

**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,

/s/ John G. Dumas

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

Gretna, Louisiana

May 10, 2023

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

Personnel Board Meeting
April 18, 2023

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, APRIL 18, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
 - B. Amend the Pay Plan for the Classified Service to revise the class title of Public Works Special Project Administrator;
 - C. Amend the Pay Plan for the Classified Service to revise the class title of Assistant Director-Inspection & Code Enforcement;
 - D. 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. Amend the Pay Plan for the Classified Service to abolish select classes that are no longer in use;
 - F. 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 Program Monitor, Workforce Connection Program Monitor, Assistant, Workforce Connection Program Planner, Assistant, Workforce Connection Program Planner/Supervisor, Workforce Connection Youth Services Supervisor, and Workforce Connection Youth Services Supervisor, Assistant; and
 - G. Amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3.
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of March 29, 2023.
- VI. Old Business:
 - A. Update on Pay Plan Study.

B. Report on LA. R.S. 14:139

VII. New Business:

- A. Requests for advanced or extended leaves of absence;
- B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
- C. Approval of the monthly report;
- D. Meeting(s)/Hearing(s) Dates: Tuesday, May 23, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, June 20, 2023, 2:00 p.m.;
- E. Miscellaneous/Unscheduled Matters;
- F. Director's Report:
 - 1. Update of Recruitment Activity

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO REVISE THE CLASS TITLE OF PUBLIC WORKS SPECIAL PROJECT ADMINISTRATOR

DATE: APRIL 10, 2023

CC: CORRESPONDENCE FILE

The Personnel Department brings forth this recommendation in order to allow for other departments outside of public works to utilize this class when employee has administrative oversight for large-scale on-going, specialized administrative operations with Parish-wide oversight and impact across multiple departments.

Current Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1029	Public Works Special Project Administrator	21	38605	59889	35	E

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1029	Specialized Operations Administrator	21	38605	59889	35	E

The Personnel Department recommends approval of the class title change of the Public Works Special Project Administrator to Specialized Operations Administrator by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO REVISE THE CLASS TITLE OF ASSISTANT DIRECTOR-INSPECTION & CODE ENFORCEMENT
DATE: APRIL 10, 2023
CC: CORRESPONDENCE FILE

The Personnel Department received a request to revise the class titles for Assistant Director-Inspection & Code Enforcement. An ordinance is being read into summary at the Council meeting to change the Department name; therefore, we were asked to revise the class titles to align with the revised Department name. Based on that request, the Personnel Department has recommended that the class title of Assistant Director-Inspection & Code Enforcement be revised to Assistant Director-Building Permits.

Current Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5189	Assistant Director-Inspection & Code Enforcement	34	56856	88202	35	E

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5189	Assistant Director-Building Permits	34	56856	88202	35	E

The Personnel Department recommends approval of the class title change of the Assistant Director-Inspection & Code Enforcement to Assistant Director-Building Permits by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION 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

DATE: APRIL 10, 2023

CC: CORRESPONDENCE FILE

The Personnel Department received a request to revise the class titles for classes using Property Maintenance. An ordinance is being read into summary at the Council meeting to change the Department name; therefore, we were asked to revise the class titles to align with the revised Department name. Based on that request, the Personnel Department has recommended that the class titles be revised as indicated below.

Current Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
5138	Assistant Director-Property Maintenance	29	49836	77313	35	E
5135	Property Maintenance/Zoning Inspector I	14	28778	44644	35	
5136	Property Maintenance/Zoning Inspector II	16	31586	49000	35	
5137	Property Maintenance/Zoning Inspector III	19	35797	55534	35	

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
5138	Assistant Director-Code Compliance & Enforcement	29	49836	77313	35	
5135	Code Compliance Inspector I	14	28778	44644	35	
5136	Code Compliance Inspector II	16	31586	49000	35	
5137	Code Compliance Inspector III	19	35797	55534	35	

The Personnel Department recommends approval of the class title changes for the above listed class titles by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO ABOLISH SELECTED JOB CLASSIFICATIONS IN THE PAY PLAN FOR THE CLASSIFIED SERVICE

