

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, December 16, 2021 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. An employee, Kristen Rivero addressed the Board concerning amendments to the Personnel Rules and Pay Plan of the Classified Service that the Board considers during the monthly Personnel Board meeting. Ms. Rivero stated she feels the employees are not aware of the amendments the Board is considering for approval and information should be sent to the employees prior to each meeting. Ms. Rivero indicated the information on the Parish's intranet page and the information in the Official Public Notice does not fully inform the employees about what the Board is considering relative to amendments to the Rules and/or Pay Plan. Personnel Director, John Dumas indicated information will be sent out to employees via "all users" email which will include Board memos explaining each item the Board is considering for approval.

Under Proposals for Board Consideration:

- A. Approved a proposal as amended to amend the Personnel Rules of the Classified Service to revise Rule IX, Section 4.5 and 4.6;
- B. Deferred a proposal to amend the Personnel Rules of the Classified Service to revise Rule IX, Section 2.3, Section 3.2, and Section 18.3(G);
- C. Approved a request to cancel a list in accordance with Personnel Rule VI, Section 6.4;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to create new classifications and eliminate existing classifications in the Department of Water; and,
- E. Cancelled a proposal to amend the Rules of Appeal to revise Rule 19, 27, and 28.

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 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 18, 2021.

Under Old Business:

- A. None

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
  - 1. None.
- C. Under Approval of the monthly report, the Board:
  - 1. Unanimously approved the monthly report for November 2021.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  - 1. Unanimously approved meeting dates of Tuesday, January 18, 2022, 2:00 p.m. and Tuesday, February 15, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters:
  - 1. Approved a salary increase for Transit Department.
- F. Under Director's Report, the Director:
  - 1. Confirmed Board meeting calendar for 2022.

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

Respectfully submitted,

/s/ John G. Dumas

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

Gretna, Louisiana

January 4, 2022

APPROVED:

/s/ Rufus C. Harris III

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RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

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MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

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DANIEL MARTINY, MEMBER

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**MEMORANDUM**

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**Item III. A. 1.**

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE  
**DATE:** DECEMBER 8, 2021  
**CC:** CORRESPONDENCE FILE

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The recommended changes are based on a resolution from the Parish Council requesting that such changes be made to the Rules. The Personnel Department recommends approval of the provided Personnel Rules amendments.

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**RULE IX. HOURS OF WORK, LEAVES OF ABSENCE, ABSENCE WITHOUT LEAVE, AND RESIGNATIONS**

Section 4. CIVIL LEAVE, NON-DECLARED EMERGENCY LEAVE AND DECLARED EMERGENCY LEAVE

- 4.6 An employee who was available for work and otherwise scheduled to work shall be placed on Declared Emergency Leave and given time off without loss of pay on the day(s) on which Parish Departments are closed by direction of the Parish President because of a declared natural disaster or other declared emergency subject to the following:
- (a) This subsection shall not apply to employees who are on leave without pay or absence without leave immediately prior to and immediately subsequent to day(s) involved. Employees on suspension shall remain suspended for the designated suspension period unless called into work for that period;
  - (b) This subsection shall not apply to employees during times when they were not otherwise scheduled to work due to a pre-approved leave of absence; Employees who had pre-approved Sick Leave, Annual Leave, Compensatory Time, Funeral Leave, and/or Military Leave with Pay scheduled may submit a request to cancel such leave. Employees who were scheduled to be on Family Medical Leave shall have any Declared Emergency Leave counted towards the Family Medical Leave entitlement. Employees on Parental Leave shall remain on Parental Leave for their eligible Parental Leave period, but may be eligible for Declared Emergency Leave following that period;
  - (c) This subsection shall not apply to essential duty personnel who fail to report for essential duty when required or abandon their post without prior permission from appropriate supervisory authority and they shall not be placed on Declared Emergency Leave nor shall they receive pay provided for in this sub-section;
  - (d) During weeks three (3) and four (4), employees shall be paid fifty percent (50%) of their regular pay for the actual hours involved;

- (e) During weeks five (5) and six (6), employees shall be paid twenty-five (25%) of their regular pay for the actual hours involved;
- (f) During week seven (7) and beyond, employees shall not be eligible for further payment until their return to duty; however, subject to the availability of funds, by declaration of the Parish President, for a period specified by him, employees may be paid twenty-five percent (25%) of their regular pay for the actual hours involved;
- (g) All payments anticipated under this section shall be subject to the availability of funds and as such, they may be increased, reduced or discontinued by appropriate authority at any time that it is determined that the Parish's financial condition will in the case of increased payments, support such increase or in the case of decreased or discontinued payments will not support continued payments or that continued payments would or could adversely impact the ability to provide essential services.

