

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, August 22, 2023 beginning at 2:00 P.M. in the Jefferson Parish District Attorney's Office Media Room, Jefferson Parish Government Complex, 200 Derbigny Street, Gretna, 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. Approved the 2024 Personnel Department Budget;
- B. Canceled a proposal to amend the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and
- C. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), 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 July 18, 2023.

Under Old Business:

- A. The Board approved the June 2023 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 - 1. Unanimously approved six (6) 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 July 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, September 14, 2023, 2:00 p.m., and Tuesday, October 24, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.

Personnel Board Meeting
August 22, 2023

- F. Under Director's Report, the Director:
1. Updated the Board on recent recruitment activity.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

/s/ John G. Dumas

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

Gretna, Louisiana

September 5, 2023

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, AUGUST 22, 2023 AT 2:00 P.M.
DISTRICT ATTORNEY'S OFFICE MEDIA ROOM, JEFFERSON PARISH GOVERNMENT
COMPLEX, 200 DERBIGNY STREET, GRETNA, LOUISIANA 70053

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Adopt the 2024 Personnel Department Budget;
 - B. Amend the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and,
 - C. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- 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 18, 2023.
- VI. Old Business:
 - A. Approval of the Monthly Report for June 2023.
- 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 19, 2023, 2:00 p.m. (tentative) and Tuesday, October 24, 2023, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 - 1. Recent Recruitment Activity
- VIII. Adjournment for Review of Appeals

JEFFERSON PARISH, LOUISIANA

BUDGET # 10010-0066

MISSION/FUNCTION(S):

The Personnel Department (Personnel Board and Staff) is responsible for the personnel functions provided in Section 4.03 of the Charter including policy and rule making, job classification, salary and rules administration, recruitment, employment testing, applicant certification and employee appeals for positions in the Parish Classified Service. The Personnel Department provides the Departments of Jefferson Parish with qualified candidates for employment in positions of public service and guidance as to the principles and merits of civil service employment.

Goals include:

- ☐ Serve the public by providing the means by which the general public and current employees can learn of, apply for and fairly compete for Parish employment opportunities.
- ☐ Enable the Departments of Jefferson Parish to make informed decisions regarding civil service employment.
- ☐ Assist the Departments of Jefferson Parish in the appointment of qualified candidates for those Department's positions.

DEPARTMENTAL SUMMARY:

	2022 Actual	2023 Adopted Budget	2023 YTD Actual	Estimated Remaining for 2023	2023 Amended Budget	% Chg 2023 Amended/ 2023 Adopted	2024 Proposed Budget	% Chg 2024 Proposed/ 2023 Amended
Positions	21	21	21		21		21	
EXPENDITURES								
Personnel Services	\$ 1,725,378	\$ 1,905,266	\$ 899,679	\$ 1,005,587	\$ 1,905,266	0.0%	\$ 1,861,826	-2.33%
Operating Expenses	144,273	190,237	106,637	83,561	190,198	-0.02%	197,277	3.72%
Capital Outlay	7,371		1,150	-	1,150		44,000	
Debt Service				-				
Other Financing Uses				-				
TOTAL EXPENDITURES	<u>\$ 1,877,022</u>	<u>\$ 2,095,503</u>	<u>\$ 1,007,466</u>	<u>\$ 1,089,148</u>	<u>\$ 2,096,614</u>	0.05%	<u>\$ 2,103,103</u>	0.31%

BUDGET HIGHLIGHTS:

The 2024 Budget reflects ongoing costs related to the online application providers, costs associated with the employee appeal process, continued upgrades, improvement upgrades, and advertising.

PERFORMANCE INDICATORS:

	2022 Actual	2023 Estimated	2024 Estimated
Applications received	4369	8000	8000
Appointments processed	814	800	850
Persons examined	916	900	950

PROGRAM . . . : BP0200
REPORT . . . : BUDGET LISTING
USER . . . : KJOHNSON
DATE . . . : 7/21/23
TIME . . . : 14:17
HOLD . . . : YES
COPIES . . . : 1
OUTPUT QUEUE: *DEFAULT
DISTRIBUTION: *NONE

SELECTION OPTIONS

FROM FUND	: 10010 GEN FUND	THRU FUND	: 10010 GEN FUND
FROM DEPARTMENT	: 0066 PERSONNEL	THRU DEPARTMENT	: 0066 PERSONNEL
FROM ACCOUNT	:	THRU ACCOUNT	: *ALL

SUMMARIZE TO ORG : 2 Department
ACCOUNT TYPE : EXPENSE
CLASSIFICATION TOTALS . . . : YES
SORT BY ACCOUNT TYPE . . . : YES
PRINT DOCUMENTS : NO
PRINT TRANSACTIONS : NO
PAGE BREAK LEVEL : 0

COLUMN HEADINGS

COLUMN 13	: 2021 Actual Balance
COLUMN 14	: 2022 Actual Balance
COLUMN 15	: 2023 Actual Balance
COLUMN 10	: 2023 Amended Budget
COLUMN 05	: 2023 Adopted Budget
COLUMN 19	: 2024 Dept Requested

