

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, MAY 16, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Election of Board Chair
- II. Employee Appeals
- III. Public Comment Period
- IV. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
 - B. Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
 - C. Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
 - D. Extend Transient Appointment 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 18, 2023.
- VII. Old Business:
 - A. Update on Pay Plan Study.
 - B. Approval of the Monthly Report for March 2023.
 - C. Approval of the Meeting Minutes for March 2023.
- 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 20, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, July 18, 2023, 2:00 p.m. (tentative);
 - F. Miscellaneous/Unscheduled Matters;
 - G. Director's Report:
 1. Applicant Matter
- IX. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE PAY GRADES ASSIGNED TO THE CLASSES OF BUYER I, BUYER II, BUYER III, AND PURCHASING COORDINATOR AND TO REVISE THE CLASS TITLE OF BUYER I, BUYER II, AND BUYER III

DATE: 05/08/2023

CC: CORRESPONDENCE FILE

The Department of Personnel received a request from Renny Simno, Director of Purchasing, to review the work being performed by employees in the classification of Buyer I, Buyer II, and Buyer III. Mr. Simno obtained approval from his Chief Administrative Assistant, Timothy Palmatier, prior to submitting this request. Recently, the department's Typist Clerk III position was reclassified to an Administrative Assistant, which is one pay grade higher than a Buyer I. Mr. Simno feels that serving as an Administrative Assistant should be a prerequisite to serving as a Buyer I, which is an entry-level position. Mr. Simno also expressed his concern about attracting staff and retaining employees in the department. Mr. Simno was instructed to have a Comprehensive Position Questionnaire (CPQ) completed for Buyer I, Buyer II, and Buyer III.

Staff in the Personnel Department carefully reviewed each of the submitted CPQs, and completed Archer evaluations. The Buyer I position evaluated at an overall point total of 497, with a responsibility valuation of 1.08333. As Personnel Staff was going through the evaluation process, it was found that several of the points in the original evaluation matrix were incorrect based on the requirements of today's position. By rerating the factors, the evaluation matrix now recognizes the requirements of the position and that the classification of Buyer I should be assigned to Pay Grade 19 based upon the recognition of changes to the essential functions and responsibilities, verbal development, mathematics development, physical stress, sensory perception, and environmental conditions in performing the essential job tasks. Based upon the information provided, the Department of Personnel has determined that a pay grade adjustment is in order for the class of Buyer I and the class should be adjusted two (2) pay grades. Buyer II and Buyer III should also be adjusted two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

The resulting change in pay grade for the Buyer series also affects the Purchasing Coordinator, which is the same pay grade as Buyer III. In order to maintain internal consistency, the Department of Personnel is recommending the class of Purchasing Coordinator also be adjusted two (2) pay grades.

Currently the classes are in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1301	Buyer I	17	32990	51178	35	
1302	Buyer II	19	35797	55534	35	
1303	Buyer III	23	41413	64245	35	E
1300	Purchasing Coordinator	23	41413	64245	35	E

In addition to reviewing the pay grade assignment of select classes in the Department of Purchasing, Mr. Simno also asked that we revisit the suggested name change of the Buyer series. In December 2020, in a previous position investigation, Assistant Director-Personnel, Lauren Call, had suggested the class series title be changed from Buyer to Purchasing

Specialist. Changing the class title would be in the best interest of the department and be a more contemporary title and more accurately reflect the work that is being performed by all employees. We are recommending to change the class titles of the Buyer series as follows: Buyer I to Purchasing Specialist I, Buyer II to Purchasing Specialist II, and Buyer III to Purchasing Specialist III.

The Personnel Department recommends the following 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		
1301	Purchasing Specialist I	19	35797	55534	35	
1302	Purchasing Specialist II	21	38605	59889	35	
1303	Purchasing Specialist III	25	44221	68601	35	E
1300	Purchasing Coordinator	25	44221	68601	35	E

In speaking with Mr. Simno, he conveyed, that while a pay grade adjustment is much needed for these positions, he 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. He stated that he wished to give an across the board pay increase to his current Buyer I, Buyer II, Buyer III, and Purchasing Coordinator staff 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 Mr. Simno in order to include in the proposal across the board pay increases for the current Buyer I, Buyer II, Buyer III, and Purchasing Coordinator staff. The following pay increases are recommended based upon maintaining an equitable balance, as well as review of current staff salaries:

Buyer I

- All current probationary Buyer I's below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Buyer I's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

