

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

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

- I. Election of Board Chairman
- II. Employee Appeals
- III. Public Comment Period
- IV. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Assistant Director-Drainage and to provide for related matters;
 - B. Amend the Pay Plan for the Classified Service to revise the class title and assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Landscape Architect and provide for related matters;
 - C. Amend the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
 - D. Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a) and provide for related matters; and
 - E. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- V. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(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.
- VI. Approval of the Minutes: Meeting of April 16, 2024.
- VII. Old Business:
 - A. Approval of the Meeting Minutes for March 14, 2024.
 - B. Approval of the Monthly Report for March 2024.
- VIII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the annual report;
 - D. Approval of the monthly report;
 - E. Meeting(s)/Hearing(s) Dates: Tuesday, June 18, 2024, 2:00 p.m. (tentative) and Wednesday, July 17, 2024, 2:00 p.m. (tentative) meeting dates;
 - F. Miscellaneous/Unscheduled Matters;

G. Director's Report:

1. Update on Pay Plan Study
2. Update on Recent Recruitment Activity

IX. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL ANALYST III, CLASSIFICATION AND PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN BY PLACING THE CLASS OF ASSISTANT DIRECTOR-DRAINAGE (2640) IN A MARKET BASED PAY GRADE

DATE: 05/06/2024

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 Department received a request from Ben Lepine, Director of the Drainage Department, to review the pay grade of Assistant Director-Drainage due to a change in the minimum qualifications. They also wanted to make the position equal to the Assistant Director-Engineering, which has similar minimum qualifications. 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 Assistant Director-Drainage be assigned to a Market Based Pay Grade.

There is currently one vacancy for the class of Assistant Director-Drainage. This position has been recruited since April 19, 2024 with zero qualified candidates. In preparing this recommendation we have compiled the following comparative pay data:

Comparative pay data:

Jefferson Parish:	\$78,617	Lafayette Parish:	\$79,622
City of New Orleans:	\$106,440	LA State Civil Service:	\$85,925
City of Shreveport:	\$88,275		

Salary Survey: \$88,508 (Mean for FL, GA, TN, and TX)

While some jurisdictions are comparable to our current starting salary, others that are very close in proximity are significantly higher. Accordingly, we are recommending this change in order to attract qualified candidates for the class of Assistant Director-Drainage.

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range Normal		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2640	Assistant Director-Drainage	43	78617	121960	35	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range Normal		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2640	Assistant Director-Drainage	47	89847	139382	35	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the class of Assistant Director-Drainage.

MEMORANDUM

Item IV. C.

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO REVISE THE FLSA EXEMPT/NON-EXEMPT DESIGNATION FOR JOB CLASSES IN THE PAY PLAN FOR THE CLASSIFIED SERVICE BASED ON REVISIONS TO THE FAIR LABOR STANDARDS ACT SALARY THRESHOLD

DATE: MAY 6, 2024

CC: CORRESPONDENCE FILE

Under the Fair Labor Standards Act, employees meeting certain criteria are designated as exempt from overtime compensation. Effective July 1, 2024, the Fair Labor Standards Act overtime pay regulations as revised will become effective. Under the revisions, the salary threshold to be exempt for overtime pay will be raised from \$684 per week (\$35,568 annually) to \$844 per week (\$43,888 annually). Effective January 1, 2025, the salary threshold will increase to \$1,128 per week (\$58,656 annually). The duties test will remain the same.

The Personnel Department has reviewed all job classes in the Jefferson Parish Classified System to determine overtime pay status required changes based on these revised regulations. The Personnel Department is recommending to change the designation for all classes below the January 1, 2025 salary threshold from Exempt (E) to Exempt Salary-Department (E/S). This will allow for the Exempt to be applied based on both July 1, 2024 rates and then the January 1, 2025 without have to request further revisions. Therefore, we recommend the Pay Plan for the Classified Service be amended to reflect the following class title as Exempt Salary-Dependent (E/S):

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1212	Accountant III	26	45625	70779	35	E/S
1218	Accountant I-Central Finance Office (1)	24	42817	66423	35	E/S
1219	Accountant II-Central Finance Office	28	48433	75135	35	E/S
1215	Accountant III-Central Finance Office	30	51240	79491	35	E/S
1053	Administrative-Management Specialist III	26	45625	70779	35	E/S
1054	Administrative-Management Specialist IV	30	51240	79491	35	E/S
1050	Alario Center General Manager, Assistant	33	55452	86024	35	E/S
1037	Alario Center Marketing Manager	25	44221	68601	35	E/S
1040	Alario Center Marketing Manager, Assistant	22	40009	62067	35	E/S
6620	Animal Shelter Manager	23	41413	64245	40	E/S
4016	Arborist	23	41413	64245	40	E/S
6621	Assistant Director-Animal Shelter	30	51240	79491	35	E/S
5189	Assistant Director-Building Permits	34	56856	88202	35	E/S
1057	Assistant Director-Citizens' Affairs	31	52644	81669	35	E/S
5138	Assistant Director-Code Compliance & Enforcement	29	49836	77313	35	E/S
1059	Assistant Director-Community Development	34	56856	88202	35	E/S
5008	Assistant Director-Emergency Management	34	56856	88202	35	E/S
2345	Assistant Director-Fleet Management	30	51240	79491	40	E/S
1305	Assistant Director-General Services	32	54048	83847	40	E/S
6715	Assistant Director-Jeff CAP	34	56856	88202	35	E/S
6546	Assistant Director-Juvenile Services	34	56856	88202	40	E/S
3157	Assistant Director-Library	33	55452	86024	35	E/S

