

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, December 20, 2022 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to create a new classification; Electrician Trainee, to be used by various departments;
- B. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- C. Approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and,
- D. Deferred a proposal to 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 following a presentation from Jim Battigaglia consultant for The Archer Group.

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 November 15, 2022.

Under Old Business:

- A. The Board unanimously approved the monthly report for October 2022 and revised monthly report for September 2022.
- B. Mr. Cisco provided a report to the Board on the rights of prospective employees to file appeals.
- C. Ms. Nguyen provided the Board with an update on the current FMLA Policy.

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 two (2) 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 November 2022.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  1. Unanimously approved meeting dates of Thursday, January 26, 2022, 2:00 p.m., and Tuesday, February 28, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, the Board:
  1. Voted unanimously to take a request for a discretionary raise from the floor. Following the presentation of the item, the Board unanimously approved a request for the discretionary pay raise.
- F. Under Director's Report:
  1. The Director provided an update of Council Resolution – Pay Plan Study Minimum Salary \$15.01 per hour.
  2. Discussion and approval of the Board Meeting Calendar 2023.

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

January 12, 2023

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III; DIVISION OF CLASSIFICATION, PAY, AND RECORDS

**SUBJECT:** RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CREATE THE CLASSIFICATION OF ELECTRICIAN TRAINEE

**DATE:** 12/12/2022

**CC:** CORRESPONDENCE FILE

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Mr. Ryan Babcock, Director of the Department of General Services, requested the creation of a new classification called Electrician Trainee. He provided a proposed job description. He would like to create this position to have a “helper” to assist and be trained under the Electrician and then be able to move up. He feels there is a need for this position in Jefferson Parish.

This position would assist in performing entry and training level electrical systems work that will include performing preventative maintenance, repairs, troubleshooting, and repairs of electrical wires, cables, fixtures, and systems. The purpose of this position is to gain experience and train in more complex and complicated maintenance and repair work necessary for advancement to a licensed electrician class.

After careful review of the job description, an Archer evaluation was completed for the new class of Electrician Trainee. The position evaluated an overall point total of 413, with a responsibility valuation of 1.00000. This establishes the recommended pay grade for the new class of Electrician Trainee as a pay grade 16. Hours of work will be 40 base hours per week and the position will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

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

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2304	Electrician Trainee	16	31586	49000	40	

I have recommended the minimum qualifications for the class of Electrician Trainee to be the following:

Completion of a technical certificate program from an accredited college or trade school, indicating knowledge of entry-level electrical work.

OR

Substantial work experience (approx. two years)\* assisting with the installation, maintenance, and repair of electrical systems, under the supervision of a licensed electrician.

\*Substitution: Successful completion of coursework directly related to the work of an electrician (from an accredited college or trade school) may substitute for work experience at the rate of three credit hours for three months of experience, to a maximum of eighteen credit hours.

Additionally, we are recommending this position be placed into a Market Based Pay Grade upon final adoption by the Parish Council. The class of Electrician and Electrician Supervisor are in the Pay Plan in a market based pay grade due

to recruitment difficulty. Utilizing SalaryStudy.neogov.com, an analysis was done regarding similar governmental positions in and around Louisiana. The mean salary for the other positions is 35,691.00 annually. Based upon that analysis, a Pay Grade 19 is recommended. Accordingly, we recommend that this position be put into a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g.)

Upon final adoption of the new job class and new pay grade by the Parish Council, we recommend the class of Electrician Trainee be placed in the following Market Based Pay Grade assignment concurrently:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2304	Electrician Trainee	19	35797	55534	40	

The Personnel Department recommends approval of the addition of the class of Electrician Trainee and the placement of Electrician Trainee into a Market Based Pay Grade by the Personnel Board.

Class Code: 2304

**JEFFERSON PARISH, LOUISIANA**  
**CLASS DESCRIPTION – 2022**

**POSITION TITLE: ELECTRICIAN TRAINEE**

**KIND OF WORK**

Under close supervision, an employee in this classification performs semi-skilled level work and is responsible for assisting a journeyman Electrician in the installation, maintenance, and repair of electrical systems, motors, and related equipment in Parish buildings. Employee will assist in inspecting, testing, diagnosing, and installing electrical components and equipment. Performs related work as required.

**DISTINGUISHING FEATURES OF WORK**

This position differs from the Electrician in that this position is semi-skilled. The Electrician handles repair and maintenance of electrical systems in assigned buildings. Assignments are received orally or in writing and may be accompanied by penciled sketches or blueprints. Detailed instructions ordinarily are received at the beginning of each assignment and work is checked by employee's superior in progress and upon completion for compliance with electrical codes. Employee usually works under 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.

Assists in performing electrical work that will include performing installation, repair, and maintenance of electrical equipment and systems in parish buildings.

Assists in maintaining and repairing all electrical related items which include service, distribution systems, panels, breakers, buss ducts, outlets, switches, lights, ballast, motors, and controllers in all parish systems.

Assists in installation of new circuits, new outlets, new fixtures, re-lamping and re-ballasting.

Installs, alters, maintains, tests, troubleshoots, repairs and/or replaces wiring systems, public address systems, electric clocks, flood lights, and other electrical systems, fixtures, and equipment.

Performs related duties to include assisting with running feeders, installing computer cable, installing new wall/floor receptacles, adding additional lighting, rewiring and renovating areas, etc.

Installs and maintains small electric motors and generators; seats and replaces brushes; does other simple and semi-skilled electrical and some mechanical work in replacing and repairing parts.

Uses standard electrical tools and equipment such as volt meters, amp meters, watt meters, and other related equipment to check the condition of electrical and electronic systems and equipment and to detect causes of electrical failures and malfunctions.

Assists with installs and makes repairs on non-metallic cables such as romex and various conduits such as Greenfield, thin wall or rigid conduit.

Assists in repairs of electrical wires, cables, fixtures, and systems.

Obtain parts and supplies from warehouse.

Remains on-call when assigned for emergency electrical repairs.

Maintains record of work performed.

### 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.

Shall carry and operate a parish radio during work hours.

Participate in conducting routine inspection of equipment and facilities.

Complete reports and records as necessary such as purchase requisitions, work orders, etc.

Attend educational seminars and staff/safety meetings as needed.

Maintain tools and equipment.

Performs related duties as required.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of the standard practices, methods, tools, and materials of the electrical trade.

Some knowledge of local and national electrical codes.

Some knowledge of troubleshooting and maintenance of all related electrical systems.

Some knowledge of the hazards and proper safety precautions of the electrical trade.

Skill in electrical trade work to install, repair, replace and maintain electrical systems.

Skill in the use of tools, materials, and standard equipment of the electrical trade.

Ability to troubleshoot and maintain electrical systems.

Ability to work from specifications, drawings, and blueprints.

Ability to understand and carry out oral and written instructions.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Completion of a technical certificate program from an accredited college or trade school, indicating knowledge of entry-level electrical work.

OR

Substantial work experience (approx. two years)\* assisting with the installation, maintenance, and repair of electrical systems, under the supervision of a licensed electrician.

\*Substitution: Successful completion of coursework directly related to the work of an electrician (from an accredited college or trade school) may substitute for work experience at the rate of three credit hours for three months of experience, to a maximum of eighteen credit hours.

## **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 light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50) pounds.

**Sensory Requirements:** Some tasks require perception and discrimination of color, sound, taste, odor, depth, texture, visual and oral communications ability.

**Environmental Factors:** Some tasks require exposure to temperature extremes, smoke, dusts, pollen, wildlife, animals, electrical currents, bright and dim lights, machinery, and traffic hazards.

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Employee's Signature

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Supervisor's Signature

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Date

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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: December 2022



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**MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III; DIVISION OF CLASSIFICATION, PAY, AND RECORDS

**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT

**DATE:** DECEMBER 13, 2022

**CC:** EMPLOYEE'S FILE – PARKER BODE; CORRESPONDENCE FILE

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Jeb Tate, Director of the Department of Electronic Information Systems, is requesting that the transient appointment of Parker Bode be extended for an additional six months. Parker Bode was hired to a transient College Intern – Technical, Non-Engineering position on August 6, 2022. The appointment will expire on February 3, 2023. Mr. Dumas approved extending Mr. Bode's appointment three days through February 6, 2023. We are asking the board to approve extending the appointment until August 6, 2023.

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**INTEROFFICE MEMORANDUM**

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**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III; DIVISION OF CLASSIFICATION, PAY, AND RECORDS  
**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEE  
**DATE:** DECEMBER 13, 2022  
**CC:** EMPLOYEE'S FILE – SHELLEY BRUARD; CORRESPONDENCE FILE

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

<b>Employee</b>	<b>Appointed to:</b>	<b>Appointment Expires:</b>	<b>Extension Requested:</b>
Shelley Bruard	Alario Center Events Coordinator - PC 7491-001	02/12/2023	08/12/2023

The employee is a permanent employee who has been appointed to a transient position due to Covid related budget constraints at the Alario Center. The Personnel Department recommends a six month extension in accordance with the revised Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the June or July Board Meeting.

