

**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.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, APRIL 16, 2024 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 WOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Oath of Office
- II. Employee Appeals
- III. Public Comment Period
- IV. Proposals for Board Consideration:
 - A. Amend 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. Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special pay provision assignments to existing classifications and to create new classifications for classifications utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director;
 - C. Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for select classifications in the Planner class series and to provide for related matters;
 - D. 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 select classifications in the Head Start class series and to provide for related matters;
 - E. Amend 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 provide for related matters;
 - F. Amend the Pay Plan for the Classified Service to revise class titles utilized by the Department of JPAWS and provide for related matters;
 - G. Amend the Pay Plan for the Classified Service to create a new classification titled Communications Manager; and,
 - H. Cancel a list in accordance with Personnel Rule VI, Section 6.4.
- 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 and to discuss personnel matter regarding professional competence as it relates to select employees.
- VI. Approval of the Minutes: Meeting of March 14, 2024.

VII. Old Business:

- A. Approval of the Monthly Report for February 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 monthly report;
- D. Meeting(s)/Hearing(s) Dates: Tuesday, May 14, 2024, 2:00 p.m. (tentative) and Tuesday, June 18, 2024, 2:00 p.m. (tentative) meeting dates;
- E. Miscellaneous/Unscheduled Matters;
- F. Director's Report:
 1. Update on Pay Plan Study

IX. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO REVISE OR APPLY FOOTNOTE ASSIGNMENTS AND/OR SPECIAL PAY PROVISION ASSIGNMENTS AND TO CREATE NEW CLASSIFICATIONS FOR CLASSIFICATIONS UTILIZING INTERNATIONAL CODE COUNCIL CERTIFICATIONS IN THE DEPARTMENTS OF BUILDING PERMITS AND CODE COMPLIANCE AND ENFORCEMENT

DATE: APRIL 4, 2024

CC: CORRESPONDENCE FILE

The Personnel Department met with the Building Permits Director Danny Ferrara, Code Compliance & Enforcement Director Lisa Caluda, and CAA Juliette Cassagne to discuss their departmental structures and the positions that must have or should have International Code Council certifications. Currently the Building Permits has a statutory requirement for all I level trades inspectors, i.e. building, mechanical, plumbing, and electrical, to receive one certification (residential or commercial) during their probationary period. In order to progress to the II level, employees must have two (residential and commercial) certifications; and in order to be promoted to the III level supervisor position they must have three certifications (residential, commercial, and plans examiner). Under the current structure of the Building Permits Department, the III positions are considered the chief inspector and supervisor for their respective sections. The Building Permits Department is looking to provide further motivation and incentive for employees to attain the commercial and plan examiner certifications in the trades sections. Additionally, they are seeking to create Multi-Discipline Inspector classifications for individuals skilled and certified in multiple trades. The Code Compliance & Enforcement Department is looking to provide incentives for their employees to attain a Property Maintenance and Housing Inspector Certification. Additionally, the Director seeks to restructure the supervisor structure. As such, she has requested a pay grade revision and class title change for the Code Compliance Inspector III as well as the elimination of the Weed & Pollution Control Supervisor.

The changes requested for the Code Compliance Inspector III resulted in a FLSA Exempt Status designation. In the review of the Code Compliance Inspector III, an Archer evaluation was completed. The position evaluated an overall point total of 554, with a responsibility valuation of 1.16665. This establishes the recommended pay grade as a pay grade 21. Hours of work will be 35 base hours per week and the position will be Exempt from overtime compensation under the Fair Labor Standards Act.

Based on the current structure of the Departments, and the goals set forth by the Departments, the Personnel Department's recommends the following changes utilizing Underlines for additions and ~~Strikethroughs~~ for deletions:

Amending the Pay Plan for the Classified Service to revise Footnote 8 to the Footnote Listings to the following:

8. Automatic progression to the II or Certified level classification upon completion of probation at the lower level and attainment of appropriate International Code Council Certification(s). Employees will receive a 10.25% increase upon progression to be effective on the first day of the pay period immediately following attainment.
11. ~~Reserved.~~ Automatic progression to the III level classification upon attainment of three (3)* or more appropriate International Code Council Certifications including a plans examiner certification. *Attainment of a Certified Building Official Certification can count for two (2) inspector certifications. Employees will

receive a 10.25% increase upon progression to be effective on the first day of the pay period immediately following attainment.

Amending the Pay Plan for the Classified Service from the following:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA
			Min. Rate	Max. Rate		
5102	Building Inspector II	22	40009	62067	35	
5107	Building Plan Reviewer II	23	41413	64245	35	
5136	Code Compliance Inspector II	16	31586	49000	35	
5137	Code Compliance Inspector III	19	35797	55534	35	
5112	Electrical Inspector II	22	40009	62067	35	
5122	Mechanical Inspector II	22	40009	62067	35	
5132	Plumbing Inspector II	22	40009	62067	35	
5030	Weed & Pollution Control Supervisor	20	37201	57712	35	E

Amending the Pay Plan for the Classified Service to create the following classes, eliminate one class, revise the pay grade assignment and apply FLSA exemption to one class, and to apply footnote 8 and 11 to the designated class titles:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA
			Min. Rate	Max. Rate		
5102	Building Inspector II (11)	22	40009	62067	35	
5099	Building Inspector Supervisor	26	45625	70779	35	
5107	Building Plan Reviewer II (11)	23	41413	64245	35	
5136	Code Compliance Inspector II (8)	16	31586	49000	35	
5139	Code Compliance Inspector II-Certified	18	34394	53356	35	
5137	Code Compliance Supervisor	21	38605	59889	35	E
5112	Electrical Inspector II (11)	22	40009	62067	35	
5114	Electrical Inspector Supervisor	26	45625	70779	35	
5122	Mechanical Inspector II (11)	22	40009	62067	35	
5120	Mechanical Inspector Supervisor	26	45625	70779	35	
5096	Multi-Discipline Inspector I (8)	21	38605	59889	35	
5097	Multi-Discipline Inspector II (11)	23	41413	64245	35	
5098	Multi-Discipline Inspector III	25	44221	68601	35	
5132	Plumbing Inspector II (11)	22	40009	62067	35	
5134	Plumbing Inspector Supervisor	26	45625	70779	35	
5030	Weed & Pollution Control Supervisor	20	37201	57712	35	E

In discussion with Mr. Ferrara, he conveyed, that in addition to making these changes he needs to raise the pay for those employees currently in the classes that have already taken the initiative and attains the required certifications. He stated that he wished to give an across the board pay increase in accordance with Personnel Rule IV, Section 1.6, to current staff that had previously acquired required certifications.

