

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, WEDNESDAY, AUGUST 17, 2022 AT 2:00 P.M.
ROOM 3506, GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, GRETNA, LOUISIANA

AGENDA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to revise select classes solely utilized by the Jefferson Protection and Animal Welfare Services to include pay grades changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), class title changes, elimination of classes, creation of new classes, and/or modification of assigned footnotes;
 - B. Amend the Pay Plan for the Classified Service to revise the pay assignment for the class of Assistant Director-Purchasing;
 - C. Amend the Pay Plan for the Classified Service to revise the Sign Technician class series to include pay grade changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), and creation of a new class;
 - D. Amend the Rules of Appeals to revise Rule 10; and,
 - E. Amend the Personnel Rules of the Classified Service to revise Rule II.
- 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 July 29, 2022.
- VI. Old Business
- VII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, September 20, 2022, 2:00 p.m. (tentative) meeting dates and Tuesday, October 18, 2022, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Council Resolution – Pay Plan Study.
 2. Presentation of the Personnel Department 2023 Budget.
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADES ASSIGNED TO THE CLASSES OF ANIMAL CARE ATTENDANT I, ANIMAL CARE ATTENDANT II, ANIMAL CARE ATTENDANT SUPERVISOR, ANIMAL CARE SPECIALIST, HUMANE OFFICER, AND HUMANE OFFICER-CHIEF; TO PLACE THE CLASSES OF ANIMAL CARE ATTENDANT I AND HUMANE OFFICER IN A MARKET BASED PAY GRADE; TO ADD THE CLASS OF ANIMAL CARE ADMINISTRATIVE CLERK AND ANIMAL CARE ADMINISTRATIVE SPECIALIST TO THE PAY PLAN; TO REMOVE THE CLASS OF ANIMAL SHELTER ADOPTION COORDINATOR AND ANIMAL SHELTER VOLUNTEER COORDINATOR FROM THE PAY PLAN; TO ADD A FOOTNOTE FOR THE CLASS OF HUMANE OFFICER; AND TO REMOVE A FOOTNOTE FOR THE CLASS OF ANIMAL CARE ATTENDANT I

DATE: 08/09/2022

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, Cherreen Gegenheimer, to request a salary review on the positions within the Animal Care Attendant and Humane Officer series and to discuss their clerical positions as well. Personnel Department staff met with Ms. Brignac and Ms. Durr to discuss these matters. In the course of the meeting, Ms. Brignac expressed her concern that the Animal Care Attendant staff are putting themselves at risk every day dealing with animals and that even though it is considered an entry level position, it requires training immediately after being hired and should be considered a “specialty field.” There is a high turnover rate as well. In addition to discussing the Animal Care Attendant positions, we also discussed the Humane Officers and the tasks they are required to perform. The duties require them to be “responders” and they are called out to deal with wildlife and many other difficult situations. Also, Ms. Brignac expressed that she would like to add a level to the Humane Officer with employee progression to a higher level. We were also asked to review Animal Care Attendant Supervisor’s pay grade as they felt the pay grade should be equal to or higher than Animal Care Specialist. Ms. Brignac also expressed a desire to eliminate the class of Animal Shelter Adoption Coordinator and Animal Shelter Volunteer Coordinator from the Pay Plan due to the classes no longer being needed.

Based on Ms. Brignac’s request and review of the provided job descriptions and evaluations completed in the Archer Evaluation System, it was found that Animal Care Attendant I and Humane Officer should be adjusted by two (2) pay grades and Animal Care Attendant Supervisor should be adjusted three (3) pay grades. Animal Care Attendant II, Animal Care Specialist, and Humane Officer-Chief should also be adjusted two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

Based on Ms. Brignac’s request and review of the provided job description, a new class of Humane Officer-Senior is recommended. While conducting the salary study, the Division of Classification and Pay also found that the class of Humane Officer should be reallocatable as allowed by Pay Plan Footnote Listing No. 1, which reads: “Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work.” Based on vacancies, recruitment efforts, inability to attract, retain, or fill vacancies with qualified personnel, the Personnel Department recommends adding Pay Plan Footnote Listing No. 1 to the class of Humane Officer. Additionally, with the pay grade change to Humane Officer-Chief, the class will now be Exempt from overtime compensation under the Fair Labor Standards Act based upon an evaluation of the duties.

I have recommended the minimum qualification requirements for the class of Humane Officer-Senior to be the following:
“Meets one of the following three options:

- I. Current employment and permanent civil service status in the class of Humane Officer.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, substantial (approx. two years), paid or volunteer experience in the care and handling of animals in an animal shelter, veterinary clinic, pet store, research lab, or similar facility.
OR
- III. Successful completion of at least six (6) credit hours of college coursework in Animal Health Care, Animal Behavior/Science, Animal Policy and Advocacy, Humane Leadership, or in a closely related subject at an accredited college or university."

An evaluation was conducted in the Archer Evaluation System on the requested new class. The Archer evaluation for the class of Humane Officer-Senior puts the overall point total at 453, with a responsibility valuation of 1.11110. This makes the recommended pay grade for the new class of Humane Officer-Senior pay grade 18. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Humane Officer-Senior has been prepared and is included with this report.

Also during discussion and review of JPAWS classes, it was requested that for the reallocation of an Animal Care Attendant I, the current Euthanasia requirement be removed and they will go back to being reallocated after successful completion of probation. The Euthanasia requirement was taking too long to obtain because it is only being offered once a year. We are recommending removal of Footnote Listing No. 11 and approval of applying Footnote Listing No. 1 to the class of Animal Care Attendant I by the Personnel Board. We are recommending that Footnote Listing No. 11 remains in the Pay Plan and is reserved for future use.

Footnote No.	Footnote Text
11.	Reserved. Automatic progression to Animal Care Attendant II based upon attainment of status as Certified Animal Euthanasia Technician from the Louisiana Board of Veterinary Medicine.
1.	Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work.

