

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, SEPTEMBER 29, 2022 AT 9:00 A.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 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. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Water;
 - C. 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. 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. Request to cancel lists in accordance with Personnel Rule VI, Section 6.4;
 - F. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Library;
 - G. Amend the Rules of Appeals to revise Rule 10; and,
 - H. 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 August 17, 2022.
- VI. Old Business
 - A. Approval of the Monthly Report of July 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: Thursday, October 27, 2022, 2:00 p.m. (tentative) meeting dates and Tuesday, November 15, 2022, 2:00 p.m.;
- E. Miscellaneous/Unscheduled Matters;
- F. Director's Report:
 - 1. Council Resolution – Pay Plan Study.
 - 2. Update on Recruitment Initiatives.

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADES ASSIGNED TO THE CLASSES OF ANIMAL CARE ATTENDANT I, ANIMAL CARE ATTENDANT II, ANIMAL CARE ATTENDANT SUPERVISOR, ANIMAL CARE SPECIALIST, HUMANE OFFICER, AND HUMANE OFFICER-CHIEF; TO PLACE THE CLASSES OF ANIMAL CARE ATTENDANT I AND HUMANE OFFICER IN A MARKET BASED PAY GRADE; TO ADD THE CLASS OF ANIMAL CARE ADMINISTRATIVE CLERK AND ANIMAL CARE ADMINISTRATIVE SPECIALIST TO THE PAY PLAN; TO REMOVE THE CLASS OF ANIMAL SHELTER ADOPTION COORDINATOR AND ANIMAL SHELTER VOLUNTEER COORDINATOR FROM THE PAY PLAN; TO ADD A FOOTNOTE FOR THE CLASS OF HUMANE OFFICER; AND TO REMOVE A FOOTNOTE FOR THE CLASS OF ANIMAL CARE ATTENDANT I

DATE: 09/09/2022

CC: CORRESPONDENCE FILE

Jefferson Protection and Animal Welfare Services (JPAWS) Director, Michelle Brignac, and Assistant Director, Cory Durr, reached out to Personnel, with the approval of their Chief Administrative Assistant, Cherreen Gegenheimer, to request a salary review on the positions within the Animal Care Attendant and Humane Officer series and to discuss their clerical positions as well. Personnel Department staff met with Ms. Brignac and Ms. Durr to discuss these matters. In the course of the meeting, Ms. Brignac expressed her concern that the Animal Care Attendant staff are putting themselves at risk every day dealing with animals and that even though it is considered an entry level position, it requires training immediately after being hired and should be considered a “specialty field.” There is a high turnover rate as well. In addition to discussing the Animal Care Attendant positions, we also discussed the Humane Officers and the tasks they are required to perform. The duties require them to be “responders” and they are called out to deal with wildlife and many other difficult situations. Also, Ms. Brignac expressed that she would like to add a level to the Humane Officer with employee progression to a higher level. We were also asked to review Animal Care Attendant Supervisor’s pay grade as they felt the pay grade should be equal to or higher than Animal Care Specialist. Ms. Brignac also expressed a desire to eliminate the class of Animal Shelter Adoption Coordinator and Animal Shelter Volunteer Coordinator from the Pay Plan due to the classes no longer being needed.

Based on Ms. Brignac’s request and review of the provided job descriptions and evaluations completed in the Archer Evaluation System, it was found that Animal Care Attendant I and Humane Officer should be adjusted by two (2) pay grades and Animal Care Attendant Supervisor should be adjusted by three (3) pay grades. Animal Care Attendant II, Animal Care Specialist, and Humane Officer-Chief should also be adjusted by two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

Based on Ms. Brignac’s request and review of the provided job description, a new class of Humane Officer-Senior is recommended. While conducting the salary study, the Division of Classification and Pay also found that the class of Humane Officer should be reallocatable as allowed by Pay Plan Footnote Listing No. 1, which reads: “Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work.” Based on vacancies, recruitment efforts, and the inability to attract, retain, or fill vacancies with qualified personnel, the Personnel Department recommends adding Pay Plan Footnote Listing No. 1 to the class of Humane Officer. Additionally, with the pay grade change to Humane Officer-Chief, the class will now be Exempt from overtime compensation under the Fair Labor Standards Act based upon an evaluation of the duties.

I have recommended the minimum qualification requirements for the class of Humane Officer-Senior to be the following:
 “Meets one of the following three options:

- I. Current employment and permanent civil service status in the class of Humane Officer.

- OR
- II. Possession of a high school diploma or equivalent certificate; plus, substantial (approx. two years), paid or volunteer experience in the care and handling of animals in an animal shelter, veterinary clinic, pet store, research lab, or similar facility.
- OR
- III. Successful completion of at least six (6) credit hours of college coursework in Animal Health Care, Animal Behavior/Science, Animal Policy and Advocacy, Humane Leadership, or in a closely related subject at an accredited college or university.”

An evaluation was conducted in the Archer Evaluation System on the requested new class. The Archer evaluation for the class of Humane Officer-Senior puts the overall point total at 453, with a responsibility valuation of 1.11110. This makes the recommended pay grade for the new class of Humane Officer-Senior pay grade 18. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Humane Officer-Senior has been prepared and is included with this report.

Also during discussion and review of JPAWS classes, it was requested that for the reallocation of an Animal Care Attendant I, the current Euthanasia requirement be removed and they will go back to being reallocated after successful completion of probation. The Euthanasia requirement was taking too long to obtain because it is only being offered once a year. We are recommending removal of Footnote Listing No. 11 and approval of applying Footnote Listing No. 1 to the class of Animal Care Attendant I by the Personnel Board. We are recommending that Footnote Listing No. 11 remains in the Pay Plan and is reserved for future use.

Footnote No.	Footnote Text
11.	Reserved. Automatic progression to Animal Care Attendant II based upon attainment of status as Certified Animal Euthanasia Technician from the Louisiana Board of Veterinary Medicine.
1.	Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work.

The recommended changes to the pay plan are as follows:

Currently the classes are in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
6601	Animal Care Attendant I (11)	10	23162	35932	40	
6602	Animal Care Attendant II	12	25970	40288	40	
6605	Animal Care Attendant Supervisor	15	30182	46822	40	
6617	Animal Care Specialist	16	31586	49000	40	
6619	Animal Shelter Adoption Coordinator	20	37201	57712	40	E
6618	Animal Shelter Volunteer Coordinator	18	34394	53356	40	E/S
6612	Humane Officer	14	28778	44644	40	
6613	Humane Officer-Chief	18	34394	53356	40	

The Personnel Department recommends the following pay grade adjustments be made to these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
6601	Animal Care Attendant I (1)	12	25970	40288	40	
6602	Animal Care Attendant II	14	28778	44644	40	
6605	Animal Care Attendant Supervisor	18	34394	53356	40	
6617	Animal Care Specialist	18	34394	53356	40	
6612	Humane Officer (1)	16	31586	49000	40	

6613	Humane Officer-Chief	20	37201	57712	40	E
6614	Humane Officer-Senior	18	34394	53356	40	

In speaking with Ms. Brignac, she conveyed that while a pay grade adjustment is much needed for these positions, she felt that in addition to changing the entrance rate of pay, there is also a need to raise the pay for those employees currently in the classes. She stated that she wished to give an across the board pay increase to the current staff in these classes in accordance with Personnel Rule IV, Section 1.6, which reads:

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

Accordingly, Personnel Department Staff worked with Ms. Brignac in order to include in the proposal across the board pay increases for current staff. The following pay increases are recommended based upon maintaining an equitable balance, as well as review of current staff salaries:

Animal Care Attendant I

- All current probationary Animal Care Attendant I employees below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Animal Care Attendant I employees below the new minimum rate possessing less than one (1) year of service in the class shall go to the minimum rate, plus receive an additional 10.25% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.
- All current permanent Animal Care Attendant I employees below the new minimum rate possessing more than one (1) year of service in the class but less than two (2) years of service in the class shall go to the minimum rate, plus receive an additional 15.76% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.
- All current permanent Animal Care Attendant I employees above the new minimum rate possessing more than one (1) year of service in the class but less than two (2) years of service in the class shall receive a 15.76% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.
- All current permanent Animal Care Attendant I employees below the new minimum rate possessing at least two (2) years of service in the class shall go to the minimum rate, plus receive an additional 21.56% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

Animal Care Attendant II

- All current permanent Animal Care Attendant II employees below the new minimum rate shall go to the minimum rate, plus receive an additional 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.
- All current permanent Animal Care Attendant II employees above the new minimum rate shall receive a 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

Animal Care Attendant Supervisor

- All current permanent Animal Care Attendant Supervisor employees above the new minimum rate shall receive a 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

Animal Care Specialist

- All current probationary Animal Care Specialist employees below the new minimum rate shall go to the minimum rate, plus receive an additional 15% increase.
- All current permanent Animal Care Specialist employees above the new minimum rate shall receive a 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

Humane Officer

- All current probationary Humane Officer employees below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Humane Officer employees below the new minimum rate shall go to the minimum rate, plus receive an additional 15% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.
- All current permanent Humane Officer employees above the new minimum rate shall receive a 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

Humane Officer-Chief

- All current permanent Humane Officer-Chief employees above the new minimum rate shall receive a 20% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

No employee having a current Below Expectations performance evaluation shall be eligible to receive the above stated pay raise until such time as they have established a Meets Expectations or higher performance evaluation. The only raise such employees shall receive at the effective date of the increase is one to bring them to the minimum rate assigned to the pay grade for the class to which assigned.

The resulting pay grade’s minimum rate is not sufficient for the surrounding market for Animal Care Attendant I and Humane Officer. 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, AL, FL, GA, and AR):

Animal Care Attendant I	
Jurisdiction	Starting Pay
Jefferson Parish:	\$24,948
Lafayette Parish:	\$23,858
Lafourche Parish:	\$23,483
St. John Parish:	\$30,930
St. Tammany Parish:	\$28,782
Caddo Parish:	\$25,854
Calcasieu Parish:	\$25,667
Above mean:	\$26,217
Salarystudy.com:	\$27,616

Humane Officer	
Jurisdiction	Starting Pay
Jefferson Parish:	\$28,778
Lafayette Parish:	\$30,493
Lafourche Parish:	\$31,346
St. John Parish:	\$30,930
St. Tammany Parish:	\$29,426
Caddo Parish:	\$36,629
Calcasieu Parish:	\$32,510
Above mean:	\$31,445
Salarystudy.com:	\$33,469

The Personnel Rules provide that “upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting pay 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 Animal Care Attendant I and Humane Officer be assigned to a Market Based Pay Grade.

There are currently two (2) vacancies in the class of Animal Care Attendant I; the class has been recruited since May 7, 2021 with only ten (10) qualified candidates currently. History has shown high turnover in this position. There is currently one (1) vacancy in the class of Humane Officer; the class has been recruited for since June 25, 2021 with zero (0) qualified candidates currently. The difficulty in recruiting for these classes is also contributed to the inadequate starting rate.

While some jurisdictions are comparable to our current starting salary, others that are close in proximity are significantly higher. Accordingly, we are recommending the following changes in order to attract qualified Animal Care Attendant I and Humane Officers.

The Personnel Department recommends the following Market Based Pay Grade adjustments be made to these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6601	Animal Care Attendant I (1)	13	27374	42466	40	
6612	Humane Officer	17	32990	51178	40	

Another thing discussed in the meeting was a request to modify the title of various clerical staff (Clerk I, Clerk II, and Typist Clerk II and Typist Clerk III) assigned to JPAWS, due to the fact that they directly deal with animals during intake and adoption; their job is not just clerical. They are the first point of contact to the public. These staff members, although they have different titles, perform similar work and should have the same title. In addition, they wanted to address their Clerk III's responsibilities too.

Ms. Brignac submitted a tentative job description with what they envision the positions would be responsible for. Based upon the information provided, the Personnel Department has determined that the creation of the new job classifications is in order.