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In addition to the request to amend the Rules, the resolution from the Parish Council request that the Personnel Board make all such amendments effective on August 28, 2021 to coincide when the Declared Emergency, as outlined in the rules, was effective.

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**INTEROFFICE MEMORANDUM**

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**Item III. C.**

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** REQUEST FOR TO CANCEL LIST (PLANNER II)  
**DATE:** 12/13/2021  
**CC:** CORRESPONDENCE FILE

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Eligibility List are established for a minimum of six months. If it becomes necessary to cancel a list prior to the six month mark, then Rule VI, Section 6.4 outlines that “The Director may cancel a list at any time for the good of the Classified Service, subject to review by the Personnel Board.” In accordance with that rule, Director Dumas request Board concurrence to cancel the list for the class of Planner II (5086).

The justification for the request is the Appointing Authority for the Department of Planning has requested the minimum qualifications for Planner II (5086) be amended to streamline and clarify the qualifications. Making this change to the minimum qualifications will require revision to the Rating of Training & Experience (T&E) used for this class title. In order to amend the T&E, the existing eligibility list must be closed. In doing so, current candidates on the eligibility list will be asked to re-apply if still interested and they meet the new qualifications for the class. The eligibility list for Planner II contains three (3) active candidates and is less than six months old; therefore, we will need to ask the Personnel Board to review the request to close the existing eligibility list prior to six months, per Rule VI, Section 6.4 of the Personnel Rules.

The Director request Board concurrence in this matter.

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**MEMORANDUM**

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**Item III. D.**

**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

**SUBJECT:** RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ADD THE CLASS OF CUSTOMER RELATIONS SPECIALIST I, CUSTOMER RELATIONS SPECIALIST II, CUSTOMER RELATIONS SPECIALIST III, CUSTOMER RELATIONS COORDINATOR, CUSTOMER RELATIONS SUPERVISOR, UTILITY SERVICES MANAGER, AND UTILITY SERVICES SUPERINTENDENT **AND** TO DELETE THE CLASS OF UTILITY BILLING CLERK I, UTILITY BILLING COLLECTOR I, UTILITY BILLING CLERK II, UTILITY BILLING COLLECTOR II, UTILITY BILLING CLERK III, UTILITY BILLING COLLECTOR III, UTILITY BILLING SUPERVISOR, UTILITY BILLING COLLECTION SUPERVISOR, UTILITY BILLING SUPERINTENDENT, ASSISTANT, AND UTILITY BILLING SUPERINTENDENT

**DATE:** 12/13/2021

**CC:** CORRESPONDENCE FILE

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The Personnel Department received a request on October 11, 2021 from Sidney Bazley, Director of the Department of Water to restructure the Utility Billing Section of the Department of Water. In his request, he stated:

“In an effort to improve customer service in the Water Department. The Utility Billing division has drastically changed and now requires restructuring. The Cashier Clerk and Phone Clerk are now one position. The duties of both positions have been merged with additional functions added to enhance the customer service experience for Jefferson Parish residents. We would like to eliminate the Utility Billing series to a series of positions that you see fit. This merger eliminated separate East Bank and West bank positions in addition to the number of supervisors needed to oversee them. Please advise on the direction you would like us to take. Please note below that we received approval from Mark Drewes and Valerie Brolin to begin this process.”

The Department submitted proposed job descriptions in mid-November. Assistant Director-Personnel Lauren Call, Personnel Technician III Annie Vaughn, and Personnel Technician II Halie Ducote met with Mr. Bazley and his staff on November 30 to go over the request and further detail how the new structure would function.

It was determined that the best course of action would be to eliminate the existing classifications and create a new series of classifications. As a note, the pay grades associated with the current Utility Billing series have not been changed in either of the last two overhauls of the Pay Plan (2006 & 2019). During that time frame, technology and the use therein has increased drastically, the Utility Billing Collector and Clerk positions have been combined, and the level of independence in the performance of job duties has also increased.

An evaluation was conducted in the Archer Evaluation System on the new class of Customer Relations Specialist I. The Archer evaluation for the class of Customer Relations Specialist I puts the overall point total at 252, with a responsibility valuation of 1.00000. This makes the recommended pay grade for the new class of Customer Relations Specialist I a pay grade 10. The hours of work will be 35 hours per week, and the class will be Non-Exempt from overtime compensation under the Fair Labor Standards Act. It will be reallocatable to the II level upon completion of probation and ability to perform tasks at the journey level.