The recommended changes to the pay plan are as follows:

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	Max. Rate		
6601	Animal Care Attendant I (11)	10	23162	35932	40	
6602	Animal Care Attendant II	12	25970	40288	40	
6605	Animal Care Attendant Supervisor	15	30182	46822	40	
6617	Animal Care Specialist	16	31586	49000	40	
6619	Animal Shelter Adoption Coordinator	20	37201	57712	40	E
6618	Animal Shelter Volunteer Coordinator	18	34394	53356	40	E/S
6612	Humane Officer	14	28778	44644	40	
6613	Humane Officer-Chief	18	34394	53356	40	

The Personnel Department recommends the following pay grade adjustments be made to these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
6601	Animal Care Attendant I (1)	12	25970	40288	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	
6612	Humane Officer (1)	16	31586	49000	40	
6613	Humane Officer-Chief	20	37201	57712	40	E
6614	Humane Officer-Senior	18	34394	53356	40	

The resulting pay grade's minimum rate is not sufficient for the surrounding market for Animal Care Attendant I and Humane Officer. 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, AL, FL, GA, and AR):

Animal Care Attendant I		Humane Officer	
Jurisdiction	Starting Pay	Jurisdiction	Starting Pay
Jefferson Parish:	\$24,948	Jefferson Parish:	\$28,778
Lafayette Parish:	\$23,858	Lafayette Parish:	\$30,493
Lafourche Parish:	\$23,483	Lafourche Parish:	\$31,346
St. John Parish:	\$30,930	St. John Parish:	\$30,930
St. Tammany Parish:	\$28,782	St. Tammany Parish:	\$29,426
Caddo Parish:	\$25,854	Caddo Parish:	\$36,629
Calcasieu Parish:	\$25,667	Calcasieu Parish:	\$32,510
Above mean:	\$26,217	Above mean:	\$31,445
Salarystudy.com:	\$27,616	Salarystudy.com:	\$33,469

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 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 Animal Care Attendant I and Humane Officer be assigned to a Market Based Pay Grade.

There are currently three (3) vacancies in the class of Animal Care Attendant I; the class has been recruited since May 7, 2021 with only nine (9) qualified candidates currently. History has shown high turnover in this position. There are currently two (2) vacancies in the class of Humane Officer; the class has been recruited for since June 25, 2021 with only two (2) qualified candidates currently. The difficulty in recruiting for these classes 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 the following changes in order to attract qualified Animal Care Attendant I and Humane Officers.

The Personnel Department recommends the following Market Based Pay Grade adjustments be made to these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
6601	Animal Care Attendant I (1)	13	27374	42466	40	
6612	Humane Officer	17	32990	51178	40	

Another thing discussed in the meeting was a request to modify the title of various clerical staff (Clerk I, Clerk II, and Typist Clerk II and Typist Clerk III) assigned to JPAWS, due to the fact that they directly deal with animals during intake and adoption; their job is not just clerical. They are the first point of contact to the public. These staff members, although they have different titles, perform similar work and should have the same title. In addition, they wanted to address their Clerk III's responsibilities too.

Ms. Brignac submitted a tentative job description with what they envision the positions would be responsible for. Based upon the information provided, the Personnel Department has determined that the creation of the new job classifications is in order.

I have recommended the minimum qualification requirements for the class of Animal Care Administrative Clerk to be the following:

"Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field."

I have recommended the minimum qualification requirements for the class of Animal Care Administrative Specialist to be the following:

"Current employment and permanent civil service status in a clerical class in the Department of Jefferson Protection and Animal Welfare Services."

An evaluation was conducted in the Archer Evaluation System on the requested new classes. The Archer evaluation for the class of Animal Care Administrative Clerk puts the overall point total at 311, with a responsibility valuation of 1.02778. This makes the recommended pay grade for the new class of Animal Care Administrative Clerk pay grade 12. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. The Archer evaluation for the class of Animal Care Administrative Specialist puts the overall point total at 389, with a responsibility valuation of 1.11110. This makes the recommended pay grade for the new class of Animal Care Administrative Specialist pay grade 15. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the classes of Animal Care Administrative Clerk and Animal Care Administrative Specialist has been prepared and is included with this report. The recommendation to be placed in the pay plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
6607	Animal Care Administrative Clerk	12	25970	40288	40	
6608	Animal Care Administrative Specialist	15	30182	46822	40	

Employees currently employed in Clerk I, Clerk II, Typist Clerk II, and Typist Clerk III at JPAWS will be placed on the list for the new classification replacing their current classification. This will be done by placing these employees on the eligibility list in accordance with Personnel Rules III, Section 1.4, which states:

"As a result of the position allocation study, if any employee's position is found to be a different position of equal or higher level than originally allocated, he shall be tested for the equal or higher position and placed on the list upon passing the examination."

The Personnel Department recommends approval of the Pay Grade reassessments, Market Based Pay Grade assignments, addition of the new class titles, elimination of Animal Shelter Adoption Coordinator and Animal Shelter Volunteer Coordinator from the Jefferson Parish Pay Plan for the Classified Service, and the revision of the Footnote Listing associated with Animal Care Attendant I by the Personnel Board.

Class Code: 6608

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: ANIMAL CARE ADMINISTRATIVE SPECIALIST

KIND OF WORK

Under general supervision, the purpose of the position is to perform routine to moderately complex, independent clerical duties, including the performance of minor administrative functions. Employees in this classification possess considerable knowledge of unit processes and procedures, and the ability to function independently with only periodic supervisory review for accuracy and adherence to policies and procedures. Employees in this classification supervise subordinate workers engaged in routine office work including typing correspondence, filing, file retrieval/research, photocopy, data entry, answering telephones, and front counter customer service. Position is also responsible for assisting customers and assisting in maintaining office supplies inventory. Essential functions, as outlined herein, are performed according to the assigned work unit. Performs related work as directed.

DISTINGUISHING FEATURES OF WORK

This class is unique to the Department of JPAWS and is distinguished from that of Animal Care Administrative Clerk by the length of previous experience required for the work, and the ability to function in a supervisory capacity. An employee in this class performs important office management duties within a delegated area of responsibility. Duties also involve assisting with animal intake and adoptions. Work assignments are general in nature and the job incumbent determines under normal circumstances his/her schedules and methods in carrying out job duties. Although independent, the employee is given advice and instruction from his/her immediate supervisor on unusually difficult or highly important problems or matters, especially questions of policy. When work is routine, the employee may have responsibility for final action.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises subordinate workers engaged in clerical tasks.