Accordingly, Personnel Department Staff worked with Mr. Ferrara in order to include in the proposal the following across the board pay increases for the current employees in the classes of Building Inspector II, Building Inspector III, Building Plan Reviewer II, Building Plan Reviewer Supervisor, Electrical Inspector II, Electrical Inspector III, Mechanical Inspector III, Plumbing Inspector II, Plumbing Inspector; and Regulatory Manager:

- All employees in the class of Building Inspector II, Building Inspector III, Building Plan Reviewer II, and Building Plan Reviewer Supervisor shall receive a 5% increase or an increase up to the employee's maximum salary, whichever is less.
- All employees in the class of Plumbing Inspector III, Mechanical Inspector III, Electrical Inspector III shall receive a 5% increase or an increase up to the employee's maximum salary, 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 Personnel Department recommends approval by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL ANALYST II, CLASSIFICATION & PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF ASSISTANT DIRECTOR-PLANNING, PLANNER I, PLANNER II, AND PLANNER III

DATE: 03/27/2024

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.

On March 6, 2024, Director of Planning, Bessie Martin, sent an email to CAA, Juliette Cassagne, outlining the need for a market study to be done on the class of Planner II. On March 7, 2024, with the request from the Director and approval of their CAA, a formal request was made to Personnel Director, John Dumas, and Assistant Director-Personnel, Lauren Call, requesting a market study be conducted on the class of Planner II. In the email, Ms. Martin and Ms. Cassagne discussed the imminent need for the study, since this position had not been evaluated since 2016. These positions are vital to the everyday operations of Planning. There are currently three (3) vacancies for the class of Planner II. This position has been recruited since January 20, 2023, with four (4) active candidates. The difficulty in recruiting and retaining employees has been attributed to the inadequate starting rate.

Ms. Martin expressed her concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. The Personnel Department has determined that a market-based pay grade reassignment is in order for these positions based upon our findings.

Furthermore, our recommendation for the classes of Assistant Director-Planning, Planner I, and Planner III reflects the understanding that internal consistency needs to be maintained as a whole. In order to recognize and maintain equity in the series, the Personnel Department recommends placement of Assistant Director-Planning, Planner I, and Planner III in a market based pay grade.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions. We also looked at Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (AL, AR, FL, GA, TX, TN):

Planner II	
Jurisdiction	Starting Pay
Jefferson Parish:	\$44,221
City of New Orleans:	\$56,488
St. Charles Parish:	\$53,441
St. Tammany Parish:	\$50,705
Shreveport:	\$39,229
Salarystudy.com:	\$49,895
Average:	\$49,952

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

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5085	Planner I (1)	21	38605	59889	35	
5086	Planner II	25	44221	68601	35	

Current Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5191	Assistant Director-Planning	36	59664	92558	35	E
5087	Planner III	31	52644	81669	35	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5191	Assistant Director-Planning	38	64577	100181	35	E
5085	Planner I (1)	23	41413	64245	35	
5086	Planner II	29	49836	77313	35	
5087	Planner III	33	55452	86024	35	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the classes of Assistant Director-Planning, Planner I, Planner II, and Planner III. The market based pay grade reassignment will be effective the first day of the pay period immediately following approval by the Personnel Board. All current employees below the new minimum rate shall go to the minimum rate.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF HEAD START TEACHER, HEAD START TEACHER, ASSISTANT, AND HEAD START TEACHER/ADVISOR AND TO REVISE THE PAY GRADE ASSIGNED TO THE CLASS OF EARLY HEAD START TEACHER

DATE: 04/08/2024

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.

Based on vacancies, recruitment efforts, inability to attract or to fill vacancies with qualified personnel and labor market pay data, the Personnel Department recommends the placement of Head Start Teacher, Head Start Teacher, Assistant, and Head Start Teacher/Advisor be assigned to a Market Based Pay Grade.

The Department of JeffCAP requested the reevaluation of pay grade assignment for the class of Head Start Teacher due to issues in recruiting a sufficient number of qualified candidates. The request came from Christi Langoni, former Director of JeffCAP, with the approval of her CAA, Dr. Vanessa Zimmerman. There are currently eight (8) vacancies in the class of Head Start Teacher; the class has been recruited since June 23, 2023 with only two (2) qualified candidates currently. The difficulty in recruiting has been attributed to the inadequate starting rate. Ms. Langoni expressed her concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary.

In addition to looking at Head Start Teacher, we also reviewed Head Start Teacher, Assistant. There are currently ten (10) vacancies in the class of Head Start Teacher, Assistant; the class has been recruited since June 23, 2023 with only three (3) qualified candidates currently. There has been a staffing shortage for Head Start Teacher and Head Start Teacher, Assistant positions for years despite enhanced recruitment efforts. The Personnel Department has determined that a market based pay grade reassignment is in order based upon our findings.