WORKSHEET COLUMN

NO
NO
NO
NO
NO
NO

USE % CHANGE COLUMN . . . : YES
% CHANGE COLUMNS . . . : 05 19
INCLUDE \$0 ACCOUNTS . . . : YES

DATE 7/21/23

BUDGET LISTING

BP0200

TIME 14:17:41

KJOHNSON

		2021	2022	2023	2023	2023	2024	
		Actual	Actual	Actual	Amended	Adopted	Dept	
ACCOUNT		Expense	Expense	Expense	Budget	Budget	Requested	% CHANGE
=====								
Fund 10010 - GENERAL FUND								
=====								
EXPENSE								
Department 0066 - PERSONNEL								

69 PerSer/Sal								
7011	ADMINISTRATIVE SALARIES	1,165,181	1,235,645	698,772	1,330,196	1,330,196	1,369,001	3 %
7011.1	ADMIN SALARIES-OVERTIME	0	0	78	69	69	0	0 %
7011.3	ADMIN SALARIES-COMP TIME	93	1,397	259	0	0	0	0 %
7024	BOARD COMPENSATION	5,100	4,650	2,550	6,300	6,300	6,300	0 %
7031	ACCRUED LEAVE	3	23,705	19,788	49,137	49,137	0	0 %
7033	EXPENSE ALLOWANCES	12,120	12,930	8,068	13,290	13,290	13,830	4 %
		-----	-----	-----	-----	-----	-----	-----
PERSER/SAL TOTAL :		1,182,497	1,278,327	729,515	1,398,992	1,398,992	1,389,131	1-%
70 PerSer/Bf								
7110.1	MEDICARE	16,310	17,540	9,937	19,421	19,421	19,992	3 %
7110.2	SOCIAL SECURITY(FICA)	3,184	1,888	158	0	0	0	0 %
7121.1	J P EMPLOYEES' RETIRE SY	3,557	3,206	1,381	2,545	2,545	2,895	14 %
7122.1	PAROCHIAL EMPLOYEES' RET	137,288	139,937	80,596	153,307	153,307	157,829	3 %
7131.1	HEALTH-CURRENT EMPLOYEES	157,021	174,654	97,425	188,230	188,230	190,311	1 %
7132.1	LIFE-CURRENT EMPLOYEES	1,611	1,867	1,131	1,924	1,924	1,958	2 %
7133	PENSION FACTOR	2,361	2,660	1,725	2,939	2,939	3,438	17 %
7136	EMPLOYEE BENEFITS	0	234	120	234	234	234	0 %
7140	UNEMPLOYMENT INSURANCE	0	1,283	364	670	670	689	3 %
7150	WORKMEN'S COMPENSATION	7,163	7,742	4,740	8,665	8,665	9,128	5 %
7161	TENURE PAYMENTS	5,990	6,055	0	6,570	6,570	5,535	16-%
		-----	-----	-----	-----	-----	-----	-----
PERSER/BF TOTAL :		334,485	357,066	197,577	384,505	384,505	392,009	2 %
71 PerSer/Oth								
7022	CONTRACT PERSONNEL	0	0	0	0	0	0	0 %
7131.2	HEALTH-RETIREEES	0	85,789	35,899	115,417	115,417	75,523	35-%
7132.2	LIFE-RETIREEES	0	4,196	2,664	6,052	6,052	4,863	20-%
7163.1	PHYSICALS	0	0	45	200	200	200	0 %
7163.2	DRUG TESTS	0	0	41	100	100	100	0 %
7163.3	RISK PREVENTION	0	0	0	0	0	0	0 %
		-----	-----	-----	-----	-----	-----	-----
PERSER/OTH TOTAL :		0	89,985	38,649	121,769	121,769	80,686	34-%
72 Supplies								
7210	OFFICE SUPPLIES	6,651	5,434	777	9,500	9,500	9,500	0 %
7211	POSTAGE	4,200	0	0	4,250	4,250	4,250	0 %
7212	DUES & SUBSCRIPTIONS	2,380	1,479	2,162	2,350	3,500	3,500	0 %
7214.1	PC SOFTWARE	342	2,015	468	2,000	2,000	2,000	0 %
7214.2	ACCESSORIES	0	0	639	1,000	1,000	1,000	0 %
7215	DRINKING WATER	0	0	0	0	0	0	0 %
7240	LIGHT EQUIPMENT	0	0	0	0	0	0	0 %
7243	SMALL OFFICE EQUIPMENT	0	0	0	0	0	0	0 %
7244	SMALL FURNITURE & FIXTUR	0	0	0	0	0	0	0 %
7246	SMALL COMPUTER EQUIPMENT	0	0	0	0	0	0	0 %

DATE 7/21/23

BUDGET LISTING

BP0200

TIME 14:17:41

KJOHNSON

ACCOUNT	2021 Actual Expense	2022 Actual Expense	2023 Actual Expense	2023 Amended Budget	2023 Adopted Budget	2024 Dept Requested	% CHANGE
=====							
Fund 10010 - GENERAL FUND							
=====							
Department 0066 - PERSONNEL							

