
Parkways	Typist Clerk III	Preston	Connie	4/9/2022	\$43,734.00	Transfer
Parks and Recreation	Groundskeeper (2354)	Olivier	Kim	4/30/2022		Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Alexander	Gabriel	4/30/2022	\$0.00	Transient



Jefferson Community Actions Programs	Administrative Assistant (1015)	Johnson	Jo Ann	4/16/2022	\$43,153.00	Updated Job Description
Jefferson Community Actions Programs	Assistant Director-JeffCAP (6715)	FLORENCE	DARCELL	4/2/2022	\$74,272.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Administrator (Birth to Five)	Rabathaly	Rochelle	4/16/2022	\$103,809.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Davis	Cynthia	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Davis	Jessie	4/9/2022	\$37,380.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Johnson	Jailin	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Samuel	Madeline	4/9/2022	\$46,697.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Carter	Alisa	4/9/2022	\$40,201.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Dawsey	Susie	4/9/2022	\$32,722.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Johnson	Ayesha	4/9/2022	\$31,164.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Thomas	Jacqueline	4/9/2022	\$36,076.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Robertson	Angie	4/9/2022	\$49,034.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Tumblin	Phyllis	4/9/2022	\$54,059.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Jones	Derinda	4/9/2022	\$40,201.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Robert	Kasena	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Brown	Mariah	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Hawkins	Shannon	4/9/2022	\$32,722.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Hurst	Candace	4/9/2022	\$31,164.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Muse	Brenda	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Johnson	Kim	4/9/2022	\$39,249.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Trosclair	Wendy	4/9/2022	\$32,722.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Keller	Cynthia	4/9/2022	\$39,416.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Sylvester	Marissa	4/9/2022	\$36,076.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Crockett	Tyche	4/30/2022	\$32,722.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Jackson	Carmen	4/23/2022	\$32,722.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	DeGruy	RaShawn	4/9/2022	\$32,723.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Lee	Wanda	4/9/2022	\$39,249.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Stackhouse	Mahogany	4/9/2022	\$34,358.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Williams	Dionka	4/9/2022	\$41,387.00	Updated Job Description
Central Garage 3950	Automotive Mechanic, Senior (2337)	Herrmann	Terrance	4/9/2022	\$46,855.00	Updated Job Description
Central Garage 3950	Maintenance Repairman (2260)	Vontoure	Wardell	4/9/2022	\$34,763.00	Updated Job Description
Central Garage 3950	Assistant Director-Fleet Management	Vosbein	Bruce	4/9/2022	\$117,444.00	Updated Job Description
Central Garage - Tire Shop 3956	Automotive Work Control Supervisor	Chiro	Dalton	4/17/2022	\$46,873.00	Updated Job Description
Central Garage 3950	Automotive Mechanic, Senior (2337)	Worley Jr.	Judge	4/9/2022	\$49,293.00	Updated Job Description

**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – MAY 2022**

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<u>MAY-22</u>	<u>APR-22</u>	<u>MAY-21</u>
Total Applications Received:	422	374	487
Competitive:	343	307	399
Non-Competitive:	79	11	88
Total Applications Rejected:	133	114	206
Competitive:	122	105	190
Non-Competitive:	11	9	16
Total Applications Withdrawn:	64	97	85
Competitive:	57	84	72
Non-Competitive:	7	13	13
Candidates Scheduled for Written Exam:	56	50	45
Candidates Examined - Written Exam:	37	39	35
Candidates Passed Written Exam:	31	29	28
Candidates Failed Written Exam:	6	10	7
Candidates Examined - Rating of T&E:	47	28	28
Candidates Placed on Competitive Eligible List:	87	65	75
Certificates of Eligibility Issued:	11	19	17
Certificates of Eligibility to be Interviewed Issued (GLC):	33	17	31
Pending Testing (Scheduled for upcoming Test):	46	34	63
Pending Review or Waiting for More Information:	100	27	38
Job Interest Cards Completed Online:	16	42	42
ADA Accommodations			
Requested:	1	0	2
Approved:	0	0	0
Denied:	0	0	2
Withdrawn:	0	0	0
Pending:	1	0	0
New Postings in NEOGOV:	18	21	23
New Exam Plans in NEOGOV:	6	10	10
Revised Exam Plans in NEOGOV:	12	11	13

## RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant I
- Admin Mgmt Specialist III – Health Promotional Supervisor
- Alario Center Marketing/Sale Associate
- Assistant Director – Emergency Management
- Clerk I
- Computer Application Developer
- Electrical Inspector II – Street Lighting
- Engineer-in-Training
- Executive Superintendent
- Park Superintendent
- Property Maintenance/Zoning Inspector III
- Property Manager, Assistant
- Public Works Business Manager, Assistant
- Public Works Field Operations Coordinator
- Public Works Maintenance Superintendent
- Sewerage Line Repair Superintendent II
- Stationary Engineer I
- Waterline Maintenance Superintendent II

Advertisement Source	Total %
College/University Career Services	0.22
Facebook	0
Family, Friend, Co-Worker, etc.	17.89
Governmentjobs.com	6.68
Indeed.com	12.07
Jefferson Parish Department other than Personnel	4.31
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.6
Jefferson Parish website	38.15
Job Fair	1.94
Library	0.86
Louisiana Job Connection website	0.86
Louisiana Workforce Commission website	0.43
Monster.com	0.65
Newspaper ad	0
Nola.com	0.43
Television ad	0
Twitter tweet (@JeffParishjobs)	0.22
WorkNOLA.com	0.43
Unknown	0
**Personnel Department Use Only**	9.27
<b>Total Percentage</b>	<b>100%</b>

## TEST DEVELOPMENT DIVISION

### WRITTEN TEST ADMINISTRATIONS (20):

	MAY 2022			2022 Pass Rate <sup>^</sup>
	Exam Date	No. Passing/ No. Taken	Pass Rate	
<b>Written Tests:</b>				
Account Clerks (AC III, only)	May-05	1/1	100%	43%
Admin & Executive Assistant	May-05	0/1	0%	69%
Clerical/Office Skills Test (Clerk III, only)	May-05	2/3	67%	50%
MS Word + Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	May-05	4/4	100%	57%
Princ. of Early Childhood Edu (Head Start Teacher & Asst.)	May-05	1/1	100%	100%
Sewerage Lift Station Inspector	May-05	1/1	100%	100%
Field Supv Superintendent, 2-parts (Drng/Road/Parkways Maint Supt)	May-12	1/1	100%	75%
Foreman II	May-12	5/5	100%	100%
MS Word + Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	May-12	2/2	100%	57%
Property Maintenance/Zoning Inspector I	May-12	1/2	50%	88%
Account Clerks (AC III, only)	May-19	1/1	100%	43%
Admin & Executive Assistant	May-19	1/1	100%	69%
Sewerage Lift Station Inspector	May-19	1/1	100%	100%
Sewerage Treatment Plant Operator	May-19	0/1	0%	55%
Water Purification Operator	May-19	2/2	100%	100%
Admin & Executive Assistant	May-26	2/2	100%	69%
Clerical-76 (Customer Relations Specialist I)	May-26	4/4	100%	100%
Drainage Pump Station Operator II	May-26	1/1	100%	86%
Mechanical/Field Skills Test (Trades Helper)	May-26	1/2	50%	73%
MS Word + Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	May-26	2/3	67%	57%
<b>SUMMARY:</b>		<b>33/39</b>	<b>85%</b>	<b>73%</b>

<sup>^</sup> as of current month's end.

### TESTS CONSTRUCTED/REFINED & VALIDATED (8):

**Minimum Qualifications (5):** Electrical Inspector II-Street Lighting; Library Associate; Library Associate-Grand Isle; Property Maintenance/Zoning Inspector III; and Public Works Field Operations Coordinator.

**Ratings of Training & Experience (1):** Assistant Director-Animal Shelter.

**Written Tests (2):** Recreation Center Supervisor, Assistant–Athletics and Recreation Center Supervisor, Assistant–Maintenance.

### MISCELLANEOUS/SPECIAL PROJECTS (1):

Attended professional development event on 5/10 given by International Personnel Assessment Council (IPAC).

