

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, MARCH 14, 2024 AT 2:00 P.M.  
ROOM 204, JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
  - A. Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special pay provision assignments and to create new classifications for classifications utilizing International Code Council certifications in the Departments of Building Permits and Code Compliance and Enforcement;
  - B. Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special pay provision assignments to existing classifications and to create new classifications for classifications utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director;
  - C. Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class Information Technology Operations Manager;
  - D. Amend the Pay Plan for the Classified Service to revise the class title and base hours per week for the class of Alario Center Operations Manager;
  - E. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Human Resource Management; and,
  - F. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- 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 and to discuss personnel matter regarding character and professional competence as it relates to the Director's annual evaluation.
- V. Approval of the Minutes: Meeting of February 22, 2024.
- VI. Old Business:
- VII. New Business:
  - A. Requests for advanced or extended leaves of absence;
  - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
  - C. Approval of the monthly report;
  - D. Meeting(s)/Hearing(s) Dates: Tuesday, April 16, 2024, 2:00 p.m. (tentative) and Tuesday, May 21, 2024, 2:00 p.m. (tentative) meeting dates;

E. Miscellaneous/Unscheduled Matters;

F. Director's Report:

1. Update on Personnel Department's recent recruitment activity

VIII. Adjournment for Review of Appeals

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

**SUBJECT:** A PROPOSAL TO AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 1.3(G) FOR THE CLASS INFORMATION TECHNOLOGY OPERATIONS MANAGER.

**DATE:** MARCH 7, 2024

**CC:** CORRESPONDENCE FILE

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At the January Board Meeting, the Personnel Board approved the creation of the class of Information Technology Operations Manager. We stated at the board meeting, that we would be coming back to the board in order to request a market-based pay grade for the position. This is done to align this class with other Computer/IT classes in the pay plan. We have continuously found that the market for computer positions require us to pay at a Market Rate. Accordingly, we recommend that this position be put into a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g.)

We recommend the class of Information Technology Operations Manager be placed in the following 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		
1277	Information Technology Operations Manager	42	75809	117604	35	E

The Personnel Department recommends approval of the placement of the class of Information Technology Operations Manager into a Market Based Pay Grade by the Personnel Board.

MEMORANDUM

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** A PROPOSAL TO AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO REVISE THE CLASS TITLE AND BASE HOURS PER WEEK FOR THE CLASS OF ALARIO CENTER OPERATIONS MANAGER  
**DATE:** MARCH 7, 2024  
**CC:** CORRESPONDENCE FILE

The Personnel Department is recommending a class title change for Alario Center Operations Manager. The recommended change will allow for the position to be utilized in the Department of General Services and the Department of Alario Center. Additional we are recommending to change the base hours per from 35 to 40. Therefore, we are requesting the following:

Current Class Title:

Class Code	Class Title	Base Hrs./Wk.
1255	Alario Center Operations Manager	35

Recommended Changes to Class Titles

Class Code	Class Title	
1255	Facilities Operations Manager	40

The Personnel Department recommends approval of the proposed class title and base hours per week change by the Personnel Board.

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** ANNIE VAUGHN, PERSONNEL ANALYST III, CLASSIFICATION, PAY, & RECORDS DIVISION

**SUBJECT:** RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ADD THE CLASS OF HUMAN RESOURCE ADMINISTRATOR (1461)

**DATE:** 03/08/2024

**CC:** CORRESPONDENCE FILE

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The Department of Personnel received a request from the Department of Human Resource Management to investigate the possibility of the creation of a new job classification to supervise the Human Resource Managers and oversee the Substance Use Program. Currently, supervision of the Human Resource Managers is under the Assistant Director-Human Resource Management. Removing this responsibility would free up the Assistant Director to assist the Director with more day-to-day operations of all divisions of the department. The Department of Human Resource Management provided a proposed job description for what they envision this position would be responsible for.

Based upon the information obtained from the request and the submitted job description, the Department of Personnel has determined that the creation of a new classification titled Human Resource Administrator is in order. This class title and class code were previously used with a different job description. Personnel Staff carefully reviewed the job description in order to accurately complete an Archer evaluation. The position evaluated at an overall point total of 776, with a responsibility valuation of 1.22220. This establishes the recommended pay grade for the new class of Human Resource Administrator as a pay grade 31; hours of work will be 35 base hours per week and the position will be Exempt from overtime compensation under the Fair Labor Standards Act (FLSA). A class description for the class of Human Resource Administrator has been prepared and is included with this report.

