

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, December 19, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants, Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved six proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. Two items were discussed pertaining to employee leave pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of November 14, 2023.

Under Old Business:

- A. The Board approved the Monthly Report for October 2023.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, the Board:
 - 1. Unanimously approved two (2) requests for advanced or extended leave of absence.
- 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. Approved the monthly report for November 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Wednesday, January 24, 2024, 2:00 p.m., and Thursday, February 22, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Discussed the 2024 Board Meeting Calendar.
 - 2. Updated the Board on employee overpayment issues.
 - 3. Updated the Board on Recruitment issues.

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 18, 2024

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, DECEMBER 19, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3 (2).
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of November 14, 2023.
- VI. Old Business:
 - A. Approval of the monthly report for October 2023.
- VII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, January 23, 2024 2:00 p.m. (tentative) and Tuesday, February 20, 2024, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 - 1. Employee Overpayment
 - 2. Discussion of Board Meeting Calendar 2024
 - 3. Update of Recruitment Activity
- VIII. Adjournment for Review of Appeals

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: DECEMBER 13, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Victor LaRocca, Chief Administrative Assistant, on behalf of the Parish President, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Extension Requested:
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	03/31/2024	12/31/2024
Sharon McDowell	Typist Clerk III - PC 6567-001	03/31/2024	12/31/2024
Deirdre Cummings	Executive Assistant - PC 61077-001	03/31/2024	12/31/2024
Shelley Bruard	Alario Center Events Coordinator – PC 7491-001	03/31/2024	12/31/2024
Rebecca Loyola	Building Maintenance Supervisor – PC 61078-001	01/01/2024	12/31/2024

The employees are permanent employees who have been appointed to transient positions 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 December 2024 Board Meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: DECEMBER 13, 2023
CC: EMPLOYEE'S FILE – BRIANNA DURONSLET; CORRESPONDENCE FILE

Mario Bazile, Director, Department of Parks & Recreation is requesting that the transient appointment of Brianna Duronslet be extended for an additional six months. Brianna Duronslet was hired to a transient Warehouse Supervisor I position on July 1, 2023. The appointment will expire on January 1, 2024. If approved, the extension will expire on July 1, 2024.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, November 14, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants, Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment to the position allotment as prescribed in Personnel Rule VII, Section 5.4(3); and,
- B. Approved a request to extend a Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of October 24, 2023.

Under Old Business:

- A. None

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
 - 1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 - 1. Deferred the monthly report for October 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, December 19, 2023, 2:00 p.m., and Tuesday, January 23, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Discussed the 2024 Board Meeting Calendar.

2. Updated the Board on Recruitment Activity.

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

Respectfully submitted,

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

Gretna, Louisiana

December 11, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – OCTOBER

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>OCT-23</u>	<u>SEPT-23</u>	<u>OCT-22</u>
Total Applications Received:	470	493	343
Competitive:	375	390	272
Non-Competitive:	95	103	71
 Total Applications Rejected:	 194	 150	 131
Competitive:	178	134	119
Non-Competitive:	16	16	12
 Total Applications Withdrawn:	 110	 108	 89
Competitive:	88	85	73
Non-Competitive:	22	23	16
 Candidates Scheduled for Written Exam:	 79	 114	 99
Candidates Examined - Written Exam:	46	74	72
Candidates Passed Written Exam:	34	54	54
Candidates Failed Written Exam:	12	20	18
Candidates Examined - Rating of T&E:	44	43	31
Candidates Placed on Competitive Eligible List:	86	107	86
Certificates of Eligibility Issued:	15	16	18
Certificates of Eligibility to be Interviewed Issued (GLC):	40	43	32
 Pending Testing (Scheduled for upcoming Test):	 32	 44	 32
Pending Review or Waiting for More Information:	33	50	10
Job Interest Cards Completed Online:	29	33	24
 ADA Accommodations			
Requested:	0	2	1
Approved:	0	0	0
Denied/Withdrawn:	0	2	1
Pending:	0	1	0
 New Postings in NEOGOV:	 8	 19	 13
New Exam Plans in NEOGOV:	5	5	7
Revised Exam Plans in NEOGOV:	3	14	6

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist III – LEAD
- Animal Care Administrative Specialist
- Assistant Director-Juvenile Services
- Automotive Mechanic, Senior
- GIS Analyst III
- Humane Officer
- Mechanical Inspector I
- Telemetry Technician II – High Altitude