Prepares and manages schedule for front counter coverage Monday thru Saturday.

Observes animals to detect sickness and presence of disease; reports findings to appropriate personnel.

Provides assistance to visitors who wish to adopt animals, those that are giving up animals, and providing general information.

Takes visitors wishing to adopt through shelter to view animals and provides animal information.

Takes pictures of all animals received at front counter.

Enters animal data and information into PetPoint and AS400.

Processes payments via PetPoint and enters applicable revenue data and information into AS400.

Handles citizen issues at front counter and on telephone or directs to appropriate personnel.

Communicates with Veterinarian about license and tag orders.

Generates invoices for license and tag orders and donations.

Assists with preparing paperwork for bite cases and requisitions.

Assists with generating daily revenue reports as needed.

Respond to questions about specific animals and adoption process.

Assist customers in assessing adoptees.

Assists with restocking office supplies.

Manages and maintains files.

May run non-driving errands for the work unit as necessary.

MARGINAL FUNCTIONS

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

Maintains facility by cleaning, mopping, emptying trash, and performing other related duties.

Assists with dispatch calls as needed.

Receives, sorts, organizes, and files records, files, reports, logs, and other documentation.

Types correspondence, filing, file retrieval/research, photocopy, data entry, bite cases, accidents reports, answering telephones and front desk customer services.

Functions as unit telephone receptionist.

May be required to perform other duties as related to this position based upon the needs of the department.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of alphabetic and numeric filing principles and standards.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Knowledge of the Financial Management System and PetPoint Online System.

Skill in the use of computer keyboards.

Skill in explaining and assisting visitors with the adoption/fostering process.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to compile, assemble, copy, and record information according to prescribed procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines, typewriters.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to establish and maintain effective, friendly, and cooperative relationships with fellow employees and the general public, both by telephone and in person.

Ability and willingness to perform repetitive and stationary work, and to adapt to varied and amended duties and procedures.

Ability to assign and review the work of clerical assistants, and willingness to accept responsibility for work accuracy and the integrity of confidential information.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field.

ADA COMPLIANCE

Physical Ability: Tasks routinely involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). On occasion, some tasks may involve the ability to exert more physical effort in lifting, carrying, or handling animals up to 25 pounds. May be required to stand and/or walk for extended periods of time in the performance of duties. Tasks may involve extended periods of time at a keyboard or work station. Tasks involve minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.

Sensory Requirements: Tasks may require perception and discrimination of sound, odor, visual, and oral communication ability.

Environmental Factors: Tasks may involve exposure to strong odors, toxic/poisonous agents, animals, wildlife, animal bites, disease, and pathogens.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Created: August 2022

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: ANIMAL CARE ADMINISTRATIVE CLERK

KIND OF WORK

Under direct supervision, the purpose of the position is to perform routine clerical duties in supporting efficient operations of an assigned work unit. Work areas include, but are not necessarily limited to, typing correspondence, filing, file retrieval/research, photocopy, data entry, answering telephones, and front counter customer service. Position is also responsible for assisting customers and assisting in maintaining office supplies inventory. Essential functions, as outlined herein, are performed according to the assigned work unit. Performs related work as directed.

DISTINGUISHING FEATURES OF WORK

This class is unique to the Department of JPAWS and is distinguished from other clerical jobs as entry level clerical work requiring little previous work experience. Duties also involve assisting with animal intake and adoptions. When work is routine, the employee may have responsibility for final action. More important and difficult work is performed under closer supervision.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Receives, sorts, organizes, and files records, files, reports, logs, and other documentation.

Types correspondence, filing, file retrieval/research, photocopy, data entry, bite cases, accidents reports, answering telephones and front desk customer services.

Functions as unit telephone receptionist.

Observes animals to detect sickness and presence of disease; reports findings to appropriate personnel.

Provides assistance to visitors who wish to adopt animals, those that are giving up

animals, and providing general information.

Takes visitors wishing to adopt through shelter to view animals and provides animal information.

Takes pictures of all animals received at front counter.

Enters animal data and information into PetPoint and AS400.

Processes payments via PetPoint and enters applicable revenue data and information into AS400.

Handles citizen issues at front counter and on telephone or directs to appropriate personnel.

Respond to questions about specific animals and adoption process.

Assist customers in assessing adoptees.

Assists with maintaining office supplies inventory.

May run non-driving errands for the work unit as necessary.

MARGINAL FUNCTIONS

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

Maintains facility by cleaning, mopping, emptying trash, and performing other related duties.

Assists with dispatch calls as needed.

May be required to perform other duties as related to this position based upon the needs of the department.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of alphabetic and numeric filing principles and standards.

Knowledge of basic mathematical functions, i.e., addition, subtraction, multiplication, division.

Knowledge of the Financial Management System and PetPoint Online System.

Skill in the use of computer keyboards.

Skill in explaining and assisting visitors with the adoption/fostering process.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to compile, assemble, copy, and record information according to prescribed procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines, typewriters.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to establish and maintain effective, friendly, and cooperative relationships with fellow employees and the general public, both by telephone and in person.

Ability and willingness to perform repetitive and stationary work, and to adapt to varied and amended duties and procedures.

Ability to assign and review the work of clerical assistants, and willingness to accept responsibility for work accuracy and the integrity of confidential information.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in a clerical class with Jefferson Parish.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, at least six (6) months of varied clerical experience.
OR
- III. Completion of classes in a vocational training program (or in an Associate's or higher degree program) in office administration or a related field.

ADA COMPLIANCE

Physical Ability: Tasks routinely involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). On occasion, some tasks may involve the ability to exert more physical effort in lifting, carrying, or handling animals up to 25 pounds. May be required to stand and/or walk for extended periods of time in the performance of duties. Tasks may involve extended periods of time at a keyboard or work station. Tasks involve minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.

Sensory Requirements: Tasks may require perception and discrimination of sound, odor, visual, and oral communication ability.

Environmental Factors: Tasks may involve exposure to strong odors, toxic/poisonous agents, animals, wildlife, animal bites, disease, and pathogens.