3090	Assistant Director-Parks & Recreation	32	54048	83847	35	E/S
1304	Assistant Director-Purchasing	31	52644	81669	35	E/S
1468	Assistant Director-Risk Management	34	56856	88202	35	E/S
5000	Assistant Director-Security	31	52644	81669	35	E/S
1250	Assistant Secretary/Manager-Retirement System	21	38605	59889	35	E/S
1024	Assistant to the Chief Operating Officer	21	38605	59889	35	E/S
1443	Benefits Administrator	29	49836	77313	35	E/S
2420	Bridge Maintenance Superintendent	26	45625	70779	40	E/S
2421	Bridge Maintenance Superintendent, Assistant	22	40009	62067	40	E/S
5126	Building Codes/Training Coordinator	23	41413	64245	35	E/S
5103	Building Inspector III	24	42817	66423	35	E/S
5110	Building Permit Manager	29	49836	77313	35	E/S
5108	Building Plan Reviewer Supervisor	26	45625	70779	35	E/S
1062	Community Development Project Coordinator	23	41413	64245	35	E/S
1075	Community Services Supervisor	23	41413	64245	35	E/S
1274	Computer Application Developer	30	Market Based Pay Grade		35	E/S
1269	Computer Network Administrator	31	Market Based Pay Grade		35	E/S
1261	Computer Programmer/Analyst	26	45625	70779	35	E/S
1267	Computer Systems Analyst Supervisor	31	Market Based Pay Grade		35	E/S
1263	Computer Systems Analyst, Senior	28	Market Based Pay Grade		35	E/S
1264	Computer Systems Coordinator	18	34394	53356	35	E/S
1265	Computer Systems Supervisor	31	Market Based Pay Grade		35	E/S
1046	Council Contract Administrator	28	48433	75135	35	E/S
1086	Criminal Justice Administrative Manager	25	44221	68601	35	E/S
1297	Customer Relations Supervisor	21	Market Based Pay Grade		35	E/S
1061	Deputy Parish Clerk	29	49836	77313	35	E/S
5064	Deputy Public Information Officer	30	51240	79491	35	E/S
6564	Dietician	23	41413	64245	35	E/S
6710	Disabilities Services Program Coordinator	22	40009	62067	35	E/S
2645	Drainage Maintenance Superintendent I	24	42817	66423	40	E/S
2646	Drainage Maintenance Superintendent II	26	45625	70779	40	E/S
2648	Drainage Maintenance Superintendent III	28	48433	75135	40	E/S
2642	Drainage Operations/Maintenance Program Manager	31	52644	81669	40	E/S
2650	Drainage Pump Station Maintenance Superintendent	28	48433	75135	40	E/S
2644	Drainage Pump Station Superintendent I	24	42817	66423	40	E/S
2647	Drainage Pump Station Superintendent II	26	45625	70779	40	E/S
2649	Drainage Pump Station Superintendent III	28	48433	75135	40	E/S
6708	Early Head Start Teacher	12	25970	40288	35	E/S
6580	Education Specialist I	16	31586	49000	40	E/S
6581	Education Specialist II	18	34394	53356	40	E/S
6582	Education Specialist III	19	35797	55534	40	E/S
5113	Electrical Inspector III	24	42817	66423	35	E/S
5007	Emergency Management Coordinator III	29	49836	77313	35	E/S
4050	Engineer Intern (3)	24	Market Based Pay Grade		40	E/S
4060	Engineer, N.P.	27	Market Based Pay Grade		40	E/S
4051	Engineer I, Professional	35	Market Based Pay Grade		40	E/S
4040	Engineering Division Supervisor – N.P.	26	45625	70779	40	E/S