Additionally, the Division of Test Development established the following minimum qualification requirements (MQRs):

“Possession of an accredited Bachelor’s degree with major coursework in Human Resource Management, Psychology, Business, Public Administration, or a related field; plus, four (4) years of paid experience performing human resources (HR) work in a role with supervisory, managerial, or program oversight duties, to include significant employee relations experience and some experience in the management/coordination of a substance abuse or employee wellness program within an organization.

**Substitution:** An accredited Master’s degree in a related field of study (as described above) may substitute for two (2) years of the required HR experience (excluding the required employee relations and substance abuse/employee wellness program experience).

**Preferred:** Possession of a professional HR certification from SHRM or HRCI is preferred.”

The recommendation to be placed in the pay plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
1461	Human Resource Administrator	31	52644	81669	35	E

The Personnel Department recommends approval of creation of the class of Human Resource Administrator by the Personnel Board.

**JEFFERSON PARISH, LOUISIANA**  
**CLASS DESCRIPTION – 2024**

**POSITION TITLE: HUMAN RESOURCE ADMINISTRATOR**

**KIND OF WORK**

Under direction of the Director of Human Resource Management, the purpose of the position is to perform professional level administrative and supervisory work overseeing the Jefferson Parish Substance Use Program and providing leadership and expertise to the Human Resource Managers. This position is responsible for providing technical information and assistance to employees, department staff, department supervisors, appointing authorities, and the Jefferson Parish Administration/officials regarding all aspects of human resource management including labor relations, substance abuse programs, rule and regulation enforcement, policy and procedure implementation, and personnel/organizational management. Work involves supervision over professional staff. Performs related work as required.

**DISTINGUISHING FEATURES OF WORK**

This one position class ensures work is accomplished in accordance with Jefferson Parish Rules, Jefferson Parish Policy, federal, state, and local labor and civil rights laws, and the Fair Labor Standards Act. Acts as the Substance Use Program Manager. Work is accomplished through case management by Human Resource Managers working with departmental appointing authorities and supervisors. This class differs from the classes of Human Resources Manager in that the latter are responsible for assisting in the daily personnel management of employees at work in assigned departments and for assisting the appointing authorities of these departments, whereas an employee in the class of Human Resource Administrator provides technical leadership and management to the Human Resources Management staff.

**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 a team of Human Resource Managers; delivers coaching, counseling, development and educational opportunities; evaluates work performance and approves/disapprove leave requests.

Administer and coordinate activities of the Substance Use Program and mandated drug and alcohol testing activities, including random, post-accident and reasonable suspicion drug testing.

Oversees the review and approval process of pre-placement physicals and drug and alcohol testing results for prospective new hires and current employees. Notifies the Appointing Authority of positive drug and/or alcohol test results; advises the appropriate actions required by the Substance Use Policy.

Administers the contracts related to the Substance Use Program. Drafts resolutions/contracts/ordinances and other related items relative to the Substance Use Program. Communicates with vendors.

Works with Training Division to develop training programs and build positive relationships with new employees to help improve employee satisfaction, retention, and productivity. Conduct and/or follow up on exit interviews to identify trends in turnover.

Foster a culture of effective communications throughout the organization; review policies to ensure employees are treated consistently and fairly in order to improve team relations.

Provides labor relations services to Jefferson Parish departments. Assists appointing authorities and supervisors in preparation and effectuating of employee disciplinary actions, attends fact-finding conference and pre-disciplinary hearings to represent the interest of the appointing authorities. Counsels supervisors on specific employee problems, and recommends and assists with implementation of appropriate corrective action. Investigates employee problems; hears employee complaints and grievances. Conducts interviews and procures written statements from witnesses and involved employees.

Assists the Parish Attorney's Office in the investigation, mediation, and response to EEOC complaints filed against Jefferson Parish.

Prepares affirmative responses to Civil Service appeals by attending hearings, coordinating appeal activities with Departmental Appointing Authorities or assigned Parish Attorney.

Consults with the Assistant Director of Human Resource Management, the Director of Human Resource Management, and the assigned Parish Attorney on complex and confidential employment issues.

Prepares affirmative responses to Unemployment Compensation cases. Attends hearings, presents facts, coordinates department participation of witnesses and works with representatives of unemployment compensation consulting firm.