Employee's Signature

Supervisor's Signature

Date

Date

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Created: August 2022

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: HUMANE OFFICER-SENIOR

KIND OF WORK

Under general supervision, performs complex, responsible work in the investigation of complaints and impounding of stray, uncontrolled, and diseased animals. Employee performs animal cruelty investigations and inspects commercial and private establishments dealing with animal sale, care, and boarding. Position is responsible for conducting investigations and educating the public on proper animal care. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This is the journey level class in the Humane Officer series. Position is distinguished from that of Humane Officer by the level or responsibility assumed and the complexity of duties assigned. Employees perform the more difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Employee works as a fully qualified and proficient level. Employee receives assignments from the Humane Officer-Chief, and is supervised by the same. Works independently and without close supervision.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Informs public of laws regarding liability, trespass, and treatment of animals.

Enforces all animal control laws and investigates reports of animal abuse.

Conducts official investigations of animal neglect and abuse cases; collects evidence and may testify in court before Advisory Board.

Prepares investigative reports and follows up.

Attends legal proceedings and must be able to communicate results to court officers or liaisons.

Inspects yards and fences; inspects public, private, and commercial animal care and housing facilities.

Meets with Parish Attorney's in preparation of court cases.

Enforces all animal control and anti-cruelty ordinances and statutes. Issues quarantines on seized bite cases. Checks records for vaccinations.

Rescues injured or sick animals; immobilizes animals if required. Transports to veterinarians for emergency treatment.

Responds to requests for animal care and control services.

Restraints animals to be subjected to euthanasia.

Performs administrative duties to include preparing reports, taking pictures, and attending various meetings.

Performs various technical duties to include knowing proper medical dosages for tranquilizing animals, preparing lab specimens, etc.

MARGINAL FUNCTIONS

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

Assist Humane Officer-Chief and Animal Shelter Manager as needed.

Works with the community to educate and promote proper health care for animals and other related duties.

Assists with animal adoptions.

Acts as dispatcher on a rotating basis.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of animal related laws and ordinances.

Knowledge of basic animal care.

Working knowledge of occupational hazards and precautionary measures.

Knowledge of animal control functions.

Basic knowledge of working on a computer.

Skill in rescuing, trapping, and handling various animals in various conditions.

Skill in exercising judgment in making decision in accordance with laws, ordinances, and regulations, as well as departmental policies and procedures.

Ability to compile evidence necessary to institute legal action against parties who have violated laws pertaining to the treatment of animals.

Ability to read and write.

Ability to understand and carry out oral and written instructions.

Ability to perform animal law enforcement activities.

Ability to fill out simple work reports and records.

Ability to exercise courtesy, tact, and diplomacy in dealing with the public.

Ability to work with the public to educate and inform on the proper care of animals.

Ability to operate a motor vehicle and drive to various locations throughout Jefferson Parish to perform job duties.

Ability to work nights, weekends, and/or holidays.

Ability to obtain, during course of employment, a Certified Animal Euthanasia Technician (CAET) certification issued by the Louisiana Board of Veterinary Medicine.

Ability to care for and treat animals in a humane manner.

MINIMUM QUALIFICATION REQUIREMENTS

Meets one of the following three options:

- I. Current employment and permanent civil service status in the class of Humane Officer.
OR
- II. Possession of a high school diploma or equivalent certificate; plus, substantial (approx. two years), paid or volunteer experience in the care and handling of animals in an animal shelter, veterinary clinic, pet store, research lab, or similar facility.

OR

- III. Successful completion of at least six (6) credit hours of college coursework in Animal Health Care, Animal Behavior/Science, Animal Policy and Advocacy, Humane Leadership, or in a closely related subject at an accredited college or university.

ADA COMPLIANCE

Physical Ability: Some tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weights of up to 120 pounds. Tasks may involve extended periods of time at a keyboard or work station. Some tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-120 pounds).

Sensory Requirements: Tasks may involve perception and discrimination of color, sound, odor, depth, texture, visual, and oral communication ability.

Environmental Factors: Some tasks require exposure to temperature extremes, noise, strong odors, toxic/poisonous agents, animals, wildlife, diseases and pathogens.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Consolidated: August 2022

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL TECHNICIAN II, CLASSIFICATION AND PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADE ASSIGNED TO THE CLASS OF ASSISTANT DIRECTOR-PURCHASING

DATE: 8/09/2022

CC: CORRESPONDENCE FILE

In an email request sent to John Dumas, Personnel Director, on July 8, 2022, Renny Simno, the Director of Purchasing, requested a pay grade review for the class of Assistant Director-Purchasing, which was created in 2019. He stated, “The purpose of the position is to supervise and provide administrative oversight to the daily purchasing operations of Jefferson Parish. This is a one-position class under the department director responsible for the day-to-day supervision and management of all divisions of the department.” He went on to further state, “The Assistant Director-Purchasing is an important member of the EOC Activation Team, and works to provide important federal procurement guidance as well as respond to all requests for supplies and equipment before, during, and after a declared emergency.” This position also leads training sessions on various topics pertaining to Purchasing.

In 2020, additional duties were added to the Assistant Director-Purchasing. This position is now responsible for processing all Statement of Qualifications (SOQ) for the Parish, which was previously handled by the Council Clerk’s Office. Mr. Simno stated, “The oversight of this procurement method adds to the workload of the Purchasing Department. Last year, there were 26 SOQs processed. This year, I anticipate that the Purchasing Department will process over 60 SOQs. The Assistant Director-Purchasing is responsible for assigning and reviewing all assigned work related to the SOQs.”

Furthermore, the Assistant Director-Purchasing is contacted outside of normal working hours to provide consultation and guidance concerning procurement methods, bid status updates, Director Declared Emergencies and other emergency procurement needs, and/or the need to expedite bids. To ensure purchasing needs for the Parish are met, the Assistant Director-Purchasing is required to work remotely and be accessible at all times.