Advertisement Source	Total %
College/University Career Services	2.2
Facebook	0.4
Family, Friend, Co-Worker, etc.	14.2
Governmentjobs.com	9.2
Handshake Website	0.6
Indeed.com	17.4
Jefferson Parish Department other than Personnel	2.6
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.6
Jefferson Parish website	38.6
Job Fair	1.2
Library	1.2
Louisiana Workforce Commission website	1.6
Monster.com	0.2
Newspaper ad	0
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.4
Unknown	0
Personnel Department Use Only	5.6
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Oct 4, Oct 5, Oct 12, Oct 19, Oct 26

Written Test Administrations:

Written Tests	OCT 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Account Clerks Test Account Clerk II-Central Finance Office	1/1 1/1	100% 100%	92% 92%
Administrative & Executive Assistant Administrative Assistant	6/7 6/7	86% 86%	86% 86%
Clerical/Office Skills Test (COST) Clerk II	2/2 2/2	100% 100%	79% 89%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test Typist Clerk II Typist Clerk III	3/4 2/2 1/2	75% 100% 50%	71% 58% 76%
Clerical-76 Customer Relations Specialist I	1/1 1/1	100% 100%	100% 100%
Code Compliance Inspector I	4/4	100%	92%
Drainage Pump Station Operator I	0/1	0%	83%
Engineering Inspector Series Engineering Inspector II Engineering Inspector III	2/3 1/1 1/2	67% 100% 50%	69% 100% 58%
Field Supervision: Foreman Automotive Line Foreman	2/2 2/2	100% 100%	100% 100%
Field Supv.: Superintendent + Field Supv.: Form Completion Parkways Maintenance Superintendent I	6/6 6/6	100% 100%	100% 100%
Juvenile Detention Officer I	1/1	100%	75%
Juvenile Probation Officer	1/3	33%	80%
Library Page (2 Parts): OST-Filing & RAI Arithmetic	2/3	67%	48%
Mechanical Skills Test-53 (Sign Technician I)	0/1	0%	50%
Mechanical/Field Skills Test-40 (Trades Helper)	2/4	50%	69%
Sewerage Lift Station Inspector I	0/1	0%	78%
Sewerage Treatment Plant Operator	1/1	100%	53%
Water Service Inspector I	1/2	50%	58%
SUMMARY:	35/47	74%	74%

Tests Constructed/Refined & Validated (7):

Minimum Qualifications (5): Administrative-Management Specialist III-LEAD; Animal Care Administrative Specialist; Assistant Director-Juvenile Services; Mechanical Inspector I; and Telemetry Technician II-High Altitude.

Ratings of Training & Experience (2): Administrative-Management Specialist II-Ecosystem & Coastal Management (ECM) Financial Coordinator; and Assistant Director-Accounting.

Written Tests (0): None.

Miscellaneous/Special Projects:

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>OCT-23</u>	<u>SEPT-23</u>	<u>OCT-22</u>
Total Appointments to Permanent Positions:	75	79	63
Competitive:	61	53	40
Non-Competitive:	14	26	23
Breakdown of Competitive Appointments:			
Limited Entrance:	2	1	1
Preferred Reemployment:	0	0	0
Promotions:	35	17	16
Reemployment:	0	0	0
Entrance:	12	21	10
Reinstatement:	1	9	4
Transfers:	7	1	6
Demotions:	0	0	1
Reallocations:	4	4	2
Provisional:	3	4	1
Temporary Appointment:	1	1	5
Emergency Appointment:	0	0	1
Updated Job Descriptions:	13	8	12
Requisitions submitted in month:	90	111	97
Unfilled requisitions as of end of month:	414	440	413

SEPARATIONS

Total Permanent Separations:	28	22	25
Competitive:	14	17	14
Non-Competitive:	14	5	11
Breakdown of Separations:			
Dismissals:	4	6	3
Resignations:	17	13	15
Retirements:	7	3	6
Deaths:	0	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	1	2	2

OTHER DATA

Overall Turnover:	1.4%	1.1%	1.2%
Competitive Turnover:	0.9%	1.1%	0.9%
Non-Competitive Turnover:	2.6%	0.9%	2.0%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>OCT-23</u>	<u>SEPT-23</u>	<u>OCT-22</u>
Salary Increases Granted:	123	126	127
Salary Increases Disapproved:	2	6	4
Fines:	0	0	0
Suspensions:	3	11	9
Leave with Pay Granted:	1	1	0
Leave without Pay Granted:	78	71	98
AWOL:	55	65	77
Parental Leave:	5	5	10
FMLA Requests:	22	37	32

JOB CLASSIFICATION STUDIES:

Completed: Computer Network Specialist – EIS – Halie Ducote
Typist Clerk II – JeffCAP – Meiling Liu

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance) - Recreation
Public Works Business Manager – Public Works
Public Works Business Manager, Assistant – Public Works
Engineering Inspector II - Engineering