DATE: APRIL 10, 2023

CC: CORRESPONDENCE FILE

There are numerous classes in the Pay Plan that have either become obsolete or the duties of that class have been assimilated into other classes. In most cases, these classes have not been used in over ten years and the duties formerly completed by this class have been taken over by other classes. Accordingly, we are recommending abolishing the following classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4024	Draftsman I	10	23162	35932	35	
4025	Draftsman II	13	27374	42466	35	
4026	Draftsman III	18	34394	53356	35	
2042	Energy Conservation Manager	32	54048	83847	40	E
1064	Equal Opportunity Officer	19	35797	55534	35	E
5010	Fire & Emergency Services Coordinator	25	44221	68601	35	E
3010	Games Official	Hrly.				
1232	Grants/Fiscal Manager – Jeff CAP	24	42817	66423	35	E
1230	Grants/Fiscal Specialist I	15	30182	46822	35	
1231	Grants/Fiscal Specialist II	21	38605	59889	35	
1467	Hospital Claims Administrator	34	56856	88202	35	E
6574	Juvenile Grant/Research Specialist	24	42817	66423	35	E
5058	Landfill Monitor/Clerk	9	21758	33754		
6562	Occupational Nurse	26	45625	70779	35	E
3030	Recreation Specialist	11	24566	38110	40	
3040	Recreation Worker	Hrly.				
1111	Stenographer Clerk I	7	18951	29399	35	
1112	Stenographer Clerk II	9	21758	33754	35	
1113	Stenographer Clerk III	13	27374	42466	35	
5141	Taxicab Inspector I	15	30182	46822	35	
5142	Taxicab Inspector II	19	35797	55534	35	E
4058	Traffic Control Analyst	20	37201	57712	40	E
4057	Traffic Control Analyst-Trainee	17	32990	51178	40	
5095	Transit Service Contract Monitor/Analyst	20	37201	57712	35	
2810	Weed/Grass Cutting Operations Supervisor	21	38605	59889	40	E

The Personnel Department recommends approval of the abolishment of the above classes by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION 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 PROGRAM MONITOR, WORKFORCE CONNECTION PROGRAM MONITOR, ASSISTANT, WORKFORCE CONNECTION PROGRAM PLANNER, ASSISTANT, WORKFORCE CONNECTION PROGRAM PLANNER/SUPERVISOR, WORKFORCE CONNECTION YOUTH SERVICES SUPERVISOR, AND WORKFORCE CONNECTION YOUTH SERVICES SUPERVISOR, ASST.

DATE: APRIL 13, 2022

CC: CORRESPONDENCE FILE

The Personnel Department met with Dr. Vanessa Zimmerman, Chief Administrative Assistant over the Office of the American Job Center and the Office of Workforce Development as well as Frances Turner, Coordinator of the Office of Workforce Development. The meeting centered on a discussion of positions that utilize “Workforce Connection” in the class title. We discussed which classes were still needed and should have the class title revised as well as which classes can be deleted since the Department of Workforce Connection no longer exist and numerous classes using “Workforce Connection” have not been used in a long time. Additionally, the Federal Programs positions were discussed. Based on that discussion, the Personnel Department has recommended that the following class title be eliminated.

Class Titles to be eliminated:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1070	Assistant Director-Workforce Connection	30	51240	79491	35	E
1550	Federal Programs Work Site Supervisor	13	27374	42466	35	
1434	Workforce Connection Center Supervisor	16	31586	49000	35	E
1041	Workforce Connection Employment Specialist	15	30182	46822	35	
1048	Workforce Connection Employment Supervisor	20	37201	57712	35	E
1049	Workforce Connection Grants Administrator	22	40009	62067	35	E
6720	Workforce Connection Instructor I	12	25970	40288	35	
6721	Workforce Connection Instructor II	14	28778	44644	35	
1043	Workforce Connection Operations Manager	24	42817	66423	35	E
1045	Workforce Connection Program Monitor	22	40009	62067	35	E
1047	Workforce Connection Program Monitor, Assistant	15	30182	46822	35	
1044	Workforce Connection Program Planner, Assistant	16	31586	49000	35	
1435	Workforce Connection Youth Services Supervisor	21	38605	59889	35	E
1436	Workforce Connection Youth Services Supervisor, Asst.	17	32990	51178	35	E/S

The Personnel Department recommends the following class titles be revised:

Current Class Titles:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1430	Workforce Connection Career Specialist	15	30182	46822	35	
1042	Workforce Connection Program Planner/Supervisor	22	40009	62067	35	E
1431	Workforce Connection Vocational Counselor I	12	25970	40288	35	
1432	Workforce Connection Vocational Counselor II	14	28778	44644	35	
1433	Workforce Connection Vocational Counselor III	18	34394	53356	35	E/S

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1430	Federal Programs Career Specialist	15	30182	46822	35	
1042	Federal Programs Planner/Supervisor	22	40009	62067	35	E
1431	Federal Programs Vocational Counselor I	12	25970	40288	35	
1432	Federal Programs Vocational Counselor II	14	28778	44644	35	
1433	Federal Programs Vocational Counselor III	18	34394	53356	35	E/S

The Personnel Department recommends approval of the elimination of the class titles and class title changes as indicated above by the Personnel Board.