An evaluation was conducted in the Archer Evaluation System on the new class of Customer Relations Specialist II. The Archer evaluation for the class of Customer Relations Specialist II puts the overall point total at 276, with a responsibility valuation of 1.00000. This makes the recommended pay grade for the new class of Customer Relations

Specialist II a pay grade 11. The hours of work will be 35 hours per week, and the class will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

An evaluation was conducted in the Archer Evaluation System on the class of Customer Relations Specialist III. The Archer evaluation for the class of Customer Relations Specialist III puts the overall point total at 317, with a responsibility valuation of 1.02778. This makes the recommended pay grade for the new class of Customer Relations Specialist III a pay grade 12. The hours of work will be 35 hours per week, and the class will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

An evaluation was conducted in the Archer Evaluation System on the Customer Relations Coordinator. The Archer evaluation for the class of Customer Relations Coordinator puts the overall point total at 399, with a responsibility valuation of 1.13888. This makes the recommended pay grade for the new class of Customer Relations Coordinator a pay grade 15. The hours of work will be 35 hours per week, and the class will be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

An evaluation was conducted in the Archer Evaluation System on the Customer Relations Supervisor. The Archer evaluation for the class of Customer Relations Supervisor puts the overall point total at 528, with a responsibility valuation of 1.22220. This makes the recommended pay grade for the new class of Customer Relations Supervisor a pay grade 21. The hours of work will be 35 hours per week, and the class will be Exempt from overtime compensation under the Fair Labor Standards Act.

An evaluation was conducted in the Archer Evaluation System on the Utility Services Manager. The Archer evaluation for the class of Utility Services Manager puts the overall point total at 557, with a responsibility valuation of 1.24998. This makes the recommended pay grade for the new class of Utility Services Manager a pay grade 22. The hours of work will be 35 hours per week, and the class will be Exempt from overtime compensation under the Fair Labor Standards Act.

An evaluation was conducted in the Archer Evaluation System on the Utility Services Superintendent. The Archer evaluation for the class of Utility Services Superintendent puts the overall point total at 606, with a responsibility valuation of 1.27775. This makes the recommended pay grade for the new class of Utility Services Superintendent a pay grade 24. The hours of work will be 35 hours per week, and the class will be Exempt from overtime compensation under the Fair Labor Standards Act.

Based upon the information provided, the Personnel Department has determined that the creation of new job classifications of Customer Relations Specialist I, Customer Relations Specialist II, Customer Relations Specialist III, Customer Relations Coordinator, Customer Relations Supervisor, Utility Services Manager, and Utility Services Superintendent are in order.

The following changes are recommended to the Pay Plan for the Classified Service:

**PROPOSED:**

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1289	Customer Relations Specialist I (1)	10	23162	35932	35	
1290	Customer Relations Specialist II	11	24566	38110	35	
1291	Customer Relations Specialist III	12	25970	40288	35	
1296	Customer Relations Coordinator	15	30182	46822	35	
1297	Customer Relations Supervisor	21	38605	59889	35	E
1298	Utility Services Manager	22	40009	62067	35	E

1299	Utility Services Superintendent	24	42817	66423	35	E
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**CLASSIFICATIONS TO BE REMOVED:**

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1286	Utility Billing Clerk I (1)	9	21758	33754	35	
1287	Utility Billing Clerk II	10	23162	35932	35	
1288	Utility Billing Clerk III	11	24566	38110	35	
1284	Utility Billing Collection Supervisor	19	35797	55534	35	
1281	Utility Billing Collector I (1)	9	21758	33754	35	
1282	Utility Billing Collector II	10	23162	35932	35	
1283	Utility Billing Collector III	11	24566	38110	35	
1295	Utility Billing Superintendent	22	40009	62067	35	E
1294	Utility Billing Superintendent, Assistant	20	37201	57712	35	E
1292	Utility Billing Supervisor	19	35797	55534	35	

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

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

Upon creation of these new classifications, the “Utility Billing” series of classifications will become obsolete. We are asking to delete the classifications once the classifications are no longer occupied.