In addition to reviewing Head Start Teacher and Head Start Teacher, Assistant, Ms. Langoni also asked that we review the class of Family Service Specialist. There are currently six (6) vacancies in the class of Family Service Specialist; the class has been recruited since April 22, 2022 with only ten (10) qualified candidates. Upon review of the market data, there is no justification for moving the Family Service Specialist to a Market Based Pay Grade.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions as well as using Salarystudy.com in NEOGOV (TX, TN, OK, VA) to obtain data from government agencies:

Head Start Teacher	
Jurisdiction	Starting Pay
Jefferson Parish:	\$32,990
JPPSS:	\$39,800
Ascension Parish:	\$48,783
Calcasieu Parish:	\$37,000
East Baton Rouge:	\$33,825
Lafayette Parish:	\$47,359
Clover:	\$45,000
NO TCA:	\$32,800
Plaquemines Parish:	\$35,650
Rapides Parish:	\$44,522
St. Bernard Parish:	\$48,317
St. James Parish:	\$28,916
St. John Parish:	\$43,280
St. Tammany Parish:	\$39,680
Terrebone Parish:	\$37,502
West Baton Rouge:	\$37,144
Salarystudy.com:	\$36,948

Family Service Specialist	
Jurisdiction	Starting Pay
Jefferson Parish:	\$34,394
NO TCA:	\$36,800
Acadia Parish:	\$26,554
Ascension Parish:	\$32,779
East Baton Rouge:	\$26,508
St. James Parish:	\$24,326
St. Martin Parish:	\$26,373
West Baton Rouge:	\$37,662
Salarystudy.com:	\$37,646

Head Start Teacher, Assistant	
Jurisdiction	Starting Pay
Jefferson Parish:	\$25,970
Ascension Parish:	\$22,265
East Baton Rouge:	\$24,092
Clover:	\$28,938
NO TCA:	\$23,725
Plaquemines Parish:	\$31,442
St. James Parish:	\$22,792
St. Tammany Parish:	\$28,110
Terrebone Parish:	\$23,109
West Baton Rouge:	\$23,101
Urban League NO:	\$32,700
Salarystudy.com:	\$27,468

Based upon the salary information gathered from other jurisdictions, as well as reviewing private sector salary information, the Division of Classification and Pay found that the class of Head Start Teacher and Head Start Teacher, Assistant should be assigned to a Market Based Pay Grade. We are also recommending changes to Head Start Teacher/Advisor to prevent salary compression in the series.

Current Assignment:

Class	Pay	Annual Salary Range		Base	FLSA
		Normal			

Code	Class Title	Grade	Min. Rate	Max. Rate	Hrs./Wk.	Status
6701	Head Start Teacher (10)	17	32990	51178	35	E
6700	Head Start Teacher, Assistant (10)	12	25970	40288	35	E
6705	Head Start Teacher/Advisor (10)	21	38605	59889	35	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6701	Head Start Teacher (10)	21	38605	59889	35	E
6701	Head Start Teacher, Assistant (10)	13	27374	42466	35	E
6705	Head Start Teacher/Advisor (10)	23	41413	64245	35	E

In addition to reviewing the market for the above classes, Ms. Langoni requested that we review the Early Head Start Teacher and Head Start Teacher, Assistant. When the Early Head Start Teacher class was created in 2018, it was determined to be equivalent to the Head Start Teacher, Assistant except working with the younger age group (birth to two) versus the older age group (three to five). Currently, the Early Head Start Teacher is responsible for full management of the classroom including planning and paperwork, whereas the Head Start Teacher Assistant assists a Lead Teacher and has limited paperwork and collaborates with the Lead Teacher. An evaluation was completed in the Archer Evaluation System. The Archer evaluation for the class of Early Head Start Teacher puts the overall point total at 372, with a responsibility valuation of 1.05555. This makes the recommended pay grade 14. The hours of work will continue to be 35 hours per week, and the class will continue to be Exempt under the Fair Labor Standards Act.

Currently the class is in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6708	Early Head Start Teacher	12	25970	40288	35	E

The Personnel Department recommends the following pay grade adjustments be made to this class:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6708	Early Head Start Teacher	14	28778	44644	35	E

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

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

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

- All current probationary Early Head Start Teacher employees below the new minimum rate shall go to the minimum rate.
- All current permanent Early Head Start Teacher employees above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is lesser.

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

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for Head Start Teacher, Head Start Teacher, Assistant, and Head Start Teacher/Advisor as well as the Pay Grade reassignment of Early Head Start Teacher by the Personnel Board. While approval by the Personnel Board is not required for the across the board increases for the current Early Head Start Teacher staff, the Personnel Department recommends concurrence with the recommended increases in order to maintain an equitable balance in the Department of JeffCAP.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL ANALYST III, AND HALIE DUCOTE, PERSONNEL ANALYST II, CLASSIFICATION, PAY, AND RECORDS

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADE ASSIGNED TO THE CLASS OF ENVIRONMENTAL QUALITY TECHNICIAN II AND TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF ENVIRONMENTAL QUALITY TECHNICIAN II, ENVIRONMENTAL QUALITY SPECIALIST, AND ENVIRONMENTAL QUALITY SUPERVISOR

DATE: 04/09/2024

CC: CORRESPONDENCE FILE

The Department of Environmental Affairs requested the reevaluation of pay grade assignment and possible Market Based Pay Grade for the class of Environmental Quality Technician II. The request came in an email dated March 27, 2024 directed to John Dumas, Personnel Director from Ms. Katherine Costanza, Director of Environmental Affairs. Ms. Costanza advised of three (3) vacant positions and feels that the ability to attract qualified applicants is due to the low salary. Upon review of the existing job descriptions, the Personnel Department has determined that a pay grade adjustment is in order for these positions based upon the recognition of increased span of control, physical and sensory development, education related vocational development, and environmental adaptability required in the performance of these employees' essential job tasks.