Buyer II

- All current probationary Buyer II's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.
- All current permanent Buyer II's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

Buyer III

- All current permanent Buyer III's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

Purchasing Coordinator

- All current permanent Purchasing Coordinator's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

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 Personnel Department recommends approval of the Pay Grade reassignments and class title changes by the Personnel Board. While approval by the Personnel Board is not required for the across the board pay increases for the current staff, the Personnel Department recommends concurrence with the recommended increase.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE

DATE: MAY 5, 2023

CC: CORRESPONDENCE FILE

The Personnel Department is recommending the creation of a section to cover Non-Disciplinary Dismissals in the Personnel Rules. This recommendation is to address instances employees on Worker's Compensation and employees out because of extended medical illness have been dismissed under Rule X "Disciplinary Actions". We have worked with the Human Resource Management determine appropriate terminology to cover this type of dismissal.

The Personnel Department recommends approval of the provided Personnel Rules amendments.

RULE IX

HOURS OF WORK, LEAVES OF ABSENCE, ABSENCE WITHOUT LEAVE, NON-DISCIPLINARY ACTIONS, AND RESIGNATIONS

Section 20. NON-DISCIPLINARY ACTIONS

- 20.1 When an employee, upon the expiration of the authorized leave period, is unable to perform the duties of his position in a satisfactory manner due to a medical reason(s), the Appointing Authority may take action warranted by the circumstances in order to maintain standards of effective service. Non-Disciplinary Actions by the Appointing Authority may extend to:
- (1) Non-Disciplinary Dismissal
 - (2) Retirement
 - (3) Demotion to any position of an equal or lower class that the Appointing Authority and the Director deem the employee competent to fill.
- 20.2 If the employee was eligible, and was subsequently approved, for the usage of Family Medical Leave, then the authorized Family Medical Leave shall be exhausted prior to any non-disciplinary action.
- 20.3 The Appointing Authority authorizing the non-disciplinary action shall furnish to the employee involved a written notice thereof. The written notice shall also notify the employee of his right of appeal to the Personnel Board within thirty (30) calendar days of the effective date of the action taken against him, of the address of the Department of Personnel, and of the fact that forms to assist in the filing of an appeal may be obtained from the Department of Personnel. In addition, the Appointing Authority shall forward to the Director of Personnel a copy of the notification sent to the employee.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION & PAY DIVISION
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: MAY 8, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Recently, several pay grades in the Automotive series were reassigned. As a result, Mr. Randy Belanger has requested 5% discretionary increases for all Laborer, Laborer, Semi-Skilled, and Maintenance Repairman staff in his department as well. The discretionary increases were approved by the proper authorities, including Tim Palmatier and Steve Lachute.

One employee, Mary Besson, is currently serving in a probationary period; therefore, her increase must also be approved by the Personnel Board. Ms. Besson has been a Parish employee since March 25, 2023.

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 May 20, 2023, if approved. The Personnel Department recommends approval.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III – CLASSIFICATION & PAY DIVISION
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: 05/11/2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

On May 11, 2023, a request was received from Mark Drewes, Chief Appointing Authority for the Department of Sewerage, to grant a pay increase in association with Personnel Rule IV, Section 2.3(a). Mr. Drewes is planning to appoint Mr. Tracy Baughman to the position of Welder on June 3, 2023. The effective date of the requested increase would coincide with that appointment.

Mr. Baughman is not currently a Parish employee. His previous relevant work experience includes working as a Welder for Bradley Industrial Construction, Bronco Construction, and Performance Contractors, and as a Fabricator for Turner Industries. His previous responsibilities included welding, fitting, and fabrication.

Mr. Drewes is requesting a 20% increase on the starting salary. If granted, Mr. Baughman's salary will be \$37,903 annually. This request is being done 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 would be June 3, 2023 at which point Mr. Baughman will be a probationary employee.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: MAY 10, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

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

Employee	Appointed to:	Appointment Expires:	Extension Requested:
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	06/20/2023	03/31/2024
Sharon McDowell	Typist Clerk III - PC 6567-001	06/20/2023	03/31/2024
Deirdre Cummings	Executive Assistant - PC 61077-001	06/20/2023	03/31/2024
Shelley Bruard	Alario Center Events Coordinator – PC 7491-001	08/12/2023	03/31/2024