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MEMORANDUM

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**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
SUZETTE JUNG, PERSONNEL TECHNICIAN III  
**SUBJECT:** REQUEST TO CANCEL LIST  
**DATE:** NOVEMBER 29, 2022  
**CC:** CORRESPONDENCE FILE

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The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4: **Housing Improvement Counselor III (5163)**.

One vacancy within this classification currently exists in the Department of Community Development. The classification opened for application in September, with zero active candidates on the eligibility list at that time. After several weeks of recruiting, we were only able to certify two candidates to the list.

The supervisor of the open position, Johnathan Whipple, Administrative-Management Specialist III, requested that the classification's minimum qualifications be modified, to allow for a greater number of candidates to qualify. Upon closing the current eligibility list, the two active candidates would be notified about the changes to the minimum qualifications and encouraged to reapply, to regain active status on the new eligibility list.

The Personnel Department recommends that the Personnel Board cancel the current eligibility list for Housing Improvement Counselor III (5163), in accordance with Rule VI, Section 6.4.

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, November 15, 2022 beginning at 2:01 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, 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:

- A. Deferred a proposal to amend the Pay Plan for the Classified Service to create a new classification; Electrician Trainee, to be used by various departments;
- B. Approved a proposal to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- C. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12 and Rule II, Section 6.1;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grades for the Signal Technician class series;
- E. Approved a proposal to amend the Pay Plan for the Classified Service to revise class titles for the Stationary Engineer class series; and,
- F. Deferred a proposal to 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.

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; and,
- B. The Board received a report from Mr. Colin Cisco of the Parish Attorney's Office pursuant to LA. R.S. 42:17(2), for strategy sessions with respect to litigation or litigating position of the public body.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of October 27, 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, there were:
  1. None.
- C. Under Approval of the monthly report, the Board:
  1. Unanimously deferred the review of the monthly report for October 2022 to the December 2022 Board Meeting.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  1. Unanimously approved meeting dates of Tuesday, December 20, 2022, 2:00 p.m., and Tuesday, January 24, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
  1. Mr. Fantaci requested an update on the current FMLA policy with regard to who can contact an employee's physician concerning health information and the need for FMLA leave.
- F. Under Director's Report:
  1. The Director provided an update of Council Resolution – Pay Plan Study Minimum Salary \$15.01 per hour.
  2. The Director updated the Board on recent recruitment activity.
  3. Discussed the Board Meeting Calendar 2023.

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

Respectfully submitted,

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

Gretna, Louisiana

December 1, 2022

APPROVED:

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RUFUS C. HARRIS III, BOARD CHAIR

\_\_\_\_\_  
MICHAEL FANTACI, MEMBER

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DANIEL MARTINY, MEMBER

**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – OCTOBER 2022**

**Item VI. A.**  
**October Monthly Report**

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<b><u>OCT-22</u></b>	<b><u>SEP-22</u></b>	<b><u>OCT-21</u></b>
Total Applications Received:	343	403	353
Competitive:	272	331	264
Non-Competitive:	71	72	89
 Total Applications Rejected:	 131	 127	 117
Competitive:	119	123	105
Non-Competitive:	12	4	12
 Total Applications Withdrawn:	 89	 100	 58
Competitive:	73	83	49
Non-Competitive:	16	17	9
 Candidates Scheduled for Written Exam:	 99	 105	 53
Candidates Examined - Written Exam:	72	92	43
Candidates Passed Written Exam:	54	74	35
Candidates Failed Written Exam:	18	18	8
Candidates Examined - Rating of T&E:	31	46	38
Candidates Placed on Competitive Eligible List:	86	102	80
Certificates of Eligibility Issued:	18	23	18
Certificates of Eligibility to be Interviewed Issued (GLC):	32	21	35
 Pending Testing (Scheduled for upcoming Test):	 32	 32	 42
Pending Review or Waiting for More Information:	10	43	37
Job Interest Cards Completed Online:	24	44	34
 ADA Accommodations			
Requested:	1	1	2
Approved:	0	0	0
Denied:	1	1	2
Withdrawn:	0	0	0
Pending:	0	0	0
 New Postings in NEOGOV:	 13	 17	 16
New Exam Plans in NEOGOV:	7	7	7
Revised Exam Plans in NEOGOV:	6	10	9

## RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist II
- Assistant Director-Accounting
- Assistant Director-Environmental Affairs
- Building Permit Manager
- Cook II
- EMS Program Compliance Specialist
- Environmental Quality Specialist - Landfill
- Federal Programs Coordinator
- Personnel Assistant
- Personnel Technician I
- Plumbing Inspector I
- Plumbing Inspector III
- Utility Services Manager

Advertisement Source	Total %
College/University Career Services	0.82
Facebook	1.36
Family, Friend, Co-Worker, etc.	16.85
Governmentjobs.com	7.34
Indeed.com	13.04
Jefferson Parish Department other than Personnel	2.72
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	7.07
Jefferson Parish website	36.41
Job Fair	2.17
Library	3.26
Louisiana Workforce Commission website	0.54
Monster.com	0
Newspaper ad	0
Nola.com	0.27
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.27
Unknown	0
**Personnel Department Use Only**	7.34
<b>Total Percentage</b>	<b>100%</b>

## TEST DEVELOPMENT DIVISION

### WRITTEN TEST ADMINISTRATIONS (19):

	OCT 2022			2022 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
<b>Written Tests:</b>				
Account Clerk Series (AC II)	Oct-04	2/2	100%	100%
Clerical-76 (Customer Rel. Spec. I)	Oct-04	2/2	100%	100%
Library Associate	Oct-04	4/5	80%	82%
Mechanical/Field Skills Test (Trades Helper)	Oct-04	1/1	100%	77%
Mechanical/Field Skills Test-53 (Sign Tech I)	Oct-04	1/1	100%	89%
Recreation Center Supervisor, Asst. (Athletics)	Oct-04	1/2	50%	54%
Sewerage Treatment Plant Operator	Oct-04	0/1	0%	47%
Admin/Executive Assistant (AAs)	Oct-11	1/2	50%	75%
Field Supv Superintendent, 2-parts (Road Maint Supt I)	Oct-11	1/1	100%	86%
Recreation Center Supervisor, Asst. (Athletics)	Oct-11	1/2	50%	54%
Recreation Center Supervisor, Asst. (Maintenance)	Oct-11	1/1	100%	100%
Library Associate	Oct-20	0/1	0%	82%
Library Page	Oct-20	6/10	60%	--
Property Maint/Zoning Inspector I	Oct-20	2/2	100%	81%
Water Purification Operator	Oct-20	3/3	100%	91%
Admin/Executive Assistant (AAs)	Oct-26	1/2	50%	75%
Clerical/Office Skills Test (Clerk III)	Oct-26	1/1	100%	67%
Field Supv Superintendent, 2-parts (Road Maint Supt I)	Oct-26	2/2	100%	86%
MS Word+Clerical/Office Skills Test (TCII, TCIII, & Sec)	Oct-26	2/6	33%	53%
<b>SUMMARY:</b>		<b>32/47</b>	<b>68%</b>	<b>73%</b>

^ as of current month's end. | -- Only given once so far this year.

### TESTS CONSTRUCTED/REFINED & VALIDATED (7):

**Minimum Qualifications (7):** Administrative-Management Specialist II-Fiscal; Administrative-Management Specialist II-MRC Coordinator; Assistant Director-Accounting; Assistant Director-Environmental Affairs; Environmental Quality Specialist-Landfill; GIS Analyst I; and Utility Services Manager.

**Ratings of Training & Experience (0):** None.

**Written Tests (0):** None.

### MISCELLANEOUS/SPECIAL PROJECTS (0):

None.