The Personnel Department recommends approval by the Personnel Board to create the classes of Customer Relations Specialist I, Customer Relations Specialist II, Customer Relations Specialist III, Customer Relations Coordinator, Customer Relations Supervisor, Utility Services Manager, and Utility Services Superintendent and to delete the classes of Utility Billing Clerk I, Utility Billing Collector I, Utility Billing Clerk II, Utility Billing Collector II, Utility Billing Clerk III, Utility Billing Collector III, Utility Billing Supervisor, Utility Billing Collection Supervisor, Utility Billing Superintendent, Assistant, and Utility Billing Superintendent once the classifications are no longer occupied.



**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – NOVEMBER 2021**

**Item VII. C.**

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<b><u>NOV-21</u></b>	<b><u>OCT-21</u></b>	<b><u>NOV-20</u></b>
Total Applications Received:	248	353	461
Competitive:	207	264	333
Non-Competitive:	41	89	128
Total Applications Rejected:	75	117	227
Competitive:	71	105	195
Non-Competitive:	4	12	32
Total Applications Withdrawn:	22	58	50
Competitive:	19	49	37
Non-Competitive:	3	9	13
Candidates Scheduled for Written Exam:	37	53	52
Candidates Examined - Written Exam:	26	43	45
Candidates Passed Written Exam:	18	35	27
Candidates Failed Written Exam:	8	8	18
Candidates Examined - Rating of T&E:	24	38	17
Candidates Placed on Competitive Eligible List:	60	80	52
Certificates of Eligibility Issued:	12	18	10
Certificates of Eligibility to be Interviewed Issued (GLC):	25	35	70
Pending Testing (Scheduled for upcoming Test):	30	42	28
Pending Review or Waiting for More Information:	81	37	62
Job Interest Cards Completed Online:	41	34	39
ADA Accommodations			
Requested:	0	2	0
Approved:	0	0	0
Denied:	0	2	0
Withdrawn:	0	0	1
Pending:	0	0	0
New Postings in NEOGOV:	13	16	10
New Exam Plans in NEOGOV:	7	7	4
Revised Exam Plans in NEOGOV:	6	9	6

## RECRUITMENT AND EXAMINATION DIVISION – Page 2


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

- Assistant Director-Accounting
- Building Plan Reviewer I
- Dietician
- Electrical Inspector I
- Equipment Operator IV – Large Loaders
- Mechanical Inspector III
- Parkways Maintenance Superintendent II
- Planner II
- Property Maintenance/Zoning Inspector III
- Recreation Center Supervisor, Assistant – Maintenance
- Sewerage Treatment Plant Operator
- Signal Technician I
- Telemetry Technician II-High Altitude

Advertisement Source	Total %
College/University Career Services	0.76
Facebook	0
Family, Friend, Co-Worker, etc.	18.32
Indeed.com	14.12
Jefferson Parish Department other than Personnel	4.96
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	7.25
Jefferson Parish website	41.22
Job Fair	0.38
Library	0.38
Louisiana Job Connection website	0.38
Louisiana Workforce Commission website	4.2
Monster.com	0.38
Newspaper ad	0
Nola.com	0.38
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0
Unknown	0
**Personnel Department Use Only**	7.25
<b>Total Percentage</b>	<b>100%</b>

**TEST DEVELOPMENT DIVISION**

WRITTEN TEST ADMINISTRATIONS (14)

	NOV 2021			2021 PASS RATE <sup>^</sup>
	Exam Date	No. Passing / No. Taken	Pass Rate	
<b>WRITTEN TESTS:</b>				
Account Clerks (AC III)*	Nov-4	1/1	100%	67%
Admin & Exec Asst*	Nov-4	1/2	50%	74%
Juvenile Detention Officer I	Nov-4	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)*	Nov-4	2/3	67%	77%
Sewerage Lift Station Inspt.	Nov-4	1/1	100%	91%
Water Service Inspector I*	Nov-4	0/2	0%	66%
Clerical-76 (Utility Billing Clerk/Collector I/II)	Nov-10	6/6	100%	90%
Field Supv Superintendent, 2-Parts (Drng Maint Supt I)	Nov-10	0/1	0%	88%
MS Word+Clerical/Office Skills Test (TC II/III, Sec, Clk-Co)*	Nov-10	2/3	67%	63%
Drainage Pump Station Operator II	Nov-17	0/1	0%	80%
Field Supv Foreman, 2-Parts (Drng/Road Maint Foreman)	Nov-17	1/1	100%	100%
Library Associate	Nov-17	3/3	100%	95%
MS Word+Clerical/Office Skills Test (TC II/III, Sec, Clk-Co)*	Nov-17	0/1	0%	63%
Recreation Center Supv, Asst. (Ath)	Nov-17	1/1	100%	86%
<b>TOTALS/SUMMARY:</b>		<b>19/27</b>	<b>70%</b>	<b>75%</b>

<sup>^</sup>as of current month's end.