Mr. Simno provided a revised job description which outlined the essential functions, nonessential functions, necessary knowledge, skills, and abilities, as well as the ergonomic working conditions. The following duties were added to essential functions of the position:

- Responsible for leading procurement training sessions for Parish departments related to emergency procurement, invitations to bid, requests for proposals (RFP), statements of qualifications (SOQ), state contracts, and the drafting/routing of resolutions and contracts.
- Drafts and revises the Uniform Purchasing Procedures ordinance, in collaboration with the Parish Attorney’s Office.
- Responsible for the creation of new procurement-related policies and procedures training documents/templates for Parish departments to use as a resource.
- Provides consultation and guidance to Executive staff, department Directors, and Parish Council members concerning the development of invitations to bid, requests for proposals (RFP), and statements of qualifications (SOQ).

- Provides consultation and guidance to Executive staff and department Directors related to emergency purchases, Director Declared emergencies, and emergency procurement before, during, and after an emergency event.
- Assists in the development of enhancements to the Parish's electronic procurement platform.
- Reviews and approves resolutions for Council approval in the e-Docs system.
- Serves as a liaison to all the departments and the general public concerning all procurement matters.

Utilizing the information provided in the request as well as the job description indicated above an evaluation was done in the Archer Evaluation System. The position evaluated an overall point total of 798, with a responsibility valuation of 1.36108. Therefore, the recommended pay grade for the Assistant Director-Purchasing should be assigned to pay grade 31. 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	Normal	Max. Rate		
1304	Assistant Director-Purchasing	28	48433	75135	35		E

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

Class Code	Class Title	Pay Grade	Annual Salary Range			Base Hrs./Wk.	FLSA Status
			Min. Rate	Normal	Max. Rate		
1304	Assistant Director-Purchasing	31	52644	81669	35		E

In a discussion with Mr. Simno, he conveyed, that while a pay grade adjustment is needed for the position of Assistant Director-Purchasing he felt that in addition to changing the entrance rate of pay there was also a need to raise the pay for the one occupant currently in the class. He stated that he wished to give a pay increase to Ms. Misty Camardelle in accordance with Personnel Rule IV, Section 1.6, which reads:

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

Accordingly, Personnel Department Staff worked with Mr. Simno in order to include in the proposal a pay increase for the current Assistant Director-Purchasing. Mr. Simno would like to increase Ms. Camardelle's salary by 8%, which would make her annual salary \$69,377. While approval by the Personnel Board is not required for the pay increase of the current employee occupying this class, the Personnel Department recommends concurrence with the recommended increase.

The Personnel Department recommends approval of the Pay Grade reassignment for Assistant Director-Purchasing by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION, PAY, & RECORDS
SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE PAY GRADE ASSIGNMENT FOR THE CLASS OF SIGN TECHNICIAN I AND SIGN TECHNICIAN II, ASSIGN TO MARKET BASED PAY GRADE, AND ADD THE CLASS OF SIGN TECHNICIAN III
DATE: 08/11/2022
CC: CORRESPONDENCE FILE

The Department of Personnel received a request from Angela DeSoto, Director of Engineering, to review the work being performed by employees in the classification of Sign Technician I and Sign Technician II in the Traffic Engineering Division. Personnel Department staff met with Susan Treadway, Traffic Engineering Supervisor, along with James Vasquez and Terrence Hensley. In the course of the meeting, Ms. Treadway and Mr. Vasquez expressed their concern about attracting and retaining staff. They also requested that we review the pay for the positions due to more responsibilities and improved technology. They also expressed a desire to add another level, Sign Technician III, to add to progression for their employees and help retain employees in their department. Ms. DeSoto was instructed to have a Comprehensive Position Questionnaire (CPQ) completed for Sign Technician I, Sign Technician II, and what they envision for Sign Technician III.

Staff in the Personnel Department carefully reviewed each of the submitted CPQs, and completed Archer evaluations. The Sign Technician I position evaluated at an overall point total of 304, with a responsibility valuation of 1.00000. As Personnel Staff was going through the evaluation process, it was found that several of the points in the original evaluation matrix were incorrect based on the requirements of today's position. By rerating the factors, the evaluation matrix now recognizes the requirements of the position and that the classification of Sign Technician I should be assigned to Pay Grade 12 based upon the recognition of changes to the essential functions and responsibilities, human interaction, physical stress, sensory perception, and environmental conditions in performing the essential job tasks. Based upon the information provided, the Department of Personnel has determined that a pay grade adjustment is in order for the class of Sign Technician I and the class should be adjusted two (2) pay grades. Sign Technician II should also be adjusted two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

Based on the department's request and review of the provided CPQ, a new class of Sign Technician III is recommended.

I have recommended the minimum qualification requirements for the class of Sign Technician III to be the following: "Current employment and permanent civil service status with Jefferson Parish at the level of Sign Technician II."

An evaluation was conducted in the Archer Evaluation System on the requested new class. The Archer evaluation for the class of Sign Technician III puts the overall point total at 413, with a responsibility valuation of 1.13888. This makes the recommended pay grade for the new class of Sign Technician III pay grade 16. Hours of work will be 40 hours per week, and will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Sign Technician III has been prepared and is included with this report.

The recommended changes to the pay plan are as follows:

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			
2472	Sign Technician I (1)	10	24566	38110	40		
2475	Sign Technician II	12	25970	40288	40		

The Personnel Department recommends the following pay grade 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			
2472	Sign Technician I (1)	12	25970	40288	40		
2475	Sign Technician II	14	28778	44644	40		
2476	Sign Technician III	16	31586	49000	40		

The resulting pay grade's minimum rate is not sufficient for the surrounding market for Sign Technician I. 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, MS, AL, FL, and GA):

Sign Technician I	
Jurisdiction	Starting Pay
Jefferson Parish:	\$24,948
City of Kenner:	\$31,291
St. John Parish:	\$30,930
St. Tammany Parish:	\$28,517
City of New Orleans:	\$33,311
Above mean:	\$29,799
Salarystudy.com:	\$29,213

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 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 Sign Technician I be assigned to a Market Based Pay Grade.

There are currently four (4) vacancies in the class of Sign Technician I; the class has been recruited since March 18, 2022 with only six (6) qualified candidates currently. History has shown high turnover in this position. The difficulty in recruiting for these classes 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 the following changes in order to attract qualified Sign Technician I.