**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>OCT-22</u></b>	<b><u>SEP-22</u></b>	<b><u>OCT-21</u></b>
Total Appointments to Permanent Positions:	63	64	50
Competitive:	40	45	37
Non-Competitive:	23	19	13
Breakdown of Competitive Appointments:			
Limited Entrance:	1	0	3
Preferred Reemployment:	0	0	0
Promotions:	16	19	17
Reemployment:	0	0	0
Entrance:	10	10	9
Reinstatement:	4	5	3
Transfers:	6	3	5
Demotions:	1	0	0
Reallocations:	2	8	0
Provisional:	1	0	1
Temporary Appointment:	5	4	1
Emergency Appointment:	1	1	0
Updated Job Descriptions:	12	6	11
Requisitions submitted in month:	97	133	71
Unfilled requisitions as of end of month:	413	427	315

**SEPARATIONS**

Total Permanent Separations:	25	29	34
Competitive:	14	24	21
Non-Competitive:	11	5	13
Breakdown of Separations:			
Dismissals:	3	4	6
Resignations:	15	22	22
Retirements:	6	2	5
Deaths:	1	1	1
Lay-offs:	0	0	0
End of Temporary Appointments:	2	1	2

**OTHER DATA**

Overall Turnover:	1.2%	1.4%	1.5%
Competitive Turnover:	0.9%	1.5%	1.2%
Non-Competitive Turnover:	2.0%	0.9%	2.5%

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

## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>OCT-22</u>	<u>SEP-22</u>	<u>OCT-21</u>
Salary Increases Granted:	127	160	139
Salary Increases Disapproved:	4	5	7
Fines:	0	1	2
Suspensions:	9	5	8
Leave with Pay Granted:	0	0	0
Leave without Pay Granted:	98	100	99
AWOL:	77	73	72
Parental Leave:	10	7	6
FMLA Requests:	32	39	30

### JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

**CPQ's sent out:** Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office  
Water Purification Superintendent II – Water – 2 positions  
Secretary – Water  
Signal Technician Series – Engineering  
Federal Programs Coordinator, Assistant – Community Development

**CPQ's received:** Administrative Assistant – Capital Projects  
Engineering Inspector III - Water  
Executive Assistant – Library

**CPQ's assigned:** None

Disposition(s): None

### PAY GRADE REASSIGNMENTS:

Completed: Permit Technician – Inspection and Code Enforcement

Pending: None

Assigned: None

Disposition(s): Permit Technician – incorrectly graded in the Pay Plan; recommendation made and approved by the Personnel Board to change the pay grade from 14 to 13

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

#### FOOTNOTE NO.:

1. GIS Analyst I (4041) to GIS Analyst II (4042)

Personnel Rule 3.3.1: None

Other: None

Monthly Report – October 2022

## **CLASSIFICATION AND PAY DIVISION – Page 2**

### **MISCELLANEOUS/SPECIAL PROJECTS:**

Pay Survey(s):	None
Personnel Rules:	None
Special Leave Requests:	LWOP Extensions - 0 MLWP/MLWOP - 0
Class Specification Written/Amended:	Permit Technician Supervisor, Permit Technician
Minimum Qualifications Written/Changes:	EMS Program Compliance Specialist, GIS Analyst II
Other Special Projects/Assignments:	New positions requested: Computer Systems Specialist II; Computer Systems Specialist III, Permit Technician Supervisor Archer benchmark classes

### **JUDICIAL REPORT**

Appeals Received during October:	2
Appeals Pending:	8
Appealed to 5 <sup>th</sup> Circuit during October:	0
Appeals pending before 5 <sup>th</sup> Circuit:	2
Appealed to Louisiana Supreme Court during October:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during October:	0
Appeals pending before the US Supreme Court:	0

October-22		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	2
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0060	Finance	1
0061	Accounting	4
0064	Purchasing	3
0065	General Services	15
0066	Personnel	3
0067	Human Resource Management	2
0068	Planning	2
0081	General Services	1
0110	Inspection & Code Enforcement	23
0112	Property Maintenance/Zoning	4
0120	General Services	3
0130	Fire	3
0140	Emergency Management	5
0330	JeffCAP	2
1010	JeffCAP	19
1020	JeffCAP	4
1060	JeffCAP	4
1172	Community Development	3
1174	Community Development	1
1230	Community Development	1
1255	Public Health	2
1280	Workforce Connection	12
2150	Juvenile Services	1
2151	Juvenile Services	16
2152	Juvenile Services	8
2200	Animal Shelter	2
2450	Library	2
2451	Library	23
2452	Library	2
2453	Library	5
2454	Library	2
2530	Recreation	3
2531	Recreation	19
2532	Recreation	4
2533	Recreation	6
2534	Recreation	42
2535	Recreation	1
2615	Alario Center	9
2616	Recreation	1
2631	Lasalle	2
2651	Lafreniere	7

2652	Lafreniere	1
2662	Recreation	4
2920	Fire	3
2921	Fire	17
2923	Fire	1
3000	Streets	2
3002	Streets	14
3003	Streets	18
3005	Traffic Engineering	4
3051	Parkways	6
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	10
3301	Drainage	44
3302	Drainage	50
3500	Environmental	2
3562	Inspector General	2
3850	Sewerage	4
3851	Sewerage	26
3852	Sewerage	20
3900	Water	6
3901	Water	13
3902	Water	30
3903	Water	3
3907	Water	34
3910	Water	1
3950	Fleet Management	11
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	2
3957	Engineering	7
3958	Environmental	1
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3968	Security	1
3971	Telecommunications	2
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
	<b>Total</b>	<b>658</b>

**Hires by Date Report**  
For records between **10/01/22** and **10/31/22**  
82 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>
Purchasing 0064	Buyer I (1301)	Duffy	Sidney	10/22/2022	\$54,507.00	Demotion
Workforce Connection 1280	Workforce Connection Career Specialist	Moffett	Kathryn	10/8/2022		Emergency
Floodplain Management and Hazard Mitigation	Administrative Management Specialist III	Ezell-Kelly	Randi	10/22/2022	\$51,556.00	Entrance
Emergency Management - Public Health	Administrative-Management Specialist III	Pruitt	Derrick	10/8/2022	\$45,625.00	Entrance
Parkways - West Bank 3052	Equipment Operator I (2371)	Gautier- Gomez	Luis	10/22/2022	\$28,778.00	Entrance
Jefferson Community Actions Program	Family Service Specialist	Williams	Tara	10/3/2022	\$39,307.00	Entrance
Parks and Recreation	GROUNDSCKEEPER	Stephens	Dave	10/1/2022	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer	Ray	Davezze	10/8/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer	Carriere	Patrick	10/22/2022	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Jones	Lance	10/22/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Scott	Roland	10/8/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Scieneaux	Marvin	10/8/2022	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Verrett	Kyrie	10/8/2022	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Lewis	Robert	10/8/2022	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Morange	Kameron	10/22/2022	\$24,948.00	Entrance
Library - Libraries 2451	Librarian II (3152)	Sanders	Erica	10/22/2022	\$40,009.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Frederiksen	Julia	10/22/2022	\$28,778.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Duvernay	Monique	10/8/2022	\$14,389.00	Entrance
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator	Manning	Jordan	10/8/2022	\$31,586.00	Entrance
Jefferson Community Actions Program	Typist Clerk II (1102)	Vaughn	Taralyn	10/22/2022	\$21,829.00	Entrance
Property Maintenance Zoning/Quality of Life	Typist Clerk III (1103)	Berthelot	Emily	10/12/2022	\$25,970.00	Entrance
Water - Utilities 3907	Water Service Inspector I	Reyes	Colan	10/22/2022	\$21,829.00	Entrance
Streets - West Bank 3003	Equipment Operator III	Smith II	Larry	10/29/2022	\$46,022.00	Limited Entrance
Parkways - West Bank 3052	Equipment Operator III	Gaubert	Timothy	10/22/2022	\$47,971.00	Limited Entrance
Property Maintenance Zoning/Quality of Life	Typist Clerk III	Johnson	Rayna	10/8/2022	\$31,567.00	Limited Entrance
Central Garage 3950	Administrative Assistant	Lee	Kiesler	10/8/2022	\$47,482.00	Promotional
Parkways 3050	Administrative Assistant	Gregoire	Gail	10/8/2022	\$36,308.00	Promotional
Personnel 0066	Administrative-Management Specialist I	Sullivan	Kelsey	10/8/2022	\$36,295.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator II	Marcelin Sr	Wayne	10/8/2022	\$50,802.00	Promotional
Street 3000	Engineering Inspector III	Bradley Jr	Ronald	10/8/2022	\$62,519.00	Promotional
Street 3000	Engineering Inspector III	Logue	Joseph	10/8/2022	\$47,389.00	Promotional