TESTS CONSTRUCTED/REFINED & VALIDATED (6)

**Minimum Qualifications (4):** Planner II; Public Works Special Project Administrator; Signal Technician I; and Telemetry Technician II-High Altitude.

**Ratings of Training & Experience (2):** Accountant II-Central Finance Officer and Property Maintenance Zoning Inspector III.

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

MISCELLANEOUS/SPECIAL PROJECTS (1)

**Test archives & inventory project** – Organization of archived and active test materials and creation of electronic database for documenting all test titles used in the history of Personnel Dept. testing.

**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>NOV-21</u></b>	<b><u>OCT-21</u></b>	<b><u>NOV-20</u></b>
Total Appointments to Permanent Positions:	47	50	41
Competitive:	35	37	35
Non-Competitive:	12	13	6
Breakdown of Competitive Appointments:			
Limited Entrance:	0	3	0
Preferred Reemployment:	0	0	0
Promotions:	13	17	11
Reemployment:	0	0	0
Entrance:	14	9	16
Reinstatement:	1	3	2
Transfers:	5	5	4
Demotions:	0	0	1
Reallocations:	2	0	1
Provisional:	0	1	0
Temporary Appointment:	3	1	1
Emergency Appointment:	0	0	3
Updated Job Descriptions:	12	11	0
Requisitions submitted in month:	100	71	44
Unfilled requisitions as of end of month:	349	315	262

**SEPARATIONS**

Total Permanent Separations:	38	34	16
Competitive:	22	21	13
Non-Competitive:	16	13	3
Breakdown of Separations:			
Dismissals:	4	6	1
Resignations:	29	22	4
Retirements:	5	5	10
Deaths:	0	1	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	2	0

**OTHER DATA**

Overall Turnover:	1.7%	1.5%	0.7%
Competitive Turnover:	1.3%	1.2%	0.7%
Non-Competitive Turnover:	3.1%	2.5%	0.5%

November presents an increase in all categories of turnover.

## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>NOV-21</u>	<u>OCT-21</u>	<u>NOV-20</u>
Salary Increases Granted:	193	139	95
Salary Increases Disapproved:	10	7	3
Fines:	0	2	0
Suspensions:	5	8	2
Leave with Pay Granted:	0	0	0
Leave without Pay Granted:	84	99	75
AWOL:	63	72	50
Parental Leave:	7	6	7
FMLA Requests:	16	30	18

### JOB CLASSIFICATION STUDIES:

Completed: Automotive Maintenance Superintendent – Fleet Management

Pending:

**CPQ's sent out:** Clerk III – Water  
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office

**CPQ's received:** Sign Designer – Engineering

**CPQ's assigned:** Automotive Line Superintendent – Fleet Management

Disposition(s): Automotive Maintenance Superintendent – Fleet Management – incorrectly classified;  
with recommendation to add new classification

### PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

#### FOOTNOTE NO.:

1. Automotive Mechanic (2336) to Automotive Mechanic, Senior (2337)  
Sign Technician I (2472) to Sign Technician II (2475)

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 – 0

Class Specification Written/Amended: Assistant Director-Fleet Management

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: Updating Class specifications in Neogov with current minimum qualifications  
New positions requested: Computer Systems Specialist II; Computer Systems Specialist III

**JUDICIAL REPORT**

Appeals Received during November: 1

Appeals Pending: 39

Appealed to 5<sup>th</sup> Circuit during November: 0

Appeals pending before 5<sup>th</sup> Circuit: 2

November-21		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	2
0010-306	Council Division A	1
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-309	Parish Clerk	1
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	8
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	1
0065	General Services	10
0066	Personnel	2
0067	Human Resource Management	2
0068	Planning	2
0070	Risk Management	1
0110	Inspection & Code Enforcement	17
0112	Property Maintenance/Zoning	9
0130	Fire	1
0140	Emergency Management	2
0330	JeffCAP	4
1010	JeffCAP	114
1020	JeffCAP	90
1030	JeffCAP	2
1040	JeffCAP	1
1060	JeffCAP	9
1172	Community Development	13
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1280	Workforce Connection	55
1290	Juvenile Services	1
2000	Transit	2
2151	Juvenile Services	16
2152	Juvenile Services	7
2200	Animal Shelter	18
2450	Library	3
2451	Library	18
2452	Library	4
2453	Library	2
2454	Library	1
2530	Recreation	8
2531	Recreation	22
2532	Recreation	5
2533	Recreation	2
2534	Recreation	45
2535	Recreation	1

