

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, OCTOBER 27, 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. Amend the Pay Plan for the Classified Service to revise the pay grade assignment for the class of Permit Technician and to create a new classification in the Department of Inspection and Code Enforcement;
 - B. Amend the Pay Plan for the Classified Service to create a new classification; Electrician Apprentice, to be used by various departments;
 - C. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
 - D. Amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12;
 - E. Amend the Rules of Appeals to revise Rule 10; and,
 - F. Amend the Personnel Rules of the Classified Service to revise Rule II.
- 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 September 29, 2022.
- VI. Old Business
 - A. Rights of Appeal for Prospective Employees – Colin Cisco.
- 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, November 15, 2022, 2:00 p.m. (tentative) meeting dates and Tuesday, December 20, 2022, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 - 1. Council Resolution – Pay Plan Study Minimum Salary 15.01 per hour.
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CREATE THE CLASSIFICATION OF PERMIT TECHNICIAN SUPERVISOR AND REASSIGN THE PAY GRADE FOR THE CLASSIFICATION OF PERMIT TECHNICIAN

DATE: 10/19/2022

CC: CORRESPONDENCE FILE

The Personnel Department received a request for a meeting to discuss the position of Permit Technician and the possible creation of a Permit Technician Supervisor. Prior to requesting a meeting, the department sought approval of their Chief Administrative Assistant, Juliette Cassagne, Assistant Director-Personnel, Lauren Call, and Class & Pay staff, Annie Vaughn and Halie Ducote, met with Danny Ferrara, Director of the Department of Inspection & Code Enforcement and his staff to go over the request and gather further information. In the meeting it was discussed that the department would like the pay grade for Permit Technician to be reviewed since it requires less technical review work than used previously. They provided a revised job description for Permit Technician, as well as a proposed job description for Permit Technician Supervisor.

The department is planning to add several additional Permit Technician positions and move them from under the supervision of the Building Plan Reviewer III and would like to create a supervisory position to provide direct supervision over the Permit Technician staff, direct supervision over the process of issuing residential and commercial permits, and assist in the issuance of permits. Employees in this classification would perform supervisory and administrative work. This position would report directly to the Building Plan Review Supervisor. The department believes this will improve service to the constituents.

Based on Mr. Ferrara's request and review of the provided job description, a new class of Permit Technician Supervisor is recommended. An evaluation was conducted in the Archer Evaluation System on the requested new class. The position evaluated an overall point total of 553, with a responsibility valuation of 1.16665. This establishes the recommended pay grade for the new class of Permit Technician Supervisor as a pay grade 22. Hours of work will be 35 base hours per week and the position will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Permit Technician Supervisor has been prepared and is included with this report.

The recommendation to be placed in the Pay Plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
5100	Permit Technician Supervisor	22	40009	62067	35	

I have recommended the minimum qualifications for the class of Permit Technician Supervisor to be the following:

“Current employment with Jefferson Parish and permanent civil service status at or above the level of Permit Technician, in a classification responsible for reviewing building permit applications or building plans for compliance with applicable ordinances and regulations.”

Currently, the assigned pay grade for the Permit Technician is a pay grade 14. After careful review of the revised Permit Technician job description, as Archer evaluation was completed for the class of Permit Technician. The position evaluated an overall point total of 331, with a responsibility valuation of 1.08333. This establishes the recommended pay

grade as a pay grade 13. Hours of work will be 35 base hours per week and the position will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

Therefore, it is recommended that the pay plan be modified to the following:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5104	Permit Technician	13	27374	42466	35	

The Personnel Department recommends approval by the Personnel Board to create the class of Permit Technician Supervisor and the reassignment of the pay grade for Permit Technician.

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: PERMIT TECHNICIAN SUPERVISOR

KIND OF WORK

Under supervision of the Building Plan Review Supervisor, the purpose of the position is to provide direct supervision of the Permit Technician staff, direct supervision over the process of issuing residential and commercial permits, and assists in issuance of permits. Employees in this classification perform supervisory and administrative work. Position is responsible for processing permit applications for building and other Parish-regulated matters. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

An employee in this class works in the Building Plan Review Section of the Department of Inspection and Code Enforcement in either East or West Jefferson, and oversees the permitting process based upon clearly defined code requirements and department policies and procedures. This class is distinguished from the class series of Building Plan Reviewer in that the latter is responsible for the examination of residential and commercial construction plans and blueprints for compliance with the Jefferson Parish Building Code. An employee in this class is responsible for monitoring and tracking of residential and commercial permits through the permit process and is responsible for the direct supervision of the Permit Technician staff, and the direct supervision of permit issuance. This class refers to the certified Plan Review staff for building and documentation reviews needed for approval of permit issuance.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Directly supervises employees in the class of Permit Technician and may include supervision of Typist Clerk personnel in the Plan Review Section of the department.

Evaluates permit applications and supervises Permit Technicians and reviews any associated building plans or other documents for the construction or alteration of residential or commercial buildings and structures for compliance with Jefferson Parish

zoning, local building-related, and other regulations in order to facilitate the issuance of permits.

Provides information pertaining to zoning and local building-related regulations to requesting public.

Performs intake of permit applications, by reviewing for completeness of required information and documentation for further processing by Permit Technicians, Building Plan Reviewers, outside agencies required for approval of project, other Jefferson Parish Departments as required for approval of projects within unincorporated Jefferson Parish.

Performs duties to affect the delivery of an issued permit once approved by the Building Plan Reviewer, other Jefferson Parish Departments and outside agencies, including, but not limited to scanning all associated documents, providing the permit placard and additional documents to the applicant.

Maintains a current file of zoning, local building-related regulations, moratoriums, and resolutions.

Conducts zoning review on most permit types, reviews and issues minor permits that do not require review by a certified Building Plan Reviewer.

Supervises issuance of commercial and residential permits.

Advises and consults with architects, engineers, contractors and property owners regarding Jefferson Parish permitting procedures and policies.