Utilizing the information provided in the request as well as in the job description, an evaluation was done in the Archer Evaluation System. It was found that the Environmental Quality Technician II should be adjusted by two (2) pay grades.

Currently the class is in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5412	Environmental Quality Technician II	16	31586	49000	40	

It is my recommendation that the following pay grade adjustment be made to this class:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5412	Environmental Quality Technician II	18	34394	53356	40	

The resulting pay grade's minimum rate is not sufficient for the surrounding market for Environmental Quality Technician II. In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions as well as using Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (TX, TN, MS, AL, FL, and GA):

Environmental Quality Technician II	
Jurisdiction	Starting Pay
Jefferson Parish:	\$31,586
City of New Orleans:	\$43,517
Lafayette Parish:	\$45,032
LA State Civil Service:	\$38,168
City of Shreveport:	\$42,806
Salarystudy.com:	\$39,126

Environmental Quality Specialist	
Jurisdiction	Starting Pay
Jefferson Parish:	\$40,009
City of New Orleans:	\$55,102
East Baton Rouge:	\$33,825
LA State Civil Service:	\$40,830
City of Shreveport:	\$46,800
Salarystudy.com:	\$44,660

The Personnel Rules provide that “upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting pay rate, the Personnel Board may approve the reassignment of the job class involved to an alternate pay grade deemed necessary and adequate, known as a Market Based Pay Grade.” The rule further states that “the Personnel Board shall have exclusive authority to reassign job classes to and from market based pay grades as dictated by labor market factors, based upon recommendation by the Personnel Department.” Based on vacancies, recruitment efforts, inability to attract or to fill vacancies with qualified personnel and labor market pay data, the Personnel Department recommends the placement of Environmental Quality Technician II into a Market Based Pay Grade.

There are currently three (3) vacancies in the class of Environmental Quality Technician II; the class has been recruited since December 16, 2022 with only six (6) qualified candidates currently. History has shown moderate turnover in this position. The difficulty in recruiting and retaining for this class is also contributed to the inadequate starting rate.

While some jurisdictions are comparable to our current starting salary, others that are close in proximity are significantly higher. Accordingly, we are recommending a four (4) pay grade adjustment in order to attract qualified Environmental Quality Technician II candidates. We are also recommending changes to Environmental Quality Specialist and Environmental Quality Supervisor to maintain internal consistency in the series. We are recommending a two (2) pay grade adjustment from their current position based on market data.

Current Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5401	Environmental Quality Specialist	22	40009	62067	40	
5403	Environmental Quality Supervisor	27	47029	72957	40	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5401	Environmental Quality Specialist	24	42817	66423	40	
5403	Environmental Quality Supervisor	29	49836	77313	40	E
5412	Environmental Quality Technician II	22	40009	62067	40	

The Personnel Department recommends approval of the Pay Grade reassignment and Market Based Pay Grade assignments by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO REVISE THE CLASS TITLE OF ANIMAL CARE ADMINISTRATIVE CLERK, ANIMAL CARE ADMINISTRATIVE SPECIALIST, ANIMAL CARE ATTENDANT I, ANIMAL CARE ATTENDANT II, ANIMAL CARE ATTENDANT SUPERVISOR, ANIMAL CARE SPECIALIST, ANIMAL SHELTER MANAGER, ASSISTANT DIRECTOR-ANIMAL SHELTER, AND HUMANE OFFICER-CHIEF

DATE: 03/25/2024

CC: CORRESPONDENCE FILE

Jefferson Protection and Animal Welfare Services (JPAWS) Director, Michelle Brignac, and Assistant Director, Cory Durr, reached out to Personnel, with the approval of their Chief Administrative Assistant, Mario Bazile, to request the creation of two (2) new class titles and a pay grade review on the Animal Shelter Manager and Assistant Director-Animal Shelter positions as well. Personnel Department staff were provided with proposed job descriptions and an organizational chart. Upon discussion and review, we have determined that rather than create two new specialized class titles unique to JPAWS, we recommend revising the class title of Humane Officer-Chief to JPAWS Division Supervisor. The department can use this title for multiple positions within the department and have them assigned to oversee various divisions (such as the Humane Division, Veterinary Division, and Care Division). Additionally, it was requested to remove “Animal” and/or “Shelter” from all class titles within the department.

Currently the classes are in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
6607	Animal Care Administrative Clerk	12	25970	40288	40	
6608	Animal Care Administrative Specialist	15	30182	46822	40	
6601	Animal Care Attendant I (1)	12	Market Based Pay Grade		40	
6602	Animal Care Attendant II	14	28778	44644	40	
6605	Animal Care Attendant Supervisor	18	34394	53356	40	
6617	Animal Care Specialist	18	34394	53356	40	
6620	Animal Shelter Manager	23	41413	64245	40	E
6621	Assistant Director-Animal Shelter	30	51240	79491	35	E
6613	Humane Officer-Chief	20	37201	57712	40	E

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		
6607	JPAWS Administrative Clerk	12	25970	40288	40	
6608	JPAWS Administrative Specialist	15	30182	46822	40	
6601	JPAWS Care Attendant I (1)	12	Market Based Pay Grade		40	
6602	JPAWS Care Attendant II	14	28778	44644	40	
6605	JPAWS Care Attendant Coordinator	18	34394	53356	40	
6617	JPAWS Care Specialist	18	34394	53356	40	
6620	JPAWS Manager	23	41413	64245	40	E
6621	Assistant Director-JPAWS	30	51240	79491	35	E
6613	JPAWS Division Supervisor	20	37201	57712	40	E

Based on Ms. Brignac's request, we reviewed the provided job descriptions for the Animal Shelter Manager and Assistant Director-Animal Shelter. Evaluations were completed in the Archer Evaluation System. It was found that no adjustments are warranted for the Animal Shelter Manager and Assistant Director-Animal Shelter pay grades.