Prepares technical documents and performs technical writing in developing and preparing reports, letters, inquiries, special projects and official communications.

Reviews and maintains a current knowledge of federal, state and local laws and regulations relative to the total employment experience of personnel at work; and communicates, advises, and assists appointing authorities in compliance with same.

Prepares statistical reports and conducts research and documents findings in report form.

Works with Parish Security personnel relative to issue of workplace violence and criminal activity.

Provides advisement and assistance to Human Resource Managers and other supervisors regarding compliance with established employment law.

Studies and analyzes job functions and prepares details descriptions of tasks, responsibilities and authorities using the Archer System. Assists in preparation and maintenance of individual job descriptions. Assists appointing authorities in development of effective organizational and staffing structures. Assists with implementation of reduction in force or furlough activities.

Reviews and/or supervises the preparation and transmittal of personnel transaction forms.

Reviews and/or supervises the preparation and maintenance of departmental employee records, including time and attendance, medical, and performance evaluations.

Attends various meetings, hearings, and presentations as needed.

### MARGINAL FUNCTIONS

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

Visit various work sites to visually investigate incidents and complaints.

Performs related work as directed.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of personnel management functions, i.e. rules, compensation, and administrative regulations.

Thorough knowledge of labor relations theory, practices and functions as it relates to public sector employment, i.e. ADA, grievance procedures, EEOC.

Thorough knowledge of federal, state, and local laws and regulations governing public sector employees, including Workman's Compensation, Unemployment, fair employment practices, EEOC legislation, and the Fair Labor Standards Act.



Working knowledge of federal and state laws, local laws and area programs pertaining to drug and substance abuse, pertaining to public sector employees.

Working knowledge of Jefferson Parish Personnel Rules; departmental policies, rules and procedures, and of Administration policies.

Knowledge of the principles of effective administration, i.e. short and long term planning, coordination, and supervision; and of efficient file management and records retention systems.

Skill in both oral and written communication for effective expression of concepts and information.

Ability to devise and originate solutions to labor related problems, and to advise/instruct appointing authorities on handling the problems in the future.

Ability to work in stressful work situations involving management - employee dispute settlements, and meetings of/about disciplinary actions.

Ability to communicate effectively, orally and in writing.

Ability to maintain effective working relationships with department directors, and outside government agencies.

Ability to coordinate workload of self and staff to meet deadlines; and ability to perform case studies, analyze data, and to exercise judgment in making recommendations of employment related actions and future plans of action.

Ability to exchange communication in obtaining information of clarifying details.

### **MINIMUM QUALIFICATION REQUIREMENTS**

“Possession of an accredited Bachelor’s degree with major coursework in Human Resource Management, Psychology, Business, Public Administration, or a related field; plus, four (4) years of paid experience performing human resources (HR) work in a role with supervisory, managerial, or program oversight duties, to include significant employee relations experience and some experience in the management/coordination of a substance abuse or employee wellness program within an organization.

**Substitution:** An accredited Master’s degree in a related field of study (as described above) may substitute for two (2) years of the required HR experience (excluding the required employee relations and substance abuse/employee wellness program experience).

**Preferred:** Possession of a professional HR certification from SHRM or HRCI is preferred.”

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve some physical effort, i.e., reaching, standing, walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Majority of tasks requires visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Must be able to visit fieldwork locations and travel on a Parish-wide basis. Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, and fumes).

\_\_\_\_\_  
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: March 2024

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MEMORANDUM

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**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS  
**DATE:** MARCH 11, 2024  
**CC:** EMPLOYEE FILE – ASIAH HEBERT; CORRESPONDENCE FILE

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Frances Turner, Coordinator of Workforce Development, is requesting that the transient appointments be extended for an additional six months for the following transient appointments:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Asiah Hebert	Clerk I	04/21/2024	10/21/2024

These transient appointments were done for six (6) months. If approved, the extension will expire as indicated.

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, February 22, 2024 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants, Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Cancelled an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Code Compliance and Enforcement;
- B. Approved an amendment to the Pay Plan for the Classified Service to revise the class title for the classification of Risk Management Claims Supervisor;
- C. Approved an amendment to the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes Cook I, Cook II, and Food Service Manager class series;
- D. Approved an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs; and
- E. Approved an amendment to the Pay Plan for the Classified Service to revise the pay grade assignment and base hours per week for the class of Floodplain/CRS Specialist.