Advises and trains Permit Technicians as well as any changes in the Jefferson Parish permitting requirements.

Refers to Building Plan Review staff as it relates to Building and Zoning questions and serves as liaison with the permitting process.

Researches public records as required for the permitting process.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides technical office duties related to the duties of the Building Plan Review Section, and back-up support to the Department's lobbies; duties may include, answering phones, triaging the customers in the lobby, and determining whether the customer has the necessary documents before meeting with a Plan Reviewer.

May be required to perform other duties as related to this position based upon the needs of the department.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable department functions in regards to permitting building construction within unincorporated Jefferson Parish.

Knowledge of applicable laws, rules and regulations regarding department functions.

Knowledge of all applicable codes and regulations as it relates to issuing permits.

Knowledge of permitting policy and procedures.

Knowledge and ability to read maps, surveys, and drawings.

Knowledge of personnel policies and personnel supervision principles.

Skill and ability to operate a personal computer, including Microsoft Word.

Skill and ability to enter data and access computerized information at a proficient level.

Ability to provide effective and courteous customer service; to demonstrate tact and diplomacy, and to communicate building and zoning requirements to the public in a professional, articulate and courteous manner.

Ability to establish and maintain effective working relationships with architects, engineers, contractors, and property owners and provide customer service.

Ability to communicate both orally and in writing.

Ability to handle multiple functions simultaneously.

Ability to interpret legal descriptions.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment with Jefferson Parish and permanent civil service status at or above the level of Permit Technician, in a classification responsible for reviewing building permit applications or building plans for compliance with applicable ordinances and regulations.

ADA COMPLIANCE

Physical Ability: Some tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling. Some tasks require the ability to operate a variety of office equipment such as a computer terminal, typewriter, telephone, fax machine, calculator/adding machine, microfilm reader, computer printer and photocopier.

Sensory Requirements: Some tasks require the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions such as extremes in temperature, humidity, rain, noise, fumes, toxic agents, odors, dust, wetness, violence, disease, pathogenic substances, vibrations, electric currents, traffic hazards and machinery.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Created: October 2022

Class Code: 5104

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2007

POSITION TITLE: PERMIT TECHNICIAN

KIND OF WORK

Under general supervision of the Permit Technician Supervisor, the purpose of the position is to provide administrative support to the Building Plan Reviewer Section in making the initial assessment for the Building Plan Reviewers review of building permit applications for accuracy, completeness and for required information and documentation; and refer to the Building Plan Reviewer personnel for further in-depth review; also responsible for the accurate input of building and property data into the computer system. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

An employee in this class works in the Building Plan Review Section of the Department of Inspection and Code Enforcement in either East or West Jefferson, and makes the decisions for issuance of minor building permits, zoning clearances, and other permits and permit renewals, based upon clearly defined code requirements and department policies and procedures. Employee refers all other residential and commercial building permit applications with plans and blueprints to Building Plan Reviewer personnel. This class is distinguished from the class series of Building Plan Reviewer in that the latter is responsible for the examination of residential and commercial construction plans and blueprints for compliance with the Jefferson Parish Building Code. An employee in this class is responsible for issuing “minor building permits;” defined as work to include interior renovations, non-structural construction, accessory buildings, and fences not requiring prepared plans and blueprints.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Monitors building applications for accuracy, completeness and for required information and documentation. Consults with Building Plan Reviewers on requirements for permit issuance and screening.

Answers questions and provides information to the general public and applicants regarding Building Permits and procedures for issuance of a building permit.

Inputs/uploads initial building and property information into the permitting system necessary for the Building Plan Reviewers to review a building permit.

Composes, types letters, memos, correspondence, and statistical data as it relates to issuing of permits and types of permits.

Acts as liaison between the general public and the Building Plan Reviewers.

Reviews submitted documentation for accuracy and compliance with applicable Department of Inspection and Code Enforcement procedures and regulations as it relates to issuing permits.

Issues minor building permits that do not require a plan review; such minor building permits defined as for work to include interior renovations, non-structural work, accessory buildings, and fences.

Assists the Building Plan Reviewers as needed.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of all applicable codes and regulations as it relates to issuing permits.

Skill and ability to operate a personal computer, including Microsoft Word.

Skill and ability to enter data and access computerized information at a proficient level.

Ability to provide effective and courteous customer service; to demonstrate tact and diplomacy, and to communicate to the public in a professional, articulate and courteous manner.

Ability to establish and maintain harmonious working relationships with those contacted in the course of work.

Ability to communicate both orally and in writing.

Ability to work independently in the absence of supervisor.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment and permanent civil service status with Jefferson Parish in the Department of Inspection and Code Enforcement; plus at least one (1) year of work experience in the class of Typist Clerk III or above or Data Entry Operator III or above. Current Parish employees not currently employed in the department in which the vacancy exists who believe they qualify based on past employment and work experience in that department may be accepted based on the extent, quality and relevancy of that past experience as it relates to the tasks described above.

ADA COMPLIANCE

Physical Ability: Some tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling. Some tasks require the ability to operate a variety of office equipment such as a computer terminal, typewriter, telephone, fax machine, calculator/adding machine, microfilm reader, computer printer and photocopier.