The Personnel Department recommends approval of the class title changes for the classes of Animal Care Administrative Clerk, Animal Care Administrative Specialist, Animal Care Attendant I, Animal Care Attendant II, Animal Care Attendant Supervisor, Animal Care Specialist, Animal Shelter Manager, Assistant Director-Animal Shelter, and Humane Officer-Chief by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO CREATE A NEW CLASSIFICATION IN THE PUBLIC INFORMATION OFFICE

DATE: APRIL 3, 2024

CC: CORRESPONDENCE FILE

Personnel Director John Dumas and I met with Public Information Officer Gretchen Hirt Gendron and Deputy Chief Operating Officer Cherreen Gegenheimer to discuss the reorganization of the Public Information Office. During the meeting, Ms. Hirt Gendron presented her ideas regarding further defining her staff roles, additional staffing needs, and overall structure of the Office. Under the current structure, she has a Deputy Public Information Officer and three (3) Information Specialist. She stressed the importance of the need to set her Information Specialist apart from Information Specialist in individual departments. Due to the parishwide responsibilities of her staff and addition of numerous duties over the years, they should be in different classification.

After review of documents including a proposed organizational chart and proposed job descriptions, the Personnel Department has determined that a new classification is in order. An Archer evaluation was completed for the new class of Communications Manager. The position evaluated an overall point total of 660, with a responsibility valuation of 1.22220. This establishes the recommended pay grade for the new class of Communications Manager as a pay grade 26. Hours of work will be 35 base hours per week and the position will be Exempt from overtime compensation under the Fair Labor Standards Act.

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

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5066	Communications Manager	26	45625	70779	35	E

The Personnel Department recommends approval of the addition of the class of Communications Manager by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST TO CANCEL LIST
DATE: APRIL 3, 2024
CC: CORRESPONDENCE FILE

The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4: **Accountant I-Central Finance Office.**

One vacancy within this classification currently exists in the Department of Accounting. There are 7 candidates currently on the eligible list. Accounting Director Eric Chi requested that the classification's minimum qualifications be modified. The Personnel Department work with Mr. Chi to develop new minimum qualifications. Majority of the candidates on the list no longer meet the minimum qualifications. Upon closing the current eligibility list, the active candidates will be notified about the changes to the minimum qualifications and encouraged to reapply, if they qualify, to gain active status on the new eligibility list.

The Personnel Department recommends that the Personnel Board cancel the current eligibility list for Accountant I-Central Finance Office (1218), in accordance with Rule VI, Section 6.4.

**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 – FEBRUARY 2024

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>FEB-24</u>	<u>JAN-24</u>	<u>FEB-23</u>
Total Applications Received:	376	571	356
Competitive:	269	421	284
Non-Competitive:	107	150	72
Total Applications Rejected:	125	190	129
Competitive:	106	163	122
Non-Competitive:	19	27	7
Total Applications Withdrawn:	97	106	66
Competitive:	70	79	48
Non-Competitive:	27	27	18
Candidates Scheduled for Written Exam:	69	51	59
Candidates Examined - Written Exam:	38	32	46
Candidates Passed Written Exam:	27	26	38
Candidates Failed Written Exam:	11	6	8
Candidates Examined - Rating of T&E:	22	68	20
Candidates Placed on Competitive Eligible List:	63	109	63
Certificates of Eligibility Issued:	16	29	18
Certificates of Eligibility to be Interviewed Issued (GLC):	44	76	32
Pending Testing (Scheduled for upcoming Test):	69	48	28
Pending Review or Waiting for More Information:	23	97	42
Job Interest Cards Completed Online:	49	58	15
ADA Accommodations			
Requested:	1	3	0
Approved:	0	1	0
Denied/Withdrawn:	1	1	0
Pending:	0	1	0
New Postings in NEOGOV:	6	9	10
New Exam Plans in NEOGOV:	4	3	4
Revised Exam Plans in NEOGOV:	2	6	6

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist IV – Grants Oversight
- Administrative-Management Specialist IV – Public Safety Grants & Admin
- Federal Programs Coordinator – Housing
- Humane Officer
- Sewerage General Superintendent
- Shop Carpenter

Advertisement Source	Total %
College/University Career Services	0.45
Facebook	0.67
Family, Friend, Co-Worker, etc.	19.38
Governmentjobs.com	7.35
Handshake Website	0
Indeed.com	14.92
Jefferson Parish Department other than Personnel	1.56
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.79
Jefferson Parish website	29.62
Job Fair	4.01
Library	0.45
Louisiana Workforce Commission website	1.11
Monster.com	0
Newspaper ad	0.67
Nola.com	0.67
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	1.34
Unknown	0
Personnel Department Use Only	12.03
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Feb 1, Feb 8, Feb 20, Feb 29

Written Test Administrations:

	FEB 2024		2024 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Administrative & Executive Assistant	2/3	67%	86%
Administrative Assistant	2/3	67%	86%
Clerical Skills I	6/6	100%	100%
Customer Relations Specialist I	4/4	100%	100%
Utility Inventory Clerk I	2/2	100%	100%
Clerical/Office Skills Test (COST)	1/1	100%	100%
Animal Care Administrative Clerk	1/1	100%	100%
COST + Microsoft Word Skills Test	4/9	44%	50%
Office Support Specialist I	2/4	50%	57%
Office Support Specialist II	1/4	25%	20%
Secretary	1/1	100%	100%
Code Compliance Inspector I	4/6	67%	57%
Drainage Pump Station Operator I	1/2	50%	50%
Drainage Pump Station Operator II	1/1	100%	100%
Field Supervision: Foreman + Form Completion Tests	2/2	100%	86%
Road Maintenance Supervisor	2/2	100%	86%
Field Supervisor I	1/1	100%	100%
Field Supervisor II	2/2	100%	100%
Pump Equipment Mechanic	1/1	100%	100%
Recreation Center Supervisor, Assistant-ATHLETICS	1/1	100%	100%
Sewerage Lift Station Inspector	0/1	0%	0%
Water Service Inspector I	0/1	0%	67%
SUMMARY	26/37	70%	77%

Tests Constructed/Refined & Validated (7):

Minimum Qualifications (7): Administrative-Management Specialist (AMS) I-Risk Management; AMS IV-Grants Oversight; AMS IV-Public Safety Grants Administration; Electrical Inspector II-Street Lighting; Emergency Management Coordinator II-Public Health; Federal Programs Coordinator-Housing; and Sewerage General Superintendent.