4049	Engineering Operations/Maintenance Program Manager	31	52644	81669	40	E/S
5403	Environmental Quality Supervisor	27	Market Based Pay Grade		40	E/S
1018	Executive Assistant	20	37201	57712	35	E/S
5190	Executive Operations Manager	25	44221	68601	35	E/S
1020	Executive Superintendent	23	41413	64245	35	E/S
2041	Facilities Maintenance Manager	23	41413	64245	40	E/S
1255	Facilities Operations Manager	25	44221	68601	40	E/S
1042	Federal Programs Planner/Supervisor	22	40009	62067	35	E/S
1433	Federal Programs Vocational Counselor III	18	34394	53356	35	E/S
5020	Fire Training Center Administrator	26	45625	70779	35	E/S
5003	Floodplain/CRS Specialist	24	42817	66423	35	E/S
4043	GIS Analyst III	23	41413	64245	35	E/S
4045	GIS Manager	31	Market Based Pay Grade		35	E/S
5015	Hazardous Materials Risk Coordinator	32	54048	83847	35	E/S
6703	Head Start Administrator	30	51240	79491	35	E/S
6706	Head Start Administrator, Assistant	29	49836	77313	35	E/S
6704	Head Start Education Coordinator	27	47029	72957	35	E/S
6559	Head Start Social Services Coordinator	26	45625	70779	35	E/S
6558	Head Start Social Services Coordinator, Assistant	21	38605	59889	35	E/S
6701	Head Start Teacher (10)	17	Market Based Pay Grade		35	E/S
6700	Head Start Teacher, Assistant (10)	12	Market Based Pay Grade		35	E/S
6705	Head Start Teacher/Advisor (10)	21	Market Based Pay Grade		35	E/S
6702	Head Start Teaching Supervisor	26	45625	70779	35	E/S
4013	Horticulturist	20	37201	57712	40	E/S
5155	Housing Improvement Administrator	22	40009	62067	40	E/S
1073	Housing Program Coordinator III	18	34394	53356	35	E/S
1060	Housing Rehabilitation Program Manager	24	42817	66423	35	E/S
1461	Human Resource Administrator	31	52644	81669	35	E/S
1460	Human Resource Manager	28	48433	75135	35	E/S
6613	Humane Officer-Chief	20	37201	57712	40	E/S
5067	Information Specialist	21	38605	59889	35	E/S
1275	Information Technology Business Analyst	30	Market Based Pay Grade		35	E/S
1277	Information Technology Operations Manager	34	Market Based Pay Grade		35	E/S
1276	Information Technology Security Analyst	33	Market Based Pay Grade		35	E/S
1206	Internal Auditor II	26	45625	70779	35	E/S
6545	Juvenile Detention Home Manager	25	Market Based Pay Grade		40	E/S
6544	Juvenile Detention Home Supervisor	21	Market Based Pay Grade		40	E/S
6572	Juvenile Evaluation & Treatment Supervisor	33	55452	86024	40	E/S
6553	Juvenile Probation Officer III	23	41413	64245	40	E/S
6554	Juvenile Probation Officer IV	25	44221	68601	40	E/S
4010	Landscape Architect	29	49836	77313	35	E/S
3153	Librarian III	24	42817	66423	35	E/S
3154	Librarian IV	26	45625	70779	35	E/S
3155	Librarian V	28	48433	75135	35	E/S
3156	Librarian VI	30	51240	79491	35	E/S
3158	Librarian VII	32	54048	83847	35	E/S
3160	Library Business Manager	28	48433	75135	35	E/S

3161	Library Maintenance Superintendent	26	45625	70779	40	E/S
1066	Management Analyst II	20	37201	57712	35	E/S
5123	Mechanical Inspector III	24	42817	66423	35	E/S
2039	Mechanical Systems Operator III	22	40009	62067	40	E/S
6556	Mental Health Professional II	20	37201	57712	40	E/S
6557	Mental Health Professional III	23	41413	64245	40	E/S
3046	Park Manager	26	45625	70779	40	E/S
3022	Park Ranger Supervisor	16	31586	49000	40	E/S
3045	Park Superintendent	21	38605	59889	40	E/S
2821	Parkways Maintenance Superintendent I	24	42817	66423	40	E/S
2822	Parkways Maintenance Superintendent II	26	45625	70779	40	E/S
2823	Parkways Maintenance Superintendent III	28	48433	75135	40	E/S
1242	Payroll Officer	30	51240	79491	35	E/S
1241	Payroll Officer, Assistant	22	40009	62067	35	E/S
1403	Personnel Analyst III	28	48433	75135	35	E/S
5087	Planner III	31	Market Based Pay Grade		35	E/S
5133	Plumbing Inspector III	24	42817	66423	35	E/S
1355	Printing Room Supervisor	17	32990	51178	35	E/S
1247	Property Manager	23	41413	64245	40	E/S
1036	Public Works Administrative Operations Coordinator	26	45625	70779	35	E/S
1031	Public Works Business Manager	28	48433	75135	35	E/S
1032	Public Works Business Manager, Assistant	22	40009	62067	35	E/S
1033	Public Works Maintenance Superintendent	28	48433	75135	40	E/S
1034	Public Works Operations/Maintenance Program Manager	31	52644	81669	40	E/S
1300	Purchasing Coordinator	25	44221	68601	35	E/S
1303	Purchasing Specialist III	25	44221	68601	35	E/S
3085	Recreation Administrator	28	48433	75135	40	E/S
3080	Recreation Area Coordinator	25	44221	68601	40	E/S
3051	Recreation Center Supervisor	20	37201	57712	40	E/S
3087	Recreation Operations/Maintenance Program Manager	30	51240	79491	40	E/S
3037	Recreation Special Program Supervisor	18	34394	53356	40	E/S
3052	Recreation Zone Manager	22	40009	62067	40	E/S
6561	Registered Nurse	26	Market Based Pay Grade		35	E/S
5125	Regulatory Manager	32	54048	83847	35	E/S
5124	Regulatory Manager, Assistant	28	48433	75135	35	E/S
1055	Research & Budget Analyst I	22	40009	62067	35	E/S
1056	Research & Budget Analyst II	32	54048	83847	35	E/S
5089	Research Analyst-Planning Advisory Board	30	51240	79491	35	E/S
1470	Risk Analyst	26	45625	70779	35	E/S
1466	Risk Management Claims Supervisor	21	38605	59889	35	E/S
2415	Road Maintenance Superintendent I	24	42817	66423	40	E/S
2416	Road Maintenance Superintendent II	26	45625	70779	40	E/S
2417	Road Maintenance Superintendent III	28	48433	75135	40	E/S
2418	Roads Operations/Maintenance Program Manager	31	52644	81669	40	E/S
1445	Safety Officer	23	41413	64245	35	E/S
5060	Safety Program Manager	28	48433	75135	35	E/S
4080	SCADA System Manager	38	Market Based Pay Grade		40	E/S