Sensory Requirements: Some tasks require the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions such as extremes in temperature, humidity, rain, noise, fumes, toxic agents, odors, dust, wetness, violence, disease, pathogenic substances, vibrations, electric currents, traffic hazards and machinery.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Consolidated: November 2007
Revised: October 2022

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: OCTOBER 17, 2022
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Cherreen Gegenheimer, Chief Administrative Assistant, on behalf of the Parish President, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Extension Requested:
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	12/20/2022	06/20/2023
Sharon McDowell	Typist Clerk III - PC 6567-001	12/20/2022	06/20/2023
Deirdre Cummings	Executive Assistant - PC 61077-001	12/20/2022	06/20/2023

The employees are permanent employees who have been appointed to transient positions due to Covid related budget constraints at the Alario Center. The Personnel Department recommends a six month extension in accordance with the revised Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the May Board Meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: OCTOBER 17, 2022
CC: EMPLOYEE'S FILE – REAGAN TREADWAY.; CORRESPONDENCE FILE

Angela Desoto, Director, Department of Engineering is requesting that the transient appointment of Reagan Treadway be extended for an additional six months. Reagan Treadway was hired to a transient College Intern (Technical Engineering) position on June 4, 2022. The appointment will expire on December 4, 2022. If approved, the extension will expire on June 4, 2023.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE

DATE: OCTOBER 17, 2022

CC: CORRESPONDENCE FILE

The following amendments are offered to provide updates to the Drug and Alcohol Testing Program as requested by the Personnel Board. Upon further review, this Section is at conflict with Rule II, Section 6.1 (b) and (c). We are recommending deferring this item so that the conflict can be eliminated in that section. We request discussion on this matter to clarify the intentions of the board. We are including the language of Rule II, Section 6.1 for discussion purposes only.

RULE VI. EXAMINATIONS

Section 10. DRUG AND ALCOHOL TESTING PROGRAM

10.12 Rights of the prospective employee and employee

- (A) ~~Prospective employees and current~~ Working test and regular employees who are adversely affected under this Section shall have the right of appeal to the Personnel Board as provided elsewhere in these Rules.
- (B) Any prospective employee, working test, or regular ~~or current~~ employee, confirmed positive, upon his written request, shall have the right of access within seven (7) working days to records relating to his Drug and/or alcohol tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.
- (C) The Parish may, but shall not be required to, afford an employee the opportunity to undergo rehabilitation without termination of employment when the employee voluntarily seeks treatment/rehabilitation assistance provided that such assistance is independently sought prior to the employee becoming subject to testing under sub-section 10.3 (B) and (C) (i.e. post-accident, reasonable suspicion, random, or testing to monitor compliance with a Conditional Employment Agreement)."

RULE II. ORGANIZATION, RULES AND PROCEDURES OF PERSONNEL BOARD

Section 6. DRUG AND ALCOHOL TESTING APPEALS

- 6.1 This Section includes special provisions which are applicable only to appeals arising from the application of Rule VI, Section 10: Drug and Alcohol Testing Program.

- (a) At the hearing on any such appeal, completed chain of custody form, test results, MRO report and/or breath alcohol test result from which formed the basis of the disciplinary action shall be received into evidence as a business record exception to the hearsay rule and these documents shall constitute prima facie evidence of the validity of the test.
- (b) A regular classified employee who contests the validity of the results of an alcohol or drug test shall allege with specificity, any and all aspects of the alcohol or drug test which the appellant alleges were invalid, including collection, testing, MRO report, and/or breath alcohol test.
- (c) Any employee, confirmed positive, may submit a written request for the documents which formed the basis of the disciplinary action, and shall have the right of access to such documents within seven working days.
- (d) When the Department of Human Resource Management is presented with a request for said documents, the Department of Human Resource Management shall provide to the appellant all documents it intends to introduce into evidence from the collector, testing laboratory, Medical Review Officer, and/or Breath Alcohol Technician within ten (10) calendar days of its receipt of a request for said documents. If the Department of Human Resource Management fails to provide the documents from the alcohol or drug test within ten (10) calendar days after receiving a timely request for said documents, the presumption of the validity of said documents is negated and the Appointing Authority shall be required to introduce admissible evidence to establish the validity of the testing procedure.
- (e) An appellant shall be permitted to amend his or her petition of appeal in order to comply with the provisions of Section 6.1(b) provided that such amendment shall be filed in writing with and received by the Personnel Department during established department working hours, within ten (10) calendar days of the receipt of the requested documents from the Department of Human Resource Management.

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 10

DATE: OCTOBER 17, 2022

CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to Rule of Appeal Procedure 10. Rule 10 provides for the subpoena of witnesses and production of documents pertinent to the issues involved in any employee appeals.

At the September 2022 Board Meeting, the Board approved language in section e. Upon further review, that language created a conflict because non-disciplinary actions are not specified in Rule X. Rule X outlines disciplinary actions. The recommended language achieves the original intent of the Board.

The Personnel Department recommends approval of the amendments.

Rule 10. Procedure for Hearing Appeals.

(a) All hearings shall be open to the public, except that the Board or Referee may resolve to go into executive session whenever it is deemed necessary under the circumstances.

(b) Legal representation.

1. Except as is provided below, a party may be represented by an attorney licensed to practice law in Louisiana.
2. When a party is represented by more than one attorney, only one such representative shall be permitted to examine the same witness.

(c) Subject to the provisions of Subsection ~~(t)~~ of this Rule, the burden of proof as to the facts shall be on the appointing authority and the Board or the referee may, in its or his discretion, require him to open the case.

~~(d) The Board or the referee may order a witness and/or exhibit list to be exchanged by the parties and filed into the record prior to the commencement of the hearing.~~

~~(e) The Board or the referee may in non-disciplinary matters as specified in Rule X order a mediation between the parties upon the request of one or both parties, or on the Board's or referee's own motion. The mediator shall be appointed by the referee or the Board. Mediation is a confidential procedure. Any admissions, proposals or offers for settlement will not have any consequences beyond the mediation process. Mediation may not be ordered in disciplinary actions as specified in Personnel Rule X.~~

~~(f)~~ Where appropriate and not inconsistent with these Rules, the rules of evidence applicable to civil trials in the district courts of the State shall be observed in all hearings before a referee or the Board.

~~(g)~~ The Board or the referee may require the appellant to give his sworn testimony before hearing any other witness on his behalf, and if the Board or the referee finds from such testimony that he has no just or legal ground to support his appeal, it or he may decline to hear or consider any other evidence and thereupon dismiss the appeal.

~~(h)~~ If after hearing appellant's testimony the Board or the referee is of the opinion that he may have just or legal grounds for his appeal, it or he shall permit him to adduce such other evidence, testimonial or otherwise, as may be relevant.