Under Executive Session Matters:

- A. Pursuant to La. R.S. 42:17(1), the Board discussed personnel matters regarding character and professional competence as it relates to the Director's annual evaluation.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of January 24, 2024.

Under Old Business:

- A. The Board approved the monthly report for December 2023.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, the Board:
  - 1. Unanimously approved one (1) request.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
  - 1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
  - 1. Unanimously approved the monthly report for January 2024
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  - 1. Unanimously approved meeting dates of Thursday, March 14, 2024, 2:00 p.m., and Tuesday, April 16, 2024, 2:00 p.m. (tentative).

Personnel Board Meeting  
February 22, 2024

- E. Under Miscellaneous/Unscheduled Matters, the Board:
  - 1. Unanimously approved one (1) request for a salary increase in accordance with Personnel Rule IV, Section 2.3(a).
- F. Under Director's Report:
  - 1. The Board reviewed and signed letter concerning violations of Personnel Rule XV-Prohibitions Against Political Activity.
  - 2. The Director updated the Board on Personnel Department's recent recruitment activity.

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

Respectfully submitted,

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

Gretna, Louisiana

March 4, 2024

APPROVED:

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RUFUS C. HARRIS III, BOARD CHAIR

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MICHAEL FANTACI, MEMBER

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DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
MARCH 14, 2024**

**APPEALS ON HAND AND UNRESOLVED AS OF FEBRUARY 22, 2024:**

1. Docket No. 2023-018, Nikisha Crockett vs. Department of Jefferson Community Action Programs, order issued on January 2, 2024, appellant requested the Board to reconsider Hearing Officer's decision on January 29, 2024, amended order issued on February 6, 2024, Board order issued on February 26, 2024;
2. Docket No. 2023-019, Matthew Victoriano vs. Department of Public Works-Sewerage, scheduled for hearing on December 20, 2023, hearing continued to February 21, 2024, hearing continued to April 18, 2024;
3. Docket No. 2023-020, Nashaunta Robinson vs. Department of Parks and Recreation, scheduled for hearing on December 20, 2023, hearing continued to February 21, 2024, order issued on February 26, 2024;
4. Docket No. 2023-021, Michael Lajaunie vs. Department of Public Works-Sewerage, scheduled for hearing on January 18, 2024, hearing continued to February 15, 2024, order issued on February 26, 2024, amended order issued on March 1, 2024;
5. Docket No. 2023-022, Steve Arseneaux vs. Department of Public Works-Sewerage, scheduled for hearing on January 18, 2024, hearing continued to February 15, 2024, order issued on February 26, 2024;
6. Docket No. 2023-024, Brandice Foucher vs. Department of Code Compliance and Enforcement, scheduled for hearing on January 18, 2024, hearing continued to February 28, 2024, order issued on March 1, 2024;
7. Docket No. 2023-025, Christopher Kinzey vs. Department of Public Works-Water, scheduled for hearing on January 18, 2024, hearing continued to February 28, 2024, order issued on March 1, 2024;
8. Docket No. 2024-001, Jesse Perry vs. Department of Public Works-Water, scheduled for hearing on February 6, 2024, hearing continued to February 28, 2024, hearing canceled, order issued on February 26, 2024, amended order issued on February 29, 2024.

**APPEALS RECEIVED SUBSEQUENT TO FEBRUARY 22, 2024:**

1. Docket No. 2024-002, Allen Coston vs. Department of Public Works-Drainage; probationary employee, dismissed.

March 11, 2024

**OFFICIAL NOTICE**

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

**THURSDAY, MARCH 14, 2024 – 2:00 P.M.**

**ROOM 204  
1221 ELMWOOD PARK BOULEVARD  
JEFFERSON, LOUISIANA**

Prior to the regular business agenda, the Personnel Board will conduct a Public Hearing to consider a proposal to:

- Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special pay provision assignments and to create new classifications for classifications utilizing International Code Council certifications in the Departments of Building Permits and Code Compliance and Enforcement;
- Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special provision assignments to existing classifications and to create new classifications for classifications utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director;
- Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class Information Technology Operations Manager;
- Amend the Pay Plan for the Classified Service to revise the class title and base hours per week for the class of Alario Center Operations Manager;
- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Human Resource Management; and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay and to discuss personnel matter regarding character and professional competence as it relates to the Director's annual evaluation. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

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

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: [ADA@jeffparish.net](mailto:ADA@jeffparish.net).

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.