I have recommended the minimum qualification requirements for the class of Animal Care Administrative Clerk to be the following:

“Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field.”

I have recommended the minimum qualification requirements for the class of Animal Care Administrative Specialist to be the following:

“Current employment and permanent civil service status in a clerical class in the Department of Jefferson Protection and Animal Welfare Services.”

An evaluation was conducted in the Archer Evaluation System on the requested new classes. The Archer evaluation for the class of Animal Care Administrative Clerk puts the overall point total at 311, with a responsibility valuation of 1.02778. This makes the recommended pay grade for the new class of Animal Care Administrative Clerk pay grade 12. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. The Archer evaluation for the class of Animal Care Administrative Specialist puts the overall point total at 389, with a responsibility valuation of 1.11110. This makes the recommended pay grade for the new class of Animal Care Administrative Specialist pay grade 15. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the classes of Animal Care Administrative Clerk and Animal Care Administrative Specialist 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
			Min. Rate	Max. Rate		
6607	Animal Care Administrative Clerk	12	25970	40288	40	
6608	Animal Care Administrative Specialist	15	30182	46822	40	

Employees currently employed in Clerk I, Clerk II, Typist Clerk II, and Typist Clerk III at JPAWS will be placed on the list for the new classification replacing their current classification. This will be done by placing these employees on the eligibility list in accordance with Personnel Rules III, Section 1.4, which states:

“As a result of the position allocation study, if any employee’s position is found to be a different position of equal or higher level than originally allocated, he shall be tested for the equal or higher position and placed on the list upon passing the examination.”

The Personnel Department recommends approval of the Pay Grade reassignments, Market Based Pay Grade assignments, addition of the new class titles, elimination of Animal Shelter Adoption Coordinator and Animal Shelter Volunteer Coordinator from the Jefferson Parish Pay Plan for the Classified Service, and the revision of the Footnote Listing associated with Animal Care Attendant I by the Personnel Board. While approval by the Personnel Board is not required for the across the board increases for the current staff, the Personnel Department recommends concurrence with the recommended increases in order to maintain an equitable balance in the Department of JPAWS.

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: ANIMAL CARE ADMINISTRATIVE CLERK

KIND OF WORK

Under direct supervision, the purpose of the position is to perform routine clerical duties in supporting efficient operations of an assigned work unit. Work areas include, but are not necessarily limited to, typing correspondence, filing, file retrieval/research, photocopy, data entry, answering telephones, and front counter customer service. Position is also responsible for assisting customers and assisting in maintaining office supplies inventory. Essential functions, as outlined herein, are performed according to the assigned work unit. Performs related work as directed.

DISTINGUISHING FEATURES OF WORK

This class is unique to the Department of JPAWS and is distinguished from other clerical jobs as entry level clerical work requiring little previous work experience. Duties also involve assisting with animal intake and adoptions. When work is routine, the employee may have responsibility for final action. More important and difficult work is performed under closer supervision.

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.

Receives, sorts, organizes, and files records, files, reports, logs, and other documentation.

Types correspondence, filing, file retrieval/research, photocopy, data entry, bite cases, accidents reports, answering telephones and front desk customer services.

Functions as unit telephone receptionist.

Observes animals to detect sickness and presence of disease; reports findings to appropriate personnel.

Provides assistance to visitors who wish to adopt animals, those that are giving up

animals, and providing general information.

Takes visitors wishing to adopt through shelter to view animals and provides animal information.

Takes pictures of all animals received at front counter.

Enters animal data and information into PetPoint and AS400.

Processes payments via PetPoint and enters applicable revenue data and information into AS400.

Handles citizen issues at front counter and on telephone or directs to appropriate personnel.

Respond to questions about specific animals and adoption process.

Assist customers in assessing adoptees.

Assists with maintaining office supplies inventory.

May run non-driving errands for the work unit as necessary.

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.

Maintains facility by cleaning, mopping, emptying trash, and performing other related duties.

Assists with dispatch calls as needed.

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 alphabetic and numeric filing principles and standards.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Knowledge of the Financial Management System and PetPoint Online System.

Skill in the use of computer keyboards.

Skill in explaining and assisting visitors with the adoption/fostering process.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to compile, assemble, copy, and record information according to prescribed procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines, typewriters.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to establish and maintain effective, friendly, and cooperative relationships with fellow employees and the general public, both by telephone and in person.

Ability and willingness to perform repetitive and stationary work, and to adapt to varied and amended duties and procedures.

Ability to assign and review the work of clerical assistants, and willingness to accept responsibility for work accuracy and the integrity of confidential information.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field.

ADA COMPLIANCE

Physical Ability: Tasks routinely involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). On occasion, some tasks may involve the ability to exert more physical effort in lifting, carrying, or handling animals up to 25 pounds. May be required to stand and/or walk for extended periods of time in the performance of duties. Tasks may involve extended periods of time at a keyboard or work station. Tasks involve minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.

Sensory Requirements: Tasks may require perception and discrimination of sound, odor, visual, and oral communication ability.

Environmental Factors: Tasks may involve exposure to strong odors, toxic/poisonous agents, animals, wildlife, animal bites, disease, and pathogens.

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: August 2022

**JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022**

POSITION TITLE: ANIMAL CARE ADMINISTRATIVE SPECIALIST

KIND OF WORK

Under general supervision, the purpose of the position is to perform routine to moderately complex, independent clerical duties, including the performance of minor administrative functions. Employees in this classification possess considerable knowledge of unit processes and procedures, and the ability to function independently with only periodic supervisory review for accuracy and adherence to policies and procedures. Employees in this classification supervise subordinate workers engaged in routine office work including typing correspondence, filing, file retrieval/research, photocopy, data entry, answering telephones, and front counter customer service. Position is also responsible for assisting customers and assisting in maintaining office supplies inventory. Essential functions, as outlined herein, are performed according to the assigned work unit. Performs related work as directed.

DISTINGUISHING FEATURES OF WORK

This class is unique to the Department of JPAWS and is distinguished from that of Animal Care Administrative Clerk by the length of previous experience required for the work, and the ability to function in a supervisory capacity. An employee in this class performs important office management duties within a delegated area of responsibility. Duties also involve assisting with animal intake and adoptions. Work assignments are general in nature and the job incumbent determines under normal circumstances his/her schedules and methods in carrying out job duties. Although independent, the employee is given advice and instruction from his/her immediate supervisor on unusually difficult or highly important problems or matters, especially questions of policy. When work is routine, the employee may have responsibility for final action.

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.

Supervises subordinate workers engaged in clerical tasks.

Prepares and manages schedule for front counter coverage Monday thru Saturday.

Observes animals to detect sickness and presence of disease; reports findings to appropriate personnel.

Provides assistance to visitors who wish to adopt animals, those that are giving up animals, and providing general information.

Takes visitors wishing to adopt through shelter to view animals and provides animal information.

Takes pictures of all animals received at front counter.

Enters animal data and information into PetPoint and AS400.

Processes payments via PetPoint and enters applicable revenue data and information into AS400.

Handles citizen issues at front counter and on telephone or directs to appropriate personnel.

Communicates with Veterinarian about license and tag orders.

Generates invoices for license and tag orders and donations.

Assists with preparing paperwork for bite cases and requisitions.

Assists with generating daily revenue reports as needed.

Respond to questions about specific animals and adoption process.

Assist customers in assessing adoptees.

Assists with restocking office supplies.

Manages and maintains files.

May run non-driving errands for the work unit as necessary.

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.

Maintains facility by cleaning, mopping, emptying trash, and performing other related duties.

Assists with dispatch calls as needed.

Receives, sorts, organizes, and files records, files, reports, logs, and other documentation.

Types correspondence, filing, file retrieval/research, photocopy, data entry, bite cases, accidents reports, answering telephones and front desk customer services.

Functions as unit telephone receptionist.

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 alphabetic and numeric filing principles and standards.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Knowledge of the Financial Management System and PetPoint Online System.

Skill in the use of computer keyboards.

Skill in explaining and assisting visitors with the adoption/fostering process.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to compile, assemble, copy, and record information according to prescribed procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines, typewriters.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to establish and maintain effective, friendly, and cooperative relationships with fellow employees and the general public, both by telephone and in person.

Ability and willingness to perform repetitive and stationary work, and to adapt to varied and amended duties and procedures.

Ability to assign and review the work of clerical assistants, and willingness to accept responsibility for work accuracy and the integrity of confidential information.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field.

ADA COMPLIANCE

Physical Ability: Tasks routinely involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). On occasion, some tasks may involve the ability to exert more physical effort in lifting, carrying, or handling animals up to 25 pounds. May be required to stand and/or walk for extended periods of time in the performance of duties. Tasks may involve extended periods of time at a keyboard or work station. Tasks involve minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.

Sensory Requirements: Tasks may require perception and discrimination of sound, odor, visual, and oral communication ability.

Environmental Factors: Tasks may involve exposure to strong odors, toxic/poisonous agents, animals, wildlife, animal bites, disease, and pathogens.

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: August 2022

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: HUMANE OFFICER-SENIOR

KIND OF WORK

Under general supervision, performs complex, responsible work in the investigation of complaints and impounding of stray, uncontrolled, and diseased animals. Employee performs animal cruelty investigations and inspects commercial and private establishments dealing with animal sale, care, and boarding. Position is responsible for conducting investigations and educating the public on proper animal care. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This is the journey level class in the Humane Officer series. Position is distinguished from that of Humane Officer by the level of responsibility assumed and the complexity of duties assigned. Employees perform the more difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Employee works as a fully qualified and proficient level. Employee receives assignments from the Humane Officer-Chief, and is supervised by the same. Works independently and without close supervision.

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.

Informs public of laws regarding liability, trespass, and treatment of animals.

Enforces all animal control laws and investigates reports of animal abuse.

Conducts official investigations of animal neglect and abuse cases; collects evidence and may testify in court of before Advisory Board.

Prepares investigative reports and follows up.

Attends legal proceedings and must be able to communicate results to court officers or liaisons.

Inspects yards and fences; inspects public, private, and commercial animal care and housing facilities.

Meets with Parish Attorney's in preparation of court cases.

Enforces all animal control and anti-cruelty ordinances and statutes. Issues quarantines on seized bite cases. Checks records for vaccinations.

Rescues injured or sick animals; immobilizes animals if required. Transports to veterinarians for emergency treatment.

Responds to requests for animal care and control services.

Restraints animals to be subjected to euthanasia.

Performs administrative duties to include preparing reports, taking pictures, and attending various meetings.

Performs various technical duties to include knowing proper medical dosages for tranquilizing animals, preparing lab specimens, etc.

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.

Assist Humane Officer-Chief and Animal Shelter Manager as needed.

Works with the community to educate and promote proper health care for animals and other related duties.

Assists with animal adoptions.

Acts as dispatcher on a rotating basis.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of animal related laws and ordinances.

Knowledge of basic animal care.

Working knowledge of occupational hazards and precautionary measures.

Knowledge of animal control functions.

Basic knowledge of working on a computer.

Skill in rescuing, trapping, and handling various animals in various conditions.

Skill in exercising judgment in making decision in accordance with laws, ordinances, and regulations, as well as departmental policies and procedures.

Ability to compile evidence necessary to institute legal action against parties who have violated laws pertaining to the treatment of animals.

Ability to read and write.

Ability to understand and carry out oral and written instructions.

Ability to perform animal law enforcement activities.

Ability to fill out simple work reports and records.

Ability to exercise courtesy, tact, and diplomacy in dealing with the public.

Ability to work with the public to educate and inform on the proper care of animals.

Ability to operate a motor vehicle and drive to various locations throughout Jefferson Parish to perform job duties.

Ability to work nights, weekends, and/or holidays.

Ability to obtain, during course of employment, a Certified Animal Euthanasia Technician (CAET) certification issued by the Louisiana Board of Veterinary Medicine.