Lafreniere Park - Maintenance	Equipment Operator I	Robair	Catrell	10/22/2022	\$28,778.00	Promotional
Sewerage - West Bank 3852	Equipment Operator I (2371)	Hart	Torie	10/8/2022	\$37,595.00	Promotional
Water - Distribution 3902	Equipment Operator IV	Harris	Elbert	10/22/2022	\$57,117.00	Promotional
Water - Distribution 3902	Equipment Operator IV	Grayman	Donnie	10/22/2022	\$40,009.00	Promotional
Fire Services 0130	Executive Assistant	Pearce	Sandra	10/8/2022	\$71,502.00	Promotional
Inspection and Code Enforcement 0110	Executive Assistant	Punch	Mindy	10/8/2022	\$38,369.00	Promotional
Parks and Recreation	Executive Superintendent (1020)	Holmes	Antoinette	10/8/2022	\$85,267.00	Promotional
General Services - Surplus Property 0081	Foreman I (2211)	Quinn	Guan	10/8/2022	\$32,323.00	Promotional
Drainage - East Bank 3301	Laborer, Semi-Skilled (2201)	Edwards	Lebrean	10/22/2022	\$27,505.00	Promotional
Drainage - West Bank 3302	Laborer, Semi-Skilled (2201)	Johns III	Jerry	10/22/2022	\$27,505.00	Promotional
Accounting 0061	Payroll Clerk-Central Payroll Office	Payne	Rhonda	10/1/2022	\$34,231.00	Promotional
Personnel 0066	Personnel Technician III (1403)	Guidry	Glennie	10/8/2022	\$54,156.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Lopez	Jade	10/22/2022	\$28,778.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Fredericks	Byron	10/22/2022	\$28,778.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Radcliff	Christopher	10/22/2022	\$28,778.00	Promotional
Jefferson Protection and Animal Welfare Service 2200	Clerk III	Legendre	Eleanor	10/31/2022	\$31,710.00	Promotional
Planning 0068	Planner III (5087)	MacKay	Carrie	10/8/2022	\$62,998.00	Provisional
Jefferson Protection and Animal Welfare Service 2200	Animal Care Attendant II	Neal	Paul	10/22/2022	\$25,970.00	Reinstatement
Sewerage - West Bank 3852	Equipment Operator IV	Harrison	Harvey	10/22/2022	\$56,953.00	Reinstatement
Sewerage - West Bank 3852	Trades Helper (2250)	Henry	Jeremy	10/8/2022	\$34,778.00	Reinstatement
Planning 0068	Typist Clerk III	Pickens	Arrington	10/26/2022	\$32,617.00	Reinstatement
Streets - West Bank 3003	Truck Driver II (2362)	Moore	Herbert	10/29/2022	\$42,466.00	Reinstatement
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Maes	Hector	10/15/2022	\$31,586.00	Reinstatement
Water - Quality Lab 3903	Water Quality Scientist I	Bartoe	Kristy	10/8/2022	\$45,686.00	Special Pay Provision
Water - Quality Lab 3903	Water Quality Scientist II	Pinkins	Ramonte	10/8/2022	\$54,647.00	Special Pay Provision
Jefferson Community Actions Program	Custodian	Ingram	Bruce	10/8/2022	\$31,012.00	Transfer
Library - Libraries 2451	Librarian I/Senior Associate	Ezelle	Monica	10/8/2022	\$50,805.00	Transfer
Library - Libraries 2451	Librarian I/Senior Associate (3151)	Conner	Jessica	10/22/2022	\$37,758.00	Transfer
Library 2450	Librarian II	Crozat	Megan	10/22/2022	\$51,062.00	Transfer
Parks and Recreation	Typist Clerk III	Boling	Carol	10/15/2022	\$40,187.00	Transfer
Jefferson Community Actions Program	Custodian	Mckinnies	Darrell	10/8/2022	\$22,266.00	Transfer
Parks and Recreation	Typist Clerk III	Corpora	Rebecca	10/15/2022	\$54,023.00	Transfer
Parks and Recreation	Groundskeeper	Johnson	John	10/15/2022	\$24,948.00	Transfer
Parks and Recreation	Typist Clerk III	Stoufflet	Ingrid	10/15/2022	\$40,627.00	Transfer
Workforce Connection 1280	Clerk I	Cribbs	Macy	10/1/2022		Transient
Community Development Programs	Community Services Program Coordinator	Anderson	Nyla	10/8/2022		Transient
Community Development Programs	Community Services Program Coordinator	Matthews	Elegra	10/22/2022		Transient

Community Development Programs	Community Services Program Coordinator	Miner Williams	Kyrisha	10/22/2022		Transient
Community Development Programs	Community Services Program Coordinator	XXXXXXXXXX	XXXX	10/22/2022		Transient
Jefferson Community Actions Program	Administrative Assistant	Dumas	Yvonne	10/1/2022	\$64,805.00	Updated Job Description
Jefferson Community Actions Program	Administrative Assistant	Bridges	Ann	10/8/2022	\$46,764.00	Updated Job Description
Jefferson Community Actions Program	Administrative Assistant	Ferguson	Tachel	10/8/2022	\$50,628.00	Updated Job Description
Jefferson Community Actions Program	Child Care Worker	Nero	Elise	10/22/2022	\$19,869.00	Updated Job Description
Jefferson Community Actions Program	Child Care Worker	Gray	Loretta	10/22/2022	\$19,647.00	Updated Job Description
Jefferson Community Actions Program	Child Care Worker	Brown	Shantell	10/22/2022	\$19,869.00	Updated Job Description
Jefferson Community Actions Program	Executive Assistant	Green-Jupiter	Genika	10/22/2022	\$46,873.00	Updated Job Description
Jefferson Community Actions Program	Head Start Administrator, Assistant	Luke	Michele	10/8/2022	\$111,068.00	Updated Job Description
Jefferson Community Actions Program	Head Start Education Coordinator	Barthelemy	Juli	10/22/2022	\$86,926.00	Updated Job Description
Jefferson Community Actions Program	Head Start Social Service Coordinator	Hill	Sandra	10/8/2022	\$67,928.00	Updated Job Description
Jefferson Community Actions Program	Registered Nurse	Chaplain	Martha	10/15/2022	\$63,380.00	Updated Job Description
Engineering - Warehouse 3966	Shipping & Receiving/Stock Clerk	Trafficano	Jude	10/8/2022	\$28,833.00	Updated Job Description



TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (31):

Written Tests:	SEP 2022			2022 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Clerical Skills I (Clerk I & Ship. & Rec. Stock Clk)	Sep-01	4/4	100%	82%
Engineering Inspectors (EI I/II)	Sep-01	0/1	0%	67%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Sep-01	1/3	33%	56%
Princ. of ECE (Head Start Teacher & Asst.)	Sep-01	0/1	0%	86%
Recreation Center Supervisor, Asst. (Athletics)	Sep-01	0/1	0%	56%
Recreation Center Supervisor, Asst. (Maintenance)	Sep-01	1/1	100%	100%
Water Purification Operator	Sep-01	1/1	100%	88%
Admin/Executive Assistant	Sep-08	5/5	100%	78%
Clerical/Office Skills Test (Clerk III)	Sep-08	1/1	100%	63%
Engineering Inspectors (EI I/II)	Sep-08	1/1	100%	67%
Maintenance Repairman	Sep-08	1/1	100%	100%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Sep-08	3/3	100%	56%
Sewerage Treatment Plant Operator	Sep-08	1/3	33%	50%
Admin/Executive Assistant	Sep-15	2/5	40%	78%
Foreman II	Sep-15	1/1	100%	100%
Juvenile Probation Officer I	Sep-15	1/2	50%	70%
Mechanical/Field Skills Test (Trades Helper)	Sep-15	2/3	67%	76%
Recreation Center Supervisor, Asst. (Athletics)	Sep-15	3/3	100%	56%
Water Purification Operator	Sep-15	2/2	100%	88%
Engineering Inspectors (EI III)	Sep-16	2/3	67%	67%
Library Associate	Sep-22	18/22	82%	85%
Mechanical/Field Skills Test-53 (Sign Tech I)	Sep-22	0/1	0%	88%
Water Purification Operator	Sep-22	2/2	100%	88%
Water Service Inspector I	Sep-22	1/1	100%	62%
Admin/Executive Assistant	Sep-30	4/4	100%	78%
Library Associate	Sep-30	4/4	100%	85%
Mechanical/Field Skills Test (Trades Helper)	Sep-30	1/1	100%	76%
MS Word+Clerical/Office Skills Test (TCII/TCIII/Sec)	Sep-30	3/4	75%	56%
Property Maint/Zoning Inspector I	Sep-30	3/4	75%	79%
Pump Equipment Mechanic	Sep-30	2/2	100%	100%
Sewerage Line Repair Supt I	Sep-30	2/2	100%	--
<b>SUMMARY:</b>		<b>72/92</b>	<b>78%</b>	<b>72%</b>

^ as of current month's end. | -- Only given once so far this year.

TESTS CONSTRUCTED/REFINED & VALIDATED (4):

**Minimum Qualifications (4):** Accountant I-Central Finance Office; Buyer II; Permit Technician; and Federal Programs Coordinator-RSVP.

**Ratings of Training & Experience (0):** None.

**Written Tests (0):** None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

Attended NOLA SHRM Annual Conference on September 21<sup>st</sup>.

Monthly Report – September 2022

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## MEMORANDUM

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**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT  
**SUBJECT:** REVIEW OF JEFFERSON PARISH FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY  
**DATE:** DECEMBER 20, 2022  
**CC:** CORRESPONDENCE FILE

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The Personnel Department has conducted a review of the Jefferson Parish Family and Medical Leave Act (FMLA) policy based on the request of Board member Michael Fantaci and/or the Personnel Board.

The policy was last reviewed in April 2020 and the FMLA policy was revised to “mirror” federal law. At that time, Personnel Board Special Assistant Kim Nguyen, Assistant Director-Personnel Lauren Call, and Senior Assistant Parish Attorney Crystal Heine, collectively reviewed the FMLA policy and made revisions resulting in the current policy.

Upon examination of the current Jefferson Parish FMLA policy and satisfied that it is compliant with federal law, the Personnel Department is not recommending any amendment(s) to the current FMLA policy.