The employees are permanent employees who have been appointed to transient positions due to Covid related budget constraints at the Alario Center. The Personnel Department recommends a six-month extension in accordance with the revised Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the March 2024 Board Meeting.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, April 18, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Danny Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistant 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 the pay grade assignments for select classes in the Department of Purchasing;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Public Works Special Project Administrator;
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Assistant Director-Inspection & Code Enforcement;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Assistant Director-Property Maintenance Zoning, Property Maintenance/Zoning Inspector I, Property Maintenance/Zoning Inspector II, and Property Maintenance/Zoning Inspector III;
- E. Approved a proposal to amend the Pay Plan for the Classified Service to abolish select classes that are no longer in use;
- F. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Workforce Connection Career Specialist, Workforce Connection Vocational Counselor I, Workforce Connection Vocational Counselor II, and Workforce Connection Vocational Counselor III and to abolish the classifications Assistant Director-Workforce Connection, Federal Programs Work Site Supervisor, Workforce Connection Center Supervisor, Workforce Connection Employment Specialist, Workforce Connection Employment Supervisor, Workforce Connection Grants Administrator, Workforce Connection Instructor I, Workforce Connection Instructor II, Workforce Connection Operations Manager, Workforce Connection Programs Monitor, Workforce Connection Programs Monitor, Assistant, Workforce Connection Program Planner, Assistant, Workforce Connection Program Planner/Supervisor, Workforce Connection Youth Service Supervisor, and Workforce Connection Youth Service Services Supervisor, Assistant; and
- G. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3.

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.

Personnel Board Meeting
April 18, 2023

Under Approval of the Minutes:

- A. The Board deferred approval of the Meeting Minutes from the meeting of March 29, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Ms. Hearn from the Parish Attorney's Office presented a report on LA. R.S. 14:139.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 1. Unanimously approved one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 1. The Board deferred the March 2023 Monthly Report.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, May 16, 2023, 2:00 p.m. (tentative) and Thursday, June 22, 2023, 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 recent recruitment activities.

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

May 10, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

Personnel Board Meeting
April 18, 2023

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – MARCH 2023

Item VII. B.

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>MAR-23</u>	<u>FEB-23</u>	<u>MAR-22</u>
Total Applications Received:	476	356	379
Competitive:	373	284	291
Non-Competitive:	103	72	88
Total Applications Rejected:	179	129	125
Competitive:	171	122	110
Non-Competitive:	8	7	15
Total Applications Withdrawn:	113	66	97
Competitive:	90	48	84
Non-Competitive:	23	18	13
Candidates Scheduled for Written Exam:	70	59	69
Candidates Examined - Written Exam:	48	46	50
Candidates Passed Written Exam:	33	38	39
Candidates Failed Written Exam:	15	8	11
Candidates Examined - Rating of T&E:	56	20	44
Candidates Placed on Competitive Eligible List:	106	63	87
Certificates of Eligibility Issued:	25	18	25
Certificates of Eligibility to be Interviewed Issued (GLC):	41	32	36
Pending Testing (Scheduled for upcoming Test):	18	28	27
Pending Review or Waiting for More Information:	29	42	3
Job Interest Cards Completed Online:	119	15	59
ADA Accommodations			
Requested:	0	0	2
Approved:	0	0	1
Denied/Withdrawn:	0	0	1
Pending:	0	0	0
New Postings in NEOGOV:	19	10	17
New Exam Plans in NEOGOV:	10	4	6
Revised Exam Plans in NEOGOV:	9	6	11

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative Management Specialist II - Floodplain
- Administrative Management Specialist IV – Disaster Recovery
- Automotive Mechanic Trainee
- Buyer I
- Buyer II
- Computer Systems Coordinator
- Drainage Pump Station Operator I
- Electrician Trainee
- Emergency Management Coordinator II
- Engineer III, Professional
- Equipment Operator III – Concrete Mixer Truck
- Human Resource Manager
- Maintenance Repairman
- Mechanical Systems Operator II
- Mental Health Professional I - Clinical
- Property Maintenance/Zoning Inspector I
- Signal Technician I
- Utility Inventory Clerk I
- Water Quality Scientist II – Chemistry