SUPPLIES TOTAL :	13,573	8,928	4,046	19,100	20,250	20,250	0 %
73 Prof/Tech							
7321.1 ATTORNEYS FEES PARISH AT	0	0	0	0	0	0	0 %
7331 PROFESSIONAL SERVICES	43,822	38,978	32,796	45,000	45,000	45,000	0 %
7332.1 COMPUTER SERVICE	19,665	24,707	17,793	27,960	27,960	36,169	29 %
7336 RISK MANAGEMENT	580	638	454	714	714	532	25-%
7338 SAFETY UNIT	429	451	338	531	531	397	25-%
7339 SECURITY UNIT	34,010	34,312	27,915	43,867	43,867	46,730	7 %

PROF/TECH TOTAL :	98,506	99,086	79,296	118,072	118,072	128,828	9 %
74 Serv/Prop							
7431.1 BUILDINGS AND STRUCTURE	0	0	0	0	0	0	0 %
7432.2 OFFICE EQUIPMENT	0	0	0	0	0	0	0 %
7432.4 COMPUTER & SOFTWARE SUPP	0	0	0	0	0	0	0 %
7435 MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0 %
7445 OFFICE EQUIPMENT RENTAL	4,078	4,035	1,913	5,286	5,200	5,300	2 %

SERV/PROP TOTAL :	4,078	4,035	1,913	5,286	5,200	5,300	2 %
75 Other Serv							
7512.4 CENTRAL TELEPHONE SERVIC	6,213	6,243	6,041	6,515	6,515	6,138	6-%
7514 RADIO EQUIPMENT	0	0	0	0	0	0	0 %
7517 INTERNET ACCESS SERVICE	0	0	0	0	0	0	0 %
7522 PHOTO LAB CHARGES	0	0	0	0	0	0	0 %
7531 INSURANCE	8,058	9,792	8,591	13,500	13,500	8,561	37-%
7540 ADVERTISING	3,395	3,633	1,926	6,025	5,000	6,500	30 %
7550 PRINTING AND BINDING	0	0	0	0	0	0	0 %
7551 CENTRAL PRINTING CHARGE	1,138	1,203	514	6,000	6,000	6,000	0 %
7562.1 AUTOMOBILE EXPENSES	1,174	1,324	772	3,000	3,000	3,000	0 %
7562.3 TRAINING AND TRAVEL COST	4,011	9,817	7,756	11,000	11,000	11,000	0 %

OTHER SERV TOTAL :	23,989	32,012	25,600	46,040	45,015	41,199	8-%
76 Gen'l Exp							
7699.9 OTHER MISCELLANEOUS EXP	1,363	212	14	1,700	1,700	1,700	0 %

GEN'L EXP TOTAL :	1,363	212	14	1,700	1,700	1,700	0 %
77 Cap Outlay							
7743 OFFICE EQUIPMENT	0	2,983	0	0	0	0	0 %
7744 FURNITURE & FIXTURES	0	0	0	0	0	0	0 %
7745 APPLICATION SOFTWARE	0	0	0	0	0	0	0 %
7746 COMPUTER EQUIPMENT	0	4,388	1,150	1,150	0	44,000	N/D
7748 VIDEO EQUIPMENT	0	0	0	0	0	0	0 %

Jefferson Parish FMS
DATE 7/21/23
TIME 14:17:41

FINANCIAL MANAGEMENT
BUDGET LISTING

PAGE 3
BP0200
KJOHNSON

ACCOUNT	2021 Actual Expense	2022 Actual Expense	2023 Actual Expense	2023 Amended Budget	2023 Adopted Budget	2024 Dept Requested	% CHANGE
Fund 10010 - GENERAL FUND							
Department 0066 - PERSONNEL							
CAP OUTLAY TOTAL :	0	7,371	1,150	1,150	0	44,000	N/D
PERSONNEL TOTAL :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %
EXPENSE TOTAL :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %
GEN FUND TOTAL EXPENSE :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %
GEN FUND TOTAL :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %
TOTAL EXPENSES :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %
GRAND TOTAL :	1,658,491	1,877,022	1,077,760	2,096,614	2,095,503	2,103,103	0 %

Pol. A. Dumas
08/17/23

RUFUS C. HARRIS, III
CHAIRMAN

MICHAEL L. FANTACI
MEMBER

DANIEL R. MARTINY
MEMBER

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: PAY PLAN FOR THE CLASSIFIED SERVICE

DATE: 7/11/2023

The Personnel Board and Department has been working with the Archer Group along with the Budget, Finance, and Human Resources Departments on an update to the Pay Plan for the Classified Service. The Board was provided with the three options with the cost estimations prepared by the Budget Department Director Victor LaRocca (See Attachment). The Personnel Board will consider these options and decide which option, if any, to have the Personnel Department prepare a draft Pay Plan for the Classified Service for further review and public comment.