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### **Current Policy:**

#### Section 9. Adequacy of Medical Certification

9.1 If an employee submits a medical certification with necessary information missing from the certification, the department must notify the employee in writing of what additional information is needed to make the certification complete. The employee must provide the missing information within seven (7) calendar days.

9.2 If an employee submits a complete certification signed by the health care provider, the Parish may not request additional information from the employee's health care provider. However, a health care provider representing the Parish, a human resource professional, a leave administrator, or a management official other than the employee's direct supervisor, may contact the employee's health care provider for the purpose of verifying the authenticity of the medical certification pursuant to the code of federal regulations. If clarification is needed, a representative of the Parish, other than the employee's direct supervisor, may contact the employee's health care provider with the employee's permission. In the event that permission is not granted and/or the employee fails to provide the requested clarification or missing information as indicated in Section 9.1 above, the FMLA leave may be denied. In cases where FMLA leave and Worker's Compensation are running concurrently, a representative of the Parish, other than the employee's direct supervisor, may contact the employee's health care provider without the employee's permission to authenticate and/or clarify information on the medical certification.

### **Former Policy:**

9.2 If an employee submits a complete certification signed by the health care provider, the Parish may not request additional information from the employee's health care provider. (See Regulations for exception applicable to worker's compensation absence running concurrently with FMLA Leave.) However, a health care provider representing the Parish may contact the employee's health care provider, with the employee's permission, for purposes of clarification and authenticity of the medical certification. 9.3 If there is a doubt as to

the validity of a required medical certification, the Parish may, at Parish expense, require an employee to obtain a second certification from a different health care provider chosen by the Parish. The second opinion may not be obtained from a provider who is employed by the Parish on a regular basis.

**Federal Law:**

§ 825.307 Authentication and clarification of medical certification for leave taken because of an employee's own serious health condition or the serious health condition of a family member; second and third opinions.

(a) ***Clarification and authentication.*** If an employee submits a complete and sufficient certification signed by the health care provider, the employer may not request additional information from the health care provider. However, the employer may contact the health care provider for purposes of clarification and authentication of the medical certification (whether initial certification or recertification) after the employer has given the employee an opportunity to cure any deficiencies as set forth in [§ 825.305\(c\)](#). To make such contact, the employer must use a health care provider, a human resources professional, a leave administrator, or a management official. Under no circumstances, however, may the employee's direct supervisor contact the employee's health care provider. For purposes of these regulations, *authentication* means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested. *Clarification* means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response. Employers may not ask health care providers for additional information beyond that required by the certification form. The requirements of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (*see* [45 CFR parts 160](#) and [164](#)), which governs the privacy of individually-identifiable health information created or held by HIPAA-covered entities, must be satisfied when individually-identifiable health information of an employee is shared with an employer by a HIPAA-covered health care provider. If an employee chooses not to provide the employer with authorization allowing the employer to clarify the certification with the health care provider, and does not otherwise clarify the certification, the employer may deny the taking of FMLA leave if the certification is unclear. *See* [§ 825.305\(d\)](#). It is the employee's responsibility to provide the employer with a complete and sufficient certification and to clarify the certification if necessary.

- 8.5 When leave is taken to care for a covered servicemember with a serious injury or illness, the employee shall provide a medical certification completed by an authorized health care provider of the covered servicemember. For purposes of leave taken to care for a covered servicemember, any one of the following health care providers may complete such a certification:
- (A) A United States Department of Defense ("DOD") health care provider;
  - (B) A United States Department of Veterans Affairs ("VA") health care provider;
  - (C) A DOD TRICARE network authorized private health care provider; or
  - (D) A DOD non-network TRICARE authorized private health care provider.
  - (E) "Health Care Provider" as listed in Section 2.6.

In cases where the servicemember is a covered veteran, certification from Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers shall be accepted. Additional documentation maybe required including confirmation of the familial relationship to the enrolled servicemember or documentation of the covered veteran's discharge date and status.

#### Section 9. Adequacy of Medical Certification

- 9.1 If an employee submits a medical certification with necessary information missing from the certification, the department must notify the employee in writing of what additional information is needed to make the certification complete. The employee must provide the missing information within seven (7) calendar days.

- 9.2 If an employee submits a complete certification signed by the health care provider, the Parish may not request additional information from the employee's health care provider. However, a health care provider representing the Parish, a human resource professional, a leave administrator, or a management official other than the employee's direct supervisor, may contact the employee's health care provider for the purpose of verifying the authenticity of the medical certification pursuant to the code of federal regulations.

If clarification is needed, a representative of the Parish, other than the employee's direct supervisor, may contact the employee's health care provider with the employee's permission. In the event that permission is not granted and/or the employee fails to provide the requested clarification or missing information as indicated in Section 9.1 above, the FMLA leave may be denied.

In cases where FMLA leave and Worker's Compensation are running concurrently, a representative of the Parish, other than the employee's direct supervisor, may contact the employee's health care provider without the employee's permission to authenticate and/or clarify information on the medical certification.

- 9.3 If there is a doubt as to the validity of a required medical certification, the Parish may, at Parish expense, require an employee to obtain a second certification from a different health care provider chosen by the Parish. The second opinion may not be obtained from a provider who is employed by the Parish on a regular basis.
- 9.4 If there is a conflict between the first and second medical opinions, the Parish may, at Parish expense, require an employee to obtain a third opinion from a health care provider jointly approved by the Parish and the employee. The third opinion shall be binding on both the Parish and the employee.



## Section 10. Certification of Qualifying Exigency

- 10.1 An application for leave based on a Qualifying Exigency must also be accompanied by or supplemented by the “Qualifying Exigency for Military Family Leave” completed. The employee has at least fifteen (15) days to furnish such certification following the date of the Employee Notice.
- 10.2 The first time an employee requests leave because of a qualifying exigency arising out of the active duty or call to active duty status of a military member, the Appointing Authority may require the employee to provide a copy of the military member’s active duty orders or other documentation issued by the military which indicates that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the military member’s active duty service. This information need only be provided once. A copy of new active duty orders or other documentation issued by the military shall be provided to the Appointing Authority if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different military member.

## Section 11. Genetic Information Nondiscrimination Act of 2008 (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic Information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Section 12. Reporting of Leave

Every Family and Medical Leave must be reported to the Personnel Department on a DP-11 form which shall indicate the duration of leave, the type of leave (Sick, Annual, LWOP, or Compensatory), and reason for leave as Family and Medical Leave. The DP-11 form must be accompanied by a copy of the leave application and, where appropriate, a copy of the “Certification of Health Care Provider”.

## Section 13. Return from Leave

- 13.1 An employee is expected to return to work upon the expiration of a Family and Medical Leave unless an extension of leave has been granted. An employee, who requests an extension due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's appointing authority. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.
- 13.2 An employee returning from Family and Medical Leave shall be restored to his former position or, subject to approval by the Personnel Director, another position in the same classification having equivalent pay, benefits, and other terms and conditions of employment.

#### Section 14. Confidentiality of Information and Records

All medical information and records received by the Parish shall be held as confidential. Records should be maintained in separate files. Access to information and records shall be restricted to those who have a specific need for it.

#### Section 15. Parish leave benefits in excess of FMLA requirements

Once an employee has taken the maximum leave entitlement under the FMLA, that employee may be granted additional leave under existing Personnel Rules and Parish policy. In such cases, leave requests shall be considered and, if approved, leaves of absence shall be granted as provided in the Personnel Rules and applicable policy.

#### Section 16. Posting and other notice requirements

The Family and Medical Leave Act requires Jefferson Parish to post notices at its worksites and provide information to employees regarding the Act. When an employee notifies Jefferson Parish of the need for FMLA leave, Jefferson Parish must provide the employee with notice detailing the specific expectations and obligations of the employee and an explanation of the consequences of failure to meet these obligations.


In order to comply with the notice requirements of the FMLA, it is necessary to take the following steps:

- (A) Post the notice, "Employee Rights and Responsibilities Under The Family and Medical Leave Act" at all locations where employees are located, prominently where it can be seen by employees. The reproduction must be no smaller than 8 ½ inches by 11 inches and must be fully legible;
- (B) Distribute the fact sheet, "Family and Medical Leave Act of 1993" to all current employees and to new employees at the time of appointment, and return a signed receipt to the Personnel Department;
- (C) When an employee indicates the need for a leave of absence (Sick, Annual, Leave Without Pay, or Compensatory) which qualifies as FMLA leave, provide the employee with a copy of the "fact sheet", the "Notice of Eligibility and Rights & Responsibilities", and any additional notice(s) required by the Payroll Division and/or Department of Human Resource Management.
- (D) If requested, make available to employees, the FMLA policy and all supplements, revisions, etc.

The "fact sheet" and "Notice of Eligibility and Rights & Responsibilities" must be provided to the employee no less often than the first time in each six-month period that an employee gives notice of the need for FMLA leave (if FMLA leave is taken during the six-month period). The notice shall be given within a reasonable time after the employee indicates the need for leave, within one (1) or two (2) business days if feasible. However, if the notice is used to comply with the requirements of Section 5 regarding the designation of FMLA leave, then the time limits of Section 5 shall apply. If the leave has already begun, the notice should be mailed to the employee's address of record.