**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>MAY-22</u></b>	<b><u>APR-22</u></b>	<b><u>MAY-21</u></b>
Total Appointments to Permanent Positions:	61	61	70
Competitive:	49	47	49
Non-Competitive:	12	14	21
Breakdown of Competitive Appointments:			
Limited Entrance:	0	4	0
Preferred Reemployment:	0	0	0
Promotions:	29	17	18
Reemployment:	0	0	0
Entrance:	10	16	13
Reinstatement:	6	4	3
Transfers:	3	3	5
Demotions:	0	1	0
Reallocations:	1	2	10
Provisional:	1	4	1
Temporary Appointment:	11	3	13
Emergency Appointment:	1	0	0
Updated Job Descriptions:	6	34	25
Requisitions submitted in month:	130	144	103
Unfilled requisitions as of end of month:	367	376	306

**SEPARATIONS**

Total Permanent Separations:	24	15	19
Competitive:	20	12	13
Non-Competitive:	4	3	6
Breakdown of Separations:			
Dismissals:	2	0	2
Resignations:	15	11	13
Retirements:	3	4	4
Deaths:	4	0	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	1	0

**OTHER DATA**

Overall Turnover:	1.1%	0.7%	0.8%
Competitive Turnover:	1.2%	0.7%	0.7%
Non-Competitive Turnover:	0.8%	0.6%	1.1%

May presents an increase in all categories of turnover.

## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>MAY-22</u>	<u>APR-22</u>	<u>MAY-21</u>
Salary Increases Granted:	222	222	106
Salary Increases Disapproved:	5	5	11
Fines:	0	0	2
Suspensions:	9	10	6
Leave with Pay Granted:	1	2	2
Leave without Pay Granted:	81	76	110
AWOL:	63	63	59
Parental Leave:	3	8	1
FMLA Requests:	38	23	20

### JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

**CPQ's sent out:** Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office  
Water Purification Superintendent II – Water – 2 positions

**CPQ's received:** Administrative Assistant – Fire Services  
Public Works Project Coordinator – Water

**CPQ's assigned:** Engineering Division Supervisor - N.P. – Engineering  
Typist Clerk III – Engineering

Disposition(s): Clerk III – Water - Withdrawn

### PAY GRADE REASSIGNMENTS:

Completed: Sign Designer – Engineering

Pending: None

Assigned: None

Disposition(s): Sign Designer – Engineering – pay grade change recommended and approved by the  
Personnel Board

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

11. Animal Care Attendant I (6601) to Animal Care Attendant II (6602)

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 - 0  
MLWP/MLWOP - 0

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: Instrumentman-Senior

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III  
Working on market study for Telemetry Technician II, Plant Maintenance Electrician, and Electrician; working on job/pay study report for IG

**JUDICIAL REPORT**

Appeals Received during May:	1
Appeals Pending:	11
Appealed to 5 <sup>th</sup> Circuit during May:	1
Appeals pending before 5 <sup>th</sup> Circuit:	2
Appealed to Louisiana Supreme Court during May:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during May:	0
Appeals pending before the US Supreme Court:	1

May-22		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-303	Council District 3	2
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	1
0060	Finance	1
0061	Accounting	3
0064	Purchasing	1
0065	General Services	12
0067	Human Resource Management	1
0068	Planning	3
0110	Inspection & Code Enforcement	17
0112	Property Maintenance/Zoning	6
0120	General Services	1
0140	Emergency Management	3
0150	Public Safety Grants Administration	1
0330	JeffCAP	1
1010	JeffCAP	125
1020	JeffCAP	92
1030	Community Justice Agency	3
1040	JeffCAP	1
1060	JeffCAP	10
1172	Community Development	12
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1255	Public Health	2
1280	Workforce Connection	57
1290	Juvenile Services	1
2151	Juvenile Services	15
2152	Juvenile Services	8
2200	Animal Shelter	20
2450	Library	7
2451	Library	23
2452	Library	3
2453	Library	3
2454	Library	2
2530	Recreation	5
2531	Recreation	22
2532	Recreation	3
2533	Recreation	5
2534	Recreation	37
2535	Recreation	3
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	4