4081	SCADA System Manager, Assistant	31	Market Based Pay Grade	40	E/S	
2699	Sewerage General Superintendent	28	48433	75135	40	E/S
2681	Sewerage Lift Station Superintendent I	24	42817	66423	40	E/S
2695	Sewerage Lift Station Superintendent II	26	45625	70779	40	E/S
2682	Sewerage Line Repair Superintendent I	24	42817	66423	40	E/S
2696	Sewerage Line Repair Superintendent II	26	45625	70779	40	E/S
2685	Sewerage Maintenance Superintendent	25	44221	68601	40	E/S
2691	Sewerage Operation/Maintenance Program Manager	31	52644	81669	40	E/S
2692	Sewerage System Survey/Project Specialist	29	49836	77313	40	E/S
2693	Sewerage Training/Chemical Additions Specialist	28	48433	75135	40	E/S
2680	Sewerage Treatment Plant Superintendent I	24	42817	66423	40	E/S
2694	Sewerage Treatment Plant Superintendent II	26	45625	70779	40	E/S
2481	Sign & Marking Superintendent I	24	42817	66423	40	E/S
2482	Sign & Marking Superintendent II	26	45625	70779	40	E/S
2464	Signal Superintendent I	25	44221	68601	40	E/S
2465	Signal Superintendent II	29	49836	77313	40	E/S
1029	Specialized Operations Administrator	21	38605	59889	35	E/S
5115	Street Lighting Division Manager	25	44221	68601	35	E/S
5444	Telecommunications Equipment Manager	17	32990	51178	40	E/S
2326	Telecommunications Supervisor	21	38605	59889	40	E/S
4061	Traffic Engineer	33	Market Based Pay Grade	40	E/S	
1446	Training Administrator	28	48433	75135	35	E/S
1298	Utility Services Manager	22	Market Based Pay Grade	35	E/S	
1299	Utility Services Superintendent	24	Market Based Pay Grade	35	E/S	
4014	Vegetative Management Specialist	26	45625	70779	40	E/S
6587	Vocational Specialist III	19	35797	55534	40	E/S
6569	Volunteer Services Supervisor	22	40009	62067	35	E/S
2356	Warehouse Superintendent	27	47029	72957	40	E/S
2353	Warehouse Supervisor II	21	38605	59889	40	E/S
1510	Water General Superintendent	28	48433	75135	35	E/S
2772	Water Plant Maintenance Superintendent	25	Market Based Pay Grade	40	E/S	
2771	Water Purification Superintendent I	24	Market Based Pay Grade	40	E/S	
2781	Water Purification Superintendent II	26	Market Based Pay Grade	40	E/S	
4073	Water Quality Scientist II	24	42817	66423	40	E/S
4083	Water Quality Scientist II	SP 3	two-steps		40	E/S
4075	Water Quality Scientist III	28	48433	75135	40	E/S
4085	Water Quality Scientist III	SP 3	two-steps		40	E/S
4076	Water Quality Scientist IV	33	55452	86024	40	E/S
4086	Water Quality Scientist IV	SP 3	two-steps		40	E/S
4074	Water Quality Scientist-GCMS	25	44221	68601	40	E/S
4084	Water Quality Scientist-GCMS	SP 3	two-steps		40	E/S
2264	Water Service Inspector Supervisor	19	35797	55534	35	E/S
2732	Waterline Maintenance Superintendent I	24	42817	66423	40	E/S
2733	Waterline Maintenance Superintendent II	26	45625	70779	40	E/S
5030	Weed & Pollution Control Supervisor	20	37201	57712	35	E/S

Upon review of the FLSA Overtime Exemption designations in association with the Proposed Pay Plan for the Classified Service, the classes listed below were determined to no longer meet the duties test to warrant exempt status. Therefore, the Personnel Department recommends approval to remove the Exempt Salary-Dependent (E/S) designation from the below classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2347	Automotive Work Control Supervisor	21	Market Based Pay Grade		40	

The Personnel Department recommends approval of amending the FLSA Overtime Status for the above listed class by the Personnel Board.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL ANALYST III, CLASSIFICATION, PAY, & RECORDS DIVISION
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: MAY 9, 2024
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

On April 29, 2024, a request was received from Ms. Frances Turner, Coordinator of Workforce Development, to grant a pay increase in accordance with Personnel Rule IV, Section 2.3(a). Ms. Turner is planning to appoint subject employee to the position of Administrative-Management Specialist IV on June 1, 2024. The effective date of the requested increase would coincide with that appointment.