Adopted: 07/30/93

Revised: through 06/03/2020

 Displaying title 29, up to date as of 12/06/2022. Title 29 was last amended 12/01/2022.

## Title 29 - Labor

### Subtitle B - Regulations Relating to Labor

#### Chapter V - Wage and Hour Division, Department of Labor

#### Subchapter C - Other Laws

#### Part 825 - The Family and Medical Leave Act of 1993

#### Subpart C - Employee and Employer Rights and Obligations Under the Act

### **§ 825.307 Authentication and clarification of medical certification for leave taken because of an employee's own serious health condition or the serious health condition of a family member; second and third opinions.**

- (a) **Clarification and authentication.** If an employee submits a complete and sufficient certification signed by the health care provider, the employer may not request additional information from the health care provider. However, the employer may contact the health care provider for purposes of clarification and authentication of the medical certification (whether initial certification or recertification) after the employer has given the employee an opportunity to cure any deficiencies as set forth in § 825.305(c). To make such contact, the employer must use a health care provider, a human resources professional, a leave administrator, or a management official. Under no circumstances, however, may the employee's direct supervisor contact the employee's health care provider. For purposes of these regulations, *authentication* means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested. *Clarification* means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response. Employers may not ask health care providers for additional information beyond that required by the certification form. The requirements of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (see 45 CFR parts 160 and 164), which governs the privacy of individually-identifiable health information created or held by HIPAA-covered entities, must be satisfied when individually-identifiable health information of an employee is shared with an employer by a HIPAA-covered health care provider. If an employee chooses not to provide the employer with authorization allowing the employer to clarify the certification with the health care provider, and does not otherwise clarify the certification, the employer may deny the taking of FMLA leave if the certification is unclear. See § 825.305(d). It is the employee's responsibility to provide the employer with a complete and sufficient certification and to clarify the certification if necessary.
- (b) **Second opinion.**
- (1) An employer who has reason to doubt the validity of a medical certification may require the employee to obtain a second opinion at the employer's expense. Pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to the benefits of the Act, including maintenance of group health benefits. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave under the employer's established leave policies. In addition, the consequences set forth in § 825.305(d) will apply if the employee or the employee's family member fails to authorize his or her health care provider to release all relevant medical information pertaining to the serious health condition at issue if requested by the health care provider designated to provide a second opinion in order to render a sufficient and complete second opinion.
  - (2) The employer is permitted to designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the employer. The employer may not regularly contract with or otherwise regularly utilize the services of the health care provider furnishing the second opinion unless the employer is located in an area where access to health care is extremely limited (e.g., a rural area where no more than one or two doctors practice in the relevant specialty in the vicinity).
- (c) **Third opinion.** If the opinions of the employee's and the employer's designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, again at the employer's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the employer and the employee. The employer and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the employer does not attempt in good faith to reach agreement, the employer will be bound by the first certification. If the employee does not attempt in good faith to reach agreement, the employee will be bound by the second certification. For example, an employee who refuses to agree to see a doctor in the specialty in question may be failing to act in good faith. On the other hand, an employer that refuses to agree to any doctor on a list of specialists in the appropriate field provided by the employee and whom the employee has not previously consulted may be failing to act in good faith. In addition, the consequences set forth in § 825.305(d) will apply if the employee or the employee's family member fails to authorize his or her health care provider to release all relevant medical information pertaining to the serious health condition at issue if requested by the health care provider designated to provide a third opinion in order to render a sufficient and complete third opinion.
- (d) **Copies of opinions.** The employer is required to provide the employee with a copy of the second and third medical opinions, where applicable, upon request by the employee. Requested copies are to be provided within five business days unless extenuating circumstances prevent such action.
- (e) **Travel expenses.** If the employer requires the employee to obtain either a second or third opinion the employer must reimburse an employee or family member for any reasonable "out of pocket" travel expenses incurred to obtain the second and third medical opinions. The employer may not require the employee or family member to travel outside normal commuting distance for purposes of obtaining the second or third medical opinions except in very unusual circumstances.

- (f) **Medical certification abroad.** In circumstances in which the employee or a family member is visiting in another country, or a family member resides in another country, and a serious health condition develops, the employer shall accept a medical certification as well as second and third opinions from a health care provider who practices in that country. Where a certification by a foreign health care provider is in a language other than English, the employee must provide the employer with a written translation of the certification upon request.





Kim Nguyen <kim@kimnguyenlaw.com>

**FW: Information**

Kim Nguyen <kim@kimnguyenlaw.com>  
To: Kim Nguyen <kim@kimnguyenlaw.com>

Thu, Dec 8, 2022 at 11:39 AM

----- Forwarded message -----  
From: **Crystal Heine** <CHeine@jeffparish.net>  
Date: Thu, Apr 23, 2020 at 11:13 AM  
Subject: FW: Information  
To: kim@kimnguyenlaw.com <kim@kimnguyenlaw.com>

Crystal M. Heine  
Senior Assistant Parish Attorney  
Office (504) 364-3822 Fax (504)364-2673

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From: Crystal Heine  
Sent: Thursday, April 23, 2020 11:13 AM  
To: Lauren Call <LCall@jeffparish.net>  
Cc: Kim Nguyen <NNguyen@jeffparish.net>; 'kimnguyen2008@gmail.com' <kimnguyen2008@gmail.com>; John Dumas <JDumas@jeffparish.net>  
Subject: RE: Information

Lauren

Please see the highlighted section regarding “who can contact a health care provider regarding clarification” per our discussion on March 27, 2020.

Section 9 can be amended as follows in compliance with 29 CFR 825.307(a).

Please let this amendment be placed on the next Personnel Board agenda. If you have additional questions or concerns, please advise.

Section 9. Adequacy of Medical Certification 9.1 If an employee submits a medical certification with necessary information missing from the certification, the department must notify the employee in writing of what additional information is needed to make the certification complete. The employee must provide the missing information within seven (7) calendar days. 9.2 If an employee submits a complete certification signed by the health care provider, the Parish may not request additional information from the employee's health care provider. (See Regulations for exception applicable to worker's

compensation absence running concurrently with FMLA Leave.) However, a health care provider, a human resources professional, a leave administrator, or a management official representing the Parish may contact the employee's certifying health care provider, with the employee's permission, for purposes of clarification and authenticity of the medical certification.

## 29 CFR § 825.307 - Authentication and clarification of medical certification for leave taken because of an employee's own serious health condition or the serious health condition of a family member; second and third opinions.

§ 825.307 Authentication and clarification of medical certification for leave taken because of an employee's own serious health condition or the serious health condition of a family member; second and third opinions.

(a) Clarification and authentication. If an employee submits a complete and sufficient certification signed by the health care provider, the employer may not request additional information from the health care provider. However, the employer may contact the health care provider for purposes of clarification and authentication of the medical certification (whether initial certification or recertification) after the employer has given the employee an opportunity to cure any deficiencies as set forth in § 825.305(c). **To make such contact, the employer must use a health care provider, a human resources professional, a leave administrator, or a management official.** Under no circumstances, however, may the employee's direct supervisor contact the employee's health care provider. For purposes of these regulations, authentication means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested. Clarification means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response. Employers may not ask health care providers for additional information beyond that required by the certification form. The requirements of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (see 45 CFR parts 160 and 164), which governs the privacy of individually-identifiable health information created or held by HIPAA-covered entities, must be satisfied when individually-identifiable health information of an employee is shared with an employer by a HIPAA-covered health care provider. If an employee chooses not to provide the employer with authorization allowing the employer to clarify the certification with the health care provider, and does not otherwise clarify the certification, the employer may deny the taking of FMLA leave if the certification is unclear. See § 825.305(d). It is the employee's responsibility to provide the employer with a complete and sufficient certification and to clarify the certification if necessary.

(b) Second opinion.

(1) An employer who has reason to doubt the validity of a medical certification may require the employee to obtain a second opinion at the employer's expense. Pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to the benefits of the Act, including maintenance of group health benefits. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave under the employer's established leave policies. In addition, the consequences set forth in § 825.305(d) will apply if the employee or the employee's family member fails to authorize his or her health care provider to release all relevant medical information pertaining to the serious health condition at issue if requested by the health care provider designated to provide a second opinion in order to render a sufficient and complete second opinion.

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(c) Third opinion. If the opinions of the employee's and the employer's designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, again at the employer's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the employer and the employee. The employer and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the employer does not attempt in good faith to reach agreement, the employer will be

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Crystal M. Heine

Senior Assistant Parish Attorney

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**From:** Lauren Call <LCall@jeffparish.net>  
**Sent:** Friday, March 27, 2020 10:50 AM  
**To:** Crystal Heine <CHeine@jeffparish.net>  
**Cc:** Kim Nguyen <NNguyen@jeffparish.net>; 'kimnguyen2008@gmail.com' <kimnguyen2008@gmail.com>; John Dumas <JDumas@jeffparish.net>  
**Subject:** Information

Crystal:

Please provide the information you have found regarding not having to seek authorization to contact the health care provider directly. I believe 9.2 was based on §825.306(e). I'm just confused as to how that is not applicable. Any clarification is appreciated.