2615	Alario Center	9
2616	Recreation	1
2630	Lasalle	1
2631	Lasalle	9
2632	Lasalle	1
2650	Lafreniere	4
2651	Lafreniere	7
2652	Lafreniere	4
2662	Recreation	1
2920	Fire	5
2921	Fire	29
2923	Fire	1
3000	Streets	3
3002	Streets	20
3003	Streets	19
3005	Traffic Engineering	5
3051	Parkways	5
3052	Parkways	6
3110	Engineering – Street Lighting	4
3270	Drainage	8
3301	Drainage	42
3302	Drainage	45
3500	Environmental	1
3640	Environmental	1
3850	Sewerage	2
3851	Sewerage	22
3852	Sewerage	18
3900	Water	6
3901	Water	12
3902	Water	24
3903	Water	2
3907	Water	29
3910	Water	1
3950	Fleet Management	10
3952	EIS	3
3956	Fleet Management	3
3957	Engineering	13
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3971	Telecommunications	1
3973	Coastal Zone Management	1
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
9900	Retirement	1
9901	Finance Authority	4
	<b>Total</b>	<b>939</b>



## Hires by Date Report

For records between 11/01/21 and 11/30/21

62 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>
Parks and Recreation	Recreation Center Supervisor (3051)	Moses	Stevin	11/27/2021	\$37,201.00	Entrance
Public Works - Water	Laborer (2200)	Breland Jr	Kenneth	11/20/2021	\$22,274.00	Entrance
Public Works - Drainage	Stationary Diesel Specialist-High Altitude (2609)	Toups	Garry	11/6/2021	\$45,104.00	Entrance
Animal Shelter	Humane Officer (6612)	Smith-Scaffidi	Jamie	11/6/2021	\$28,778.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Poston	Ryan	11/6/2021	\$22,274.00	Entrance
Community Development	Administrative-Management Specialist III	Whipple	Jonathan	11/6/2021	\$53,799.00	Entrance
Community Development	Administrative-Management Specialist III	Thompson-Hicks	Julius	11/20/2021	\$45,625.00	Entrance
Jeff C.A.P.	Licensed Practical Nurse	King	Alma	11/20/2021	\$37,201.00	Entrance
Library	Library Associate (3150)	Martinez	Carlie	11/20/2021	\$28,778.00	Entrance
Library	Library Associate (3150)	Schnadelbach	Sarah	11/20/2021	\$28,778.00	Entrance
Public Works - Water	Water Service Inspector I	Bates	Diamond	11/20/2021	\$21,758.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Kimble Jr	Frank	11/20/2021	\$14,389.00	Entrance
Public Works - Water	Water Service Inspector I	Sweeney	Nicholas	11/6/2021	\$21,758.00	Entrance
Public Works - Sewerage	Sewerage Lift Station Inspector (2655)	McClain	Stephanie	11/20/2021	\$25,970.00	Entrance
Library	LABORER (2200)	Craig	Antoine	11/6/2021	\$22,274.00	Entrance
Animal Shelter	Animal Care Attendant I (6601)	Lynch	Lillian	11/20/2021	\$23,162.00	Entrance
Public Works - Drainage	Truck Driver II (2362)	Colar	Melvina	11/20/2021	\$27,374.00	Entrance
Jeff C.A.P.	Community Services Counselor (1091)	Washington	Loretta	11/6/2021	\$30,182.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Kern	Austin	11/6/2021	\$22,274.00	Entrance
Public Works - Drainage	Laborer	Brown	Branford	11/6/2021	\$22,274.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Ochello	Tyler	11/20/2021	\$22,274.00	Entrance
Public Works - Drainage	Laborer (2200)	Randall	Elroy	11/6/2021	\$22,274.00	Entrance
Library	Librarian II (3152)	Schmidt Jr	Richard	11/20/2021	\$40,009.00	Entrance
Property Maintenance Zoning/Quality of Life	Administrative Assistant	Picquet	Ashley	11/20/2021	\$34,394.00	Promotional
Public Works - Drainage	Truck Driver II (2362)	Jackson	Terrance	11/20/2021	\$27,374.00	Promotional
Parks and Recreation	RECREATION CENTER SUPERVISOR (3051)	Davis	Davyn	11/6/2021	\$38,857.00	Promotional
Public Works - Drainage	Drainage Pump Station Operator I (2600)	Thompson Jr	Frank	11/20/2021	\$36,687.00	Promotional
Jeff C.A.P.	Family Service Specialist	Cannatella	Joseph	11/20/2021	\$39,307.00	Promotional
Public Works - Water	Utility Billing Clerk III (1288)	Tigler	Tiffany	11/6/2021	\$31,064.00	Promotional
Public Works - Water	Utility Billing Clerk III (1288)	Antoine	Loaletha	11/6/2021	\$25,187.00	Promotional
Public Works - Water	Utility Billing Clerk III (1288)	Randle	Kathy	11/6/2021	\$28,556.00	Promotional
Public Works - Streets	Road Maintenance Superintendent I (2415)	Beraud	Dennis	11/6/2021	\$48,418.00	Promotional
Public Works - Sewerage	Equipment Operator I (2371)	Gautier- Gomez	Luis	11/6/2021	\$24,557.00	Promotional