~~(i)~~ Affidavits and other ex parte statements shall not be received in evidence without the consent of all parties, except to refresh memory or to discredit a witness.

~~(h)~~(j) Parties and witnesses shall be subject to cross-examination as in civil trials before the courts of the State, and the Board, each member of the Board, or referee may examine and cross-examine any witness.

~~(i)~~(k) The Board or the referee may require that the parties stipulate all undisputed facts.

~~(j)~~(l) The Board or the referee may limit corroborative evidence.

~~(k)~~(m) Where appropriate and not inconsistent with these Rules, hearings and the taking of testimony shall be conducted according to the accepted practice in civil trials before the district courts of the State.

~~(l)~~(n) When a pending case involves substantially the same question of law or fact as presented in a prior case, the Board or a referee, at the request of any party or on its or his own motion, may admit as evidence any part of the record in such previous case as it or he may deem relevant; provided, that in the application of this Rule, no party be deprived of the right to cross examine any adverse witness.

~~(m)~~(o) Subject to the provisions of Subsections ~~(j)~~(l) and ~~(s)~~(u), the charges expressed in writing by the appointing authority as cause for demotion, suspension, dismissal, or other action, shall not be accepted as prima facie true. Evidence shall not be received from an appointing authority to supplement or enlarge the charges contained in such written document. The appellant may rebut any proof offered by the appointing authority in support of the charges.

~~(n)~~(p) The Board, or a referee, on request of any party, or on its or his own motion, may order that the witnesses in any hearing be separated so as to preclude any witness, other than the parties and their attorneys, from hearing the testimony of any other witness. In the application of this Rule only one person, in addition to counsel, shall represent the appointing authority or any department.

~~(o)~~(q) The Board, or a referee, may fix the total time to be allowed for oral argument, according to the circumstances of each case, and may limit oral argument to one or more issues. Except with special leave of the Board, or referee, only one attorney shall be permitted to present oral argument for any party. The Board or the referee may in any case on its or his own motion invite or allow any member or members of the Louisiana State Bar Association to present oral or written argument on any question of law, provided such oral argument is presented at a hearing when all parties are present, or represented, or that a copy of all written arguments be served on all parties, or their counsel, if any. Service of such written argument shall be made to appear by the certificate of the writer.

~~(p)~~(r) The Board or a referee may take notice of the provisions of the Charter, the Personnel Rules, the Classification Plan, and the Pay Plan without the necessity of an offer in evidence.

~~(q)~~(s) When during the course of a hearing a ruling by the Board is to be made, the presiding Board member shall rule and his ruling shall constitute that of the Board; provided, that should a member of the Board object to such ruling or offer an alternative ruling, the ruling of the Board shall be determined by majority vote of those members present.

~~(r)~~(t) Subject to the provisions of Subsections ~~(m)~~(o) and ~~(s)~~(u), when a classified employee alleges that he has been discriminated against because of his race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations, the facts expressed in writing by the appointing authority as cause for the demotion, suspension, dismissal, or other action, shall be accepted as prima facie true. Evidence shall not be received from an appointing authority to supplement or enlarge the facts as so expressed. The appointing authority may rebut any proof offered by the appellant employee in contradiction of the facts expressed in writing by the appointing authority. The burden of proof as to the facts shall be on the appellant

and the Board or a referee may, in its or his discretion, require him to open the case.

~~(s)~~(u) In combination appeals, where the appellant denies the verity or severity of a portion or all of the charges set forth in writing and where he alleges discrimination with respect to all or a portion of the charges:

1. As to that portion of the facts set forth in writing, the verity or severity of which is denied by the appellant, the burden of proof shall rest upon the appointing authority.

2. As to that portion of the appeal in which the appellant alleges discrimination, the burden of proof shall rest upon the appellant.

~~(t)~~(v) Neither party shall be permitted to introduce evidence, parol or written, the effect of which would be, if admitted, to enlarge the pleadings.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT
SUBJECT: RECOMMENDATION TO AMEND RULE II OF THE PERSONNEL RULES OF THE CLASSIFIED SERVICE
DATE: OCTOBER 17, 2022
CC: CORRESPONDENCE FILE

The Personnel Department is revising language in Section 5 in order to make it consistent with the requested amendments in Rules of Appeal Procedure 10.

At the September 2022 Board Meeting, the Board approved language in Section 5.5. Upon further review, that language created a conflict because non-disciplinary actions are not specified in Rule X. Rule X outlines disciplinary actions. The recommended language achieves the original intent of the Board.

The Personnel Department recommends approval of the amendments.

RULE II**Section 5. OATHS, TESTIMONY, PRODUCTION OF RECORDS, DEPOSITIONS, AND PAYMENT OF COSTS**

5.1 The Board, each member of the Board, the Referee, and the Director may administer oaths, subpoena witnesses, and compel the production of books and papers pertinent to any investigation or hearing authorized by the Board pursuant to the Law and Rules. Applications for issuance of subpoenas must be received in the Personnel Department at least seven (7) work days prior to the date established for the hearing.

5.2 If the subpoena is not complied with by the date of appearance or for the production of documents, the Personnel Board may apply to the 24th Judicial District Court for an order compelling compliance with the subpoena. A person failing to comply may be adjudged in contempt of court. The Personnel Board may seek recovery of costs and attorney's fees associated with order to compel.

5.3 Any appellant or party to an appeal who desires to take the testimony of a witness or witnesses residing outside of the State of Louisiana or within the State but outside of Jefferson Parish, shall give due notice in writing to the opposing party or his counsel and shall furnish a copy of said notice to the Board. The testimony of such witness or witnesses may be taken in a manner and form as nearly consonant as possible with the provisions as provided in the Louisiana Revised Statutes or Louisiana Code of Civil Procedure.

5.4 The Board or the referee may order a witness and/or exhibit list to be exchanged by the parties and filed into the record prior to the commencement of the hearing.