Jefferson Parish, Louisiana
Estimated Cost of Classified Pay Plan Scenarios
January 2024 Implementation
(Alternate Plan)

		Classified		
		Filled Positions	Vacant Positions	Totals
Scenario 1	Adj to the min	\$ 1,096,545	\$ 2,159,089	\$ 3,255,634
	Compression adj	1,677,598	-	1,677,598
	Benefits	443,870	345,459	789,328
	Total Pay Plan Implementation Costs	3,218,013	2,504,548	5,722,560
	5% Merit	3,115,697	-	3,115,697
	Benefits	498,516	-	498,516
	Total including an Annual Merit	\$ 6,832,225	\$ 2,504,548	\$ 9,336,773

Estimate includes the cost of:

- Bringing employees and vacant positions to the new minimum
- A compression adjustment of \$1,000 for all active employees with 2 or more years of service
- An annual merit increase in accordance with the Personnel Rules (5%)
- Estimated cost of related benefits
- Assumes a January 2024 implementation
- New minimum: \$12.86

		Filled Positions	Vacant Positions	Totals
Scenario 2	Adj to the min	\$ 1,813,467	\$ 2,811,808	\$ 4,625,275
	Compression adj	1,555,934	-	1,555,934
	Benefits	539,113	449,889	989,002
	Total Pay Plan Implementation Costs	3,908,514	3,261,697	7,170,211
	5% Merit	3,133,555	-	3,133,555
	Benefits	501,372	-	501,372
	Total including an Annual Merit	\$ 7,543,441	\$ 3,261,697	\$ 10,805,138

Estimate includes the cost of:

- Estimated costs include the same assumptions as Scenario 1
- Establishes pay grade minimums which are an average of Scenarios 1 and 3
- Pay grades spreads are 55.13% from pay grade min. to max
- New minimum: \$13.39

		Filled Positions	Vacant Positions	Totals
Scenario 3	Adj to the min	\$ 3,385,425	\$ 3,560,297	\$ 6,945,723
	Compression adj	1,325,523	-	1,325,523
	Benefits	753,757	569,655	1,323,412
	Total Pay Plan Implementation Costs	5,464,706	4,129,952	9,594,657
	5% Merit	3,173,801	-	3,173,801
	Benefits	507,808	-	507,808
	Total including an Annual Merit	\$ 9,146,315	\$ 4,129,952	\$ 13,276,266

Estimate includes the cost of:

- Estimated costs include the same assumptions as Scenario 1
- Establishes pay grade minimums focused on \$15.00 per hour
- Pay grades spreads are 55.13% from pay grade min. to max
- New minimum: \$14.50

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: JUNE 14, 2023
CC: EMPLOYEE’S FILES – SIMEON DAVIS & ASHLYN HEBERT; CORRESPONDENCE FILE

Frances Turner, Coordinator of Workforce Development, is requesting that the transient appointments be extended for an additional six months for the following transient appointments:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Taiya Ray	Clerk I	09/25/2023	03/25/2024
Cornelius Oliver	Laborer	09/25/2023	03/25/2024
Darius Chatman	Laborer	10/11/2023	04/11/2024

These transient appointments were done for six (6) months. If approved, the extension will expire as indicated.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: AUGUST 17, 2023
CC: EMPLOYEE'S FILE – STACEY JEFFERY; CORRESPONDENCE FILE

Stephanie Brumfield, Director for the Department of Community Development, is requesting that the transient appointment be extended for an additional six months for the following transient appointment:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Stacey Jeffery	Community Services Program Coordinator	10/08/2023	04/08/2024

The transient appointment was done for six (6) months. If approved, the extension will expire as indicated.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, July 18, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, 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. Approved a recommendation for a Cost-of-Living Adjustment in accordance with Parish Council Resolution;
- B. Approved an amendment to the Personnel Rules of the Classified Service to create Section 20 in Rule IX; revise Section 17 in Rule IX, and revise Section 1.5 and 1.6 in Rule X;
- C. Deferred an amendment to the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and
- D. Cancelled a request 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 June 20, 2023.

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, there were:
 - 1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 - 1. Deferred the monthly report for June 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, August 22, 2023, 2:00 p.m., West Bank (tentative) and Tuesday, September 19, 2023, 2:00 p.m. (tentative).

- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Updated the Board on Departmental Goals for 2023.
 - 2. Updated the Board on an Applicant Matter concerning an employee within the Recreation Department.