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 OF THE CLASSIFIED SERVICE
TO REVISE RULE XII, SECTION 1.3

DATE: APRIL 10, 2023

CC: CORRESPONDENCE FILE

The recommended changes are to ensure that the Personnel Rules comply with USERRA. USERRA states that a returning military service member is entitled to all general pay raises that he would have received with reasonable certainty but for the absence for service. Where the rate of pay is an attribute of position, the returning service member is entitled to the current rate of the entitled position, including all the changes that occurred in his absence. When the pay system purports to condition the increases on factors such as increased skill, qualifications, or merit, the actual practices followed under the system rather than the labels associated with the raises must be examined. For example, if "merit" increases have been consistently awarded to all employees, then the raises may be considered to be seniority based, and the returning service member may be entitled to the raise as well. Jefferson Parish's merit increases are based on the employee's annual performance evaluation results. The results are that the majority of employees receive an increase. Therefore, under the standard provided for by USERRA, returning service members should receive annual pay increases as provided in Rule IV.

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

RULE XII. PERFORMANCE EVALUATIONS

Section 1. ADMINISTRATION

- 1.3 Each employee serving in a permanent status civil service appointment shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility. This shall be the employee's Annual Performance Evaluation. An employee evaluated as Below Expectations shall not be eligible for the annual pay increase. An employee evaluated as Needs Improvement shall not be eligible for a pay raise until and unless a reevaluation of Meets Expectations or higher is made. Upon a reevaluation of Meets Expectations or higher, an Appointing Authority shall grant an increase to the employee in the amount of two (2) percent as provided under Rule IV, Section 2.1. The overall evaluation (Below Expectations, Needs Improvement, Meets Expectations, Exceeds Expectations, or Substantially Exceeds Expectations) shall be indicated on the pay raise form.

An employee who has been absent from work on any type of leave of absence, ~~paid or unpaid~~, or Absence Without Leave for the equivalent of one hundred thirty (130) or more working days shall not be evaluated due to insufficient opportunity for observation and shall not be entitled to an Annual Pay Increase for the year. Military Leave with Pay and Military Leave without Pay shall not be counted for the purposes on this rule. A subject-to-call employee who has not been scheduled to work during the evaluation period shall not be evaluated due to insufficient opportunity for observation and shall not be entitled to an Annual Pay Increase for the year. An Appointing Authority may grant an alternative discretionary pay increase under Rule IV, 2.3,

subject to applicable provisions governing such increases pursuant to an established department-wide policy, or Parish-wide policy established by the Parish President.

**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
APRIL 18, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF MARCH 29, 2023:

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10, scheduled for hearing before Fifth Circuit Court on October 12, Fifth Circuit Court affirmed Board's decision on November 9, appealed to Louisiana Supreme Court on December 9, 2022, petition for writ of certiorari denied on March 14, 2023;
3. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7; appealed to Fifth Circuit Court on May 17, record brought to Courts on July 13, scheduled for hearing before Fifth Circuit Court on February 8, 2023, Fifth Circuit Court affirmed Board's decision on February 27, 2023;
4. 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;
5. 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;
6. Docket No. 2023-001, Ashlin M. Zeller vs. Department of Parks and Recreation, order pending Board signature;
7. 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.

APPEALS RECEIVED SUBSEQUENT TO MARCH 29, 2023:

1. Docket No. 2023-003, David T. Abadie vs. Department of Parks and Recreation; permanent employee, suspended;
2. Docket No. 2023-004, Alexander C. Davis vs. Department of Parks and Recreation-Lafreniere Park; probationary employee, dismissed.

April 11, 2023

OFFICIAL NOTICE

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

TUESDAY, APRIL 18, 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 for select classes in the Department of Purchasing;
- Amend the Pay Plan for the Classified Service to revise the class title of Public Works Special Project Administrator;
- Amend the Pay Plan for the Classified Service to revise the class title of Assistant Director-Inspection & Code Enforcement;
- 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;
- Amend the Pay Plan for the Classified Service to abolish select classes that are no longer in use;
- 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 Program Monitor, Workforce Connection Program Monitor, Assistant, Workforce Connection Program Planner, Assistant, Workforce Connection Program Planner/Supervisor, Workforce Connection Youth Services Supervisor, and Workforce Connection Youth Services Supervisor, Asst.; and,
- Amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3.

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.