Ability to care for and treat animals in a humane manner.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in the class of Humane Officer.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, substantial (approx. two years), paid or volunteer experience in the care and handling of animals in an animal shelter, veterinary clinic, pet store, research lab, or similar facility.

OR

- III. Successful completion of at least six (6) credit hours of college coursework in Animal Health Care, Animal Behavior/Science, Animal Policy and Advocacy, Humane Leadership, or in a closely related subject at an accredited college or university.

ADA COMPLIANCE

Physical Ability: Some tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weights of up to 120 pounds. Tasks may involve extended periods of time at a keyboard or work station. Some tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-120 pounds).

Sensory Requirements: Tasks may involve perception and discrimination of color, sound, odor, depth, texture, visual, and oral communication ability.

Environmental Factors: Some tasks require exposure to temperature extremes, noise, strong odors, toxic/poisonous agents, animals, wildlife, diseases and pathogens.

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: August 2022

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CREATE THE CLASSIFICATIONS OF WATERLINE MAINTENANCE TECHNICIAN I AND WATERLINE MAINTENANCE TECHNICIAN II

DATE: 09/21/2022

CC: CORRESPONDENCE FILE

Ms. Alecia Washington, Public Works Business Manager, Assistant in the Department of Public Works-Water, requested on behalf of Sidney Bazley, Director of Water, the creation of a new classification called Waterline Maintenance Technician. She stated in the email that this will be replacing the current class of Water Service Inspector II-Maintenance. She also stated that the department will be adding two additional positions to the Westbank Outside Maintenance. She provided two proposed job descriptions for a Waterline Maintenance Technician I and Waterline Maintenance Technician II.

The purpose of these positions is to perform responsible work entailing the investigation, troubleshooting, and diagnosis of water leaks and work orders in Jefferson Parish. This role would also be responsible for working with residents who are digging on private property to ensure waterlines are clearly marked to avoid damage. Furthermore, this class will be responsible for the connection and disconnection of water meters. This position would report to the Waterline Maintenance Foreman.

Based on the request and review of the provided job descriptions, a new class of Waterline Maintenance Technician I is recommended. While conducting the study, the Division of Classification and Pay also found that this class should be reallocatable as allowed by Pay Plan Footnote Listing No. 1, which reads: "Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work." The Personnel Department recommends adding Pay Plan Footnote Listing No. 1 to the class of Waterline Maintenance Technician I.

After careful review of the Waterline Maintenance Technician descriptions, an Archer evaluation was completed for the new classes of Waterline Maintenance Technician I and Waterline Maintenance Technician II. The Waterline Maintenance Technician I position evaluated an overall point total of 326, with a responsibility valuation of 1.02778. This establishes the recommended pay grade for the new class of Waterline Maintenance Technician I as a pay grade 13. Hours of work will be 40 base hours per week and the position will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. The Waterline Maintenance Technician II position evaluated an overall point total of 377, with a responsibility valuation of 1.05555. This establishes the recommended pay grade for the new class of Waterline Maintenance Technician II as a pay grade 15. Hours of work will be 40 base hours per week and the position will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

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	Normal Max. Rate		
2735	Waterline Maintenance Technician I (1)	13	27374	42466	40	
2736	Waterline Maintenance Technician II	15	30182	46822	40	

I have recommended the minimum qualifications for the class of Waterline Maintenance Technician I to be the following:

Current employment with Jefferson Parish and permanent civil service status working as a Laborer (or higher) in the J.P. Water Department, in a position on an outside waterline maintenance crew.

I have recommended the minimum qualifications for the class of Waterline Maintenance Technician II to be the following:

Current employment with Jefferson Parish and permanent civil service status in the class of Waterline Maintenance Technician I.

The Personnel Department recommends approval of the addition of the classes of Waterline Maintenance Technician I and Waterline Maintenance Technician II by the Personnel Board.

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: WATERLINE MAINTENANCE TECHNICIAN I

KIND OF WORK

Under general supervision of the Waterline Maintenance Foreman, the purpose of the position is to perform responsible work entailing the inspection, investigation, troubleshooting and diagnosing of water leaks. Employees in this classification are responsible for completing/updating assigned work orders regarding water leaks daily as well as fire hydrants. This role would also be responsible for working with residents digging on private property to ensure waterlines are clearly marked to avoid damage. Position performs connections and disconnections of water service for Jefferson Parish residents and industry; and performs technical work in the replacement, removal, or servicing and repair of curb stop or meter boxes and associated leaks. Work includes exposure to adverse environmental conditions and inclement weather. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

An employee in this class is primarily responsible for the inspection, investigation, troubleshooting and diagnosing of water leaks as part of a waterline maintenance crew in the Maintenance Division of the department. After completion of probation and attainment of journeyman-level skills, employees in this class are eligible to be reallocated to the journeyman-level class of Waterline Maintenance Technician II.

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.

Inspects water leaks reported by customers.

Completes assigned work orders to inspect leaks.

Determines cause of leak and if it is an emergency or non-emergency.

Reports emergency leaks to Superintendent for immediate crew dispatch.

Documents non-emergency leaks for future repair.

Turns off valves to stop water flow and remains at emergency site until crew arrives.

Determines if leak is a Parish problem or customer problem and notifies customer if they are responsible for repair.

Completes assigned work orders to mark water lines for customers who will be digging on private property.

Inspects fire hydrants hit by a vehicle and creates ticket for home office. Turns off valves to stop flow of water if necessary.

Completes work orders related to servicing and maintenance of fire hydrants.

Performs general maintenance on leaking water meters and service lines such as hanging a broken curb stop or changing out a broken meter box.

Operates a two-way radio for response to utility service calls; works the late truck for any late orders as directed.

Operates a vehicle in driving to assigned work areas.

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.

May run errands for the work unit; such as retrieving or delivering supplies, mail or interdepartmental materials.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the working principles of utility meters, and knowledge of the tools needed to effectuate the servicing and repair of same.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Skill in the installation, maintenance and repair of meters, meter boxes, and meter leaks.

Ability to read maps.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to record information according to prescribed procedures.

Ability to use standard hand tools in accessing and repairing/replacing meter devices, i.e., hand shovels, screw drivers, hammers, wrenches, crowbars.

Ability to drive a vehicle, and to maintain an acceptable driving record.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment with Jefferson Parish and permanent civil service status working as a Laborer (or higher) in the J.P. Water Department, in a position on an outside waterline maintenance crew.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate depths.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, and animals/wildlife.

Employee's Signature

Supervisor's Signature

Date

Date

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Created: September 2022

**JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022**

POSITION TITLE: WATERLINE MAINTENANCE TECHNICIAN II

KIND OF WORK

Under the supervision of the Waterline Maintenance Foreman, the purpose of the position is to perform skilled work involving the inspection, investigation, troubleshooting and diagnosing of water leaks. Employees in this classification are responsible for completing/updating assigned work orders regarding water leaks daily as well as fire hydrants. This role would also be responsible for working with residents digging on private property to ensure waterlines are clearly marked to avoid damage. Position performs connections and disconnections of water service for Jefferson Parish residents and industry; and performs technical work in the replacement, removal, or servicing and repair of curb stop or meter boxes and associated leaks. Work includes exposure to adverse environmental conditions and inclement weather. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This class is the journeyman-level experienced class in the Waterline Maintenance Technician I and II class series. An employee in this class is primarily responsible for the inspection, investigation, troubleshooting and diagnosing of water leaks as part of a waterline maintenance crew in the Maintenance Division of the department. Employee works under the supervision of the Waterline Maintenance Foreman. Employee follows standard procedures. This class differs from Waterline Maintenance Foreman in that the latter class supervises employees in the field.

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.

Inspects water leaks reported by customers.

Completes assigned work orders to inspect leaks.

Determines cause of leak and if it is an emergency or non-emergency.

Reports emergency leaks to Superintendent for immediate crew dispatch.

Documents non-emergency leaks for future repair.

Turns off valves to stop water flow and remains at emergency site until crew arrives.

Determines if leak is a Parish problem or customer problem and notifies customer if they are responsible for repair.

Completes assigned work orders to mark water lines for customers who will be digging on private property.

Inspects fire hydrants hit by a vehicle and creates ticket for home office. Turns off valves to stop flow of water if necessary.

Completes work orders related to servicing and maintenance of fire hydrants.

Performs general maintenance and make necessary repairs on leaking water meters and service lines such as changing a broken curb stop or changing out a broken meter box or meter.

Raises and replaces meter boxes; replaces missing caps and covers.

Troubleshoot why resident has no or low water pressure.

Operates a two-way radio for response to utility service calls; works the late truck for any late orders as directed.

Operates a vehicle in driving to assigned work areas.

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.

May run errands for the work unit; such as retrieving or delivering supplies, mail or interdepartmental materials.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the working principles of utility meters, and knowledge of the tools needed to effectuate the servicing and repair of same.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Skill in the installation, maintenance and repair of meters, meter boxes, and meter leaks.

Ability to read maps.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to record information according to prescribed procedures.

Ability to use standard hand tools in accessing and repairing/replacing meter devices, i.e., hand shovels, screw drivers, hammers, wrenches, crowbars.

Ability to drive a vehicle, and to maintain an acceptable driving record.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment with Jefferson Parish and permanent civil service status in the class of Waterline Maintenance Technician I.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate depths.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, and animals/wildlife.

Employee's Signature

Supervisor's Signature

Date

Date

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Created: September 2022

MEMORANDUM

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 EQUIPMENT OPERATOR I, EQUIPMENT OPERATOR II, EQUIPMENT OPERATOR III, EQUIPMENT OPERATOR IV, AND EQUIPMENT OPERATOR V

DATE: 09/19/2022

CC: CORRESPONDENCE FILE

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

Director of Water, Sidney Bazley III, with the approval of the Public Works Director, Mark Drewes, requested the Personnel Department conduct a market study for the classes of Equipment Operator III, Equipment Operator IV, and Equipment Operator V due to issues in recruiting a sufficient number of qualified candidates. These positions are vital to the everyday operations of all Public Works Departments. They have multiple Equipment Operator positions that have been open for an extended period of time. Personnel Department staff have determined that all five classes in the series should be reviewed. 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 Equipment Operator I, Equipment Operator II, Equipment Operator III, Equipment Operator IV, and Equipment Operator V be assigned to a Market Based Pay Grade. There are currently nine (9) vacancies in the class of Equipment Operator I, one (1) vacancy in the class of Equipment Operator II, fourteen (14) vacancies in the class of Equipment Operator III and fourteen (14) vacancies in the class of Equipment Operator IV. Below is breakdown of the vacancies by type of Equipment:

Equipment	Vacancies	Open for application since	Number of active candidates
I – Light Tractor Drawn Equipment	9	9/14/2018	12
II – Loaders/Skid Steers	1	N/A	0
III - Backhoe	9	1/24/2014	3
III - Concrete Mixer Truck	1	6/24/2022	0
III - Large Mowers	2	6/22/2018	2
III - Medium Excavator	2	3/11/2022	3
IV - Large Excavator	6	2/5/2021	0
IV - Large Loader	4	11/26/2021	0
IV - Sewer Sludge Truck	1	4/1/2022	0
IV - Sky Worker	3	6/11/2021	0

The difficulty in recruiting for the Equipment Operator classes has been attributed to the inadequate starting rate. Mr. Bazley 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 these positions based upon our findings.