The Personnel Department recommends the following Market Based Pay Grade 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			
2472	Sign Technician I (1)	14	28778	44644	40		
2475	Sign Technician II	16	31586	49000	40		
2476	Sign Technician III	18	34394	53356	40		

In speaking with Ms. DeSoto, she conveyed, that while a pay grade adjustment is much needed for these 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 classes. She stated that she wished to give an across the board pay increase to her current Sign Technician I and Sign Technician II staff in accordance with Personnel Rule IV, Section 1.6, which reads:

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

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

Sign Technician I

- All current probationary Sign Technician I's below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Sign Technician I's below the new minimum rate shall go to the minimum rate, plus receive an additional 10.25% increase.

Sign Technician II

- All current permanent Sign Technician II's below the new minimum rate possessing two (2) years or less of service in the class shall go to the minimum rate.
- All current permanent Sign Technician II's below the new minimum rate possessing more than two (2) years of service in the class shall go to the minimum rate, plus receive an additional 10.25% increase.
- All current permanent Sign Technician II's above the new minimum rate shall receive a 10.25% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

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

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

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2022

POSITION TITLE: SIGN TECHNICIAN III

KIND OF WORK

Under the supervision of the Sign and Marking Foreman, the purpose of the position is to perform skilled and complex work by assisting in the overall supervision and direction of the operations of the Traffic Engineering section involving the layout and stencil cutting processes used in the fabrication of street, traffic, and other signs; or for the repair and replacement of damaged or stolen signs and the installation of new signs. Employee may also be assigned to perform paintings of markings for streets, parking lots, and other infrastructure. Employee is responsible for assisting in training and supervision of employees in the class of Sign Technician I and Sign Technician II. Employee is also responsible for proper care and maintenance of trucks and equipment. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This class differs from the class of Sign Technician II in that the Sign Technician III serves as an assistant to the Sign & Marking Foreman in coordinating the overall operations of the Sign Section. Employee works under the supervision of the Sign and Marking Foreman. Employees follow standard procedures in laying out, painting, repairing, or installing street identification, directional, traffic-regulatory, and other related signs. Standard procedures along with additional safety measures are followed in the paintings of markings for streets, parking lots, and other infrastructure. Employee also initially trains and supervises employees in the class of Sign Technician I and Sign Technician II. Employees are not subject to constant supervision, but work is inspected for quality periodically or upon completion. This class differs from the classes of Sign and Marking Foreman in that the latter is directly answerable to the Traffic Engineering Supervisor for the operation of the section.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Trains and supervises employees in the class of Sign Technician I and Sign Technician II in field operations.

Lead in complex sign/marketing work tasks.

Participates in road closure design/installation as required for construction purposes.

Oversees and assists in installation, removal, replacement, and maintenance of traffic control signs in the field; measures and marks streets, stalls, and lanes for street painting and markings; including those for crosswalks, medians, and turn lanes; applies reflectors and epoxy adhesives.

Participates in the fabrication, maintenance, and repair of Jefferson Parish signs and markings, including those required for Parish streets, parking lots, and other infrastructure.

Cuts and adheres silk screen stencil film; draws complete layout for traffic signs.

Mixes and blends enamels, varnish, process colors and transparent inks; sets up jib and stencils signs by use of a silk screen and squeegee.

Operates gasoline powered road marking machines, both manually propelled type and truck mounted stripier.

Cleans worksite; assemble and disassemble barricades, warning devices and signs to ensure safe work environment.

Completes various forms as required indicating work has been performed, and equipment and supplies that were used.

Operates truck during the course of performing the installation of signs within the Parish.

Perform pre-trip inspections of trucks to ensure loaded correctly and weight is spread out evenly.

Perform inventory of materials to be stocked and carried on truck for the installation of signs.

Performs trailer towing/hauling properly.

MARGINAL FUNCTIONS

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

Performs maintenance on equipment and vehicles.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of basic construction techniques and in the installation and maintenance of signs for traffic control purposes.

Knowledge in the use of reference manuals, including the Manual on Uniform Traffic Control Devices.

Considerable knowledge of the photographic silk screen process, of paint mixing and application, and of composition layout and design procedures.

Knowledge of proper techniques and uses of a variety of hand tools, power tools, and the operation of machinery and equipment, such as small gasoline engines and air compressors.

Skill in the operation and use of hand tools, power tools, and light equipment such as air compressors and small gasoline engines.

Skill in applying paints by hand, with a paint sprayer, or vacuum applicator.

Skill in traffic engineering work related to the installation, repair, replacement and maintenance of traffic and street signs.

Ability to supervise and train Sign Technician I and Sign Technician II personnel.

Ability to assist Sign Technician I and Sign Technician II personnel in performing the more difficult maintenance and repair on traffic signs.

Ability to follow written and verbal instructions, and the ability to communicate with various individuals both within the organization and the general public.

Ability to make exact measurements and use small fractions and scale ruler.

Ability to process signs by silk screen process, and to cutout, layout, and design work.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment and permanent civil service status with Jefferson Parish at the level of Sign Technician II.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Some tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Occasionally involves weight up to 100 lbs.

Sensory Requirements: Some tasks require visual perception and discrimination, as well as oral communication ability.

Environmental Factors: Some tasks require exposure to temperature extremes, strong odors, toxic/poisonous agents, smoke, dusts, pollen, wetness, humidity, electrical currents, vibrations, and machinery.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Created: August 2022

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT AND LAUREN CALL,
ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO AMEND RULE OF APPEAL PROCEDURE 13
DATE: AUGUST 17, 2022
CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to Rule of Appeal Procedure 10. Rule 10 provides for the subpoena of witnesses and production of documents pertinent to the issues involved in any employee appeals.

After reviewing district court rules, the Personnel Department is adding language to Rule 10 to allow the Board and Referee to order witness and exhibit lists and mediation when it may benefit the parties toward reaching a resolution of their matter.

The Personnel Department recommends approval of the amendments.

Rule 10. Procedure for Hearing Appeals.

(a) All hearings shall be open to the public, except that the Board or Referee may resolve to go into executive session whenever it is deemed necessary under the circumstances.

(b) Legal representation.

1. Except as is provided below, a party may be represented by an attorney licensed to practice law in Louisiana.
2. When a party is represented by more than one attorney, only one such representative shall be permitted to examine the same witness.