Ratings of Training & Experience (0): None.

Written Tests (0): None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>FEB-24</u>	<u>JAN-24</u>	<u>FEB-23</u>
Total Appointments to Permanent Positions:	50	52	55
Competitive:	27	34	35
Non-Competitive:	23	18	20
Breakdown of Competitive Appointments:			
Limited Entrance:	0	2	2
Preferred Reemployment:	0	0	0
Promotions:	6	13	17
Reemployment:	0	0	0
Entrance:	13	11	8
Reinstatement:	1	2	0
Transfers:	4	5	4
Demotions:	0	0	0
Reallocations:	3	1	4
Provisional:	0	2	3
Temporary Appointment:	1	24	2
Emergency Appointment:	2	3	0
Updated Job Descriptions:	33	5	34
Requisitions submitted in month:	117	69	110
Unfilled requisitions as of end of month:	414	403	398

SEPARATIONS

Total Permanent Separations:	38	22	29
Competitive:	21	11	20
Non-Competitive:	17	11	9
Breakdown of Separations:			
Dismissals:	5	6	3
Resignations:	30	13	19
Retirements:	3	2	7
Deaths:	0	1	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

Overall Turnover:	1.8%	1.1%	1.3%
Competitive Turnover:	1.4%	0.7%	1.2%
Non-Competitive Turnover:	3.1%	2.0%	1.7%

February presents an increase in All categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>FEB-24</u>	<u>JAN-24</u>	<u>FEB-23</u>
Salary Increases Granted:	178	297	301
Salary Increases Disapproved:	7	10	8
Fines:	0	0	3
Suspensions:	5	4	7
Leave with Pay Granted:	1	2	3
Leave without Pay Granted:	55	57	74
AWOL:	44	45	53
Parental Leave:	1	1	6
FMLA Requests:	51	34	34

JOB CLASSIFICATION STUDIES:

Completed: Administrative Assistant - Water

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance) - Recreation
Engineering Inspector II – Engineering
Administrative-Management Specialist II – JeffCAP
Sewerage Maintenance Superintendent – Sewerage

CPQ's received: None

CPQ's assigned: None

Disposition(s): Administrative Assistant – Water – incorrectly classified; reclassified to Executive Assistant

PAY GRADE REASSIGNMENTS:

Completed: Floodplain/CRS Specialist – Floodplain Management and Hazard Mitigation

Pending: None

Assigned: None

Disposition(s): Floodplain/CRS Specialist – incorrectly graded in Pay Plan; recommendation made to and approved by Personnel Board to change pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Code Compliance Inspector I (5135) to Code Compliance Inspector II (5136)
Humane Officer (6612) to Humane Officer-Senior (6614)

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

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

Class Specification Written/Amended: Head Start Health Manager

Minimum Qualifications Written/Changes: Road Maintenance Superintendent I, Office Support Specialist II

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Participating in meetings regarding new ERP system
Completed Cook Series Market Study

JUDICIAL REPORT

Appeals Received during February: 0

Appeals Pending: 3

Appealed to 5th Circuit during February: 0

Appeals pending before 5th Circuit: 0

Appealed to Louisiana Supreme Court during February: 0

Appeals pending before Louisiana Supreme Court: 0

Appealed to the US Supreme Court during February: 0

Appeals pending before the US Supreme Court: 0

February-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	3
0061	Accounting	4
0062	Budget	1
0064	Purchasing	3
0065	General Services	12
0067	Human Resource Management	2
0068	Planning	2
0069	Planning Advisory Board	1
0070	Risk Management	1
0110	Building Permits	22
0112	Code Compliance and Enforcement	5
0119	Community Justice Agency	1
0120	General Services	1
0130	Fire	1
0140	Emergency Management	1
0150	Public Safety	1
0330	JeffCAP	1
1010	JeffCAP	58
1020	JeffCAP	5
1040	JeffCAP	1
1060	JeffCAP	8
1172	Community Development	11
1174	Community Development	1
1176	Community Development	1
1180	Community Development	1
1187	Community Development	7
1230	Community Development	2
1255	Public Health	1
1280	American Job Center	19
1290	Miscellaneous Grants	3
2150	Juvenile Services	1
2151	Juvenile Services	20
2152	Juvenile Services	12
2200	JPAWS	6
2450	Library	1
2451	Library	16
2452	Library	3
2453	Library	4
2530	Recreation	2
2531	Recreation	24
2532	Recreation	5
2533	Recreation	6
2534	Recreation	19
2535	Recreation	1
2615	Alario Center	8
2651	Lafreniere	6

2652	Lafreniere	1
2662	Recreation	2
2920	Fire	5
2921	Fire	34
2922	Fire	1
3000	Streets	2
3002	Streets	22
3003	Streets	17
3005	Traffic Engineering	10
3050	Parkways	1
3051	Parkways	5
3052	Parkways	5
3110	Engineering – Street Lighting	5
3270	Drainage	7
3301	Drainage	45
3302	Drainage	55
3500	Environmental	1
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	4
3851	Sewerage	24
3852	Sewerage	19
3900	Water	8
3901	Water	13
3902	Water	30
3903	Water	4
3907	Water	28
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	3
3957	Engineering	11
3958	Environmental	4
3959	EIS	1
3960	Engineering	2
3965	Fleet Management	1
3966	Engineering	3
3969	Capital Projects	1
3970	Public Works	1
3971	Telecommunications	1
3972	Floodplain	3
3973	Ecosystems	1
3976	Public Works	10
	Total	738