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):

Equipment Operator I	
Jurisdiction	Starting Pay
Jefferson Parish:	\$24,948
St. Charles Parish:	\$34,216
St. Tammany Parish:	\$31,387
Plaquemines Parish:	N/A
City of Kenner:	N/A
City of New Orleans:	\$34,797
City of Alexandria:	N/A
City of Mandeville:	N/A
Terrebone Parish:	N/A
Caddo Parish:	N/A
Lafayette Parish:	\$21,240
Lafourche Parish:	N/A
LA State Civil Service:	\$24,939
Calcasieu Parish:	\$27,810
St. John Parish:	N/A
Salarystudy.com:	\$27,473

Equipment Operator II	
Jurisdiction	Starting Pay
Jefferson Parish:	\$25,970
St. Charles Parish:	\$37,086
St. Tammany Parish:	\$34,653
Plaquemines Parish:	N/A
City of Kenner:	\$31,291
City of New Orleans:	\$36,570
City of Alexandria:	\$26,333
City of Mandeville:	N/A
Terrebone Parish:	\$25,979
Caddo Parish:	N/A
Lafayette Parish:	\$24,111
Lafourche Parish:	\$28,662
LA State Civil Service:	\$26,666
Calcasieu Parish:	\$29,141
St. John Parish:	N/A
Salarystudy.com:	\$29,710

Equipment Operator III	
Jurisdiction	Starting Pay
Jefferson Parish:	\$30,182
St. Charles Parish:	\$38,272
St. Tammany Parish:	\$37,336
Plaquemines Parish:	\$28,581
City of Kenner:	\$37,195
City of New Orleans:	\$38,433
City of Alexandria:	\$29,078
City of Mandeville:	N/A
Terrebone Parish:	\$29,994
Caddo Parish:	\$33,904
Lafayette Parish:	\$27,286
Lafourche Parish:	\$31,346
LA State Civil Service:	\$32,677
Calcasieu Parish:	\$32,510
St. John Parish:	\$38,355
Salarystudy.com:	\$36,023

Equipment Operator IV	
Jurisdiction	Starting Pay
Jefferson Parish:	\$35,797
St. Charles Parish:	\$41,038
St. Tammany Parish:	\$43,118
Plaquemines Parish:	\$30,006
City of Kenner:	\$39,163
City of New Orleans:	\$40,896
City of Alexandria:	\$31,866
City of Mandeville:	\$44,450
Terrebone Parish:	\$32,698
Caddo Parish:	\$37,357
Lafayette Parish:	\$30,804
Lafourche Parish:	\$36,858
LA State Civil Service:	\$34,965
Calcasieu Parish:	\$36,254
St. John Parish:	\$45,386
Salarystudy.com:	\$41,024

Equipment Operator V	
Jurisdiction	Starting Pay
Jefferson Parish:	\$40,009
St. Charles Parish:	N/A
St. Tammany Parish:	N/A
Plaquemines Parish:	N/A
City of Kenner:	N/A
City of New Orleans:	N/A
City of Alexandria:	N/A
City of Mandeville:	N/A
Terrebone Parish:	N/A
Caddo Parish:	N/A
Lafayette Parish:	N/A
Lafourche Parish:	N/A
LA State Civil Service:	N/A
Calcasieu Parish:	\$40,435
St. John Parish:	N/A
Salarystudy.com:	\$42,378

While some jurisdictions are comparable to our current starting salary, others that are in close proximity are significantly higher. Accordingly, we are recommending the following Market Based Pay Grade adjustments be made to the Equipment Operator series:

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2371	Equipment Operator I	11	24566	38110	40	
2372	Equipment Operator II	12	25970	40288	40	
2373	Equipment Operator III	15	30182	46822	40	
2374	Equipment Operator IV	19	35797	55534	40	
2375	Equipment Operator V	22	40009	62067	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	Normal Max. Rate		
2371	Equipment Operator I	14	28778	44644	40	
2372	Equipment Operator II	15	30182	46822	40	
2373	Equipment Operator III	18	34394	53356	40	
2374	Equipment Operator IV	22	40009	62067	40	
2375	Equipment Operator V	25	44221	68601	40	

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for Equipment Operator I, Equipment Operator II, Equipment Operator III, Equipment Operator IV, and Equipment Operator V. All current employees below the new minimum rate shall go to the minimum rate.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN BY PLACING THE CLASS OF PLUMBER (2305) IN A MARKET BASED PAY GRADE

DATE: 9/14/2022

CC: CORRESPONDENCE FILE

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

The Personnel Director, John Dumas, received an email from Ryan Babcock, Director of General Services, requesting the Personnel Department initiate a market study for the class of Plumber.

There is currently one vacancy for the class of Plumber. This position has been recruited since September 2019, with no qualified candidates, currently. The difficulty in recruiting has been attributed to the inadequate starting rate. Based on recruitment efforts, inability to attract or to fill vacancies with qualified personnel, and labor market pay data, the Personnel Department recommends the placement of Plumber to be assigned to a Market Based Pay Grade. In preparing this recommendation we have compiled the following comparative pay data:

Comparative pay data- Public Sector:

Jefferson Parish:	\$34,394
City of New Orleans:	\$35,232
Caddo Parish:	\$39,187
Louisiana State Civil Service:	\$30,534
Salary Survey:	\$40,780 (Mean for AL, GA, FL, TX)

Comparative pay data- Private Sector:

Salary.com:	\$44,181
Indeed.com:	\$47,091
Monster.com:	\$43,493

While some jurisdictions are comparable to our current starting salary, others that are very close in proximity are significantly higher. We are also competing with the private sector for this classification. Accordingly, we are recommending the following change in order to attract qualified candidates for the class of Plumber.

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2305	Plumber	18	34394	53356	40	

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2305	Plumber	22	40009	62067	40	

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the class of Plumber by the Personnel Board. The one incumbent in the position will not automatically be given a pay raise based on the reassignment of this class.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST TO CANCEL LIST
DATE: SEPTEMBER 21, 2022
CC: CORRESPONDENCE FILE

The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4:

GIS Analyst I – The Director of Electronic Information Services has requested a change in minimum qualifications. The current list has 4 candidates. Candidates will be notified about the minimum qualification changes and encouraged to reapply for the new exam plan/list if they meet the new minimum qualifications.

The Personnel Department recommends that the Personnel Board cancel the following list: GIS Analyst I in accordance with Rule VI, Section 6.4.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ADD THE CLASS OF LIBRARIAN VII

DATE: 09/19/2022

CC: CORRESPONDENCE FILE

Cherreen Gegenheimer, Chief Administrative Assistant with responsibility for the oversight of the Department of Library, requested the addition of a new class of work to the Department of Library. She has requested, on behalf of the Administration, the position of Librarian VII. In her request, Ms. Gegenheimer stated that the department was looking to restructure certain aspects of Library operations. While the department will be requesting additional positions, this would be the only new class title. She further stated that the position will serve as the manager over Operational Services. The position will specifically oversee the library divisions: Public Services, Collection Development and Management, and Engagement and Marketing. Due to the proposed restructure, Ms. Gegenheimer determined that a new, high level Librarian position was necessary to assist with the new and revised initiatives of the department.

She provided a proposed job description and organization chart. Based on the review of these items, a comparison to the work performed by other positions, and an evaluation conducted in the Archer Evaluation System, the Personnel Department has determined that the new position is in the best interest of the Library Department.

The Archer evaluation for the class of Librarian VII put the overall point total at 809, with a responsibility valuation of 1.3330. This makes the recommended pay grade for the new class of Librarian VII a pay grade 32. Hours of work will be 35 hours per week, and will be Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Librarian VII 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	Normal Max. Rate		
3158	Librarian VII	32	54048	83847	35	E

We are recommending the following minimum qualification requirements (MQRs):

Current employment and permanent civil service status as a Librarian IV or higher, with at least three (3) years of paid supervisory, professional* librarian experience in a public library.

*Note: The required "professional" experience must have been gained after obtaining the required Master's degree in Library Science.

The Personnel Department recommends approval of the addition of the class of Librarian VII by the Personnel Board.

**JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION, 2022**

POSITION TITLE: LIBRARIAN VII

KIND OF WORK

Under the general administrative direction of the Library Director, the Librarian VII oversees the administration and supervision of all Operational Services, consisting of Public Services, Collection Development and Management, and Engagement and Marketing departments. This position will lead the effort in innovation to serve the 21st century informational needs of the Library's patrons. This position coordinates and monitors the Operational Services annual budgets with the Library Business Manager. It oversees all locations' operations, cataloging and acquisitions; monitors accuracy of databases and collections; coordinates all Library marketing and advertising; and supervises and is responsible for all staff in the Operational Services. Employee is designated as "Essential Duty Post Event" personnel. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

An employee in this one position class is primarily responsible for assisting the Director of Library in overseeing Operational Services consisting of Public Services, Collection Development and Management, and Engagement and Marketing departments. The employee operates within the scope and limitations of general policies established at the executive level, but within those limitations exercises wide latitude in applying professional techniques and procedures. Receives supervision chiefly through review of plans, reports, and conferences. This class differs from the class of Assistant Director-Library in that the latter assists in directing all phases of the library system, including all functional divisions. This class differs from the class of Librarian VI in that it involves a wider variety of library work involving public contact, and includes the responsibility for managing the facilities the services are provided in.

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.

Has primary responsibility for and manages the day-to-day functions of the Library's Operational Services.

Provides administrative oversight and coordinates activities of assigned areas to ensure efficient and effective departmental and inter-departmental operations that support the strategic plan and parish objectives, and delivers exceptional customer service.

Provides guidance and supervision to managers and supervisors in the implementation of policy, procedures, best practices, and project management.

Develops and fosters staff engagement in collaborative, creative problem solving; identifies and facilitates implementation of solutions that improve efficiencies, reduce or eliminate barriers to services, and increase staff and customer satisfaction.

Provides mentoring and coaching to staff that models and supports characteristics of a positive workplace culture.

Plans, recommends, and executes innovations in organization methods and procedures for improved efficiency and service to the public, as determined by citizen needs and interests.

Oversees the planning and implementation of all Library marketing and engagement.

Keeps abreast of changing trends and collection technology in public library operations, and implements policy and procedure improvements as appropriate.

Plans, develops, and implements strategy for operational management and development to meet organizational performance plans within budgets and timelines.

Monitors, measures, and reports on operational issues. Finds opportunities and develops plans and achievements within agreed formats and timelines.

Produces library research, reports, and proposals.

Oversees execution and completion of branch inventory projects performed on an as needed basis.

Establishes and maintains effective working relationship with various library advisory boards and/or foundations, Friends of the Library groups, library patrons, and vendors.

Participates in the budgeting and strategic planning processes.

Reviews requests for equipment to determine need.

Manages and controls departmental expenditures within agreed budgets.

Analyzes and evaluates Operational Services policies and procedures through staff consultation. Makes policy change recommendations to the Library Director.

Drafts and assists in creating policies and procedures.

Carries out policies, procedures, and established practices of the library system.

Supervises staff in the daily operation of the Operational Services of the Library.

Directs and supervises the recruiting, selection, and training of assigned staff.

Conducts annual employee performance appraisals on assigned staff.

Counsels, disciplines, evaluates, and directs assigned staff

Participates in and contributes to the Library Leadership Team.

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 direction and insight for the improvement of the Library's infrastructure.

Represents the library at as various conventions and functions as assigned.

May conduct formal or informal training workshops and sessions for Library staff and various Library boards.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of professional library principles, methods, and practices.

Extensive knowledge of the public services policies and procedures of the Jefferson Parish Library System.

Extensive knowledge of administrative and management principles and procedures.

Thorough knowledge of interviewing and other aspects of the hiring process.

Thorough knowledge of adult books and materials, book classification and arrangement, and reference tools.

Knowledge of the management of inventory and cataloging of library collections.

Knowledge of procurement, accounting, and budget management practices and procedures for the library system.

Knowledge of Parish policies and procedures.

Skill in the utilization of available resources, tact, and good judgment.

Skill in organizing and project management.

Skill in the calm and competent management of concurrent multiple priorities and tasks.

Skill in the use of computers and related equipment, hardware, and software.

Skill in planning, developing, and implementing departmental procedures and objectives.

Skill in effectively supervising and delegating duties to assigned staff.