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 14, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JUNE 2023

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>JUN-23</u>	<u>MAY-23</u>	<u>JUN-22</u>
Total Applications Received:	499	509	426
Competitive:	399	413	323
Non-Competitive:	100	96	103
 Total Applications Rejected:	 166	 181	 160
Competitive:	153	164	140
Non-Competitive:	13	17	20
 Total Applications Withdrawn:	 139	 94	 57
Competitive:	114	76	42
Non-Competitive:	25	18	15
 Candidates Scheduled for Written Exam:	 68	 40	 71
Candidates Examined - Written Exam:	45	29	46
Candidates Passed Written Exam:	32	18	32
Candidates Failed Written Exam:	13	11	14
Candidates Examined - Rating of T&E:	65	34	49
Candidates Placed on Competitive Eligible List:	99	74	99
Certificates of Eligibility Issued:	19	27	18
Certificates of Eligibility to be Interviewed Issued (GLC):	42	38	47
 Pending Testing (Scheduled for upcoming Test):	 38	 20	 29
Pending Review or Waiting for More Information:	33	104	61
Job Interest Cards Completed Online:	28	16	44
 ADA Accommodations			
Requested:	3	2	3
Approved:	1	0	1
Denied/Withdrawn:	2	2	1
Pending:	0	0	2
 New Postings in NEOGOV:	 16	 20	 17
New Exam Plans in NEOGOV:	9	8	5
Revised Exam Plans in NEOGOV:	7	12	12

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist II – Ecosystems & Coastal Management
- Administrative-Management Specialist II – Grants and Compliance
- Administrative-Management Specialist III – LEAD
- Clerk II
- Engineer II, Professional
- Engineer III, Professional
- Environmental Inspector
- Head Start Social Service Coordinator, Assistant
- Head Start Teacher (Entrance)
- Head Start Teacher (Promotional)
- Head Start Teacher, Assistant
- Library Associate
- Property Manager, Assistant
- Sign Designer
- Water Purification Operator
- Water Purification Superintendent I

Advertisement Source	Total %
College/University Career Services	1.32
Facebook	0.19
Family, Friend, Co-Worker, etc.	17.77
Governmentjobs.com	8.88
Handshake Website	0.19
Indeed.com	21.36
Jefferson Parish Department other than Personnel	2.65
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.54
Jefferson Parish website	28.73
Job Fair	1.32
Library	2.84
Louisiana Workforce Commission website	2.08
Monster.com	0
Newspaper ad	0
Nola.com	0.57
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	1.89
Unknown	0
Personnel Department Use Only	5.67
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: June 1, June 8, June 14, June 15, June 22, June 27

Written Test Administrations: 26

	JUN 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Administrative & Executive Assistant	3/3	100%	89%
Administrative Assistant	3/3	100%	88%
Clerical Skills I	1/2	50%	67%
Shipping & Receiving Stock Clerk	1/2	50%	60%
Clerical/Office Skills Test (COST)	2/3	67%	76%
Animal Care Administrative Clerk	2/3	67%	73%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	7/9	78%	65%
Secretary	5/5	100%	83%
Typist Clerk II	0/1	0%	50%
Typist Clerk III	2/3	67%	67%
Clerical-76	3/3	100%	100%
Customer Relations Specialist I	3/3	100%	100%
Code Compliance Inspector I	2/2	100%	100%
Drainage Pump Station Operator I	2/2	100%	83%
Field Supervision: Foreman & Form Completion	4/4	100%	100%
Sewerage Maintenance Foreman	4/4	100%	100%
Juvenile Detention Officer I	0/1	0%	33%
Juvenile Probation Officer	3/3	100%	100%
Maintenance Repairman	0/1	0%	50%
Mechanical/Field Skills Test (MFST)-40	1/1	100%	76%
Recreation Center Supervisor, Assistant-ATHLETICS	0/3	0%	71%
Recreation Center Supervisor, Assistant-MAINTENANCE	2/2	100%	100%
Sewerage Treatment Plant Operator	1/3	33%	44%
Water Purification Operator	0/2	0%	78%
Water Service Inspector I	0/1	0%	75%
SUMMARY:	31/45	69%	77%

Tests Constructed/Refined & Validated:

Minimum Qualifications (6): Administrative-Management Specialist II-Grants & Compliance (2); Assistant Director-Code Compliance & Enforcement; Clerk II; Food Service Manager; and Water Purification Operator.

Ratings of Training & Experience (7): Computer Systems Coordinator; Emergency Management Coordinator II; Librarian V; Planner II; Recreation Zone Manager; Water Purification Operator; and Workforce Connection Vocational Counselor I.

Written Tests (0): None.

Miscellaneous/Special Projects:

- Website user experience collaboration with the Recruitment Division and PIO; created new web content to attract potential job seekers.
- Archived one (1) written exam (“*Principles of Early Childhood Education*” for Head Start Teacher & Teacher Assistant).
- Changed one (1) written exam title (“*Property Maintenance/Zoning Inspector I*” to “*Code Compliance Inspector I*”).