Subject employee is currently serving in a probationary period in another department and will start a new probationary period in the class of Administrative-Management Specialist IV; therefore, his increase must also be approved by the Personnel Board. Subject employee has been a Parish employee since January 20, 2024.

Ms. Turner is requesting a 30.76% increase on the starting salary (a 15.28% increase over his current salary). If granted, subject employee's salary will be \$67,000 annually. This request is being submitted in accordance with Personnel Rule IV, Section 2.3(a) which states:

2.3 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as elsewhere set forth in these Rules, management shall have discretion to grant additional percentage pay raises in such amounts at such times as deemed fit, under the following conditions:

- (a) such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Personnel Board;

The effective date of the requested increase will be June 1, 2024, if approved. The Personnel Department recommends approval.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT

DATE: MAY 9, 2024

CC: EMPLOYEE'S FILE – TRAN NGUYEN; CORRESPONDENCE FILE

Tim Palmatier, Finance Director, is requesting that the transient appointment of Tran Nguyen be extended for an additional six months. Tran Nguyen was hired to a transient College Intern position on December 2, 2023. The appointment will expire on June 2, 2024. We are asking the board to approve extending the appointment until December 2, 2024.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, April 16, 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 Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants, Ted Nass and Kim Nguyen.

Under Oath of Office:

- A. Mr. Martiny was sworn in to serve a new term.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment to the Pay Plan for the Classified Service to revise footnotes, class titles, and pay grade assignments; create new classifications; delete classifications; apply footnotes; and provide for related matters for classifications utilizing International Code Council certifications in the Departments of Building Permits and Code Compliance and Enforcement;
- B. Cancelled an amendment to 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 Departments of Health and Hospitals in the Departments under the direction of the Public Works Director;
- 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 select classifications in the Planner class series and to provide for related matters;
- D. 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 select classifications in the Head Start class series and to provide for related matters;
- E. Approved an amendment to the Pay Plan for the Classified Service to revise pay grade assignments and/or assign Market Based Pay Grades for the select Environmental classifications and to provide for related matters;
- F. Approved an amendment to the Pay Plan for the Classified Service to revise class titles utilized by the Department of JPAWS and provide for related matters;
- G. Approved an amendment to the Pay Plan for the Classified Services to create a new classification titled Communications Manager; and,
- H. Approved the cancelation of a list in accordance with Personnel Rule IV, Section 6.4.

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 select employees. The Board approved that select employees will no longer be governed by Rule VII, Section 5.4, but will instead be governed by the terms of the regular Classified Service rules.

Under Approval of the Minutes:

- A. The Board deferred the Meeting Minutes from the meeting of March 14, 2024.

Under Old Business:

- A. The Board approved the Monthly Report for February 2024.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 1. None
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
 1. 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. Deferred the monthly report for March 2024.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, May 14, 2024, 2:00 p.m., and Tuesday, June 18, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. None
- F. Under Director's Report, the Director:
 1. Updated the Board on status of the Pay Plan Study.

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

April 25, 2024

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
April 16, 2024

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, March 14, 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, 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 revise or apply footnote assignment and/or special pay provision assignment and to create new classifications for classifications utilizing International Code Council certifications in the Departments of Building Permits and Code Compliance and Enforcement;
- B. Deferred an amendment to 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 Departments of Health and Hospitals in the Departments under the direction of the Public Works Director;
- 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 class of Information Technology Operations Managers;
- D. Approved an amendment to 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. Approved an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Human Resource Management; and
- F. Approved one proposal to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

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), 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.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of February 22, 2024.

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, the Board:
 - 1. Unanimously approved three (3) 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. Deferred the monthly report for February 2024.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, April 16, 2024, 2:00 p.m., and Tuesday, May 14, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None
- F. Under Director's Report, the Director:
 - 1. 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,

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

Gretna, Louisiana

March 18, 2024

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – MARCH 2024

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>MAR-24</u>	<u>FEB-24</u>	<u>MAR-23</u>
Total Applications Received:	473	376	476
Competitive:	354	269	373
Non-Competitive:	119	107	103
Total Applications Rejected:	151	125	179
Competitive:	124	106	171
Non-Competitive:	27	19	8
Total Applications Withdrawn:	155	97	113
Competitive:	123	70	90
Non-Competitive:	32	27	23
Candidates Scheduled for Written Exam:	59	69	70
Candidates Examined - Written Exam:	42	38	48
Candidates Passed Written Exam:	30	27	33
Candidates Failed Written Exam:	12	11	15
Candidates Examined - Rating of T&E:	26	22	56
Candidates Placed on Competitive Eligible List:	70	63	106
Certificates of Eligibility Issued:	11	16	25
Certificates of Eligibility to be Interviewed Issued (GLC):	44	44	41
Pending Testing (Scheduled for upcoming Test):	32	69	18
Pending Review or Waiting for More Information:	23	23	29
Job Interest Cards Completed Online:	39	49	119
ADA Accommodations			
Requested:	1	1	0
Approved:	1	0	0
Denied/Withdrawn:	0	1	0
Pending:	0	0	0
New Postings in NEOGOV:	21	6	19
New Exam Plans in NEOGOV:	9	4	10
Revised Exam Plans in NEOGOV:	12	2	9