Advertisement Source	Total %
College/University Career Services	0.6
Facebook	0.2
Family, Friend, Co-Worker, etc.	25.55
Governmentjobs.com	4.56
Handshake Website	0.2
Indeed.com	12.57
Jefferson Parish Department other than Personnel	3.79
Jefferson Parish Official Journal	0.4
Jefferson Parish Personnel Department Office	8.98
Jefferson Parish website	34.13
Job Fair	1
Library	0.2
Louisiana Workforce Commission website	1.4
Monster.com	0
Newspaper ad	0.2
Nola.com	0.2
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.2
Unknown	0
Personnel Department Use Only	5.79
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Mar 2, Mar 9, Mar 16, Mar 23, & Mar 30

Written Test Administrations: 27

	MAR 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Administrative & Executive Assistant	5/5	100%	100%
Administrative Assistant	4/4	100%	100%
Executive Assistant	1/1	100%	100%
Clerical Skills I	1/1	100%	100%
Shipping & Receiving Stock Clerk	1/1	100%	100%
Clerical/Office Skills Test (COST)	2/5	40%	75%
Animal Care Administrative Clerk	1/4	25%	73%
Clerk III	1/1	100%	80%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	1/4	25%	58%
Secretary	1/2	50%	50%
Typist Clerk II	0/1	0%	60%
Typist Clerk III	0/1	0%	75%
Drainage Pump Station Operator I	2/3	67%	67%
Engineering Inspector Series (I-III)	1/1	100%	67%
Engineering Inspector II	1/1	100%	100%
Field Supervision: Foreman & Field Supervision: Form Completion	1/1	100%	100%
Waterline Maintenance Foreman	1/1	100%	100%
Mechanical Skills-53 (Sign Tech I)	0/2	0%	0%
Mechanical/Field Skills Test (MFST)-40 (Trades Helper)	1/2	50%	78%
Personnel Assistant	2/3	60%	67%
Principles of Early Childhood Education	1/1	100%	100%
Head Start Teacher	1/1	100%	100%
Recreation Center Supervisor, Assistant-ATHLETICS	3/3	100%	89%
Recreation Center Supervisor, Assistant-MAINTENANCE	2/2	100%	100%
Sewerage Lift Station Inspector	1/1	100%	100%
Sewerage Treatment Plant Operator	0/2	0%	50%
Water Purification Operator	7/8	88%	85%
Water Service Inspector I	2/2	100%	100%
SUMMARY:	33/48	69%	78%

Tests Constructed/Refined & Validated: 12

Minimum Qualifications (7): Buyer I; Buyer II; Electrician Trainee; Engineering Inspector III; Maintenance Repairman; Mechanical Systems Operator II; and Public Works Business Manager.

Ratings of Training & Experience (5): Computer Systems Specialist; Environmental Quality Supervisor; Permit Technician; Personnel Assistant; and Utility Services Manager.

Written Tests (0): None.

Miscellaneous/Special Projects: None

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>MAR-23</u>	<u>FEB-23</u>	<u>MAR-22</u>
Total Appointments to Permanent Positions:	62	41	76
Competitive:	48	26	62
Non-Competitive:	14	15	14
Breakdown of Competitive Appointments:			
Limited Entrance:	2	2	4
Preferred Reemployment:	0	0	0
Promotions:	22	15	36
Reemployment:	0	0	0
Entrance:	16	4	10
Reinstatement:	3	3	2
Transfers:	1	2	7
Demotions:	0	0	0
Reallocations:	4	0	3
Provisional:		1	3
Temporary Appointment:	8	1	1
Emergency Appointment:	1	1	0
Updated Job Descriptions:	5	7	3
Requisitions submitted in month:	83	79	143
Unfilled requisitions as of end of month:	440	438	408

SEPARATIONS

Total Permanent Separations:	30	22	31
Competitive:	15	16	24
Non-Competitive:	15	6	7
Breakdown of Separations:			
Dismissals:	6	3	1
Resignations:	19	14	25
Retirements:	4	5	5
Deaths:	1	0	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

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

February presents an increase in all categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>MAR-23</u>	<u>FEB-23</u>	<u>MAR-22</u>
Salary Increases Granted:	303	256	271
Salary Increases Disapproved:	9	5	13
Fines:	0	0	1
Suspensions:	2	2	2
Leave with Pay Granted:	4	3	3
Leave without Pay Granted:	118	64	81
AWOL:	64	47	58
Parental Leave:	5	7	9
FMLA Requests:	43	52	22

JOB CLASSIFICATION STUDIES:

Completed: Federal Programs Coordinator, Assistant – Community Development

Pending:

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

CPQ's received: Buyer Series – Purchasing (9 positions)

CPQ's assigned: Engineering Inspector III – Water
Executive Assistant – Library
Secretary – Water