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>JUN-23</u>	<u>MAY-23</u>	<u>JUN-22</u>
Total Appointments to Permanent Positions:	59	52	43
Competitive:	44	34	31
Non-Competitive:	15	18	12
Breakdown of Competitive Appointments:			
Limited Entrance:	2	3	1
Preferred Reemployment:	0	0	0
Promotions:	14	8	23
Reemployment:	0	0	0
Entrance:	21	7	6
Reinstatement:	2	6	0
Transfers:	2	9	0
Demotions:	1	0	0
Reallocations:	2	1	1
Provisional:	1	4	0
Temporary Appointment:	12	10	6
Emergency Appointment:	2	1	1
Updated Job Descriptions:	1	6	7
Requisitions submitted in month:	60	104	88
Unfilled requisitions as of end of month:	383	423	389

SEPARATIONS

Total Permanent Separations:	28	33	22
Competitive:	22	15	15
Non-Competitive:	6	18	7
Breakdown of Separations:			
Dismissals:	0	5	2
Resignations:	19	22	17
Retirements:	7	5	2
Deaths:	0	1	0
Lay-offs:	0	0	1
End of Temporary Appointments:	2	0	1

OTHER DATA

Overall Turnover:	1.3%	1.6%	1.0%
Competitive Turnover:	1.4%	1.0%	0.9%
Non-Competitive Turnover:	1.1%	3.3%	1.3%

June presents a decrease in Non-Competitive and Overall Turnover and an increase in Competitive Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JUN-23</u>	<u>MAY-23</u>	<u>JUN-22</u>
Salary Increases Granted:	149	205	170
Salary Increases Disapproved:	6	7	10
Fines:	1	2	1
Suspensions:	9	12	9
Leave with Pay Granted:	5	2	2
Leave without Pay Granted:	75	77	102
AWOL:	73	56	59
Parental Leave:	9	4	2
FMLA Requests:	50	38	38

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Typist Clerk II – Jeff CAP

CPQ's received: Administrative Assistant – Citizens' Affairs

CPQ's assigned: Secretary – Water

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: Assistant Parish Clerk – Parish Council
Library Technician - Library

Pending: None

Assigned:

Disposition(s): Assistant Parish Clerk – Parish Council - incorrectly graded in Pay Plan;
recommendation made to and approved by Personnel Board to change pay grade and
class title to Council Contract Administrator
Library Technician – Library – incorrectly grade in Pay Plan; recommendation made to
and approved by Personnel Board to change pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Accountant I (1210) to Accountant II (1211)
8. Building Plan Reviewer I (5106) to Building Plan Reviewer II (5107)

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: Code Compliance Inspector III

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Archer Pay Plan Study

JUDICIAL REPORT

Appeals Received during June:	3
Appeals Pending:	5
Appealed to 5 th Circuit during June:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during June:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during June:	0
Appeals pending before the US Supreme Court:	0

June-23	VACANCY REPORT	
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	2
0010-306	Council Division A	1
0010-307	Council Division B	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	1
0065	General Services	13
0067	Human Resource Management	3
0068	Planning	3
0069	Planning Advisory Board	1
0110	Building Permits	21
0112	Code Compliance and Enforcement	9
0120	General Services	1
0130	Fire	1
0140	Emergency Management	1
0330	JeffCAP	2
1010	JeffCAP	28
1020	JeffCAP	6
1060	JeffCAP	5
1172	Community Development	10
1174	Community Development	1
1187	Community Development	5
1230	Community Development	2
1255	Community Development	1
1280	American Job Center	15
1290	Miscellaneous Grants	2
2150	Juvenile Services	2
2151	Juvenile Services	21
2152	Juvenile Services	9
2200	JPAWS	6
2450	Library	3
2451	Library	14
2452	Library	3
2453	Library	4
2454	Library	1
2530	Recreation	4
2531	Recreation	24
2532	Recreation	4
2533	Recreation	4
2534	Recreation	30
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	2
2650	Lafreniere	1
2651	Lafreniere	4
2652	Lafreniere	1
2662	Recreation	2
2920	Fire	2

2921	Fire	15
2922	Fire	4
3000	Streets	2
3002	Streets	18
3003	Streets	11
3005	Traffic Engineering	7
3050	Parkways	2
3051	Parkways	7
3052	Parkways	2
3110	Engineering – Street Lighting	5
3270	Drainage	10
3301	Drainage	40
3302	Drainage	48
3500	Environmental	2
3640	Environmental	1
3850	Sewerage	7
3851	Sewerage	27
3852	Sewerage	19
3900	Water	6
3901	Water	12
3902	Water	30
3903	Water	6
3907	Water	37
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	3
3957	Engineering	8
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3969	Capital Projects	1
3971	Telecommunications	2
3974	Ecosystems	1
3976	Public Works	7
	Total	674