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant III - Central Finance Office
- Account Clerk III
- Administrative Management Specialist I - Risk Management
- Animal Care Attendant Supervisor
- Animal Care Attendant I
- Community Services Counselor
- Electrical Inspector II - Street Lighting
- Emergency Management Coordinator II - Public Health
- Equipment Operator III - Asphalt Patcher Truck
- Equipment Operator IV - Vacuum Trucks
- Executive Assistant
- Federal Program Coordinator
- Federal Program Coordinator - RSVP
- Floodplain/CRS Specialist
- Head Start Social Services Coordinator
- Librarian I/Senior Associate
- Librarian II
- Librarian III
- Physical Security Specialist
- SCADA System Technician I - High Altitude
- Signal Technician III

Advertisement Source	Total %
College/University Career Services	0.96
Facebook	0.38
Family, Friend, Co-Worker, etc.	19
Governmentjobs.com	9.79
Handshake Website	0.38
Indeed.com	17.27
Jefferson Parish Department other than Personnel	3.07
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.99
Jefferson Parish website	31.09
Job Fair	4.41
Library	1.54
Louisiana Workforce Commission website	1.92
Monster.com	0
Newspaper ad	0
Nola.com	0
Television ad	0.38
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.58
Unknown	0
Personnel Department Use Only	4.22
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Mar 1, Mar 7, Mar 13, Mar 21, Mar 28

Written Test Administrations:

	MAR 2024		2024 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Administrative & Executive Assistant	6/6	100%	89%
Administrative Assistant	6/6	100%	87%
Clerical Skills I	1/1	100%	96%
Customer Relations Specialist I	1/1	100%	94%
Clerical/Office Skills Test (COST)	4/6	67%	71%
Animal Care Administrative Clerk	2/2	100%	100%
Office Assistant III (incl. Grand Isle opening(s))	2/4	50%	50%
COST + Microsoft Word Skills Test	5/12	42%	43%
Office Support Specialist I	2/6	33%	40%
Office Support Specialist II	2/7	29%	23%
Secretary	2/3	67%	80%
Drainage Pump Station Operator I	3/5	60%	57%
Field Supervisor I	1/1	100%	100%
Maintenance Technician	2/2	100%	100%
Mechanical Skills Test-53 (Sign Technician I)	2/2	100%	100%
Mechanical/Field Skills Test-40 (Trades Helper)	5/8	63%	70%
Pump Equipment Mechanic	1/1	100%	100%
Water Service Inspector I	3/3	100%	86%
SUMMARY	33/47	70%	75%

Tests Constructed/Refined & Validated (7):

Minimum Qualifications (6): Accountant III-Central Finance Office; Federal Programs Coordinator; Information Technology Operations Manager; Librarian II; Librarian III; and Physical Security Specialist.

Ratings of Training & Experience (1): Administrative-Management Specialist II-Floodplain/Coastal Management.

Written Tests (0): None.

Miscellaneous/Special Projects:

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>MAR-24</u>	<u>FEB-24</u>	<u>MAR-23</u>
Total Appointments to Permanent Positions:	46	50	62
Competitive:	33	27	48
Non-Competitive:	13	23	14
Breakdown of Competitive Appointments:			
Limited Entrance:	2	0	2
Preferred Reemployment:	0	0	0
Promotions:	3	6	22
Reemployment:	0	0	0
Entrance:	16	13	16
Reinstatement:	4	1	3
Transfers:	4	4	1
Demotions:	0	0	0
Reallocations:	4	3	4
Provisional:	1	0	
Temporary Appointment:	1	1	8
Emergency Appointment:	0	2	1
Updated Job Descriptions:	2	33	5
Requisitions submitted in month:	90	117	83
Unfilled requisitions as of end of month:	434	414	440

SEPARATIONS

Total Permanent Separations:	32	38	30
Competitive:	16	21	15
Non-Competitive:	16	17	15
Breakdown of Separations:			
Dismissals:	5	5	6
Resignations:	17	30	19
Retirements:	10	3	4
Deaths:	0	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

Overall Turnover:	1.5%	1.8%	1.4%
Competitive Turnover:	1.1%	1.4%	1.0%
Non-Competitive Turnover:	2.9%	3.1%	2.8%

March presents a decrease in All categories of Turnover.