Parks and Recreation	Recreation Maintenance Supervisor (2355)	Frazier	David	11/13/2021	\$59,869.00	Promotional
Parks and Recreation	Shop Carpenter (2489)	Corona	Robert	11/20/2021	\$40,212.00	Promotional
General Services	Assistant Director-General Services & Procurement	Frazier	Christopher	11/6/2021	\$69,260.00	Promotional
Public Works - Water	Public Works Special Project Administrator (1029)	Rosenfeld II	Jesse	11/20/2021	\$74,888.00	Promotional
Public Works - Drainage	Drainage Pump Station Superintendent II	Scruggs	Kevin	11/6/2021	\$46,340.00	Promotional
Public Works - Engineering	Sign Technician II (2475)	Forest	Eric	11/6/2021	\$25,970.00	Reallocation
Fleet Management	Automotive Mechanic, Senior (2337)	Whittenberger	Alec	11/6/2021	\$36,564.00	Reallocation
Library	Library Associate	Boimare III	Frank	11/6/2021	\$37,920.00	Reinstatement
Library	Typist Clerk III (1103)	Alciatore	Deborah	11/6/2021	\$31,567.00	Transfer
Jeff C.A.P.	Custodian	Taylor	Paulette	11/6/2021	\$23,388.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Aldana	Luis	11/6/2021	\$55,946.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Allemand	Bryana	11/20/2021	\$38,144.00	Transfer
Library	Librarian II (3152)	Piacun	Maria	11/6/2021	\$44,109.00	Transfer
Library	Librarian II (3152)	Martin	Kathryn	11/6/2021	\$40,009.00	Transfer
Workforce Connection	Clerk I (1)	Barrow	Trinity	11/20/2021		Transient
Parks and Recreation	Alario Center Marketing/Sales Associate	Perlic	Thomas	11/27/2021		Transient
Parks and Recreation	Alario Center Marketing Manager	Favret	Ryan	11/27/2021		Transient
Jeff C.A.P.	Family Service Specialist	Moses	Tyronik	11/6/2021	\$45,503.00	Updated Job Description
Jeff C.A.P.	Cook I (1)	Johnson	Deirdre	11/20/2021	\$33,332.00	Updated Job Description
Jeff C.A.P.	Cook I (1)	Powell	Niya	11/20/2021	\$29,297.00	Updated Job Description
Jeff C.A.P.	Cook I (1)	Jones	Verlerria	11/20/2021	\$20,465.00	Updated Job Description
Public Works - Streets	Road Maintenance Foreman	Hall	Suzette	11/21/2021	\$41,014.00	Updated Job Description
Jeff C.A.P.	Cook II	Roche	Darlene	11/20/2021	\$35,243.00	Updated Job Description
Jeff C.A.P.	Cook II	Sturdivant	Janet	11/20/2021	\$39,998.00	Updated Job Description
Jeff C.A.P.	Cook II	Charles	Sharon	11/20/2021	\$42,824.00	Updated Job Description
Jeff C.A.P.	Cook II	Gardet	Yvonne	11/20/2021	\$37,006.00	Updated Job Description
Jeff C.A.P.	Cook II	Muriel	Magnolia	11/20/2021	\$27,819.00	Updated Job Description
Jeff C.A.P.	Cook II	Simmons	Deidre	11/20/2021	\$35,475.00	Updated Job Description
Animal Shelter	Animal Shelter Manager	StCyr	Elizabeth	11/20/2021	\$24,848.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
DECEMBER 16, 2021**