Hires by Date Report

For records between **06/01/23** and **06/30/23**

75 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>
Water - Utilities 3907	Water Service Inspector II - Water Meter	Mccray	James	6/3/2023	43,990.00	Demotion
Engineering 3957	College Intern-Technical Engineering	Hew	Scott	6/3/2023		Emergency
Emergency Management 0140	Emergency Management Coordinator II	Guillot	Jeremy	6/3/2023		Emergency
Floodplain Management and Hazard Mitigation	Administrative-Management Specialist II	Alikhani	Matthew	6/3/2023	35,797.00	Entrance
Purchasing 0064	Buyer I (1301)	Riley	Sheitera	6/17/2023	32,990.00	Entrance
Engineering 3957	College Intern-Technical Engineering	Treadway	Reagan	6/3/2023		Entrance
Jefferson Community Actions Program	Custodian (2020)	Huskey	Lea	6/10/2023	24,948.00	Entrance
Emergency Management 0140	Emergency Management Coordinator II	Guillot	Jeremy	6/17/2023	41,413.00	Entrance
Parks and Recreation	GROUNDSCKEEPER	Price-Kern	Cullen	6/3/2023	24,948.00	Entrance
Parks and Recreation	Groundskeeper	Johnson	Rudolph	6/17/2023	24,948.00	Entrance
Lafreniere Park - Maintenance 2651	Groundskeeper (2354)	Peters	Patrick	6/17/2023	24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Taylor	Elaine	6/17/2023	24,948.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II	SPARKS	CELESTE	6/17/2023		Entrance
Streets - West Bank 3003	Laborer - Semi Skilled (2201)	Hunter Jr	David	6/3/2023	24,948.00	Entrance
Sewerage - West Bank 3852	Laborer (2200)	Henry	Terrell	6/17/2023	24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Harris	Lyndell	6/3/2023	24,948.00	Entrance
Library - Libraries 2451	Library Associate	Gaffney	John	6/17/2023	28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Quan	Sang	6/3/2023	28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Irvin	Arianna	6/3/2023	28,778.00	Entrance
Building Permits 0110	Permit Technician (5104)	Lawson	Carla	6/17/2023	27,374.00	Entrance
Building Permits 0110	PLUMBING INSPECTOR I (5131)	Savoie	Jeffery	6/3/2023	37,201.00	Entrance
Engineering - Warehouse 3966	Shipping & Receiving/Stock Clerk (2350)	Thomas	Alexis	6/17/2023	24,948.00	Entrance
Engineering - Traffic Engineering 3005	Sign Technician I	Heim	Emily	6/3/2023	28,778.00	Entrance
Public Works - Rehab 3976	Trades Helper (2250)	Downing	Godfrey	6/3/2023	24,948.00	Entrance
Human Resource Management 0067	Typist Clerk II (1102)	Lambert	Kathryn	6/3/2023	21,829.00	Entrance
Engineering - Warehouse 3966	Utility Inventory Clerk I (1221)	Turlich	Alivia	6/3/2023	21,829.00	Entrance
Water - Utilities 3907	Utility Services Manager (1298)	Firven	Melissa	6/3/2023	40,009.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Interiano	Stephan	6/17/2023	34,394.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Allen	Mikeita	6/17/2023	34,394.00	Entrance
Sewerage - East Bank 3851	Welder (2310)	Baughman	Tracy	6/3/2023	37,903.00	Entrance
American Job Center 1280	Workforce Connection Career Specialist	Inoa-Khour	Jose	6/3/2023	30,182.00	Entrance
American Job Center 1280	Workforce Connection Vocational Counselor I	Jenkins	Jada	6/3/2023	25,970.00	Entrance
Jefferson Community Actions Program	Typist Clerk III (1103)	Bailey	Ziska	6/17/2023	37,703.00	Entrance
Parks and Recreation	Typist Clerk III	Robinson	Nashaunta	6/3/2023	27,269.00	Limited Entrance