	<u>MAR-24</u>	<u>FEB-24</u>	<u>MAR-23</u>
Salary Increases Granted:	269	178	303
Salary Increases Disapproved:	7	7	9
Fines:	0	0	0
Suspensions:	3	5	2
Leave with Pay Granted:	2	1	4
Leave without Pay Granted:	60	55	118
AWOL:	49	44	64
Parental Leave:	2	1	5
FMLA Requests:	38	51	43

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance) - Recreation
Administrative-Management Specialist II – JeffCAP
Accountant I- Central Finance Office and Accountant II-Central Finance Office –
Accounting, Budget, and Finance

CPQ's received: Engineering Inspector II – Engineering
Sewerage Maintenance Superintendent – Sewerage

CPQ's assigned: None

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Early Head Start Teacher – JeffCAP – Annie Vaughn;
Environmental Quality Technician II – Environmental Affairs – Annie Vaughn & Halie
Ducote

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

- Code Compliance Inspector I (5135) to Code Compliance Inspector II (5136) – 3 positions
- Water Purification Operator-Class II (2763) to Water Purification Operator-Class III (2764)

Personnel Rule 3.3.1: None

Other: None

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

Special Leave Requests: LWOP Extensions – 1
MLWP/MLWOP – 0

Class Specification Written/Amended: Human Resource Administrator and IT Operations Manager

Minimum Qualifications Written/Changes: Executive Assistant

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Participating in meetings regarding new ERP system
JPAWS class title changes
Planner II Market Study
Head Start Market Study

JUDICIAL REPORT

Appeals Received during March: 1

Appeals Pending: 2

Appealed to 5th Circuit during March: 0

Appeals pending before 5th Circuit: 0

Appealed to Louisiana Supreme Court during March: 0

Appeals pending before Louisiana Supreme Court: 0

Appealed to the US Supreme Court during March: 0

Appeals pending before the US Supreme Court: 0

March-24		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	3
0010-302	Council District 2	1
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	2
0010-309	Parish Clerk	1
0010-310	Research & Budget	1
0021	Parish Attorney	2
0040-349	Public Information Office	2
0061	Accounting	9
0064	Purchasing	3
0065	General Services	11
0067	Human Resource Management	2
0068	Planning	2
0069	Planning Advisory Board	1
0070	Risk Management	1
0110	Building Permits	21
0112	Code Compliance and Enforcement	4
0119	Community Justice Agency	1
0120	General Services	1
0140	Emergency Management	1
0150	Public Safety	1
0330	JeffCAP	1
1010	JeffCAP	53
1020	JeffCAP	6
1040	JeffCAP	1
1060	JeffCAP	8
1172	Community Development	13
1174	Community Development	1
1176	Community Development	1
1180	Community Development	1
1187	Community Development	8
1230	Community Development	1
1255	Public Health	1
1280	American Job Center	18
1290	Miscellaneous Grants	3
2150	Juvenile Services	1
2151	Juvenile Services	19
2152	Juvenile Services	12
2200	JPAWS	6
2450	Library	1
2451	Library	16
2452	Library	3
2453	Library	5
2530	Recreation	3
2531	Recreation	25
2532	Recreation	5
2533	Recreation	6
2534	Recreation	51
2535	Recreation	1
2615	Alario Center	8
2631	Lasalle	1
2650	Lafreniere	1

2651	Lafreniere	7
2652	Lafreniere	1
2662	Recreation	2
2920	Fire	6
2921	Fire	34
2922	Fire	1
3000	Streets	2
3002	Streets	21
3003	Streets	14
3005	Traffic Engineering	11
3050	Parkways	1
3051	Parkways	4
3052	Parkways	5
3110	Engineering – Street Lighting	5
3270	Drainage	8
3301	Drainage	46
3302	Drainage	53
3500	Environmental	1
3850	Sewerage	5
3851	Sewerage	25
3852	Sewerage	19
3900	Water	7
3901	Water	8
3902	Water	30
3903	Water	3
3907	Water	26
3910	Water	3
3950	Fleet Management	12
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	10
3958	Environmental	3
3959	EIS	1
3960	Engineering	2
3965	Fleet Management	1
3966	Engineering	2
3969	Capital Projects	1
3970	Public Works	1
3971	Telecommunications	1
3972	Floodplain	1
3973	Ecosystems	1
3976	Public Works	10
	Total	756