Hires by Date Report

For records between **02/01/24** and **02/29/24**

86 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>
American Job Center	Laborer	Stewart	Jahlil	2/10/2024		Emergency
Jefferson Community Actions Programs	Office Support Specialist I	Moore	Jennifer	2/10/2024		Emergency
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Trahan	Brianna	2/10/2024	\$27,374.00	Entrance
Parks and Recreation	Clerk II	Toney	Rashonda	2/24/2024	\$21,829.00	Entrance
Code Compliance & Enforcement	Code Compliance Inspector I	Barrios	Austin	2/10/2024	\$28,778.00	Entrance
Water	Customer Relations Specialist I	Hayes	Donjanae	2/24/2024	\$32,889.00	Entrance
Sewerage	Equipment Operator I	Johnson	Javon	2/10/2024	\$28,778.00	Entrance
Sewerage	Equipment Operator I	Reid	Darnel	2/24/2024	\$28,778.00	Entrance
Parks and Recreation	Groundskeeper	Champagne	Ashton	2/10/2024	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper	George	Joshua	2/10/2024	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper	Smith	Philip	2/10/2024	\$24,948.00	Entrance
Parks and Recreation	Information Specialist	Lacava	Joseph	2/24/2024	\$38,605.00	Entrance
Sewerage	Laborer	Breaux	Joshua	2/24/2024	\$24,948.00	Entrance
Sewerage	Laborer	Maiden III	Clyde	2/10/2024	\$24,948.00	Entrance
Sewerage	Laborer	Clofer	Howard	2/10/2024	\$24,948.00	Entrance
Sewerage	Laborer	Boudreaux	River	2/10/2024	\$24,948.00	Entrance
Sewerage	Laborer	Donald Jr	Daniel	2/10/2024	\$24,948.00	Entrance
Water	Laborer	Brumfield	Emanuel	2/10/2024	\$24,948.00	Entrance
Water	Laborer	Joseph	Dewayne	2/24/2024	\$24,948.00	Entrance
Library	Library Associate	Bernius	John	2/24/2024	\$28,778.00	Entrance
Library	Library Associate	Lightell	LeAnn	2/10/2024	\$28,778.00	Entrance
Jefferson Community Actions Programs	Office Support Specialist I	Moore	Jennifer	2/24/2024	\$21,829.00	Entrance
General Services	Receptionist	Liberto	Kimberly	2/24/2024	\$41,028.00	Entrance
Water	Truck Driver II	Rodgers	Steven	2/10/2024	\$27,374.00	Entrance
Water	Truck Driver II	Lafayette	Brandy	2/10/2024	\$27,374.00	Entrance
Streets	Truck Driver II	Gibson	Ike	2/10/2024	\$27,374.00	Entrance
Water	Water Service Inspector I	Struggs	Tuesheda	2/24/2024	\$21,829.00	Entrance
Water	Water Service Inspector I	Celestin	Zabrien	2/10/2024	\$21,829.00	Entrance
Water	Water Service Inspector I	Jones	Wesley	2/24/2024	\$21,829.00	Entrance
Water	Water Service Inspector I	Dunn	Da'quan	2/24/2024	\$21,829.00	Entrance
Water	Water Service Inspector I	Samuel	Monica	2/24/2024	\$21,829.00	Entrance

Community Development Programs	Community Development Project Coordinator	Valiente	Stephen	2/24/2024	\$41,413.00	Promotional
Water	Customer Relations Specialist I	Rixner	Danielle	2/24/2024	\$32,889.00	Promotional
Sewerage	Equipment Operator I	Bridgewater	Casandra	2/10/2024	\$33,314.00	Promotional
Sewerage	Equipment Operator III	Kaigler	Corey	2/24/2024	\$38,901.00	Promotional
Water	Equipment Operator III	Conway	Deronte	2/10/2024	\$37,385.00	Promotional
Drainage	Equipment Operator IV	Rojas	Dustin	2/24/2024	\$56,052.00	Promotional
Water	Executive Assistant	Joseph	Lakeisha	2/24/2024	\$70,030.00	Promotional
Streets	Laborer	Sullivan	Johnny	2/10/2024	\$28,880.00	Promotional
Library	Librarian I/Senior Associate	Austin	Heidi	2/10/2024	\$41,073.00	Promotional
Library	Librarian III	Gruber	Christian	2/24/2024	\$48,397.00	Promotional
Sewerage	Public Works Business Manager, Assistant	Reamey	Donna	2/10/2024	\$58,382.00	Promotional
Code Compliance & Enforcement	Code Compliance Inspector II	McGee	Daijhaneec	2/10/2024	\$45,732.00	Reallocation
Jefferson Protection and Animal Welfare Service	Humane Officer-Senior	Caro	Emily	2/10/2024	\$43,919.00	Reallocation
Water	Water Purification Operator-Class III	Umanzor	John	2/10/2024	\$53,618.00	Reallocation
General Services	Trades Helper	Cook	Jerry	2/24/2024	\$35,301.00	Reinstatement
Jefferson Community Actions Programs	Custodian	Brown	Tanya	2/24/2024	\$29,211.00	Transfer
Parks and Recreation	Groundskeeper	Fitzhenry	Frederick	2/10/2024	\$24,948.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Blount	Kristen	2/10/2024	\$49,968.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Smith	Steven	2/10/2024	\$43,065.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Hollebone	Mark	2/10/2024	\$19,281.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Richardson Jr.	Walter	2/10/2024	\$19,281.00	Transfer
American Job Center	Laborer	Stewart	Jahlil	2/24/2024		Transient
Water	Customer Relations Coordinator	Voisin	Marion	2/24/2024	\$64,536.00	Updated Job Description
Water	Customer Relations Coordinator	Swims	Cassandra	2/24/2024	\$60,950.00	Updated Job Description
Water	Customer Relations Coordinator	Jones	Lynette	2/24/2024	\$58,810.00	Updated Job Description
Water	Customer Relations Coordinator	Graham Caples	Nikita	2/24/2024	\$46,050.00	Updated Job Description
Water	Customer Relations Specialist I	Walker	Wanda	2/24/2024	\$32,889.00	Updated Job Description
Water	Customer Relations Specialist I	Edwards	Nyisha	2/24/2024	\$32,889.00	Updated Job Description
Water	Customer Relations Specialist I	Shano	Tammie	2/24/2024	\$32,889.00	Updated Job Description
Water	Customer Relations Specialist II	Franklin	Kermit	2/24/2024	\$44,134.00	Updated Job Description
Water	Customer Relations Specialist II	Duet	Elise	2/24/2024	\$34,494.00	Updated Job Description
Water	Customer Relations Specialist II	Davis-Crawford	Renee	2/24/2024	\$39,111.00	Updated Job Description
Water	Customer Relations Specialist II	Hebert	Lachelle	2/24/2024	\$46,341.00	Updated Job Description
Water	Customer Relations Specialist II	Silas	Carolyn	2/24/2024	\$70,882.00	Updated Job Description
Water	Customer Relations Specialist II	Evans	Diana	2/24/2024	\$64,298.00	Updated Job Description
Water	Customer Relations Specialist II	Gary	Marchetta	2/24/2024	\$42,032.00	Updated Job Description
Water	Customer Relations Specialist II	Diaz	Claudia	2/24/2024	\$36,218.00	Updated Job Description
Water	Customer Relations Specialist III	Williams	Nuyaka	2/24/2024	\$53,301.00	Updated Job Description