Engineering 3957	Engineering Inspector II (4035)	Laprice, Jr.	Vincent	6/17/2023	55,038.00	Limited Entrance
Drainage - West Bank 3302	Equipment Operator III - Backhoe	Rojas	Dustin	6/17/2023	48,420.00	Limited Entrance
Accounting 0061	Accountant II-Central Finance Office	Burckel	Carmen	6/17/2023	49,853.00	Promotional
General Services 0065	Building Maintenance Supervisor	Bracewell	August	6/3/2023	44,967.00	Promotional
Parkways - West Bank 3052	Equipment Operator IV-Large Loaders	Gaubert	Timothy	6/17/2023	50,370.00	Promotional
Sewerage - West Bank 3852	Foreman I (2211)	Sauerwin	Raymond	6/3/2023	44,040.00	Promotional
Streets - West Bank 3003	Laborer, Semi-Skilled	Williams III	Herbert	6/3/2023	27,505.00	Promotional
Streets - West Bank 3003	Laborer, Semi-Skilled (2201)	Breland Jr	Kenneth	6/3/2023	27,505.00	Promotional
Library - Libraries 2451	Librarian II	Buckey	Jessica	6/3/2023	40,009.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Robertson	Amber	6/17/2023	57,100.00	Promotional
Building Permits 0110	Mechanical Inspector III (5123)	Lacoste	Chris	6/3/2023	56,415.00	Promotional
Accounting 0061	Payroll Clerk-Central Payroll Office	Gaddis	Betty	6/3/2023	48,233.00	Promotional
General Services 0065	Property Manager (1247)	Lawson	Thomas	6/17/2023	57,947.00	Promotional
Building Permits 0110	Secretary	Preston	Connie	6/17/2023	48,217.00	Promotional
Sewerage - East Bank 3851	Sewerage Lift Station Inspector (2655)	Giglio	Anthony	6/17/2023	48,000.00	Promotional
Engineering - Warehouse 3966	Utility Inventory Supervisor	Fontana Jr	Frank	6/17/2023	34,394.00	Promotional
American Job Center 1280	Workforce Connection Career Specialist	Williams	Channon	6/3/2023	30,182.00	Promotional
Library - Maintenance 2453	Library Maintenance Superintendent	Langston	Offord	6/17/2023	66,124.00	Promotional
Parks and Recreation	Recreation Zone Manager	Dunn	Leslie	6/17/2023	50,166.00	Promotional
Jefferson Community Actions Program	Head Start Social Services Coordinator, Assistant	Ainey	Rita	6/17/2023	63,520.00	Provisional
Jefferson Community Actions Program	Accountant II	Watkins	Sharita	6/3/2023	41,014.00	Reallocation
Building Permits 0110	Building Plan Reviewer II (5107)	Tran	Dzung	6/17/2023	50,817.00	Reallocation
Public Works 3970	Executive Assistant (1018)	Perez	Rachel	6/3/2023	78,102.00	Reinstatement
Parks and Recreation	GROUNDSCOOPER (2354)	Gendusa Jr.	Frank	6/3/2023	28,690.00	Reinstatement
Water - Treatment Plant 3901	Pump Equipment Mechanic (SP3) (2611)	Maillet Jr	Arthur	6/3/2023	81,374.00	Reinstatement
Jefferson Community Actions Program	Custodian	Warmington	Deidra	6/17/2023	28,170.00	Transfer
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Kawas	Ricardo	6/3/2023		Transfer
Building Permits 0110	Typist Clerk III (1103)	Gregoire	Gail	6/17/2023	38,123.00	Transfer
Miscellaneous Grants 1290	Administrative-Management Specialist II	Danegger	Rachel	6/17/2023		Transient
American Job Center 1280	Clerk I	Das	Bhagabati	6/17/2023		Transient
Parish Council 0010	Clerk I (1) (1008)	O'Brien	Maisy	6/24/2023		Transient
Drainage 3270	College Intern-Technical Engineering	Duncan Jr	John	6/3/2023		Transient
Engineering 3957	College Intern-Technical Engineering	Hew	Scott	6/17/2023		Transient
Water 3900	College Intern-Technical Non-Engineering	Brue	Jennifer	6/17/2023		Transient
American Job Center 1280	Groundskeeper (2354)	Whitehead	Nigel	6/17/2023		Transient
Parks and Recreation	Groundskeeper (2354)	Rivers	Cornell	6/3/2023		Transient
Parks and Recreation	GROUNDSCOOPER (2354)	Colomb	Chancelor	6/3/2023		Transient
Parks and Recreation	GROUNDSCOOPER (2354)	Glover Jr	Jonathan	6/3/2023		Transient
Parks and Recreation	Groundskeeper (2354)	Winzy Jr	Corey	6/17/2023		Transient
Parks and Recreation	GROUNDSCOOPER (2354)	Kelly III	John	6/10/2023		Transient
Accounting 0061	Accountant II-Central Finance Office	Fontenberry	Denise	6/17/2023	51,927.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
AUGUST 22, 2023**

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

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023, hearing continued to May 15, June 19, and June 21, 2023, amended appeal received on April 18, 2023, order issued on August 14, 2023;
2. Docket No. 2023-006, Darrell McKinnies vs. Department of Jefferson Community Action Programs, scheduled for hearing on August 2, 2023, order issued on August 9, 2023;
3. Docket No. 2023-007, Lashawn P. Camese vs. Department of Public Works-Water, scheduled for hearing on August 15, 2023;
4. Docket No. 2023-008, Armand Bellanger, Jr. vs. Department of Public Works-Drainage, scheduled for hearing on September 6, 2023;
5. Docket No. 2023-009, Eric P. Marks vs. Department of Public Works-Drainage, scheduled for hearing on August 29, 2023;
6. Docket No. 2023-010, Sandra J. Hill vs. Department of Jefferson Community Action Programs, order issued on July 20, 2023;
7. Docket No. 2023-011, Cassandra Swims vs. Department of Public Works-Water, scheduled for hearing on September 21, 2023;
8. Docket No. 2023-012, Rochelle Rabathaly vs. Department of Jefferson Community Action Programs, scheduled for hearing on September 28, 2023;
9. Docket No. 2023-013, Jennifer Walker vs. Department of Parks and Recreation, scheduled for hearing on October 11, 2023.

APPEALS RECEIVED SUBSEQUENT TO JULY 18, 2023:

1. Docket No. 2023-014, Chloe Bristow vs. Department of Public Works-Engineering; permanent employee, other;
2. Docket No. 2023-015, Jessica Laurendine vs. Department of Parks and Recreation; permanent employee, other.

August 17, 2023

OFFICIAL NOTICE

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

TUESDAY, AUGUST 22, 2023 – 2:00 P.M.

**DISTRICT ATTORNEY'S OFFICE MEDIA ROOM
200 DERBIGNY STREET
GRETN, LOUISIANA**

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

- Adopt the 2024 Personnel Department Budget;
- Amend the Pay Plan for the Classified Service to revise pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the pay plan as necessary; and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

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

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: ADA@jeffparish.net.

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.