Hires by Date Report

For records between **03/01/24** and **03/31/24**

50 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>
Environmental Affairs	Administrative Assistant	Heim	Gina	3/23/2024	\$34,394.00	Promotional
Public Safety Grants and Administration	Administrative Management Specialist IV	Ovalle	Melissa	3/9/2024	\$61,789.00	Promotional
Floodplain Management and Hazard Mitigation	Administrative-Management Specialist II	Smith	LaTasha	3/23/2024	\$41,439.00	Limited Entrance
Jefferson Community Actions Programs	Administrative-Management Specialist IV	Le Beaux	Cappri	3/9/2024	\$71,722.00	Updated Job Description
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Cordero	Tabitha	3/9/2024	\$40,101.00	Reinstatement
Jefferson Community Actions Programs	Child Care Worker	Paschall	Cattrell	3/9/2024	\$18,711.00	Entrance
Code Compliance & Enforcement	Code Compliance Inspector II	BONNETTE	RONALD	3/23/2024	\$31,728.00	Reallocation
Code Compliance & Enforcement	Code Compliance Inspector II	Robinson	Kandice	3/23/2024	\$31,728.00	Reallocation
Code Compliance & Enforcement	Code Compliance Inspector II	Alexander	Nicholas	3/23/2024	\$31,728.00	Reallocation
Code Compliance & Enforcement	Code Compliance Inspector II	Gudan	David	3/23/2024	\$31,728.00	Reallocation
Code Compliance & Enforcement	Code Compliance Inspector II	Carson	Tarez	3/23/2024	\$33,314.00	Reinstatement
Water	Customer Relations Specialist I	Geary	Erica	3/9/2024	\$32,889.00	Entrance
Water	Customer Relations Specialist I	Bachu	Tennille	3/9/2024	\$32,889.00	Entrance
Water	Customer Relations Specialist I	Varnado	Suzanne	3/9/2024	\$32,889.00	Entrance
Parkways	Equipment Operator IV	Fossier	Spencer	3/9/2024	\$40,009.00	Entrance
Electronic Information System Management	Executive Assistant	Verdin	Brandy	3/9/2024	\$65,302.00	Provisional
Community Development Programs	Federal Programs Counselor	Ray	Taiya	3/23/2024	\$27,374.00	Entrance
Parks and Recreation	Groundskeeper	Campos	Bryce	3/9/2024	\$24,948.00	Entrance
Jefferson Community Actions Programs	Head Start Teacher, Assistant	Jacob	Michelle	3/23/2024	\$31,200.00	Entrance
Juvenile Services	Juvenile Detention Officer II	Creecy	Micah	3/23/2024	\$38,679.00	Entrance
American Job Center	Laborer	Andrews	Sidney	3/23/2024		Transient
Drainage	Laborer	Grayson	Devon	3/23/2024	\$24,948.00	Entrance
Drainage	Laborer	Winzy jr	Corey	3/23/2024	\$24,948.00	Entrance
General Services	Laborer	Claybrooks	Summer	3/9/2024	\$24,948.00	Entrance
General Services	Laborer	Oliver	Cornelius	3/9/2024	\$26,195.00	Entrance
Parkways	Laborer	Thomas	Champ	3/23/2024	\$24,948.00	Entrance
Streets	Laborer	Lewis	Eugene	3/9/2024	\$24,948.00	Entrance
Streets	Laborer	Martin	Kelvin	3/9/2024	\$24,948.00	Entrance
Water	Laborer	Mcgee	Albert	3/9/2024	\$24,948.00	Entrance

Parkways	Laborer, Semi-Skilled	LaBeaud	Kyren	3/23/2024	\$24,948.00	Entrance
Library	Library Associate	Bertaut	Kristen	3/9/2024	\$28,778.00	Entrance
Library	Library Technician	Coolman	Christopher	3/23/2024	\$25,970.00	Entrance
Library	Library Technician	Goldberg	Ronald	3/23/2024	\$25,970.00	Entrance
Library	Library Technician	Roy III	Monark	3/9/2024	\$25,970.00	Entrance
Jefferson Community Actions Programs	Maintenance Technician	Davis	Windell	3/9/2024	\$48,500.00	Transfer
Code Compliance & Enforcement	Office Support Specialist II	Parks	Maria	3/23/2024	\$25,970.00	Entrance
Code Compliance & Enforcement	Office Support Specialist II	Verrett	Tess	3/9/2024	\$31,164.00	Reinstatement
Streets	Office Support Specialist II	Spencer	Betty	3/9/2024	\$37,354.00	Reinstatement
Lafreniere Park	Park Ranger	Lae	Margaret	3/9/2024	\$38,110.00	Limited Entrance
Purchasing	Purchasing Specialist II	Tran	Ruby	3/9/2024	\$38,605.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Greichgauer Jr	Ronald	3/23/2024	\$39,646.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	LeBlanc	Gerard	3/23/2024	\$34,980.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Carmardelle Jr	Don	3/23/2024	\$14,389.00	Entrance
Parks and Recreation	Recreation Special Program Supervisor	Butler	Raynell	3/23/2024	\$36,114.00	Transfer
Streets	Road Maintenance Supervisor	Nieto	Brock	3/9/2024	\$51,793.00	Promotional
Engineering - Traffic Engineering	Shop Carpenter	Firven	Gregory	3/9/2024	\$42,301.00	Limited Entrance
Engineering - Traffic Engineering	Sign Technician I	Gonzalez	Randal	3/9/2024	\$28,778.00	Entrance
Sewerage	Truck Driver II	Adams	DaVante	3/23/2024	\$36,829.00	Promotional
Water	Truck Driver II	Perry	Jesse	3/9/2024	\$27,374.00	Updated Job Description
Water	Water Quality Scientist I-Biology	Wilson	Kristian	3/23/2024	\$35,797.00	Entrance

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

APPEALS ON HAND AND UNRESOLVED AS OF APRIL 16, 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, scheduled for pre-trial motion hearing on May 22, 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, order issued on April 30, 2024;
3. Docket No. 2024-002, Allen Coston vs. Department of Public Woks-Drainage, scheduled for hearing on April 23, 2024, order issued on April 30, 2024.

APPEALS RECEIVED SUBSEQUENT TO APRIL 16, 2024:

May 9, 2024

OFFICIAL NOTICE

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

TUESDAY, MAY 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 assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Assistant Director-Drainage and to provide for related matters;
- Amend the Pay Plan for the Classified Service to revise the class title and assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Landscape Architect and provide for related matters;
- Amend the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a) and provide for related matters; 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. 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.