[https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f099e85744733e854b69d6583f2bdbba&mc=true&r=SECTION&n=se29.3.825\\_1306](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f099e85744733e854b69d6583f2bdbba&mc=true&r=SECTION&n=se29.3.825_1306)

Lauren Call, MPA, SPHR, SHRM-SCP

Assistant Director-Personnel

Personnel Department

504-364-2730

L.C.A.I.L.@jeffparish.net



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**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – NOVEMBER 2022**

**Item VII. C.**  
**November Monthly Report**

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<b><u>NOV-22</u></b>	<b><u>OCT-22</u></b>	<b><u>NOV-21</u></b>
Total Applications Received:	212	343	248
Competitive:	169	272	207
Non-Competitive:	43	71	41
Total Applications Rejected:	70	131	75
Competitive:	65	119	71
Non-Competitive:	5	12	4
Total Applications Withdrawn:	50	89	22
Competitive:	44	73	19
Non-Competitive:	6	16	3
Candidates Scheduled for Written Exam:	51	99	37
Candidates Examined - Written Exam:	33	72	26
Candidates Passed Written Exam:	28	54	18
Candidates Failed Written Exam:	5	18	8
Candidates Examined - Rating of T&E:	7	31	24
Candidates Placed on Competitive Eligible List:	43	86	60
Certificates of Eligibility Issued:	10	18	12
Certificates of Eligibility to be Interviewed Issued (GLC):	23	32	25
Pending Testing (Scheduled for upcoming Test):	29	32	30
Pending Review or Waiting for More Information:	38	10	81
Job Interest Cards Completed Online:	20	24	41
ADA Accommodations			
Requested:	0	1	0
Approved:	0	0	0
Denied:	0	1	0
Withdrawn:	0	0	0
Pending:	0	0	0
New Postings in NEOGOV:	6	13	13
New Exam Plans in NEOGOV:	5	7	7
Revised Exam Plans in NEOGOV:	1	6	6



## RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Account Clerk III
- Administrative-Management Specialist II
- Emergency Management Coordinator II
- GIS Analyst I
- Plumber
- Water Quality Scientist II - Chemistry

Advertisement Source	Total %
College/University Career Services	0
Facebook	0.9
Family, Friend, Co-Worker, etc.	18.47
Governmentjobs.com	10.36
Handshake Website	0
Indeed.com	14.41
Jefferson Parish Department other than Personnel	2.25
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	7.66
Jefferson Parish website	35.59
Job Fair	1.8
Library	0.45
Louisiana Workforce Commission website	0.45
Monster.com	0.45
Newspaper ad	0
Nola.com	0.9
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.45
Unknown	0
**Personnel Department Use Only**	5.86
<b>Total Percentage</b>	<b>100%</b>

## TEST DEVELOPMENT DIVISION

### WRITTEN TEST ADMINISTRATIONS (22):

<b>Written Tests:</b>	<b>NOV 2022</b>			<b>2022 Pass Rate^</b>
	<b>Exam Date</b>	<b>No. Passing/ No. Taken</b>	<b>Pass Rate</b>	
Clerical-76 (Customer Rel. Spec. I)	Nov-02	1/1	100%	100%
Library Associate	Nov-02	2/2	100%	83%
Mechanical/Field Skills Test (Trades Helper)	Nov-02	2/2	100%	79%
Property Maint/Zoning Inspector I	Nov-02	0/1	0%	76%
Sewerage Line Repair Supt I	Nov-02	5/6	83%	88%
Water Service Inspector I	Nov-02	1/1	100%	67%
Foreman I	Nov-03	1/1	100%	100%
Mechanical/Field Skills Test-53 (Sign Tech I)	Nov-03	0/1	0%	82%
MS Word+Clerical/Office Skills Test (TCII/TCIII)	Nov-03	2/2	100%	56%
Pump Equipment Mechanic	Nov-03	1/1	100%	100%
Maintenance Repairman	Nov-10	1/1	100%	100%
Mechanical/Field Skills Test-53 (Sign Tech I)	Nov-10	1/1	100%	82%
Pump Equipment Mechanic	Nov-10	1/1	100%	100%
Recreation Center Supervisor, Asst. (Maintenance)	Nov-10	2/2	100%	100%
Sewerage Treatment Plant Operator	Nov-10	1/1	100%	50%
Clerical/Office Skills Test (Clerk III)	Nov-17	1/1	100%	70%
MS Word+Clerical/Office Skills Test (TCIII)	Nov-17	1/1	100%	56%
Personnel Assistant	Nov-17	2/2	100%	--
Personnel Technician I	Nov-17	0/1	0%	--
Recreation Center Supervisor, Asst. (Athletics)	Nov-17	0/1	0%	50%
Recreation Center Supervisor, Asst. (Maintenance)	Nov-17	2/2	100%	100%
<b>SUMMARY:</b>		<b>28/33</b>	<b>85%</b>	<b>75%</b>

<sup>^</sup> as of current month's end. | -- Only given once so far this year.

### TESTS CONSTRUCTED/REFINED & VALIDATED (8):

**Minimum Qualifications (7):** Administrative-Management Specialist II-Fiscal; Deputy Parish Clerk; Housing Improvement Counselor III; Librarian VII; Plumber; Utility Services Manager; and Water Quality Scientist II-Chemistry.

**Ratings of Training & Experience (1):** Road Maintenance Superintendent I

**Written Tests (0):** None.

### MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>NOV-22</u></b>	<b><u>OCT-22</u></b>	<b><u>NOV-21</u></b>
Total Appointments to Permanent Positions:	51	63	47
Competitive:	37	40	35
Non-Competitive:	14	23	12
Breakdown of Competitive Appointments:			
Limited Entrance:	1	1	0
Preferred Reemployment:	0	0	0
Promotions:	14	16	13
Reemployment:	0	0	0
Entrance:	19	10	14
Reinstatement:	0	4	1
Transfers:	2	6	5
Demotions:	0	1	0
Reallocations:	1	2	2
Provisional:	0	1	0
Temporary Appointment:	1	5	3
Emergency Appointment:	0	1	0
Updated Job Descriptions:	3	12	12
Requisitions submitted in month:	57	97	100
Unfilled requisitions as of end of month:	413	413	349

**SEPARATIONS**

Total Permanent Separations:	36	25	38
Competitive:	28	14	22
Non-Competitive:	8	11	16
Breakdown of Separations:			
Dismissals:	4	3	4
Resignations:	26	15	29
Retirements:	5	6	5
Deaths:	1	1	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	2	0

**OTHER DATA**

Overall Turnover:	1.7%	1.2%	1.7%
Competitive Turnover:	1.8%	0.9%	1.3%
Non-Competitive Turnover:	1.5%	2.0%	3.1%

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



## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>NOV-22</u>	<u>OCT-22</u>	<u>NOV-21</u>
Salary Increases Granted:	147	127	193
Salary Increases Disapproved:	0	4	10
Fines:	0	0	0
Suspensions:	3	9	5
Leave with Pay Granted:	1	0	0
Leave without Pay Granted:	78	98	84
AWOL:	55	77	63
Parental Leave:	10	10	7
FMLA Requests:	35	32	16

### JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

**CPQ's sent out:** Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office  
Water Purification Superintendent II – Water – 2 positions  
Federal Programs Coordinator, Assistant – Community Development

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

**CPQ's assigned:** Administrative Assistant – Capital Projects

Disposition(s): None

### PAY GRADE REASSIGNMENTS:

Completed: Signal Technician Series - Engineering

Pending: None

Assigned: None

Disposition(s): Signal Technician Series – incorrectly graded in Pay Plan; recommendation made to and approved by Personnel Board to change pay grade.