(c) Subject to the provisions of Subsection ~~(t)~~ (t) of this Rule, the burden of proof as to the facts shall be on the appointing authority and the Board or the referee may, in its or his discretion, require him to open the case.

(d) The Board or the referee may order a witness and/or exhibit list to be exchanged by the parties and filed into the record a minimum of ten (10) work days prior to the commencement of the hearing.

(e) The Board or the referee may order a mediation between the parties upon the request of one or both parties, or on the Board's or referee's own motion. The mediator shall be appointed by the referee or the Board. Mediation is a confidential procedure. Any admissions, proposals or offers for settlement will not have any consequences beyond the mediation process.

~~(f)~~ (f) Where appropriate and not inconsistent with these Rules, the rules of evidence applicable to civil trials in the district courts of the State shall be observed in all hearings before a referee or the Board.

~~(g)~~ (g) The Board or the referee may require the appellant to give his sworn testimony before hearing any other witness on his behalf, and if the Board or the referee finds from such testimony that he has no just or legal ground to support his appeal, it or he may decline to hear or consider any other evidence and thereupon dismiss the appeal.

~~(h)~~ (h) If after hearing appellant's testimony the Board or the referee is of the opinion that he may have just or legal grounds for his appeal, it or he shall permit him to adduce such other evidence, testimonial or otherwise, as may be relevant.

~~(i)~~ (i) Affidavits and other ex parte statements shall not be received in evidence without the consent of all parties, except to refresh memory or to discredit a witness.

~~(j)~~ (j) Parties and witnesses shall be subject to cross-examination as in civil trials before the courts of the State, and the Board, each member of the Board, or referee may examine and cross-examine any witness.

~~(k)~~ (k) The Board or the referee may require that the parties stipulate all undisputed facts.

~~(l)~~ (l) The Board or the referee may limit corroborative evidence.

~~(m)~~ (m) Where appropriate and not inconsistent with these Rules, hearings and the taking of testimony shall be conducted according to the accepted practice in civil trials before the district courts of the State.

~~(n)~~ (n) When a pending case involves substantially the same question of law or fact as presented in a prior case, the Board or a referee, at the request of any party or on its or his own motion, may admit as evidence any part of the record in such previous case as it or he may deem relevant; provided, that in the application of this Rule, no party be deprived of the right to cross examine any adverse witness.

~~(m)~~ (o) Subject to the provisions of Subsections ~~(r)~~ (t) and ~~(s)~~ (u), the charges expressed in writing by the appointing authority as cause for demotion, suspension, dismissal, or other action, shall not be accepted as prima facie true. Evidence shall not be received from an appointing authority to supplement or enlarge the charges contained in such written document. The appellant may rebut any proof offered by the appointing authority in support of the charges.

~~(n)~~ (p) The Board, or a referee, on request of any party, or on its or his own motion, may order that the witnesses in any hearing be separated so as to preclude any witness, other than the parties and their attorneys, from hearing the testimony of any other witness. In the application of this Rule only one person, in addition to counsel, shall represent the appointing authority or any department.

~~(o)~~ (q) The Board, or a referee, may fix the total time to be allowed for oral argument, according to the circumstances of each case, and may limit oral argument to one or more issues. Except with special leave of the Board, or referee, only one attorney shall be permitted to present oral argument for any party. The Board or the referee may in any case on its or his own motion invite or allow any member or members of the Louisiana State Bar Association to present oral or written argument on any question of law, provided such oral argument is presented at a hearing when all parties are present, or represented, or that a copy of all written arguments be served on all parties, or their counsel, if any. Service of such written argument shall be made to appear by the certificate of the writer.

~~(p)~~ (r) The Board or a referee may take notice of the provisions of the Charter, the Personnel Rules, the Classification Plan, and the Pay Plan without the necessity of an offer in evidence.

~~(q)~~ (s) When during the course of a hearing a ruling by the Board is to be made, the presiding Board member shall rule and his ruling shall constitute that of the Board; provided, that should a member of the Board object to such ruling or offer an alternative ruling, the ruling of the Board shall be determined by majority vote of those members present.

~~(r)~~ (t) Subject to the provisions of Subsections ~~(m)~~ (o) and ~~(s)~~ (u), when a classified employee alleges that he has been discriminated against because of his race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations, the facts expressed in writing by the appointing authority as cause for the demotion, suspension, dismissal, or other action, shall be accepted as prima facie true. Evidence shall not be received from an appointing authority to supplement or enlarge the facts as so expressed. The appointing authority may rebut any proof offered by the appellant employee in contradiction of the facts expressed in writing by the appointing authority. The burden of proof as to the facts shall be on the appellant

and the Board or a referee may, in its or his discretion, require him to open the case.

~~(s)~~ (u) In combination appeals, where the appellant denies the verity or severity of a portion or all of the charges set forth in writing and where he alleges discrimination with respect to all or a portion of the charges:

1. As to that portion of the facts set forth in writing, the verity or severity of which is denied by the appellant, the burden of proof shall rest upon the appointing authority.

2. As to that portion of the appeal in which the appellant alleges discrimination, the burden of proof shall rest upon the appellant.

~~(v)~~ (v) Neither party shall be permitted to introduce evidence, parol or written, the effect of which would be, if admitted, to enlarge the pleadings.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT AND LAUREN CALL,
ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO AMEND RULE OF APPEAL PROCEDURE 13
DATE: AUGUST 17, 2022
CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to Jefferson Parish Personnel Rule II, Section 5 and Section 4.2.

The Personnel Department is revising language in Section 5 in order to make it consistent with the requested amendments in Rule of Appeal Procedure 10, and in Section 4.2 to clarify that prospective employees who is adversely affected under the Drug and Alcohol Testing Program shall have the right to appeal.

The Personnel Department recommends approval of the amendments.

RULE II

ORGANIZATION, RULES AND PROCEDURES OF PERSONNEL BOARD

4.2 Any working test, or probation period, employee in the classified service who is suspended, fined, dismissed, laid off, or has suffered a reduction in pay or a demotion, shall have a right of appeal to the Board; provided, that he specifically alleges that the action appealed from resulted from discrimination due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations. Persons who have applied for or shall have been examined for the classified service and who allege that they have been discriminated against due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations in review of their applications, admission to examinations, scoring of examinations, establishment of eligible lists, or certification, shall have the right to appeal to the Board.