2650	Lafreniere	4
2651	Lafreniere	6
2652	Lafreniere	2
2662	Recreation	1
2920	Fire	7
2921	Fire	18
2923	Fire	1
3000	Streets	2
3002	Streets	17
3003	Streets	19
3005	Traffic Engineering	10
3050	Parkways	1
3051	Parkways	5
3052	Parkways	6
3110	Engineering – Street Lighting	4
3270	Drainage	10
3301	Drainage	40
3302	Drainage	51
3500	Environmental	1
3562	Inspector General	2
3850	Sewerage	3
3851	Sewerage	20
3852	Sewerage	22
3900	Water	6
3901	Water	12
3902	Water	30
3903	Water	3
3907	Water	31
3910	Water	1
3950	Fleet Management	11
3951	Telecommunications	1
3952	EIS	4
3956	Fleet Management	2
3957	Engineering	9
3958	Environmental	3
3959	EIS	2
3960	Engineering	1
3966	Engineering	3
3970	Public Works	1
3971	Telecommunications	2
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
	<b>Total</b>	<b>944</b>

### Hires by Date Report

For records between **05/01/22** and **05/31/22**

80 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>
Community Development Programs	Community Services Program Coordinator	Matos	Karina	5/21/2022		Emergency
Environmental Affairs	Typist Clerk III (1103)	Heim	Gina	5/7/2022	\$25,970.00	Entrance
Alario Center	Laborer (2200)	White	Lorenzo	5/7/2022	\$24,948.00	Entrance
Water	Customer Relations Specialist I (1289)	Duet	Elise	5/7/2022	\$23,162.00	Entrance
Water	Water Service Inspector I (2261)	Bridges	Denzel	5/7/2022	\$21,829.00	Entrance
Engineering	GIS Analyst I (4041)	Williams	David	5/21/2022	\$34,394.00	Entrance
Streets	Truck Driver II (2362)	McCurdy	Brian	5/21/2022	\$27,374.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Butler	Raynell	5/7/2022	\$14,389.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Daniels	Raymond	5/7/2022	\$24,948.00	Entrance
Community Development Programs	Community Services Program Coordinator	Gomez	Dario	5/7/2022	\$37,201.00	Entrance
Community Development Programs	Community Services Program Coordinator	Ray	Barbara	5/7/2022	\$37,201.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Houston	Shante	5/14/2022	\$21,829.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Boutin	Sylvester	5/7/2022	\$24,948.00	Entrance
Drainage	Laborer (2200)	Simmons Jr	Anthony	5/7/2022	\$24,948.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Stackhouse	Barbara	5/21/2022	\$21,829.00	Entrance
Central Garage	Automotive Mechanic Trainee (2335)	Conde	Gerardo	5/21/2022	\$23,162.00	Entrance
Juvenile Services	Trades Helper (2250)	Boudreaux	Jamie	5/21/2022	\$26,195.00	Entrance
Community Development Programs	Community Development Project Coordinator	Ochello	Tyler	5/7/2022	\$41,413.00	Entrance
Streets	Laborer (2200)	Fields	Melvin	5/7/2022	\$32,826.00	Limited Entrance
Public Works	Administrative Assistant (1015)	Cole	Kivana	5/21/2022	\$51,133.00	Promotional
Engineering	Warehouse Supervisor II (2353)	Lohner	Gerald	5/7/2022	\$49,853.00	Promotional
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Coleman	Stacey	5/7/2022	\$29,680.00	Promotional
General Services	Stationary Engineer III (2039)	Lotz Jr	Eric	5/21/2022	\$50,125.00	Promotional
Planning	Administrative Assistant (1015)	Webb	Katina	5/7/2022	\$34,394.00	Promotional
Drainage	Laborer, Semi Skilled (2201)	Polius Jr	Micah	5/7/2022	\$27,505.00	Promotional
Drainage	Drainage Pump Station Operator II (2601)	Poole	Rene	5/7/2022	\$59,873.00	Promotional
Engineering	Engineering Inspector I (4034)	Goza	John-Carr	5/21/2022	\$30,182.00	Promotional
Water	Water Service Inspector II	Bazile	Carlton	5/7/2022	\$29,042.00	Promotional
Drainage	Trades Helper	Radecker	Steven	5/21/2022	\$29,042.00	Promotional
Parks and Recreation	RECREATION CENTER SUPERVISOR	Matise Jr.	Frank	5/7/2022	\$40,179.00	Promotional
Parks and Recreation	Recreation Center Supervisor (3051)	Thomassie Jr	Chad	5/21/2022	\$37,920.00	Promotional
Parks and Recreation	RECREATION CENTER SUPERVISOR	Blount	Kristen	5/7/2022	\$38,857.00	Promotional
Parkways	Equipment Operator I (2371)	Thornton	Terrell	5/7/2022	\$27,505.00	Promotional