5.5 The Board or the referee may in non-disciplinary matters as specified in Rule X order a mediation between the parties upon the request of one or both parties, or on the Board's or referee's own motion. The mediator shall be appointed by the referee or the Board. Mediation may not be ordered in disciplinary actions as specified in Personnel Rule X.

Even though the parties have agreed to submit a dispute to mediation, they are not obliged to continue with the mediation process after the first full meeting. The non-binding nature of mediation means that a decision cannot be imposed on the parties. In order for any settlement to be concluded, the parties must voluntarily agree to accept it. The role of the mediator is solely to assist the parties in reaching their own decision on a settlement of the dispute.

Mediation is a confidential procedure. Any admissions, proposals or offers for settlement will not have any consequences beyond the mediation process.

~~5.4~~ 5.6 Payment of costs shall be made as follows:

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, September 29, 2022 beginning at 9:00 A.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. None

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 revise select classes solely utilized by the Jefferson Protection and Animal Welfare Services to include pay grades changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), class title changes, elimination of classes, creation of new classes, and/or modification of assigned footnotes;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to create a new classification in the Department of Water;
- C. Approved 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 select classes in the Equipment Operator class series;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(f) to the class of Plumber;
- E. Approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4;
- F. Approved a proposal to amend the Pay Plan for the Classified Service to create a new classification in the Department of Library;
- G. Approved a proposal as amended to amend the Rules of Appeals to revise Rule 10; and,
- H. Approved a proposal as amended to amend the Personnel Rules of the Classified Service to revise Rule II.

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) 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 August 17, 2022.

Under Old Business:

- A. Approval of the monthly report of July 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, there were:
 - 1. Unanimously approved five (5) 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 approved the monthly report for August 2022. .
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, October 27, 2022, 2:00 p.m., and Tuesday, November 15, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None
- F. Under Director's Report:
 - 1. The Director updated the Board on the Council Resolution – Pay Plan Study.
 - 2. The Recruitment Supervisor updated the Board on Recruitment initiatives.

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

October 4, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
September 29, 2022

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – SEPTEMBER 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>SEP-22</u>	<u>AUG-22</u>	<u>SEP-21</u>
Total Applications Received:	403	505	257
Competitive:	331	408	218
Non-Competitive:	72	97	39
Total Applications Rejected:	127	183	115
Competitive:	123	169	109
Non-Competitive:	4	14	6
Total Applications Withdrawn:	100	90	19
Competitive:	83	67	16
Non-Competitive:	17	23	3
Candidates Scheduled for Written Exam:	105	41	31
Candidates Examined - Written Exam:	92	24	25
Candidates Passed Written Exam:	74	18	22
Candidates Failed Written Exam:	18	6	3
Candidates Examined - Rating of T&E:	46	44	47
Candidates Placed on Competitive Eligible List:	102	88	74
Certificates of Eligibility Issued:	23	23	12
Certificates of Eligibility to be Interviewed Issued (GLC):	21	40	16
Pending Testing (Scheduled for upcoming Test):	32	39	22
Pending Review or Waiting for More Information:	43	92	67
Job Interest Cards Completed Online:	44	45	23
ADA Accommodations			
Requested:	1	4	0
Approved:	0	0	0
Denied:	1	3	0
Withdrawn:	0	0	0
Pending:	0	1	0
New Postings in NEOGOV:	17	24	5
New Exam Plans in NEOGOV:	7	12	2
Revised Exam Plans in NEOGOV:	10	12	3

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant I-Central Finance Officer
- Administrative-Management Specialist III – Floodplain/Coastal Management
- Administrative-Management Specialist IV – Library Marketing & Development Administrator
- Buyer II
- Engineer I, Professional
- Equipment Operator III – Street Sweeper
- Executive Superintendent
- Housing Improvement Counselor III
- ID/Security System Coordinator
- Librarian I/Senior Associate
- Library Page
- Pump Equipment Mechanic
- Road Maintenance Superintendent I
- Sewerage Line Repair Superintendent I
- Stationary Engineer II
- Workforce Connection Career Specialist
- Workforce Connection Career Specialist - Bilingual

Advertisement Source	Total %
College/University Career Services	0.89
Facebook	0.44
Family, Friend, Co-Worker, etc.	18
Governmentjobs.com	10.67
Indeed.com	13.11
Jefferson Parish Department other than Personnel	2.89
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.78
Jefferson Parish website	31.33
Job Fair	0.67
Library	4.89
Louisiana Job Connection website	1.11
Louisiana Workforce Commission website	0.22
Monster.com	0
Newspaper ad	0.7
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0
Unknown	0
Personnel Department Use Only	9.33
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (24):

Written Tests:	SEP 2022			2022 Pass Rate [^]
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Clerical Skills I (Clerk I/Receptionist/Ship & Rec Stock Clk)	Sep-01	4/4	100%	80%
Engineering Inspectors (EI I/II)	Sep-01	0/1	0%	67%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Sep-01	1/3	33%	54%
Princ. of ECE (Head Start Teacher & Asst.)	Sep-01	0/1	0%	86%
Recreation Center Supervisor, Asst. (Athletics)	Sep-01	0/1	0%	56%
Recreation Center Supervisor, Asst. (Maintenance)	Sep-01	1/1	100%	100%
Water Purification Operator	Sep-01	1/1	100%	88%
Admin/Executive Assistant	Sep-08	5/5	100%	75%
Clerical/Office Skills Test (Clerk III)	Sep-08	1/1	100%	63%
Engineering Inspectors (EI I/II)	Sep-08	1/1	100%	67%
Maintenance Repairman	Sep-08	1/1	100%	100%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Sep-08	3/3	100%	54%
Sewerage Treatment Plant Operator	Sep-08	1/3	33%	50%
Admin/Executive Assistant	Sep-15	2/5	40%	75%
Foreman II	Sep-15	1/1	100%	100%
Juvenile Probation Officer I	Sep-15	1/2	50%	70%
Mechanical/Field Skills Test (Trades Helper)	Sep-15	2/3	67%	75%
Recreation Center Supervisor, Asst. (Athletics)	Sep-15	3/3	100%	56%
Water Purification Operator	Sep-15	2/2	100%	88%
Engineering Inspectors (EI III)	Sep-16	2/3	67%	67%
Library Associate	Sep-22	18/22	82%	83%
Mechanical/Field Skills Test-53 (Sign Tech I)	Sep-22	0/1	0%	88%
Water Purification Operator	Sep-22	2/2	100%	88%
Water Service Inspector I	Sep-22	1/1	100%	62%
SUMMARY:		53/71	75%	71%

[^] as of current month's end.