Disposition(s): Federal Programs Coordinator, Assistant – Community Development – incorrectly classified; reclassified to Administrative-Management Specialist II

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Accountant I (1210) to Accountant II (1211)
Property Maintenance/Zoning Inspector I (5135) to Property Maintenance/Zoning Inspector II (5136)- 2 positions

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): Responded to Lafayette Consolidated Government and Meridian, MS

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
Landfill Operations Manager Market Study

JUDICIAL REPORT

Appeals Received during March	2
Appeals Pending:	6
Appealed to 5 th Circuit during March:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during March:	1
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-23		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	2
0010-307	Council Division B	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0061	Accounting	5
0064	Purchasing	2
0065	General Services	13
0066	Personnel	3
0067	Human Resource Management	3
0068	Planning	2
0069	Planning Advisory Board	1
0110	Inspection & Code Enforcement	24
0112	Property Maintenance/Zoning	5
0120	General Services	2
0130	Fire	2
0140	Emergency Management	3
0330	JeffCAP	2
1010	JeffCAP	30
1020	JeffCAP	5
1060	JeffCAP	5
1172	Community Development	8
1174	Community Development	1
1187	Community Development	2
1230	Community Development	1
1280	Workforce Connection	10
2150	Juvenile Services	1
2151	Juvenile Services	24
2152	Juvenile Services	9
2200	JPAWS	3
2450	Library	4
2451	Library	12
2452	Library	2
2453	Library	3
2454	Library	1
2530	Recreation	2
2531	Recreation	20
2532	Recreation	3
2533	Recreation	4
2534	Recreation	45
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	4
2650	Lafreniere	1
2651	Lafreniere	5
2652	Lafreniere	1
2662	Recreation	2
2920	Fire	3
2921	Fire	21

2922	Fire	2
3000	Streets	2
3002	Streets	12
3003	Streets	20
3005	Traffic Engineering	6
3051	Parkways	9
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	43
3302	Drainage	56
3500	Environmental	3
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	4
3851	Sewerage	26
3852	Sewerage	22
3900	Water	6
3901	Water	14
3902	Water	29
3903	Water	5
3907	Water	36
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	2
3957	Engineering	8
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	4
3969	Capital Projects	1
3971	Telecommunications	2
3972	Floodplain	1
3974	Ecosystems	2
3976	Public Works	8
4053	JeffCap	2
	Total	695

Hires by Date Report

For records between **03/01/23** and **03/31/23**

76 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>
Workforce Development 8280	Accountant I (1210)	Alexander	Deja	3/11/2023		Emergency
Library - Libraries 2451	Library Associate	Pendl	Emilee	3/25/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Lange Jr	Joseph	3/25/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Page (3105)	Slep-Patterson	Amelia	3/11/2023	\$21,829.00	Entrance
Library - Libraries 2451	Library Associate	Reynolds	Lisa	3/25/2023	\$28,778.00	Entrance
Lafreniere Park - Maintenance 2651	Groundskeeper (2354)	Figuroa De Aguiluz	Silvia	3/11/2023	\$24,948.00	Entrance
Jefferson Community Actions Programs	Family Service Specialist	Payne	Nequan	3/11/2023	\$39,307.00	Entrance
Workforce Development 8280	Accountant I (1210)	Alexander	Deja	3/18/2023	\$37,201.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Simmons Jr	Daniel	3/25/2023	\$39,377.00	Entrance
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator (2661)	Ronquille	Gage	3/25/2023	\$31,586.00	Entrance
Parks and Recreation - Maintenance 2531	Chemical Control Sprayer II (5028)	Nicholas Jr	Hilton	3/11/2023	\$24,948.00	Entrance
Jefferson Community Actions Programs	Child Care Worker	Johnson	Anastasia	3/11/2023	\$18,711.00	Entrance
Inspection and Code Enforcement 0110	PLUMBING INSPECTOR I (5131)	Higgins	Daniel	3/11/2023	\$37,201.00	Entrance
Jefferson Community Actions Programs	Community Services Counselor (1091)	Jennings	Jennifer	3/25/2023	\$30,182.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Charles	Kamri	3/25/2023	\$21,829.00	Entrance
Environmental Affairs 3958	Environmental Quality Technician II	Gordon	Ashlee	3/4/2023	\$31,586.00	Entrance
Water - Distribution 3902	Laborer (2200)	Davis	Christopher	3/25/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Miller	Colt	3/18/2023	\$14,389.00	Entrance
Parks and Recreation - Playgrounds 2534	GROUNDSCKEEPER (2354)	Makepeace	Auston	3/11/2023	\$24,948.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Coleman	Patricia	3/25/2023	\$21,829.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Matthews	Benjamin	3/25/2023		Entrance
Water - Distribution 3902	Laborer (2200)	Jones	Noah	3/25/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	DeBose	Kevin	3/25/2023	\$28,778.00	Entrance
Parkways - East Bank 3051	Laborer (2200)	Gratton	Brad	3/18/2023	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Polius	Malique	3/25/2023	\$24,948.00	Entrance
Central Garage 3950	Laborer	Besson	Mary	3/25/2023	\$24,948.00	Entrance
Library - Libraries 2451	Librarian II	Carter	Elizabeth	3/25/2023	\$44,109.00	Lateral Transfer
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Chandler	Layla	3/11/2023	\$40,288.00	Limited Entrance
Parkways 3050	Typist Clerk III (1103)	Antoine	Loaletha	3/25/2023	\$30,614.00	Limited Entrance
Parks and Recreation - Maintenance 2531	FOREMAN II (2212)	JACKSON	RAMON	3/25/2023	\$39,622.00	Promotional
Parks and Recreation - Maintenance 2531	Shop Carpenter (2489)	Smith	Timothy	3/11/2023	\$44,366.00	Promotional
Community Justice Agency - LCL 8030	Administrative Assistant (1015)	Noveh	Elizabeth	3/25/2023	\$50,684.00	Promotional
Human Resource Management 0067	Human Resource Specialist	Cassanova	Emily	3/25/2023	\$32,145.00	Promotional

