

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, MAY 18, 2021 AT 2:00 P.M.  
ROOM 204, JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

**AGENDA**

1. Election of Board Chair
- II. Employee Appeals
  - A. None
- III. Public Comment Period
- IV. Proposals for Board Consideration:
  - A. A proposal to amend the Pay Plan for the Classified Service to make revisions to the class of Accounting Operations Manager;
  - B. A proposal in accordance with Personnel Rule IV, Section 1.3(f), to assign the classes of Planner III and Assistant Director-Planning to a Market Based Pay Grade; and,
  - C. A request to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- V. Executive Session Matters:
  - A. Pursuant to La. R.S. 42:17, discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- VI. Approval of the Minutes: Meeting of April 20, 2021.
- VII. Old Business:
  - A. None
- VIII. 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, June 22, 2021, 2:00 p.m. and Tuesday, July 20, 2021, 2:00 p.m. (tentative) meeting dates;
  - E. Miscellaneous/Unscheduled Matters:
    1. Request to cancel list in accordance with Personnel Rule VI, Section 6.4.
  - F. Director's Report:
    1. Human Resource Management System Software – RFP (Request for Proposals).
    2. Update on SNCLT issue.
- IX. Adjournment for Review of Appeals

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
MAY 18, 2021**

**APPEALS ON HAND AND UNRESOLVED AS OF APRIL 20, 2021:**

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;
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 pending;
3. Docket No. 2020-060, Chantrell Cook vs. Department of Juvenile Services; scheduled for hearing on April 15, continued without date, scheduled for hearing on September 15, hearing continued to November 3, continued to December 3, continued to December 8, hearing continued to January 6, 2021, hearing continued to January 14, hearing continued to January 27, continued to March 2, order issued April 21, appealed to Board on May 6;
4. 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 pending;
5. 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, continued without date;
6. Docket No. 2021-002, LaShonda Leonard vs. Department of Fleet Management; scheduled for hearing on April 13, order issued April 19;
7. 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;
8. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26;

**APPEALS RECEIVED SUBSEQUENT TO APRIL 20, 2021:**

1. Docket No. 2021-006, Tyrone Dukes vs. Department of Public Works-Streets; permanent employee, other.
2. Docket No. 2021-007, Gregory Lee Bates vs. Department of Public Works-Water; permanent employee, dismissed.



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# JEFFERSON PARISH

Department of Personnel

May 10, 2021

## OFFICIAL NOTICE



PERSONNEL BOARD

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

Rufus C. Harris, III  
Michael L. Fantaci  
Daniel R. Martiny

**TUESDAY, MAY 18, 2021 – 2:00 P.M.**

John Dumas, MPA, SPHR  
Director

**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 make revisions to the class of Accounting Operations Manager; and,
- In accordance with Personnel Rule IV, Section 1.3(f), assign the classes of Planner III and Assistant Director-Planning to a Market Based Pay Grade; and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17 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.