TESTS CONSTRUCTED/REFINED & VALIDATED (4):

Minimum Qualifications (4): Accountant I-Central Finance Office; Buyer II; Permit Technician; and Federal Programs Coordinator–RSVP.

Ratings of Training & Experience (0): None.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS: Attended NOLA SHRM Annual Conference on September 21st.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>SEP-22</u>	<u>AUG-22</u>	<u>SEP-21</u>
Total Appointments to Permanent Positions:	64	82	25
Competitive:	45	60	19
Non-Competitive:	19	22	6
Breakdown of Competitive Appointments:			
Limited Entrance:	0	2	0
Preferred Reemployment:	0	0	0
Promotions:	19	21	8
Reemployment:	0	0	0
Entrance:	10	17	8
Reinstatement:	5	4	0
Transfers:	3	14	3
Demotions:	0	0	0
Reallocations:	8	2	0
Provisional:	0	4	0
Temporary Appointment:	4	2	2
Emergency Appointment:	1	0	0
Updated Job Descriptions:	6	6	2
Requisitions submitted in month:	133	140	33
Unfilled requisitions as of end of month:	427	407	298

SEPARATIONS

Total Permanent Separations:	29	41	33
Competitive:	24	30	22
Non-Competitive:	5	11	11
Breakdown of Separations:			
Dismissals:	4	4	2
Resignations:	22	30	28
Retirements:	2	7	3
Deaths:	1	0	0
Lay-offs:	0	0	0
End of Temporary Appointments:	1	3	2

OTHER DATA

Overall Turnover:	1.4%	1.9%	1.5%
Competitive Turnover:	1.5%	1.9%	1.3%
Non-Competitive Turnover:	0.9%	2.1%	2.0%

September presents a decrease in all categories of turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>SEP-22</u>	<u>AUG-22</u>	<u>SEP-21</u>
Salary Increases Granted:	160	159	113
Salary Increases Disapproved:	5	3	4
Fines:	1	0	2
Suspensions:	5	7	4
Leave with Pay Granted:	0	1	0
Leave without Pay Granted:	100	88	97
AWOL:	73	59	43
Parental Leave:	7	8	4
FMLA Requests:	39	51	45

JOB CLASSIFICATION STUDIES:

Completed:	Administrative Assistant – Fire Services Executive Assistant – Ecosystems & Coastal Management Public Works Project Coordinator – Water
Pending:	
CPQ's sent out:	Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office Water Purification Superintendent II – Water – 2 positions Secretary – Water Executive Assistant - Library
CPQ's received:	Administrative Assistant – Capital Projects Engineering Inspector III - Water
CPQ's assigned:	None
Disposition(s):	Administrative Assistant – Fire Services – incorrectly classified; reclassified to Executive Assistant Executive Assistant – Ecosystems & Coastal Management – incorrectly classified; reclassified to Administrative Assistant Public Works Project Coordinator – Water – correctly classified

PAY GRADE REASSIGNMENTS:

Completed:	Animal Care Attendant I, Animal Care Attendant II, Animal Care Attendant Supervisor, Animal Care Specialist, Humane Officer, Humane Officer-Chief - JPAWS Equipment Operator Series – various departments Plumber – General Services
Pending:	None
Assigned:	None
Disposition(s):	Animal Care Attendant I, Animal Care Attendant II, Animal Care Attendant Supervisor, Animal Care Specialist, Humane Officer, Humane Officer-Chief – incorrectly graded in Pay Plan; recommendation made to and approved by Personnel Board to change pay grade, as well as assign Animal Care Attendant I and Humane Officer to market based pay grade

CLASSIFICATION AND PAY DIVISION – Page 2

Equipment Operator Series – recommendation made to and approved by Personnel Board to reassign to market based pay grade

Plumber – recommendation made to and approved by Personnel Board to reassign to market based pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Accountant I (1210) to Accountant II (1211) – 2 positions
Juvenile Detention Officer I (6541) to Juvenile Detention Officer II (6542)
Stationary Engineer I (2031) to Stationary Engineer II (2032) – 2 positions
9. Sewerage Treatment Plant Operator-Class I (2662) to Sewerage Treatment Plant Operator-Class II (2663) – 3 positions
Sewerage Treatment Plant Operator-Class II (2663) to Sewerage Treatment Plant Operator-Class III (2664)

Personnel Rule 3.3.1: None

Other: None

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

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

Class Specification Written/Amended: Waterline Maintenance Technician I; Waterline Maintenance Technician II; Humane Officer-Senior; Animal Care Administrative Clerk; Animal Care Administrative Specialist

Minimum Qualifications Written/Changes: Waterline Maintenance Technician II

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

JUDICIAL REPORT

Appeals Received during September:	0
Appeals Pending:	9
Appealed to 5 th Circuit during September:	0
Appeals pending before 5 th Circuit:	3
Appealed to Louisiana Supreme Court during September:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during September:	0
Appeals pending before the US Supreme Court:	1