Skill in effective oral and written communications.

Skill in resolving customer complaints and concerns.

Demonstrated ability to set priorities, organize, and implement new initiatives.

Ability to coordinate the efforts of multiple work divisions.

Ability to supervise, direct, and evaluates staff.

Ability to work tactfully and effectively with staff, and to maintain discipline.

Ability to establish and maintain effective communication to the community and with staff.

Ability to define needs, set priorities, and formulate long- range plans, and to plan and coordinate system wide programs.

Ability to exercise initiative, leadership, and independent judgment.

Ability to work independently, delegate, and maintain effective workflow, and.

Ability to maintain composure under duress.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment and permanent civil service status as a Librarian IV or higher, with at least three (3) years of paid supervisory, professional* librarian experience in a public library.

*Note: The required "professional" experience must have been gained after obtaining the required Master's degree in Library Science.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sound and texture, as well as visual ability and oral communications ability.

Environmental Factors: Tasks are normally performed without exposure to adverse environmental conditions but may require exposure to temperature extremes, strong odors, wetness/humidity as well as toxic/poisonous agents.

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: September 2022

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: SEPTEMBER 20, 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.

After reviewing district court rules, the Personnel Department is adding language to Rule 10 to allow the Board and Referee to order witness and exhibit lists and mediation when it may benefit the parties toward reaching a resolution of their matter.

This memo has been updated to show the amendments approved at the August board meeting. In section d. “a minimum of ten (10) work days prior to the commencement of the hearing” has been stricken as indicated below.

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 ~~(f)~~ (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 a minimum of ten (10) work days prior to the commencement of the hearing.~~

~~(e) The Board or the referee may 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.~~

~~(f)~~ (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)~~ (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)~~ (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.

~~(g)~~ (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 ~~(n)~~ (t) 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: SEPTEMBER 20, 2022
CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to Jefferson Parish Personnel Rule II, Section 5 and Section 4.2.

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, and in Section 4.2 to clarify that prospective employees who is adversely affected under the Drug and Alcohol Testing Program shall have the right to appeal.

Section 5.4, as proposed, will need to be amended to match the amendments to Rule 10 of the Rules of Appeal Procedure as approved at the August meeting.

The Personnel Department recommends approval of the amendments.

RULE II

ORGANIZATION, RULES AND PROCEDURES OF PERSONNEL BOARD

4.2 Any working test, or probation period, employee in the classified service who is suspended, fined, dismissed, laid off, or has suffered a reduction in pay or a demotion, shall have a right of appeal to the Board; provided, that he specifically alleges that the action appealed from resulted from discrimination due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit- employment considerations. Persons who have applied for or shall have been examined for the classified service and who allege that they have been discriminated against due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations in review of their applications, admission to examinations, scoring of examinations, establishment of eligible lists, or certification, shall have the right to appeal to the Board.

Any prospective employee who is adversely affected under the Drug and Alcohol Testing Program shall have the right to appeal.

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 a minimum of ten (10) work days prior to the commencement of the hearing.

5.5 The Board or the referee may 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.

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 Wednesday, August 17, 2022 beginning at 2:00 P.M. in Room 3506 of the General Government Building, Gretna, 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. Deferred 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 revise the pay assignment for the class of Assistant Director-Purchasing;
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise the Sign Technician class series to include pay grade changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), and creation of a new class;
- D. Approved a motion to amend the proposal to amend the Rules of Appeals to revise Rule 10 and deferred the proposal as amended; and,
- E. Deferred a proposal 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 July 29, 2022.

Under Old Business:

- A. None

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. None.
- C. Under Approval of the monthly report, the Board:
 - 1. Unanimously deferred the review of the monthly report for July 2022 to the September 2022 Board Meeting.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, September 29, 2022, 9:00 a.m., and Thursday, October 27, 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 Council Resolution – Pay Plan Study.
 - 2. Presented the Personnel Department 2023 Budget.

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

August 22, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JULY 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>JUL-22</u>	<u>JUN-22</u>	<u>JUL-21</u>
Total Applications Received:	433	426	569
Competitive:	332	323	464
Non-Competitive:	101	103	105
 Total Applications Rejected:	 163	 160	 269
Competitive:	150	140	251
Non-Competitive:	13	20	18
 Total Applications Withdrawn:	 84	 57	 79
Competitive:	64	42	62
Non-Competitive:	20	15	17
 Candidates Scheduled for Written Exam:	 48	 71	 74
Candidates Examined - Written Exam:	37	46	59
Candidates Passed Written Exam:	30	32	45
Candidates Failed Written Exam:	7	14	14
Candidates Examined - Rating of T&E:	43	49	45
Candidates Placed on Competitive Eligible List:	77	99	73
Certificates of Eligibility Issued:	28	18	16
Certificates of Eligibility to be Interviewed Issued (GLC):	31	47	37
 Pending Testing (Scheduled for upcoming Test):	 19	 29	 52
Pending Review or Waiting for More Information:	36	61	88
Job Interest Cards Completed Online:	21	44	55
 ADA Accommodations			
Requested:	1	3	2
Approved:	0	1	0
Denied:	3	1	2
Withdrawn:	0	0	0
Pending:	0	2	0
 New Postings in NEOGOV:	 12	 17	 20
New Exam Plans in NEOGOV:	6	5	10
Revised Exam Plans in NEOGOV:	6	12	10

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative Management Specialist II - Ecosystems & Coastal Management
- Administrative Management Specialist III - Floodplain/Coastal Management
- Administrative Management Specialist III - Public Safety Grants and Administration
- Buyer I
- College Intern – Technical Engineering
- College Intern – Technical Non-Engineering
- Computer Network Administrator
- Human Resource Manager
- Payroll Clerk - Central Payroll Office
- Planner I
- Planner II – Community Development
- Recreation Area Coordinator – Athletics

Advertisement Source	Total %
College/University Career Services	0.6
Facebook	1.6
Family, Friend, Co-Worker, etc.	12.63
Governmentjobs.com	9.62
Indeed.com	14.03
Jefferson Parish Department other than Personnel	5.21
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.81
Jefferson Parish website	29.66
Job Fair	2.4
Library	0.4
Louisiana Job Connection website	0
Louisiana Workforce Commission website	2
Monster.com	0
Newspaper ad	0.2
Nola.com	0.4
Television ad	0.4
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.2
Unknown	0
Personnel Department Use Only	14.83
Total Percentage	100%

TEST DEVELOPMENT DIVISION - Page 1

WRITTEN TEST ADMINISTRATIONS (19):

Written Tests:	JUL 2022			2022 Pass Rate [^]
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Account Clerk Series (AC III, only)	Jul-14	1/1	100%	50%
Foreman II	Jul-14	1/1	100%	100%
Juvenile Probation Officer I	Jul-14	1/1	100%	71%
Mechanical/Field Skills Test-53 (Sign Tech I)	Jul-14	1/1	100%	100%
MS Word+Clerical/Office Skills Test (TCII, TCIII, & Sec)	Jul-14	2/2	100%	53%
Recreation Center Supv, Asst. (Maint)	Jul-14	1/1	100%	100%
Clerical/Office Skills Test (Clerk III)	Jul-21	1/1	100%	50%
Mechanical/Field Skills Test (Trades Helper)	Jul-21	1/2	50%	75%
MS Word+Clerical/Office Skills Test (TCII, TCIII, & Sec)	Jul-21	1/3	33%	53%
Recreation Center Supv, Asst. (Ath)	Jul-21	1/2	50%	40%
Sewerage Treatment Plant Operator	Jul-21	1/1	100%	58%
Water Service Inspector I	Jul-21	1/1	100%	75%
Clerical Skills I (Clerk I/Receptionist)	Jul-25	1/1	100%	71%
Admin & Executive Assistant	Jul-28	2/2	100%	75%
Clerical Skills I (Clerk I/Receptionist)	Jul-28	3/4	75%	71%
Clerical-76 (Customer Relations Spec. I & II)	Jul-28	1/1	100%	100%
Engineering Inspector Series (EI I/II, only)	Jul-28	0/1	0%	71%
Maintenance Repairman	Jul-28	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)	Jul-28	1/1	100%	75%
SUMMARY:		22/28	79%	71%

[^] as of current month's end.

TESTS CONSTRUCTED/REFINED & VALIDATED (8):

Minimum Qualifications (4): Computer Network Administrator; Human Resource Manager; Payroll Clerk-Central Payroll Office; and Planner I.

Ratings of Training & Experience (4): Human Resource Manager; Information Technology Security Analyst; Juvenile Probation Officer III; and Recreation Area Coordinator-Maintenance.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>JUL-22</u>	<u>JUN-22</u>	<u>JUL-21</u>
Total Appointments to Permanent Positions:	78	43	92
Competitive:	60	31	75
Non-Competitive:	18	12	17
Breakdown of Competitive Appointments:			
Limited Entrance:	3	1	3
Preferred Reemployment:	0	0	0
Promotions:	24	23	27
Reemployment:	0	0	0
Entrance:	18	6	26
Reinstatement:	7	0	7
Transfers:	6	0	7
Demotions:	0	0	0
Reallocations:	2	1	5
Provisional:	3	0	2
Temporary Appointment:	0	6	16
Emergency Appointment:	1	1	2
Updated Job Descriptions:	38	7	2
Requisitions submitted in month:	149	88	104
Unfilled requisitions as of end of month:	397	389	296

SEPARATIONS

Total Permanent Separations:	37	22	33
Competitive:	26	15	23
Non-Competitive:	11	7	10
Breakdown of Separations:			
Dismissals:	3	2	4
Resignations:	28	17	24
Retirements:	5	2	5
Deaths:	0	0	0
Lay-offs:	1	1	0
End of Temporary Appointments:	1	1	2

OTHER DATA

Overall Turnover:	1.7%	1.0%	1.5%
Competitive Turnover:	1.6%	0.9%	1.3%
Non-Competitive Turnover:	2.1%	1.3%	1.8%

July presents an increase in Non-Competitive turnover and a decrease in Overall and Competitive turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JUL-22</u>	<u>JUN-22</u>	<u>JUL-21</u>
Salary Increases Granted:	138	170	127
Salary Increases Disapproved:	7	10	2
Fines:	1	1	1
Suspensions:	3	9	7
Leave with Pay Granted:	0	2	2
Leave without Pay Granted:	102	102	117
AWOL:	55	59	62
Parental Leave:	1	2	8
FMLA Requests:	31	38	31

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
Typist Clerk III – Community Development
Administrative Assistant – Capital Projects

CPQ's received: None

CPQ's assigned: Executive Assistant – Ecosystems & Coastal Management
Administrative Assistant – Fire Services
Public Works Project Coordinator – Water

Disposition(s): Engineering Division Supervisor - N.P. – Engineering – correctly classified
Typist Clerk III – Engineering – incorrectly classified; correct classification
Administrative Assistant

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Animal Care Attendant I, Animal Care Attendant II, Animal Care Attendant Supervisor,
Humane Officer, and Humane Officer-Chief – JPAWS
Assistant Director–Purchasing – Purchasing
Sign Technician Series – Engineering

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Signal Technician I (2461) to Signal Technician II (2462)
8. Plumbing Inspector I (5131) to Plumbing Inspector II (5132)
12. Mental Health Professional I (6555) to Mental Health Professional II (6556)

CLASSIFICATION AND PAY DIVISION – Page 2

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: None

Minimum Qualifications Written/Changes: None

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

JUDICIAL REPORT

Appeals Received during July:	1
Appeals Pending:	10
Appealed to 5 th Circuit during July:	0
Appeals pending before 5 th Circuit:	3
Appealed to Louisiana Supreme Court during July:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during July:	0
Appeals pending before the US Supreme Court:	1