Central Garage	Automotive Mechanic Trainee (2335)	Kerlec III	Philip	5/7/2022	\$32,019.00	Promotional
Sewerage	Sewerage Lift Station Superintendent II	Rogers Jr	Michael	5/21/2022	\$60,562.00	Promotional
Accounting	Payroll Officer, Assistant (1241)	Smith	Gloria	5/7/2022	\$63,041.00	Promotional
Parks and Recreation	TYPIST CLERK III (1103)	Pirsalehy	Soraya	5/21/2022	\$28,984.00	Promotional
Central Garage	Automotive Mechanic Trainee (2335)	Rester	Nicholas	5/21/2022	\$27,505.00	Promotional
Sewerage	Laborer, SemiSkilled (2201)	Pickett	Cy	5/7/2022	\$26,195.00	Promotional
Water	Water Service Inspector II - Water Meter	Jackson	Ashley	5/7/2022		Promotional
Water	Typist Clerk III (1103)	Gibson	Karen	5/7/2022	\$25,970.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager- Programs	Neal	Shannon	5/7/2022	\$43,897.00	Promotional
Electronic Information Systems Management - GIS	GIS Analyst III	Phan	Phi	5/14/2022	\$59,958.00	Promotional
Sewerage	Sewerage Treatment Plant Superintendent I	Solares	Matthew	5/21/2022	\$54,051.00	Promotional
Engineering	Shop Carpenter-Sign Shop (2489)	Collins	Solomon	5/21/2022	\$34,092.00	Promotional
Drainage	Drainage Pump Station Operator II (2601)	Pizani	John	5/7/2022	\$34,823.00	Promotional
Water	Customer Relations Coordinator (1296)	Graham Caples	Nikita	5/7/2022	\$32,223.00	Promotional
Jefferson Protection and Animal Welfare Service	Assistant Director-Animal Shelter (6621)	Durr	Cory	5/31/2022	\$71,996.00	Promotional
Water	Customer Relations Coordinator (1296)	Jones	Lynette	5/7/2022	\$41,150.00	Promotional
Library	Library Associate (3150)	Willingham	Chad	5/21/2022	\$18,911.00	Promotional
Engineering	Executive Superintendent (1020)	Stout	Brandy	5/7/2022	\$66,393.00	Provisional
Engineering	Instrumentman-Senior	Chauvin Jr	Albert	5/21/2022	\$34,789.00	Reinstatement
Drainage	Drainage Pump Station Operator I (2600)	Marcelin Sr	Wayne	5/21/2022	\$47,434.00	Reinstatement
Environmental Affairs	Administrative Assistant (1015)	Gaudet	Stephanie	5/7/2022	\$78,044.00	Reinstatement
Community Development Programs	Accountant I (1210)	Williamson	Anna	5/7/2022	\$39,061.00	Reinstatement
Jefferson Community Actions Programs	Typist Clerk III (1103)	Smith	Latasha	5/21/2022	\$36,114.00	Reinstatement
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Agoff	Ashley	5/7/2022	\$36,558.00	Reinstatement
Engineering	Engineer IV, Professional	Theriot	Mitchell	5/21/2022	\$179,458.00	Reinstatement
Environmental Affairs	Environmental Quality Specialist (SP3)	Patania	Tracey	5/21/2022	\$57,918.00	Special Pay Provision 3
Streets	Equipment Operator III - Backhoe	Smith II	Larry	5/7/2022	\$43,830.00	Transfer
Jefferson Protection and Animal Welfare Service	Animal Care Specialist (6617)	Turner	Jessica	5/25/2022	\$36,564.00	Transfer
Sewerage	Pump Equipment Mechanic (2610)	Coler	Javon	5/7/2022	\$43,618.00	Transfer
Jefferson Protection and Animal Welfare Service	Clerk I (1008)	Falghou	Gevohni	5/2/2022	\$26,195.00	Transfer
Parish Council	Clerk 1 (1) (1008)	O'Brien	Maisy	5/21/2022		Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Murchison	Merrick	5/28/2022	\$0.00	Transient
Parks and Recreation	Groundskeeper (2354)	Rhoto	Tyler	5/28/2022		Transient
Drainage	College Intern-Technical Engineering	Duncan Jr	John	5/18/2022		Transient
Parish Council	Clerk (1)	Tebbe	Morgan	5/28/2022		Transient
Parish Council	Clerk (Council) (1104)	Taix	Ryan	5/7/2022		Transient - SNCLT
Parks and Recreation	GROUNDSKEEPER (2354)	Makepeace	William	5/7/2022	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Labit	Darren	5/7/2022	\$0.00	Transient