Streets - West Bank 3003	Road Maintenance Foreman	Trosclair	Brett	3/11/2023	\$40,479.00	Promotional
Drainage - West Bank 3302	Equipment Operator IV - Vacuum Trucks	Melito	Jason	3/25/2023	\$40,009.00	Promotional
Library - Libraries 2451	Librarian II (3152)	Kitchens	Shannon	3/11/2023	\$45,221.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate	Caluda	Nicholas	3/25/2023	\$36,729.00	Promotional
Sewerage - West Bank 3852	Trades Helper (2250)	Peralta	Carlos	3/11/2023	\$28,880.00	Promotional
General Services 0065	Administrative Assistant (1015)	Minjarez	Kellie	3/11/2023	\$72,426.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Harness	Katie	3/11/2023	\$27,504.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Lynch	Daisy	3/11/2023	\$34,757.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Specialist (6617)	Clark	Victoria	3/11/2023	\$44,705.00	Promotional
Parks and Recreation - Satellites 2535	Equipment Operator I (2371)	Griffin	Michael	3/25/2023	\$30,480.00	Promotional
Risk Management 0070	Typist Clerk III	Champion	Candies	3/25/2023	\$28,438.00	Promotional
Inspection and Code Enforcement 0110	Permit Technician Supervisor (5100)	Melancon	Charles	3/11/2023	\$54,322.00	Promotional
Drainage - West Bank 3302	Trades Helper (2250)	Cooke	Daniel	3/25/2023	\$27,505.00	Promotional
Juvenile Services - Detention 2151	Institutional Housekeeper (2044)	Huezo Aquino	Francisco	3/11/2023	\$37,828.00	Promotional
Engineering - Traffic Engineering 3005	Sign Technician III	Hensley	Terrence	3/18/2023	\$44,645.00	Promotional
Engineering - Traffic Engineering 3005	Sign Technician III	Barrera	Angelo	3/18/2023	\$63,174.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Henry	Andrea	3/11/2023	\$27,504.00	Promotional
Parks and Recreation - Maintenance 2531	Welder (2310)	Barbara	Joseph	3/25/2023	\$40,234.00	Promotional
Capital Projects 3969	Executive Assistant	Starks	Shenay	3/11/2023	\$48,096.00	Promotional
Parks and Recreation - Maintenance 2531	Truck Driver I	McElwee	Melvin	3/25/2023	\$39,900.00	Promotional
Planning 0068	Planner III (5087)	MacKay	Carrie	3/18/2023	\$66,148.00	Promotional
Electronic Information System Management	Computer Systems Specialist (1258)	Gaines	Terence	3/11/2023	\$41,413.00	Promotional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Carson	Tarez	3/11/2023	\$31,728.00	Reallocation
Community Development Programs	Accountant II (1211)	Zhou	Fang	3/25/2023	\$43,065.00	Reallocation
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Chiasson	Jadd	3/25/2023	\$31,728.00	Reallocation
Parks and Recreation - Parc des Familles 2662	Groundskeeper (2354)	Prestenbach	Ryan	3/18/2023	\$26,195.00	Reinstatement
Water - Treatment Plant 3901	Water Purification Operator (2761)	Lasserre Jr	Brady	3/11/2023	\$46,033.00	Reinstatement
Central Garage 3950	Accountant III (1212)	Austin	Tommy	3/6/2023	\$96,548.00	Reinstatement
Jefferson Protection and Animal Welfare Service	Humane Officer (6612)	Cordero	Tabitha	3/25/2023	\$32,990.00	Reinstatement
Parish Council 0010	Clerk (Council)	Smith	Kylar	3/7/2023	\$25,480.00	SNCLT
Sewerage - West Bank 3852	Pump Equipment Mechanic (SP3) (2611)	Steele	ian	3/11/2023	\$42,650.00	Special Pay Provision 3
Community Development Programs	Community Service Program Coordinator	Jeffery	Stacey	3/25/2023		Transient
American Job Center 1280	Laborer	Oliver	Cornelius	3/25/2023		Transient
American Job Center 1280	Clerk I	Ray	Taiya	3/25/2023		Transient
American Job Center 1280	Animal Care Attendant I (1)	Bates	Kayla	3/25/2023		Transient

Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk (6607)	Thibodeaux	Brittany	3/18/2023		Transient
Water - Utilities 3907	Customer Relations Specialist I (1289)	Joseph	Scherrie	3/25/2023		Transient
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Fricke	Bryce	3/18/2023		Transient
Streets - West Bank 3003	Truck Driver II (2362)	Moore	Herbert	3/4/2023	\$42,466.00	Updated Job Description
Streets - West Bank 3003	Equipment Operator III	Howard Jr.	Keith	3/11/2023	\$42,931.00	Updated Job Description
Accounting 0061	Accountant II-Central Finance Office (1219)	Fontenberry	Denise	3/11/2023	\$51,927.00	Updated Job Description
Parish Council 0010	Clerk (Council)	Glancey	Robyn	3/11/2023	\$24,266.00	Updated Job Description
Community Development Programs - ERAP	Community Services Program Coordinator	Small	Dannielle	3/25/2023	\$39,061.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Wednesday, March 29, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Automotive series of classes; assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class of Landfill Operations Manager;
- C. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- D. Approved two proposals 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) 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. The Board approved the Meeting Minutes from the meeting of February 27, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Approved the January 2023 Monthly Report.

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:

Personnel Board Meeting
March 29, 2023

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. Unanimously approved the monthly report for February 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, April 18, 2023, 2:00 p.m., and Tuesday, May 16, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. Ms. Nguyen presented a report on La. R.S. 14:139
- F. Under Director's Report, the Director:
 1. Updated the Board on recent recruitment activities.

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 10, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
MAY 16, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF APRIL 18, 2023:

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023, hearing continued to May 15, June 19, and June 21, 2023, amended appeal received on April 18, 2023;
2. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage, scheduled for hearing on March 14, 2023, hearing continued to May 9, 2023, withdrawn April 17, 2023, order issued on May 4, 2023;
3. Docket No. 2023-001, Ashlin M. Zeller vs. Department of Parks and Recreation, order issued on May 4, 2023;
4. Docket No. 2023-002, Mark R. Hollebhone vs. Department of Parks and Recreation, scheduled for hearing on May 16, 2023, hearing rescheduled to May 9, 2023, hearing canceled, order issued on May 10, 2023;
5. Docket No. 2023-003, David T. Abadie vs. Department of Parks and Recreation, scheduled for hearing on June 7, 2023;
6. Docket No. 2023-004, Alexander C. Davis vs. Department of Parks of Recreation-Lafreniere Park, order issued on April 18, 2023.

APPEALS RECEIVED SUBSEQUENT TO APRIL 18, 2023:

May 9, 2023

OFFICIAL NOTICE

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

TUESDAY, MAY 16, 2023 – 2:00 P.M.

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

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

- Amend the Pay Plan for the Classified Service to revise the pay grade assignments and class titles for select classes in the Department of Purchasing;
- Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); 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.