July-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	1
0040	Parish President	2
0060	Finance	1
0064	Purchasing	2
0065	General Services	11
0066	Personnel	1
0067	Human Resource Management	2
0068	Planning	3
0110	Inspection & Code Enforcement	19
0112	Property Maintenance/Zoning	5
0140	Emergency Management	6
0150	Public Safety Grants Administration	1
0330	JeffCAP	1
1010	JeffCAP	128
1020	JeffCAP	93
1030	Community Justice Agency	3
1040	JeffCAP	1
1060	JeffCAP	14
1172	Community Development	10
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	8
1195	Community Development	6
1255	Public Health	2
1280	Workforce Connection	46
1290	Juvenile Services	1
2151	Juvenile Services	10
2152	Juvenile Services	10
2200	Animal Shelter	6
2450	Library	7
2451	Library	13
2452	Library	3
2453	Library	2
2454	Library	1
2530	Recreation	4
2531	Recreation	18
2532	Recreation	5
2533	Recreation	5
2534	Recreation	29
2535	Recreation	2
2615	Alario Center	8
2616	Recreation	1
2631	Lasalle	4
2650	Lafreniere	1

2651	Lafreniere	6
2652	Lafreniere	1
2662	Recreation	1
2920	Fire	6
2921	Fire	20
2923	Fire	1
3000	Streets	2
3002	Streets	15
3003	Streets	19
3005	Traffic Engineering	7
3050	Parkways	1
3051	Parkways	5
3052	Parkways	1
3110	Engineering – Street Lighting	3
3270	Drainage	9
3301	Drainage	35
3302	Drainage	50
3500	Environmental	1
3562	Inspector General	1
3850	Sewerage	3
3851	Sewerage	24
3852	Sewerage	15
3900	Water	5
3901	Water	9
3902	Water	20
3903	Water	3
3907	Water	34
3910	Water	1
3950	Fleet Management	6
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	2
3957	Engineering	7
3958	Environmental	2
3959	EIS	2
3960	Engineering	1
3966	Engineering	2
3971	Telecommunications	1
3972	Ecosystems & Coastal	1
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
9670	Risk Management	1
	Total	858

Hires by Date Report

For records between **07/01/22** and **07/31/22**

<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>
Jefferson Community Actions Programs	Accountant I (1210)	Price	Craig	7/23/2022		Emergency
Community Development Programs	Account Clerk III	Scherer	Guadalupe	7/2/2022	\$37,201.00	Entrance
Accounting 0061	Accountant II-Central Finance Office	Fontenberry	Denise	7/30/2022	\$49,454.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Williams Jr	Derrick	7/16/2022	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Bailey	Gabriel	7/2/2022	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Clerk I (1008)	Harness	Katie	7/30/2022	\$21,829.00	Entrance
Electronic Information System Management	College Intern - Technical Non-Engineering	Gaines	Terence	7/30/2022		Entrance
Water - Utilities 3907	Customer Relations Specialist II	Diaz	Claudia	7/30/2022	\$24,566.00	Entrance
Drainage - East Bank 3301	Drainage Pump Station Operator I	Vincent Jr	Raymond	7/2/2022	\$31,586.00	Entrance
Engineering 3957	Engineering Inspector I	Limjuco	Logan	7/16/2022	\$30,182.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Zeller	Dustin	7/16/2022	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Woodfill	Jessica	7/30/2022	\$28,778.00	Entrance
Jefferson Community Actions Programs	Head Start Teacher (6701)	Roussell	Chloe	7/2/2022	\$32,990.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Lambert	Dominique	7/9/2022	\$35,797.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Chatman	Mikal	7/16/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Cooke	Daniel	7/30/2022	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Perez	Kaylemn	7/2/2022	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer (2200)	Jones	Trae	7/30/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Clark	Reginald	7/2/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Cosey	Bryson	7/16/2022	\$24,948.00	Entrance
Planning 0068	Planner II (5086)	Dougherty	Logan	7/30/2022	\$44,221.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Carson	Tarez	7/30/2022	\$28,778.00	Entrance
Parks and Recreation - Satellites 2535	Recreation Center Supervisor	Smith	Steven	7/2/2022	\$37,201.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Frazier	Freddie	7/2/2022	\$28,778.00	Entrance
Sewerage - West Bank 3852	Trades Helper (2250)	Dennis	Jerel	7/2/2022	\$24,948.00	Entrance
Street 3000	Typist Clerk III (1103)	Albert	Jessica	7/2/2022	\$25,970.00	Entrance
Water 3900	Typist Clerk III (1103)	Williams	Ernestine	7/16/2022	\$25,970.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator	Scholl	Charles	7/2/2022	\$31,586.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator	Hawkins	Tahj	7/30/2022	\$31,586.00	Entrance
Drainage - West Bank 3302	Welder (2310)	Fontenberry	Bennie	7/30/2022	\$31,586.00	Entrance

Community Development Programs	Accountant I (1210)	Zhou	Fang	7/30/2022	\$39,061.00	Limited Entrance
Water - Utilities 3907	Data Entry Operator II (1272)	Champion	Candies	7/16/2022	\$24,566.00	Limited Entrance
Drainage - West Bank 3302	Equipment Operator IV	Windsor	Eric	7/30/2022	\$42,575.00	Limited Entrance
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Collins II	John	7/30/2022	\$37,014.00	Limited Entrance
Water - Distribution 3902	Laborer (2200)	Williams	Henry	7/2/2022	\$26,195.00	Limited Entrance
Telecommunications 3971	Typist Clerk III (1103)	Tigler	Tiffany	7/2/2022	\$32,617.00	Limited Entrance
Engineering 3957	Administrative Assistant (1015)	Tillman	Troy	7/2/2022	\$35,233.00	Promotional
Public Safety Grants and Administration	Administrative Management Specialist III	Ovalle	Melissa	7/30/2022	\$50,118.00	Promotional
Inspection and Code Enforcement 0110	Assistant Director - Inspection and Code Enforcement	Chetta	Tramone	7/2/2022	\$83,147.00	Promotional
Electronic Information System Management	Computer Network Specialist	Martin	Christopher	7/9/2022	\$52,644.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator I	Trondsen Jr	Percy	7/2/2022	\$40,447.00	Promotional
Streets - West Bank 3003	Equipment Operator IV	Nieto	Brock	7/16/2022	\$38,941.00	Promotional
Property Maintenance Zoning/Quality of Life	Executive Superintendent	Champagne	Michelle	7/2/2022	\$71,873.00	Promotional
Library - Maintenance 2453	Foreman II (2212)	Cardinelle	Shane	7/30/2022	\$37,201.00	Promotional
Jefferson Community Actions Programs	Head Start Teacher (6701)	Williams	Dionka	7/16/2022	\$38,025.00	Promotional
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Brown	Jakeira	7/30/2022	\$25,970.00	Promotional
Drainage - East Bank 3301	Laborer, Semi Skilled (2201)	Glenn	Kyron	7/2/2022	\$26,195.00	Promotional
Inspection and Code Enforcement 0110	Mechanical Inspector I (5121)	London	Charles	7/30/2022	\$45,465.00	Promotional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I (5135)	Antoine	Loaletha	7/30/2022	\$29,156.00	Promotional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector III	Dabdoub	Anthony	7/30/2022	\$48,056.00	Promotional
General Services 0065	Property Manager, Assistant (1246)	Lawson	Thomas	7/16/2022	\$49,352.00	Promotional
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Goodwin Jr	Cory	7/30/2022	\$28,778.00	Promotional
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Prowell Jr	James	7/16/2022	\$41,196.00	Promotional
Parks and Recreation - Athletics 2532	Recreation Special Program Supervisor	Lore	Andrew	7/2/2022	\$36,727.00	Promotional
Parks and Recreation - Leisure Services 2533	Recreation Special Program Supervisor	Hebert	Elizabeth	7/30/2022	\$34,394.00	Promotional
Inspection and Code Enforcement 0110	Regulatory Manager (5125)	Puleo	Salvador	7/16/2022	\$90,635.00	Promotional
Central Garage 3950	Secretary (1115)	Gregoire	Gail	7/30/2022	\$34,579.00	Promotional
Sewerage - West Bank 3852	Sewerage Line Repair Superintendent II (2696)	Holmes	Dwayne	7/16/2022	\$61,160.00	Promotional
Telecommunications - Central Telephone	Telecommunications Supervisor	Swaney	Henry	7/2/2022	\$45,734.00	Promotional
Property Maintenance Zoning/Quality of Life	TYPIST CLERK III (1103)	Drake-Pruitt	Shanetta	7/2/2022	\$25,970.00	Promotional
Water - Utilities 3907	Water Service Inspector II - Water Meter (2262)	Sweeney	Nicholas	7/2/2022	\$28,075.00	Promotional

Water - Distribution 3902	Water Service Inspector II-Maintenance (2262)	Williams	Henry	7/30/2022	\$28,075.00	Promotional
Public Safety Grants and Administration	Administrative Management Specialist III	Ovalle	Melissa	7/16/2022	\$50,118.00	Provisional
Electronic Information System Management	College Intern - Technical Non-Engineering	Gaines	Terence	7/2/2022		Provisional
Parks and Recreation - Athletics 2532	Recreation Area Coordinator - Athletics	Buhler III	Harold	7/30/2022	\$86,337.00	Provisional
Workforce Development Board 8280	Workforce Connection Program Planner/Supervisor	Stewart	Deanna	7/30/2022	\$55,866.00	Provisional
Inspection and Code Enforcement 0110	PLUMBING INSPECTOR II	Ducote	Troy	7/16/2022	\$52,352.00	Reallocation
Engineering - Traffic Engineering 3005	Signal Technician II (2462)	Firven	Gregory	7/16/2022	\$36,542.00	Reallocation
Workforce Development Board 8280	Accountant I (1210)	Benitez	Carmen	7/2/2022	\$41,014.00	Reinstatement
Engineering - Traffic Engineering 3005	Administrative Assistant	Gilley	Karen	7/16/2022	\$51,618.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Gros	Gabrielle	7/2/2022	\$24,948.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Animal Care Specialist	Stinson	Tiffanie	7/30/2022	\$43,065.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Clerk I	Lynch	Daisy	7/16/2022	\$27,585.00	Reinstatement
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Taylor	Lashonda	7/16/2022	\$27,269.00	Reinstatement
Central Garage 3950	Laborer, Semi-Skilled (2201)	England	Robert	7/2/2022	\$25,233.00	Reinstatement
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Ledoux Jr	Robert	7/30/2022	\$0.00	Reinstatement
Parks and Recreation - Playgrounds	Recreation Center Supervisor, Assistant	Battle	Oscar	7/9/2022	\$34,978.00	Transfer
Parks and Recreation - Playgrounds	Recreation Center Supervisor, Assistant	Thornton	Kenric	7/9/2022	\$32,019.00	Transfer
General Services - Corrections 8120	Stationary Engineer I (2031)	Edgerson	Travis	7/16/2022	\$34,980.00	Transfer
General Services 0065	Stationary Engineer I (2031)	Rojas	Chance	7/16/2022	\$30,182.00	Transfer
Drainage - West Bank 3302	Trades Helper (2250)	Tran	Tha	7/9/2022	\$38,000.00	Transfer
Sewerage - West Bank 3852	Welder (2310)	Moreno	Jose	7/16/2022	\$37,903.00	Transfer
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Brown	Ashley	7/16/2022	\$25,970.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Frisella	Dolores	7/16/2022	\$30,063.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	McGinnis	Bryancha	7/16/2022	\$44,688.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Robertson	Lanette	7/16/2022	\$25,970.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Dickerson	Lynette	7/16/2022	\$34,343.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Davis	Samantha	7/16/2022	\$28,632.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Pazon	Matricia	7/16/2022	\$30,063.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Neal	Cora	7/16/2022	\$34,343.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Black	Dana	7/16/2022	\$36,214.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Graves	Donna	7/16/2022	\$32,706.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Hitt	Stephanie	7/16/2022	\$28,632.00	Updated Job Description

Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Perry	Donna	7/16/2022	\$36,060.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Edwards	Myriko	7/16/2022	\$41,744.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Brown	Elizabeth	7/16/2022	\$36,214.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Desai	Shital	7/16/2022	\$31,150.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	George	Doris	7/16/2022	\$34,779.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Fugon Ramos	Ruth	7/16/2022	\$28,632.00	Updated Job Description
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Chatelain	Courtney	7/16/2022	\$27,269.00	Updated Job Description
Parkways - West Bank 3052	Equipment Operator I (2371)	DeMolle Jr	Martinis	7/28/2022	\$27,025.00	Updated Job Description
Streets - East Bank 3002	Equipment Operator III	Jones	Vernon	7/28/2022	\$35,636.00	Updated Job Description
Streets - East Bank 3002	Equipment Operator IV	Hunter	Gregory	7/28/2022	\$60,131.00	Updated Job Description
Streets - West Bank 3003	Equipment Operator IV	Bazile	Michael	7/28/2022	\$48,866.00	Updated Job Description
Streets - East Bank 3002	Equipment Operator IV	Rojas	Dustin	7/28/2022	\$46,114.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Ignont	Richard	7/28/2022	\$33,639.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Jackson	Welton	7/28/2022	\$31,263.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Green	Randolph	7/28/2022	\$39,900.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Jenkins	Jorelle	7/28/2022	\$30,494.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Payne	Jamie	7/28/2022	\$29,042.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Perrilloux	Carvase	7/28/2022	\$29,116.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Brown	Raynard	7/28/2022	\$26,195.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi- Skilled	Lamonte III	Arthur	7/28/2022	\$26,195.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi-Skilled	Celestine	Terrell	7/14/2022	\$26,195.00	Updated Job Description
Streets - West Bank 3003	Laborer, Semi-Skilled	Washington	Johnathan	7/28/2022	\$26,495.00	Updated Job Description
Streets - East Bank 3002	Road Maintenance Foreman	Walker	Ricky	7/28/2022	\$53,952.00	Updated Job Description
Streets - East Bank 3002	Truck Driver II (2362)	Firven	Carl	7/14/2022	\$54,336.00	Updated Job Description
Streets - East Bank 3002	Truck Driver II (2362)	Bergeron	Gerard	7/28/2022	\$41,400.00	Updated Job Description
Streets - East Bank 3002	Truck Driver II (2362)	Montgomery	Chad	7/28/2022	\$28,743.00	Updated Job Description
Streets - West Bank 3003	Typist Clerk III (1103)	Albert	Jessica	7/23/2022	\$25,970.00	Updated Job Description

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – AUGUST 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>AUG-22</u>	<u>JUL-22</u>	<u>AUG-21</u>
Total Applications Received:	505	433	447
Competitive:	408	332	374
Non-Competitive:	97	101	73
Total Applications Rejected:	183	163	184
Competitive:	169	150	176
Non-Competitive:	14	13	8
Total Applications Withdrawn:	90	84	36
Competitive:	67	64	27
Non-Competitive:	23	20	9
Candidates Scheduled for Written Exam:	41	48	75
Candidates Examined - Written Exam:	24	37	49
Candidates Passed Written Exam:	18	30	41
Candidates Failed Written Exam:	6	7	8
Candidates Examined - Rating of T&E:	44	43	34
Candidates Placed on Competitive Eligible List:	88	77	72
Certificates of Eligibility Issued:	23	28	14
Certificates of Eligibility to be Interviewed Issued (GLC):	40	31	25
Pending Testing (Scheduled for upcoming Test):	39	19	8
Pending Review or Waiting for More Information:	92	36	151
Job Interest Cards Completed Online:	45	21	68
ADA Accommodations			
Requested:	4	1	0
Approved:	0	0	0
Denied:	3	3	0
Withdrawn:	0	0	0
Pending:	1	0	0
New Postings in NEOGOV:	24	12	18
New Exam Plans in NEOGOV:	12	6	3
Revised Exam Plans in NEOGOV:	12	6	15

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant I
- Administrative Management Specialist I
- Administrative Management Specialist III - Floodplain/Coastal Management
- Assistant Director – Citizen’s Affairs
- Assistant Director – Juvenile Services
- Building Maintenance Supervisor
- Buyer II
- Ceramics Pourer
- Customer Relations Specialist III
- Emergency Management Coordinator III
- Environmental Quality Specialist
- Executive Assistant
- Federal Programs Coordinator - RSVP
- Fire Training Center Training Officer
- Housing Improvement Administrator
- Librarian II
- Library Associate
- Personnel Technician III
- Planner III
- Property Maintenance/Zoning Inspector I
- Shipping & Receiving Stock Clerk
- Stationary Engineer I
- Warehouse Supervisor I
- Workforce Connection Program Planner/Supervisor

Advertisement Source	Total %
College/University Career Services	0.74
Facebook	0.56
Family, Friend, Co-Worker, etc.	17.04
Governmentjobs.com	8.52
Indeed.com	11.48
Jefferson Parish Department other than Personnel	2.59
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	8.52
Jefferson Parish website	37.22
Job Fair	3.15
Library	0.93
Louisiana Job Connection website	0.74
Louisiana Workforce Commission website	0
Monster.com	0
Newspaper ad	0
Nola.com	0.56
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.74
Unknown	0
Personnel Department Use Only	6.85
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (18):

	AUG 2022			2022 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Written Tests:				
Recreation Center Supervisor, Asst. (Maint.)	Aug-04	2/2	100%	100%
Sewerage Treatment Plant Operator	Aug-04	0/1	0%	54%
Water Service Inspector I	Aug-04	0/1	0%	58%
Admin & Executive Assistant	Aug-11	1/1	100%	78%
Juvenile Probation Officer I	Aug-11	1/1	100%	75%
Mechanical/Field Skills Test (Trades Helper)	Aug-11	1/1	100%	76%
Mechanical/Field Skills Test-53 (Sign Tech I)	Aug-11	1/1	100%	100%
Sewerage Lift Station Inspector	Aug-11	1/1	100%	100%
Account Clerk Series (I/II & III)	Aug-18	2/2	100%	71%
Clerical Skills I (Clerk I/Receptionist)	Aug-18	1/1	100%	75%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Aug-18	0/1	0%	52%
Water Purification Operator	Aug-18	0/1	0%	67%
Water Service Inspector I	Aug-18	1/3	33%	58%
Admin & Executive Assistant	Aug-25	1/1	100%	78%
Clerical/Office Skills Test (Clerk III)	Aug-25	1/1	100%	57%
Clerical-76 (Customer Relations Spec. I/II)	Aug-25	3/3	100%	100%
Drainage Pump Station Operator I	Aug-25	1/1	100%	90%
Juvenile Detention Officer I	Aug-25	1/1	100%	67%
SUMMARY:		18/24	75%	73%

^ as of current month's end.

TESTS CONSTRUCTED/REFINED & VALIDATED (16):

Minimum Qualifications (15): Administrative-Management Specialist I; Administrative-Management Specialist III-Floodplain/Coastal Management (2); Assistant Director-Citizens' Affairs; Assistant Director-Juvenile Services; Ceramics Pourer; Emergency Management Coordinator III; Fire Training Center Training Officer; Housing Improvement Administrator; ID/Security System Coordinator; Librarian II; Library Page; Planner III; Stationary Engineer I; and Workforce Connection Career Specialist.

Ratings of Training & Experience (1): Payroll Clerk-Central Payroll Office.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>AUG-22</u>	<u>JUL-22</u>	<u>AUG-21</u>
Total Appointments to Permanent Positions:	82	78	43
Competitive:	60	60	35
Non-Competitive:	22	18	8
Breakdown of Competitive Appointments:			
Limited Entrance:	2	3	1
Preferred Reemployment:	0	0	0
Promotions:	21	24	17
Reemployment:	0	0	0
Entrance:	17	18	11
Reinstatement:	4	7	4
Transfers:	14	6	1
Demotions:	0	0	0
Reallocations:	2	2	1
Provisional:	4	3	0
Temporary Appointment:	2	0	0
Emergency Appointment:	0	1	0
Updated Job Descriptions:	6	38	14
Requisitions submitted in month:	140	149	92
Unfilled requisitions as of end of month:	407	397	309

SEPARATIONS

Total Permanent Separations:	41	37	36
Competitive:	30	26	27
Non-Competitive:	11	11	9
Breakdown of Separations:			
Dismissals:	4	3	2
Resignations:	30	28	27
Retirements:	7	5	7
Deaths:	0	0	0
Lay-offs:	0	1	0
End of Temporary Appointments:	3	1	3

OTHER DATA

Overall Turnover:	1.9%	1.7%	1.6%
Competitive Turnover:	1.9%	1.6%	1.6%
Non-Competitive Turnover:	2.1%	2.1%	1.7%

August presents an increase in Overall and Competitive turnover and a slight decrease in Non-Competitive turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>AUG-22</u>	<u>JUL-22</u>	<u>AUG-21</u>
Salary Increases Granted:	159	138	152
Salary Increases Disapproved:	3	7	2
Fines:	0	1	0
Suspensions:	7	3	2
Leave with Pay Granted:	1	0	0
Leave without Pay Granted:	88	102	122
AWOL:	59	55	76
Parental Leave:	8	1	8
FMLA Requests:	51	31	11

JOB CLASSIFICATION STUDIES:

Completed: Typist Clerk III – Community Development - Withdrawn

Pending:

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

CPQ's received: Administrative Assistant – Capital Projects

CPQ's assigned: Executive Assistant – Ecosystems & Coastal Management
Administrative Assistant – Fire Services
Public Works Project Coordinator – Water

Disposition(s): Typist Clerk III – Community Development - Withdrawn
Engineering Inspector II (3 positions) – Streets (Addendum to previous job study) -
incorrectly classified; correct classification Engineering Inspector III

PAY GRADE REASSIGNMENTS:

Completed: Assistant Director–Purchasing – Purchasing
Sign Technician Series – Engineering

Pending: None

Assigned: Animal Care Attendant I, Animal Care Attendant II, Animal Care Attendant Supervisor,
Humane Officer, and Humane Officer-Chief – JPAWS

Disposition(s): Assistant Director–Purchasing – Purchasing – incorrectly graded in the Pay Plan,
recommendation approved by the Personnel Board to change the pay grade
Sign Technician Series – Engineering – incorrectly graded in the Pay Plan,
recommendation approved by the Personnel Board to change the pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

7. Water Purification Operator-Class II (2763) to Water Purification Operator-Class III (2764)

9. Sewerage Treatment Plant Operator (2661) to Sewerage Treatment Plant Operator-Class I (2662)

CLASSIFICATION AND PAY DIVISION – Page 2

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: Sign Technician III

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Market Study research for Plumber and Equipment Operator Series

JUDICIAL REPORT

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

August-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		16
0066	Personnel		3
0067	Human Resource Management		2
0068	Planning		2
0081	General Services		2
0110	Inspection & Code Enforcement		22
0112	Property Maintenance/Zoning		6
0120	General Services		4
0130	Fire		3
0140	Emergency Management		5
0330	JeffCAP		2
1010	JeffCAP		141
1020	JeffCAP		93
1030	Community Justice Agency		3
1040	JeffCAP		1
1060	JeffCAP		11
1172	Community Development		15
1173	Community Development		1
1174	Community Development		2
1176	Community Development		7
1187	Community Development		9
1195	Community Development		6
1230	Community Development		1
1255	Public Health		2
1280	Workforce Connection		62
1290	Juvenile Services		1
2150	Juvenile Services		1
2151	Juvenile Services		20
2152	Juvenile Services		10
2200	Animal Shelter		5
2450	Library		6
2451	Library		30
2452	Library		2
2453	Library		4
2454	Library		2
2530	Recreation		4
2531	Recreation		19
2532	Recreation		4
2533	Recreation		5
2534	Recreation		42