**Item VIII.**

**APPEALS ON HAND AND UNRESOLVED AS OF NOVEMBER 18, 2021:**

1. Docket No. 2019-011, Sean Duckett Sr. vs. Department of Public Works-Streets; scheduled for hearing on August 7, 2019, hearing continued to February 19, 2020, order issued on March 5, motion for stay filed on March 5, Board signed motion for stay on March 6, pending hearing, order issued on June 17, Board to hear oral arguments on August 18, order pending Board signature, order issued on September 14, appealed to Fifth Circuit Court on September 24, 2020, scheduled for hearing before Fifth Circuit Court on September 9, scheduled for hearing before Fifth Circuit Court on October 14, Fifth Circuit Court affirmed Board's decision on November 3, appealed to Supreme Court on December 2;
2. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16;
3. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29;
4. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, hearing continued without date;
5. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24;
6. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, hearing continued without date;
7. Docket No. 2021-008, John McClain Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 3, hearing continued to September 14, hearing continued to October 5, hearing continued to November 16, hearing continued to January 27, 2022;
8. Docket No. 2021-009, Bradley M. Wax vs. Department of Inspection & Code Enforcement; order pending Board signature, order issued on July 21, appealed to Board for Reconsideration on August 4, order issued on September 20, appealed to Fifth Circuit Court on October 18, order issued on November 29;
9. Docket No. 2021-010, Jerome Davis Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 24, hearing continued to October 28 and 29, order pending;
10. Docket No. 2021-012, Miles Jenkins Sr. vs. Department of Public Works-Drainage; scheduled for hearing on September 21, hearing continued to November 16, hearing continued to January 27 and 28, 2022;
11. Docket No. 2021-013, Mervin Anthony Graves Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
12. Docket No. 2021-014, Luke Eugene Tyler vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;

13. Docket No. 2021-015, Nian J. Sanders vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
14. Docket No. 2021-016, William A. Roe vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
15. Docket No. 2021-017, Scherrie Temond Joseph vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
16. Docket No. 2021-018, Bobbie Eugene Wilson Sr. vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
17. Docket No. 2021-019, Brandon Gerard Theriot vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
18. Docket No. 2021-020, Scott David Strohmeier vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
19. Docket No. 2021-021, Clyde Edward Linam vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
20. Docket No. 2021-022, Davionne La'shell Turner vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
21. Docket No. 2021-023, Christopher Michael Gai Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
22. Docket No. 2021-024, Christopher A. Bertrand vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
23. Docket No. 2021-025, Simeon Bradley vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
24. Docket No. 2021-026, Josh Anthony Brignac vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
25. Docket No. 2021-027, Chanz Raymond Cook vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
26. Docket No. 2021-028, James William Eckholdt vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
27. Docket No. 2021-029, Tristan Rae Ekinia vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
28. Docket No. 2021-030, Jason Alexander Foltz vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
29. Docket No. 2021-031, Philip Ferdnand Kerlec III vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
30. Docket No. 2021-032, Zachary Richard Lawler vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
31. Docket No. 2021-033, Christopher S. Livingston vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
32. Docket No. 2021-034, Arthur James Maillet Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
33. Docket No. 2021-035, James Andrew Neely vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
34. Docket No. 2021-036, Devan Jevon Nelson vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
35. Docket No. 2021-037, Sean Michael Nelson vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
36. Docket No. 2021-038, Dwayne Anthony Parker vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
37. Docket No. 2021-039, Bernard Earl Propps III vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;

38. Docket No. 2021-040, Kristen Allison Rivero vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;
39. Docket No. 2021-041, Brogan Charles Young vs. Department of Public Works-Water; scheduled for hearing on January 13, 2022;

**APPEALS RECEIVED SUBSEQUENT TO NOVEMBER 18, 2021:**

1. Docket No. 2021-048, Quindell C. Jeffery vs. Department of Public Works-Streets; permanent employee, dismissed.

December 6, 2021

**OFFICIAL NOTICE**

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

**THURSDAY, DECEMBER 16, 2021 – 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 Personnel Rules of the Classified Service to revise Rule IX, Section 4.5 and 4.6;
- Amend the Personnel Rules of the Classified Service to revise Rule IX, Section 2.3, Section 3.2, and Section 18.3(G);
- Request to cancel a list in accordance with Personnel Rule VI, Section 6.4;
- Amend the Pay Plan for the Classified Service to create new classifications and eliminate existing classifications in the Department of Water; and,
- Amend the Rules of Appeal to revise Rule 19, 27, and 28.

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 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.