Parks and Recreation	GROUNDSKEEPER (2354)	Maher	Donavan	5/28/2022	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Colomb	Chancelor	5/7/2022	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Castaneda	Jonathan	5/28/2022	\$0.00	Transient
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Leach	Taylor	5/10/2022	\$24,948.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Care Attendant Supervisor	Villere	Marc	5/31/2022	\$38,565.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Nelson	Taquilla	5/31/2022	\$35,053.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Conner	Pharaoh	5/31/2022	\$24,948.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Lynch	Lillian	5/31/2022	\$24,948.00	Updated Job Description
Engineering	Administrative Assistant	McGee	Helen	5/21/2022	\$52,302.07	Updated Job Description

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
JUNE 22, 2022**

**APPEALS ON HAND AND UNRESOLVED AS OF MAY 17, 2022:**

1. Docket No. 2019-011, Sean Duckett Sr. vs. Department of Public Works-Streets; scheduled for hearing on August 7, 2019, hearing continued to February 19, 2020, order issued on March 5, motion for stay filed on March 5, Board signed motion for stay on March 6, pending hearing, order issued on June 17, Board to hear oral arguments on August 18, order pending Board signature, order issued on September 14, appealed to Fifth Circuit Court on September 24, 2020, scheduled for hearing before Fifth Circuit Court on September 9, scheduled for hearing before Fifth Circuit Court on October 14, Fifth Circuit Court affirmed Boards decision on November 3, appealed to Supreme Court on December 2, 2021, writ application denied by Supreme Court on January 26, appealed to Supreme Court of the United States on April 20;
2. 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;
3. 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, scheduled for hearing before Fifth Circuit Court on October 12;
4. 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;
5. 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, hearing continued to July 7, August 23, 24, and 26;
6. 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; appealed to Fifth Circuit Court on May 17;

7. 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, hearing continued to September 7;
8. 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, scheduled for hearing before Fifth Circuit Court on September 7;
9. 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, order issued on May 10;
10. Docket No. 2022-003, Marion Denise Voisin vs. Department of Public Works-Water, scheduled for hearing on June 7, order issued June 14;
11. Docket No. 2022-004, Cassandra McCoy Swims vs. Department of Public Works-Water, scheduled for hearing on June 7, order issued June 14;
12. Docket No. 2022-005, Brandon Calmette vs. Department of Public Works-Streets, scheduled for hearing on June 28.

**APPEALS RECEIVED SUBSEQUENT TO MAY 17, 2022:**

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services; permanent employee, dismissed.
2. Docket No. 2022-007, Justin Jamal Smoot vs. Department of Public Works-Streets; permanent employee, dismissed.

June 13, 2022

**OFFICIAL NOTICE**

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

**WEDNESDAY, JUNE 22, 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 Telemetry Technician class series; and,
- Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) to the select classes that require an electrical license.

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.