2535	Recreation	2
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	3
2650	Lafreniere	1
2651	Lafreniere	8
2652	Lafreniere	1
2662	Recreation	2
2920	Fire	4
2921	Fire	21
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	11
3301	Drainage	45
3302	Drainage	50
3500	Environmental	2
3562	Inspector General	1
3850	Sewerage	4
3851	Sewerage	23
3852	Sewerage	25
3900	Water	6
3901	Water	13
3902	Water	30
3903	Water	4
3907	Water	38
3910	Water	1
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	4
3968	Security	1
3971	Telecommunications	1
3972	Ecosystems & Coastal	1
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
9670	Risk Management	1
	Total	1019

Hires by Date Report

For records between **08/01/22** and **08/31/22**

94 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Central Garage 3950	Automotive Mechanic (2336)	Fogarty	Ryne	8/13/2022	\$31,586.00	Entrance
Central Garage 3950	Automotive Mechanic Trainee (2335)	Conde	Gerardo	8/13/2022	\$24,948.00	Entrance
Inspection and Code Enforcement 0110	Building Inspector I (5101)	Lightell Jr	Jimmy	8/27/2022	\$37,201.00	Entrance
Jefferson Community Actions Programs	Child Care Worker	Paschall	Ravan	8/27/2022	\$18,711.00	Entrance
Jefferson Protection and Animal Welfare Service	Clerk I (1008)	Henry	Andrea	8/13/2022	\$21,829.00	Entrance
Electronic Information System Management	Computer Application Developer (1274)	Clipper	Rayburn	8/27/2022	\$67,947.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Henry	Daveyell	8/13/2022	\$21,829.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Mouney	Lisa	8/27/2022	\$21,829.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Williams	Twaine	8/27/2022	\$21,829.00	Entrance
Jefferson Community Actions Programs	Custodian (2020)	Sauerwin Jr	Wilbert	8/27/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Drainage Pump Station Operator I (2600)	Punch	Jason	8/27/2022	\$31,586.00	Entrance
Parks and Recreation	GROUNDSKEEPER	Jefferson	Devyn	8/13/2022	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER	Avrard	Corey	8/27/2022	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER	Loyacono	Devin	8/27/2022	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Thomas	Bailey	8/27/2022	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Humane Officer (6612)	Sauvage	Juliana	8/27/2022	\$28,778.00	Entrance
Water - Distribution 3902	Laborer	Armstead	Randolph	8/27/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer	Broussard	Hayward	8/27/2022	\$24,948.00	Entrance
Sewerage - East Bank 3851	Laborer (2)	Matthews IV	Eddie	8/27/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Sanchez	Megan	8/13/2022	\$24,948.00	Entrance
Water 3900	Network Systems Field Specialist	Aguiluz-Figueroa	Kevyn	8/27/2022	\$52,644.00	Entrance
Planning 0068	Planner I	Mercier	Samuel	8/13/2022	\$33,090.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Chiasson	Jadd	8/27/2022	\$28,778.00	Entrance
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator (2661)	Martin	Lane	8/13/2022	\$31,586.00	Entrance
Water - Treatment Plant 3901	Trades Helper (2250)	Gonzales	Antonio	8/13/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Truck Driver II (2362)	Hamilton	Tramekia	8/13/2022	\$27,374.00	Entrance
Central Garage 3950	Typist Clerk III	Miller	Cynthia	8/27/2022	\$25,970.00	Entrance
Property Maintenance Zoning/Quality of Life	TYPIST CLERK III	Robinson	Nashaunta	8/27/2022	\$25,970.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Griffin	Iliyeah	8/27/2022	\$31,586.00	Entrance
Water - Utilities 3907	Water Service Inspector I (2261)	Kinchen	Lindel	8/27/2022	\$21,829.00	Entrance
Emergency Management 0140	Assistant Director-Emergency Management	Trosclair	Christopher	8/13/2022	\$107,952.00	Limited Entrance
Streets - East Bank 3002	Equipment Operator III - Backhoe (2373)	Bethley	Corey	8/13/2022	\$60,754.00	Limited Entrance

Engineering - Traffic Engineering 3005	Sign Technician I (2472)	Landry	Chris	8/27/2022	\$38,590.00	Limited Entrance
Water - Distribution 3902	Laborer (2200)	Glenn	Kyron	8/27/2022	\$27,505.00	Limited Entrance
Sewerage - East Bank 3851	Equipment Operator I (2371)	DeMolle Jr	Martinis	8/27/2022	\$28,376.00	Limited Entrance
Accounting 0061	Accountant II-Central Finance Office	Vicks-North	Erika	8/13/2022	\$48,433.00	Promotional
Workforce Connection 1280	ADMINISTRATIVE ASSISTANT	Bishop	Toby	8/13/2022	\$34,394.00	Promotional
Ecosystems and Coastal Management	Administrative Management Specialist II	Firven	Melissa	8/27/2022	\$35,797.00	Promotional
Library 2450	Administrative-Management Specialist II	Wollschlaeger	Angie	8/27/2022	\$35,797.00	Promotional
Library - Marketing 2454	Administrative-Management Specialist III	SMITH	WILLIAM	8/13/2022	\$58,855.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Specialist (6617)	Lewis	Elbert	8/27/2022	\$33,981.00	Promotional
Purchasing 0064	Buyer I (1301)	Caronia	Lisa	8/27/2022	\$34,802.00	Promotional
Electronic Information System Management	Computer Network Administrator (1269)	Dinh	John	8/20/2022	\$67,385.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator I (2600)	Becknel	Emanuel	8/13/2022	\$36,751.00	Promotional
Drainage - East Bank 3301	Equipment Operator III - Large Mowers	Coster III	Raymond	8/27/2022	\$45,642.00	Promotional
Drainage - East Bank 3301	Equipment Operator IV - Vacuum Trucks	Barber	Rondell	8/27/2022	\$35,797.00	Promotional
Parkways 3050	Executive Superintendent (1020)	Babin	Heta	8/27/2022	\$63,081.00	Promotional
Parkways - East Bank 3051	Foreman II (2212)	Grillot	Brian	8/27/2022	\$46,653.00	Promotional
Water - Distribution 3902	Laborer, Semi-Skilled (2201)	Barnes	Ingrid	8/27/2022	\$27,505.00	Promotional
Library 2450	Librarian III (3153)	Cornelia	Skye	8/27/2022	\$51,062.00	Promotional
Parks and Recreation	MAINTENANCE REPAIRMAN	Carmadelle Jr.	Fernand	8/13/2022	\$31,109.00	Promotional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector III	Rousset	Barre	8/13/2022	\$39,117.00	Promotional
Parks and Recreation	Recreation Area Coordinator-Maintenance	Charles	Maverick	8/13/2022	\$67,641.00	Promotional
Engineering 3957	Secretary	Williams	Tawan	8/27/2022	\$31,353.00	Promotional
Lafreniere Park - Maintenance 2651	TRADES HELPER	Johnson	Raymond	8/13/2022	\$27,505.00	Promotional
Library - Maintenance 2453	Trades Helper	Craig	Antoine	8/27/2022	\$27,505.00	Promotional
Sewerage - East Bank 3851	Trades Helper (2250)	Peart	Cameron	8/13/2022	\$26,195.00	Promotional
Engineering - Warehouse 3966	Warehouse Supervisor I	Fortenberry	Robert	8/13/2022	\$37,201.00	Promotional
Parks and Recreation	Recreation Area Coordinator - Athletics	Buhler III	Harold	8/20/2022	\$86,337.00	Promotional
Citizens' Affairs 0410	Assistant Director-Citizens' Affairs	Lange	Brandie	8/13/2022	\$86,379.00	Provisional
Juvenile Services 2150	Assistant Director-Juvenile Services (6546)	Villio	Matthew	8/13/2022	\$88,927.00	Provisional
Environmental Affairs 3958	Environmental Quality Specialist (5401)	Aubin	Peyton	8/13/2022	\$40,009.00	Provisional
Community Development Programs	Housing Improvement Administrator	Batiste	Emann	8/27/2022	\$46,046.00	Provisional
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class I	Rapp Jr	Denny	8/13/2022	\$39,699.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator-Class III	Foltz	Jason	8/13/2022	\$44,842.00	Reallocation
Accounting 0061	Accountant I-Central Finance Office	Bui	Nhi	8/13/2022	\$56,296.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Humane Officer-Chief (6613)	Neal	Shannon	8/27/2022	\$43,897.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Animal Care Attendant II	Thibodeaux	Brittany	8/13/2022	\$34,823.00	Reinstatement
General Services 0065	Building Maintenance Supervisor (2259)	Folse III	George	8/13/2022	\$26,000.00	Reinstatement
General Services 0065	Trades Helper (2250)	Rabalais	Ryan	8/13/2022	\$30,176.00	Reinstatement

Parks and Recreation	Groundskeeper (2354)	Melancon	Brandon	8/20/2022	\$24,948.00	Transfer
Parks and Recreation	Groundskeeper (2354)	McGivens	Darrell	8/20/2022	\$28,054.00	Transfer
Drainage - East Bank 3301	Drainage Pump Station Operator II (2601)	Malaki	Roy	8/13/2022	\$41,807.00	Transfer
Library - Libraries 2451	Library Associate	Watson	Emma	8/13/2022	\$33,790.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	LeBlanc	Gerard	8/13/2022	\$30,217.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Thornton	Kenric	8/13/2022	\$32,019.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Allemand	Bryana	8/6/2022	\$40,051.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Frazier	Freddie	8/6/2022	\$28,778.00	Transfer
Library - Libraries 2451	Library Associate	Parker Jr.	Michael	8/13/2022	\$33,790.00	Transfer
Drainage - West Bank 3302	Trades Helper (2250)	Marshall	Gregery	8/27/2022	\$37,959.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Greichgauer Jr	Ronald	8/13/2022	\$34,248.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Thornton	Blair	8/13/2022	\$35,480.00	Transfer
Drainage 3270	Typist Clerk III	Keller	Danielle	8/27/2022	\$31,686.00	Transfer
Library - Libraries 2451	Library Associate	Jackson	Cynthia	8/13/2022	\$21,551.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Walker	Larry	8/13/2022	\$40,620.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Goodwin Jr	Cory	8/13/2022	\$28,778.00	Transfer
Parks and Recreation	Alario Center Events Coordinator	Bruard	Shelley	8/13/2022		Transient
Electronic Information System Management	College Intern - Technical Non-Engineering	Bode	Parker	8/6/2022		Transient
Community Development Programs	Administrative-Management Specialist III	Henry	Craig	8/27/2022	\$50,301.00	Updated Job Description
Community Development Programs	Administrative-Management Specialist III	Whipple	Jonathan	8/27/2022	\$56,489.00	Updated Job Description
Parks and Recreation	FOREMAN II	Hamilton	Christopher	8/11/2022	\$40,747.00	Updated Job Description
Parks and Recreation	FOREMAN II	Corpora	Anthony	8/20/2022	\$55,056.00	Updated Job Description
Community Development Programs	Housing Improvement Counselor II	Lemoine	Zachary	8/27/2022	\$28,743.00	Updated Job Description
Community Development Programs	Housing Improvement Counselor II	Leon	Angello	8/27/2022	\$28,743.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
SEPTEMBER 29, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF AUGUST 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 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;
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;
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;
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;
9. Docket No. 2022-008, Craig A. Price vs. Department of Jefferson Community Action Programs, order pending Board signature.

APPEALS RECEIVED SUBSEQUENT TO AUGUST 17, 2022:

September 19, 2022

OFFICIAL NOTICE

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

THURSDAY, SEPTEMBER 29, 2022 – 9:00 A.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 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;
- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Water;
- 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;
- 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;
- Request to cancel lists in accordance with Personnel Rule VI, Section 6.4;
- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Library;
- 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.