Water	Customer Relations Specialist III	Alexander	Brenda	2/24/2024	\$36,098.00	Updated Job Description
Water	Customer Relations Specialist III	Mitchell	Leticia	2/24/2024	\$36,098.00	Updated Job Description
Water	Customer Relations Specialist III	Robichaux	Lorna	2/24/2024	\$52,550.00	Updated Job Description
Water	Customer Relations Supervisor	Landry	Amy	2/24/2024	\$88,094.00	Updated Job Description
Water	Customer Relations Supervisor	Young	Rennice	2/24/2024	\$88,647.00	Updated Job Description
Water	Customer Relations Supervisor	Wilson	Michele	2/24/2024	\$62,962.00	Updated Job Description
Human Resource Management	Human Resource Specialist	Foddrill	Ashley	2/6/2024	\$40,863.00	Updated Job Description
Library	Librarian II	Meyer	Kimberly	2/10/2024	\$56,415.00	Updated Job Description
Water	Network Systems Field Specialist	Aguiluz-Figueroa	Kevyn	2/24/2024	\$66,331.00	Updated Job Description
Water	Office Support Specialist II	Canselo	Quintina	2/24/2024	\$42,964.00	Updated Job Description
Water	Office Support Specialist II	Jones	Sylvia	2/24/2024	\$45,310.00	Updated Job Description
Water	Office Support Specialist II	Guidry	Shirley	2/24/2024	\$55,105.00	Updated Job Description
Water	Payroll Clerk	Burkes	Larriell	2/24/2024	\$40,549.00	Updated Job Description
Water	Utility Services Manager	Firven	Melissa	2/24/2024	\$52,143.00	Updated Job Description
Water	Utility Services Manager	Stanton	Monica	2/24/2024	\$89,083.00	Updated Job Description
Water	Water General Superintendent	Kennedy	Mario	2/24/2024	\$106,842.00	Updated Job Description
Water	Customer Relations Specialist II	Johnson	Tracy	2/24/2024	\$51,120.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
APRIL 16, 2024**

APPEALS ON HAND AND UNRESOLVED AS OF MARCH 14, 2024:

1. Docket No. 2023-018, Nikisha Crockett vs. Department of Jefferson Community Action Programs, order issued on January 2, 2024, appellant requested the Board to reconsider Hearing Officer's decision on January 29, 2024, amended order issued on February 6, 2024, Board order issued on February 26, 2024;
2. Docket No. 2023-019, Matthew Victoriano vs. Department of Public Works-Sewerage, scheduled for hearing on December 20, 2023, hearing continued to February 21, 2024, hearing continued to April 18, 2024;
3. Docket No. 2024-002, Allen Coston vs. Department of Public Woks-Drainage, scheduled for hearing on April 23, 2024.

APPEALS RECEIVED SUBSEQUENT TO MARCH 14, 2024:

April 11, 2024

OFFICIAL NOTICE

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

TUESDAY, APRIL 16, 2024 – 2:00 P.M.

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

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

- Amend the Pay Plan for the Classified Service to revise 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;
- Amend the Pay Plan for the Classified Service to revise or apply footnote assignments and/or special pay provision assignments to existing classifications and to create new classifications for classifications utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director;
- 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 select classifications in the Planner class series and to provide for related matters;
- 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 select classifications in the Head Start class series and to provide for related matters;
- Amend 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 provide for related matters;
- Amend the Pay Plan for the Classified Service to revise class titles utilized by the Department of JPAWS and provide for related matters,
- Amend the Pay Plan for the Classified Service to create a new classification titled Communications Manager; and
- Cancel a list in accordance with Personnel Rule IV, Section 6.4.

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay and to discuss personnel matter regarding professional competence as it relates to select employees. 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.