September-22		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	2	
0010-302	Council District 2	1	
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	2	
0040	Parish President	2	
0061	Accounting	4	
0064	Purchasing	3	
0065	General Services	15	
0066	Personnel	3	
0067	Human Resource Management	2	
0068	Planning	2	
0081	General Services	3	
0110	Inspection & Code Enforcement	22	
0112	Property Maintenance/Zoning	5	
0120	General Services	4	
0130	Fire	2	
0140	Emergency Management	5	
0330	JeffCAP	2	
1010	JeffCAP	133	
1020	JeffCAP	93	
1030	Community Justice Agency	3	
1040	JeffCAP	1	
1060	JeffCAP	9	
1172	Community Development	14	
1173	Community Development	1	
1174	Community Development	2	
1176	Community Development	7	
1187	Community Development	3	
1195	Community Development	6	
1230	Community Development	1	
1255	Public Health	2	
1280	Workforce Connection	59	
1290	Juvenile Services	2	
2150	Juvenile Services	1	
2151	Juvenile Services	20	
2152	Juvenile Services	9	
2200	Animal Shelter	5	
2450	Library	3	
2451	Library	30	
2452	Library	2	
2453	Library	3	
2454	Library	2	
2530	Recreation	3	
2531	Recreation	19	
2532	Recreation	4	
2533	Recreation	5	
2534	Recreation	39	

2535	Recreation	2
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	3
2651	Lafreniere	7
2652	Lafreniere	1
2662	Recreation	1
2920	Fire	4
2921	Fire	23
2923	Fire	1
3000	Streets	4
3002	Streets	14
3003	Streets	22
3005	Traffic Engineering	6
3050	Parkways	2
3051	Parkways	6
3052	Parkways	5
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	46
3302	Drainage	51
3500	Environmental	2
3562	Inspector General	1
3850	Sewerage	3
3851	Sewerage	24
3852	Sewerage	23
3900	Water	6
3901	Water	14
3902	Water	26
3903	Water	3
3907	Water	35
3910	Water	2
3950	Fleet Management	10
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	2
3957	Engineering	7
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3968	Security	1
3971	Telecommunications	2
3972	Ecosystems & Coastal	1
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
9670	Risk Management	1
	Total	980

Hires by Date Report

For records between **09/01/22** and **09/30/22**

75 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>
Library - IT 2452	Computer Systems Coordinator (1264)	Moreau	Kenneth	9/10/2022		Emergency
Library 2450	Account Clerk II (1202)	McGill	Sheila	9/24/2022	\$24,566.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Howard III	Calvin	9/10/2022	\$24,948.00	Entrance
Jefferson Community Actions Programs	Child Care Worker	Handy	Tasia	9/3/2022	\$18,711.00	Entrance
Jefferson Community Actions Programs	Child Care Worker	Delice	Stephanie	9/10/2022	\$18,711.00	Entrance
Drainage 3270	College Intern-Technical Engineering	Welch	Shane	9/10/2022		Entrance
Library - IT 2452	Computer Systems Specialist (1258)	Paretti	Everett	9/10/2022	\$41,413.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I (1289)	Kerner	Lisa	9/24/2022	\$23,162.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I (1289)	Mouney	Lisa	9/24/2022	\$23,162.00	Entrance
Parks and Recreation	Electrician, High Altitude (SP4) (2301)	Byrd	Kenneth	9/10/2022	\$53,950.00	Entrance
Sewerage - West Bank 3852	Equipment Operator I (2371)	bridgewater	casandra	9/10/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Equipment Operator III - Backhoe	Burton	Henry	9/3/2022	\$30,182.00	Entrance
Lafreniere Park - Maintenance 2651	Groundskeeper (2354)	Sanchez	Tori	9/24/2022	\$24,948.00	Entrance
Lafreniere Park - Maintenance 2651	Groundskeeper (2354)	Johnson	James	9/24/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Jones	Trazilia	9/3/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Johnson	John	9/24/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Anderson	Jamal	9/3/2022	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Marshall	Trevor	9/10/2022	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Coleman	Jordan	9/10/2022	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Shy	Parker	9/24/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Earls III	Norman	9/24/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Mayberry	Ebrima	9/24/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Osborne	Cameron	9/24/2022	\$24,948.00	Entrance
Parkways - West Bank 3052	Laborer, Semi-Skilled (2201)	Terrel Jr	Chad	9/3/2022	\$24,948.00	Entrance
Community Development Programs	Planner II- Community Development	RAMONEDA	KENT	9/24/2022	\$44,221.00	Entrance
General Services 0065	Property Manager, Assistant (1246)	Gaudet Jr	Ronald	9/10/2022	\$35,797.00	Entrance
Water - Utilities 3907	Water Service Inspector I (2261)	Clark	Glenn	9/10/2022	\$21,829.00	Entrance
Water - Distribution 3902	Laborer (2200)	England	Robert	9/10/2022	\$25,233.00	Limited Entrance
Citizens' Affairs 0410	Assistant Director-Citizens' Affairs	Lange	Brandie	9/10/2022	\$86,379.00	Promotional
Juvenile Services 2150	Assistant Director-Juvenile Services	Villio	Matthew	9/10/2022	\$88,927.00	Promotional
General Services 0065	Building Maintenance Supervisor	Restivo	Darrell	9/24/2022	\$40,673.00	Promotional
Purchasing 0064	Buyer II	Buttery	Mark	9/10/2022	\$49,267.00	Promotional
Emergency Management 0140	Emergency Management Coordinator III	Ward	Claire	9/10/2022	\$65,300.00	Promotional
Environmental Affairs 3958	Environmental Quality Specialist (5401)	Aubin	Peyton	9/24/2022	\$40,009.00	Promotional