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

#### FOOTNOTE NO.:

7. Water Purification Operator (2761) to Water Purification Operator-Class I (2762)

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: None

Minimum Qualifications Written/Changes: Deputy Parish Clerk

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III  
Archer Benchmark Classes

### **JUDICIAL REPORT**

Appeals Received during November:	2
Appeals Pending:	7
Appealed to 5 <sup>th</sup> Circuit during November:	0
Appeals pending before 5 <sup>th</sup> Circuit:	2
Appealed to Louisiana Supreme Court during November:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during November:	0
Appeals pending before the US Supreme Court:	0

October-22		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	2
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-309	Parish Clerk	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0061	Accounting	5
0064	Purchasing	3
0065	General Services	16
0066	Personnel	3
0067	Human Resource Management	2
0068	Planning	3
0070	Risk Management	1
0081	General Services	1
0110	Inspection & Code Enforcement	23
0112	Property Maintenance/Zoning	7
0120	General Services	3
0130	Fire	2
0140	Emergency Management	5
0330	JeffCAP	2
1010	JeffCAP	22
1020	JeffCAP	2
1040	JeffCAP	1
1060	JeffCAP	5
1172	Community Development	4
1174	Community Development	1
1187	Community Development	1
1230	Community Development	1
1255	Public Health	1
1280	Workforce Connection	13
2150	Juvenile Services	1
2151	Juvenile Services	19
2152	Juvenile Services	9
2200	Animal Shelter	2
2450	Library	2
2451	Library	21
2452	Library	2
2453	Library	5
2454	Library	2
2530	Recreation	2
2531	Recreation	21
2532	Recreation	4
2533	Recreation	5
2534	Recreation	44
2535	Recreation	1
2615	Alario Center	9
2616	Recreation	1

2631	Lasalle	2
2651	Lafreniere	7
2652	Lafreniere	1
2662	Recreation	5
2920	Fire	3
2921	Fire	17
2923	Fire	1
3000	Streets	2
3002	Streets	15
3003	Streets	16
3005	Traffic Engineering	5
3051	Parkways	7
3052	Parkways	4
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	44
3302	Drainage	51
3500	Environmental	2
3562	Inspector General	2
3640	Environmental	1
3850	Sewerage	4
3851	Sewerage	26
3852	Sewerage	19
3900	Water	6
3901	Water	13
3902	Water	27
3903	Water	4
3907	Water	35
3910	Water	1
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	2
3957	Engineering	8
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3968	Security	1
3971	Telecommunications	2
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
	<b>Total</b>	<b>679</b>

### Hires by Date Report

For records between 11/01/22 and 11/30/22

55 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>
Jefferson Community Actions Program	Accountant I (1210)	Watkins	Sharita	11/19/2022	\$37,201.00	Entrance
Library - Marketing 2454	Administrative-Management Specialist IV	Johnson	David	11/19/2022	\$51,240.00	Entrance
Central Garage 3950	Automotive Mechanic (2336)	Duncan	Jonathan	11/5/2022	\$31,586.00	Entrance
Parks and Recreation	CERAMICS POURER	Hilton	Courteney	11/5/2022	\$24,948.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I	Mitchell	Leticia	11/19/2022	\$23,162.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I	Edwards	Nyisha	11/5/2022	\$23,162.00	Entrance
Jefferson Community Actions Program	Early Head Start Teacher (6708)	Ayers	Chelita	11/19/2022	\$29,680.00	Entrance
Parks and Recreation	GROUNDSCKEEPER (2354)	Alexander	Alfred	11/19/2022	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Humane Officer (6612)	Swilley	Jeremy	11/19/2022	\$32,990.00	Entrance
Streets - West Bank 3003	Laborer	Clofer	James	11/19/2022	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Craig Sr.	Kirk	11/5/2022	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Figaro Jr	John	11/5/2022	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer (2200)	Williams III	Herbert	11/19/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Neal	Mekhi	11/5/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Harrison	William	11/19/2022	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate	Johnson	Gracie	11/19/2022	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate	Webre	Connor	11/5/2022	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Fleury	Amanda	11/5/2022	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Earles	Margaret	11/5/2022	\$28,778.00	Entrance
Jefferson Community Actions Program	Licensed Practical Nurse	Grant	Kimberly	11/26/2022	\$37,201.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Joseph	Christophere	11/19/2022	\$14,389.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Lemieux	Bruce	11/19/2022	\$14,389.00	Entrance
Jefferson Community Actions Program	Typist Clerk II (1102)	Duet	Tiffany	11/19/2022	\$21,829.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator	Hebert Jr	Timmie	11/5/2022	\$31,586.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator	Chest	Perriell	11/5/2022	\$31,586.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator	Dede	Bernard	11/19/2022	\$31,586.00	Entrance
Central Garage 3950	Laborer (2200)	Albright	Shawnee	11/5/2022	\$26,495.00	Limited Entrance
Sewerage - West Bank 3852	Pump Equipment Mechanic (2610)	David	Larry	11/19/2022	\$47,779.00	Limited Entrance
Finance 0060	Accountant II-Central Finance Office	Vicks-North	Erika	11/5/2022	\$48,433.00	Promotional
Central Garage 3950	Administrative Assistant (1015)	May	Carla	11/19/2022	\$35,804.00	Promotional
Drainage 3270	Administrative Assistant (1015)	Hamilton	Jasmine	11/5/2022	\$34,394.00	Promotional
Engineering 3957	Administrative Assistant (1015)	Ross	Amy	11/5/2022	\$34,394.00	Promotional
Jefferson Community Actions Program	Administrative-Management Specialist II	Trosclair	Monica	11/19/2022	\$36,542.00	Promotional

Environmental Affairs 3958	Assistant Director-Environmental Affairs	Collins	Kathleen	11/19/2022	\$93,857.00	Promotional
Inspection and Code Enforcement	Building Permit Manager	Pham	Paul	11/5/2022	\$98,831.00	Promotional
Jefferson Protection and Animal Welfare Service	Clerk III	Legendre	Eleanor	11/5/2022	\$31,710.00	Promotional
Water - Utilities 3907	Customer Relations Specialist III	Robichaux	Lorna	11/19/2022	\$39,720.00	Promotional
Streets - East Bank 3002	Equipment Operator III	Montgomery	Chad	11/19/2022	\$34,394.00	Promotional
Water - Distribution 3902	Equipment Operator IV	Smith	Patrick	11/19/2022	\$51,932.00	Promotional
Water - Distribution 3902	Equipment Operator IV	Simmons	Roil	11/5/2022	\$52,964.00	Promotional
General Services 0065	Laborer, Semi-Skilled (2201)	Martin	Ashton	11/5/2022	\$27,505.00	Promotional
Library - Libraries 2451	Librarian III	Piacun	Maria	11/5/2022	\$49,325.00	Promotional
Inspection and Code Enforcement	Plumbing Inspector III (5133)	Ducote	Troy	11/12/2022	\$54,970.00	Promotional
Sewerage - East Bank 3851	Pump Equipment Mechanic (2610)	Gros Jr.	Bryant	11/12/2022	\$40,447.00	Promotional
Streets - West Bank 3003	Road Maintenance Superintendent I	Clayton IV	Arthur	11/19/2022	\$48,157.00	Promotional
Central Garage 3950	Secretary (1115)	Parker	Kandace	11/19/2022	\$28,632.00	Promotional
Engineering 3957	GIS Analyst II	Eymard	Paul	11/5/2022	\$48,397.00	Reallocation
Ecosystems and Coastal Management	Administrative Assistant	Weber	Bernadette	11/5/2022	\$49,427.00	Transfer
Jefferson Community Actions Program	Community Services Counselor	Bazile	Felicia	11/5/2022	\$35,639.00	Transfer
Parks and Recreation	Groundskeeper	Anderson	Jamal	11/5/2022	\$24,948.00	Transfer
Parks and Recreation	Groundskeeper (2354)	Cennett	Jeremiah	11/5/2022	\$24,948.00	Transfer
Emergency Management - Public Health	Administrative-Management Specialist II	Trusty	Skyllarr	11/5/2022		Transient
Jefferson Protection and Animal Welfare Service	Administrative Assistant (1015)	Lucas	Mariea	11/19/2022	\$63,990.00	Updated Job Description
Street 3000	Administrative Assistant (1015)	Cline	Sharon	11/19/2022	\$65,397.00	Updated Job Description
Drainage 3270	Typist Clerk III (1103)	Byars	Jamie	11/19/2022	\$33,145.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
DECEMBER 20, 2022**

**APPEALS ON HAND AND UNRESOLVED AS OF NOVEMBER 15, 2022:**

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10, scheduled for hearing before Fifth Circuit Court on October 12, Fifth Circuit Court affirmed Board's decision on November 9;
3. 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;
4. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7; appealed to Fifth Circuit Court on May 17, record brought to Courts on July 13, scheduled for hearing before Fifth Circuit Court on February 8, 2023;
5. 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 January 11, April 12, and April 13, 2023;
6. Docket No. 2022-009, Robert Earl Warren vs. Department of Juvenile Services, scheduled for discovery on December 20, scheduled for hearing on January 10, 2023;
7. Docket No. 2022-010, Shae Crain vs. Department of Public Works-Water, order issued on November 16;
8. Docket No. 2022-011, Theron D. King vs. Department of Public Works-Parkways, order issued on November 16;
9. Docket No. 2022-012, Van M. Hughes vs. Department of Public Works-Sewerage, scheduled for hearing on January 31, 2023.

**APPEALS RECEIVED SUBSEQUENT TO NOVEMBER 15, 2022:**

1. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage; permanent employee, other.

December 12, 2022

**OFFICIAL NOTICE**

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

**TUESDAY, DECEMBER 20, 2022 – 2:00 P.M.**

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

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

- Amend the Pay Plan for the Classified Service to create a new classification; Electrician Trainee, to be used by various departments;
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and,
- 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.

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](mailto: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.