CPQ's received: Administrative Assistant - Water

CPQ's assigned: Administrative Assistant – Citizens' Affairs

Disposition(s): Computer Network Specialist – EIS; correctly classified
Typist Clerk II – Jeff CAP; correctly classified

PAY GRADE REASSIGNMENTS:

Completed: Engineer-In-Training, and Engineer, Professional Series – Engineering

Pending: None

Assigned: None

Disposition(s): Engineer-In-Training, Engineer, Professional Series – Engineering – recommendation made to and approved by Personnel Board to reassign to market-based pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Animal Care Attendant I (6601) to Animal Care Attendant II (6602)
Customer Relation Specialist I (1289) to Customer Relations Specialist II (1290)
9. Sewerage Treatment Plant Operator (2661) to Sewerage Treatment Plant Operator-Class I (2662)

CLASSIFICATION AND PAY DIVISION – Page 2

Personnel Rule 3.3.1: None

Other: None

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: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Sitting in on project demonstrations for a new ERP system
Customer Relations Specialist Series Market Study

JUDICIAL REPORT

Appeals Received during October:	2
Appeals Pending:	3
Appealed to 5 th Circuit during October:	0
Appeals pending before 5 th Circuit:	0
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-23		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	3	
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	4	
0010-307	Council Division B	1	
0010-310	Research & Budget	1	
0021	Parish Attorney	2	
0040	Parish President	1	
0061	Accounting	8	
0062	Budget	1	
0064	Purchasing	3	
0065	General Services	14	
0066	Personnel	1	
0067	Human Resource Management	1	
0068	Planning	2	
0069	Planning Advisory Board	1	
0110	Building Permits	22	
0112	Code Compliance and Enforcement	8	
0119	Community Justice Agency	1	
0130	Fire	1	
1010	JeffCAP	53	
1020	JeffCAP	4	
1060	JeffCAP	5	
1172	Community Development	10	
1174	Community Development	1	
1176	Community Development	1	
1180	Community Development	2	
1187	Community Development	5	
1230	Community Development	2	
1280	American Job Center	19	
1290	Miscellaneous Grants	2	
2150	Juvenile Services	1	
2151	Juvenile Services	21	
2152	Juvenile Services	10	
2200	JPAWS	5	
2450	Library	2	
2451	Library	17	
2452	Library	2	
2453	Library	3	
2454	Library	1	
2530	Recreation	4	
2531	Recreation	23	
2532	Recreation	5	
2533	Recreation	5	
2534	Recreation	37	
2615	Alario Center	11	
2631	Lasalle	2	
2651	Lafreniere	3	
2652	Lafreniere	1	
2662	Recreation	2	
2920	Fire	3	

2921	Fire	24
2922	Fire	2
3000	Streets	2
3002	Streets	21
3003	Streets	17
3005	Traffic Engineering	8
3050	Parkways	2
3051	Parkways	5
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	10
3301	Drainage	45
3302	Drainage	54
3500	Environmental	1
3562	Inspector General	1
3850	Sewerage	3
3851	Sewerage	25
3852	Sewerage	19
3900	Water	8
3901	Water	14
3902	Water	36
3903	Water	4
3907	Water	39
3910	Water	2
3950	Fleet Management	15
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	13
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3965	Fleet Management	1
3966	Engineering	3
3969	Capital Projects	1
3970	Public Works	1
3971	Telecommunications	1
3974	Ecosystems	1
3976	Public Works	10
	Total	751