Community Development Programs	Housing Improvement Administrator	Batiste	Emann	9/10/2022	\$46,046.00	Promotional
Juvenile Services - Probation 2152	Juvenile Probation Officer III (6553)	Jackson	Brittney	9/24/2022	\$45,864.00	Promotional
Library - Libraries 2451	Librarian II	Beard	Robert	9/24/2022	\$40,009.00	Promotional
Library - Libraries 2451	Librarian II	Carter	Elizabeth	9/24/2022	\$40,009.00	Promotional
Library - Libraries 2451	Librarian II	Vedros	Kellie	9/24/2022	\$40,009.00	Promotional
Library 2450	Librarian IV	Wirth	Breagh	9/10/2022	\$53,615.00	Promotional
Street 3000	Public Works Business Manager, Assistant	McGee	Helen	9/10/2022	\$57,663.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Washington	Kalvin	9/10/2022	\$28,778.00	Promotional
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator (2661)	Vinet III	Rickie	9/24/2022	\$31,586.00	Promotional
Drainage 3270	Typist Clerk III (1103)	Silas	Michela	9/24/2022	\$31,353.00	Promotional
Lafreniere Park 2650	Typist Clerk III (1103)	Davis	Alexander	9/24/2022	\$25,970.00	Promotional
General Services	Warehouse Supervisor I (2351)	Esteves	Dale	9/10/2022	\$68,894.00	Promotional
Workforce Development Board 8280	Workforce Connection Program Planner/Supervisor	Stewart	Deanna	9/19/2022	\$55,866.00	Promotional
Jefferson Community Actions Programs	Accountant II	Taylor	Shakeva	9/24/2022	\$49,217.00	Reallocation
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Poole	Alvin	9/24/2022	\$35,797.00	Reallocation
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class II	Rapp Jr	Denny	9/10/2022	\$41,684.00	Reallocation
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class II	Abadie	Glenn	9/10/2022	\$42,106.00	Reallocation
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class II	Loupe	Jude	9/10/2022	\$55,646.00	Reallocation
Sewerage - East Bank 3851	Sewerage Treatment Plant Operator-Class III	Brown	Dwayne	9/24/2022	\$42,328.00	Reallocation
General Services - Corrections 8120	Stationary Engineer II	Bethancourt Jr	Huey	9/24/2022	\$35,797.00	Reallocation
General Services - Corrections 8120	Stationary Engineer II	Restivo	Brandon	9/24/2022	\$35,797.00	Reallocation
Jefferson Protection and Animal Welfare Service	Account Clerk III	Soto	Gloria	9/10/2022	\$43,010.00	Reinstatement
Community Development Programs	Administrative Assistant	Bishop	Toby	9/10/2022	\$34,394.00	Reinstatement
Water - Utilities 3907	Customer Relations Specialist III (1291)	Tigler	Tiffany	9/24/2022	\$34,248.00	Reinstatement
Finance 0060	Executive Assistant (1018)	White	Adonna	9/10/2022	\$56,090.00	Reinstatement
Streets - West Bank 3003	Laborer	Mack	Kendrick	9/3/2022	\$25,233.00	Reinstatement
Engineering - Warehouse 3966	Shipping & Receiving/Stock Clerk (2350)	Trafficano	Jude	9/24/2022	\$28,833.00	Reinstatement
Parkways - East Bank 3051	Equipment Operator I (2371)	DeSopo	George	9/3/2022	\$34,940.00	Transfer
Library - Libraries 2451	Librarian I/Senior Associate	McChesney II	Charles	9/10/2022	\$49,253.00	Transfer
Sewerage - West Bank 3852	Pump Equipment Mechanic (2610)	Ditcharo	Dom	9/24/2022	\$47,971.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Battle	Oscar	9/24/2022	\$17,489.00	Transfer
Workforce Connection 1280	Clerk I	Fazande	Tyrien	9/24/2022		Transient
Workforce Connection 1280	Clerk I	Fernandez	Manuel	9/24/2022		Transient
Workforce Connection 1280	Clerk I	Jenkins	Jada	9/24/2022		Transient
Community Development Programs	Community Services Program Coordinator	Bailey	Faith	9/24/2022		Transient
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager	Henderson	DeJuan	9/8/2022	\$50,338.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager (6620)	Falgoust	Brittany	9/8/2022	\$43,484.00	Updated Job Description
Central Garage 3950	Automotive Mechanic, Senior (2337)	Worley Jr.	Judge	9/24/2022	\$49,293.00	Updated Job Description

Library - Marketing 2454	Clerk III	Silas	Michela	9/10/2022	\$29,860.00	Updated Job Description
Community Development Programs	Federal Programs Coordinator, Assistant	Cheremie	Laura	9/24/2022	\$38,521.00	Updated Job Description
Engineering 3957	Rodman-Chairman	Quinn	Timothy	9/10/2022	\$15,062.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
OCTOBER 27, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF SEPTEMBER 29, 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 Board's decision on November 3, appealed to Louisiana Supreme Court on December 2, 2021, writ application denied by Louisiana Supreme Court on January 26, appealed to Supreme Court of the United States on April 20, docketed by the Supreme Court of the United States July 6, petition for a writ of certiorari filed with response due August 5, distributed for conference on September 28, petition for writ of certiorari denied by Supreme Court on October 3;
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, 26, and 30, hearing continued to September 21, hearing continued to October 25, case settled, order issued on October 11;
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, record brought to Courts on July 13;

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, scheduled for hearing before Fifth Circuit Court on September 7, Fifth Circuit Court affirmed Board's decision on September 28;
8. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6;
9. Docket No. 2022-008, Craig A. Price vs. Department of Jefferson Community Action Programs, order issued on October 19.

APPEALS RECEIVED SUBSEQUENT TO SEPTEMBER 29, 2022:

1. Docket No. 2022-009, Robert Earl Warren vs. Department of Juvenile Services; permanent employee, dismissed.

October 17, 2022

OFFICIAL NOTICE

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

THURSDAY, OCTOBER 27, 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 pay grade assignment for the class of Permit Technician and to create a new classification in the Department of Inspection and Code Enforcement;
- Amend the Pay Plan for the Classified Service to create a new classification; Electrician Apprentice, to be used by various departments;
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12;
- Amend the Rules of Appeals to revise Rule 10; and,
- Amend the Personnel Rules of the Classified Service to revise Rule II.

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.

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.