Any prospective employee who is adversely affected under the Drug and Alcohol Testing Program shall have the right to appeal.

Section 5. OATHS, TESTIMONY, PRODUCTION OF RECORDS, DEPOSITIONS, AND PAYMENT OF COSTS

5.1 The Board, each member of the Board, the Referee, and the Director may administer oaths, subpoena witnesses, and compel the production of books and papers pertinent to any investigation or hearing authorized by the Board pursuant to the Law and Rules. Applications for issuance of subpoenas must be received in the Personnel Department at least seven (7) work days prior to the date established for the hearing.

5.2 If the subpoena is not complied with by the date of appearance or for the production of documents, the Personnel Board may apply to the 24th Judicial District Court for an order compelling compliance with the subpoena. A person failing to comply may be adjudged in contempt of court. The Personnel Board may seek recovery of costs and attorney's fees associated with order to compel.

5.3 Any appellant or party to an appeal who desires to take the testimony of a witness or witnesses residing outside of the State of Louisiana or within the State but outside of Jefferson Parish, shall give due notice in writing to the opposing party or his counsel and shall furnish a copy of said notice to the Board. The testimony of such witness or witnesses may be taken in a manner and form as nearly consonant as possible with the provisions as provided in the Louisiana Revised Statutes or Louisiana Code of Civil Procedure.

5.4 The Board or the referee may order a witness and/or exhibit list to be exchanged by the parties and filed into the record a minimum of ten (10) work days prior to the commencement of the hearing.

5.5 The Board or the referee may order a mediation between the parties upon the request of one or both parties, or on the Board's or referee's own motion. The mediator shall be appointed by the referee or the Board.

Even though the parties have agreed to submit a dispute to mediation, they are not obliged to continue with the mediation process after the first full meeting. The non-binding nature of mediation means that a decision cannot be imposed on the parties. In order for any settlement to be concluded, the parties must voluntarily agree to accept it. The role of the mediator is solely to assist the parties in reaching their own decision on a settlement of the dispute.

Mediation is a confidential procedure. Any admissions, proposals or offers for settlement will not have any consequences beyond the mediation process.

5.4 5.6 Payment of costs shall be made as follows:

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Friday, July 29, 2022 beginning at 9:00 A.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 Assistant Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- Deferred a proposal to amend the Pay Plan for the Classified Service to revise select classes solely utilized by the Jefferson Protection and Animal Welfare Services to include pay grades changes, class title changes, elimination of classes, creation of new classes, and/or modification of assigned footnotes; and,
- Approved two (2) requests 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. Approved the meeting minutes from the meeting of June 22, 2022.

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 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. Unanimously approved the monthly report for June 2022.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Wednesday, August 17, 2022, 2:00 p.m., West Bank and Tuesday, September 20, 2022, 2:00 p.m. (tentative) meeting dates.

- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None
- F. Under Director's Report, the Director:
 - 1. Updated the Board on the Council Resolution – Pay Plan Study.
 - 2. Updated the Board on 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

August 8, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
AUGUST 17, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF JULY 29, 2022:

1. Docket No. 2019-011, Sean Duckett Sr. vs. Department of Public Works-Streets; scheduled for hearing on August 7, 2019, hearing continued to February 19, 2020, order issued on March 5, motion for stay filed on March 5, Board signed motion for stay on March 6, pending hearing, order issued on June 17, Board to hear oral arguments on August 18, order pending Board signature, order issued on September 14, appealed to Fifth Circuit Court on September 24, 2020, scheduled for hearing before Fifth Circuit Court on September 9, scheduled for hearing before Fifth Circuit Court on October 14, Fifth Circuit Court affirmed Boards decision on November 3, appealed to Louisiana Supreme Court on December 2, 2021, writ application denied by Louisiana Supreme Court on January 26, appealed to Supreme Court of the United States on April 20, docketed by the Supreme Court of the United States July 6, petition for a writ of certiorari filed with response due August 5, distributed for conference on September 28;
2. 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;
3. 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;
4. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date;
5. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24, order issued on December 20, 2021, amended appeal received on January 7, scheduled for hearing on June 1, hearing continued to July 7, August 23, 24, and 26;
6. 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;
7. Docket No. 2021-008, John McClain Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 3, hearing continued to September 14, hearing continued to October 5, hearing continued to

November 16, 2021, hearing continued to January 27, hearing continued to April 26, hearing continued to September 7;

8. Docket No. 2021-009, Bradley M. Wax vs. Department of Inspection & Code Enforcement; order pending Board signature, order issued on July 21, appealed to Board for Reconsideration on August 4, order issued on September 20, appealed to Fifth Circuit Court on October 18, 2021, record brought to Courts on January 3, scheduled for hearing before Fifth Circuit Court on September 7;
9. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19 and scheduled for hearing on October 5 and 6;
10. Docket No. 2022-007, Justin Jamal Smoot vs. Department of Public Works-Streets, scheduled for hearing on August 2, order issued on August 3.

APPEALS RECEIVED SUBSEQUENT TO JULY 29, 2022:

1. Docket No. 2022-008, Craig A. Price vs. Department of Jefferson Community Action Programs; emergency appointment, dismissed.

August 8, 2022

OFFICIAL NOTICE

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

WEDNESDAY, AUGUST 17, 2022 – 2:00 P.M.

**SUITE 3506
200 DERBIGNY STREET
GRETNNA, 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 select classes solely utilized by the Jefferson Protection and Animal Welfare Services to include pay grades changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), class title changes, elimination of classes, creation of new classes, and/or modification of assigned footnotes;
- Amend the Pay Plan for the Classified Service to revise the pay assignment for the class of Assistant Director-Purchasing;
- Amend the Pay Plan for the Classified Service to revise the Sign Technician class series to include pay grade changes, assignment of Market Based Pay Grades in accordance with Personnel Rules IV, Section 1.3(g), and creation of a new class;
- Amend the Rules of Appeals to revise Rule 10; and,
- Amend the Personnel Rules of the Classified Service to revise Rule II.

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.