Hires by Date Report

For records between **10/01/23** and **10/31/23**

92 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Water - Treatment Plant 3901	Laborer (2200)	Osborne	Craig	10/21/2023	\$36,114.00	Demotion
Central Garage 3950	Automotive Mechanic Trainee (2335)	Ockman Jr	Richard	10/21/2023	\$28,778.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Henry	David	10/21/2023	\$24,948.00	Entrance
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Robertson	Racquel	10/28/2023	\$29,680.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer I (6541)	Antoine	Laurin	10/7/2023	\$31,586.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer I (6541)	Stewart	Carol	10/7/2023	\$31,586.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Blake Workman	Telia	10/7/2023	\$37,587.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Kombogiorgas	Georgia	10/7/2023	\$35,797.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Antoine	Laurin	10/21/2023	\$35,797.00	Entrance
Lafreniere Park - Maintenance 2651	Groundskeeper (2354)	Esta	Dane	10/21/2023	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate	Dubourg	Kristen	10/7/2023	\$16,445.00	Entrance
Parks and Recreation - Parc des Familles	Groundskeeper (2354)	Bordelon	Brendan	10/7/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds	Groundskeeper (2354)	Fitzhenry Jr	Frederick	10/21/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds	Groundskeeper (2354)	Zullo	Dominic	10/7/2023	\$24,948.00	Entrance
Planning 0068	Planner I	White	Alyssa	10/7/2023	\$42,466.00	Entrance
Sewerage - East Bank 3851	Laborer UnSkilled (2200)	Stovall	Larry	10/21/2023	\$24,948.00	Entrance
Sewerage - West Bank 3852	Sewerage Lift Station Inspector (2655)	Trahan	Brianna	10/7/2023	\$25,970.00	Entrance
Streets - East Bank 3002	Welder	Sanderson	Shawn	10/21/2023	\$31,586.00	Entrance
Telecommunications 3971	Typist Clerk III	Hart	Terri	10/21/2023	\$25,970.00	Entrance
Water - Distribution 3902	Laborer (2200)	Vermaaten	Conner	10/21/2023	\$24,948.00	Entrance
Water - Grand Isle 3910	Laborer (2200)	Fields	Haydon	10/21/2023	\$24,948.00	Entrance
Drainage - West Bank 3302	Equipment Operator III - Large Mowers	Pete III	Joseph	10/7/2023	\$39,146.00	Limited Entrance
Engineering - Warehouse 3966	Typist Clerk III (1103)	Randle	Kathy	10/21/2023	\$36,446.00	Limited Entrance
Parks and Recreation - Maintenance	TRADES HELPER-HIGH ALTITUDE	Johnson	Raymond	10/7/2023	\$33,911.00	Limited Entrance
Building Permits 0110	Typist Clerk III (1103)	Seals	Lorraine	10/7/2023	\$32,145.00	Promotional
Central Garage 3950	Typist Clerk III	Smith	Aaylia	10/21/2023	\$26,534.00	Promotional
Code Compliance & Enforcement	Assistant Director-Code Compliance & Enforcement	Whitehead	Chandelyn	10/7/2023	\$87,544.00	Promotional
Community Development Programs	Assistant Director-Community Development	Batiste	Emann	10/21/2023	\$56,856.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator I (2600)	Scieneaux	Marvin	10/21/2023	\$31,586.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator I (2600)	Sanchez	Megan	10/21/2023	\$31,586.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator II (2601)	Videau	Millicent	10/7/2023	\$42,328.00	Promotional
Drainage - West Bank 3302	Trades Helper (2250)	Williams	Carzell	10/21/2023	\$30,672.00	Promotional
Drainage - West Bank 3302	Trades Helper (2250)	Johns III	Jerry	10/21/2023	\$33,432.00	Promotional
Engineering - Traffic Engineering	Sign Designer	Collins	Solomon	10/7/2023	\$42,624.00	Promotional

Engineering 3957	Administrative Assistant (1015)	Albert	Jessica	10/21/2023	\$34,394.00	Promotional
Engineering 3957	Executive Superintendent (1020)	Thomas	Archelle	10/7/2023	\$49,781.00	Promotional
Environmental Affairs - Landfill 3500	Environmental Quality Specialist	Dauphin	Elwinetta	10/7/2023	\$47,575.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Attendant Supervisor	Cordero	Tabitha	10/21/2023	\$38,191.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager	Neal	Shannon	10/7/2023	\$64,944.00	Promotional
Juvenile Services - Detention 2151	Institutional Housekeeper (2044)	Boudreaux	Jamie	10/7/2023	\$30,324.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Bishop	Jennifer	10/21/2023	\$63,046.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Bradford	Sheila	10/21/2023	\$62,198.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Brown	Evelyn	10/21/2023	\$59,236.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Buckey	Jessica	10/21/2023	\$46,978.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Davis	Amanda	10/21/2023	\$54,381.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Ferrantelli	Brent	10/21/2023	\$48,630.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Kitchens	Shannon	10/21/2023	\$52,349.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Lopreste	Bethany	10/21/2023	\$52,035.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Martin	Kathryn	10/21/2023	\$51,791.00	Promotional
Library - Libraries 2451	Librarian III (3153)	McKee	William	10/21/2023	\$68,610.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Stewart	Regina	10/21/2023	\$48,630.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Vedros	Kellie	10/21/2023	\$48,630.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Schmidt Jr	Richard	10/21/2023	\$49,326.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Carter	Elizabeth	10/21/2023	\$48,630.00	Promotional
Library - Libraries 2451	Librarian III (3153)	LaBurre	Jennifer	10/21/2023	\$57,100.00	Promotional
Library 2450	Librarian V (3155)	Wirth	Breagh	10/7/2023	\$71,388.00	Promotional
Parks and Recreation - Leisure Services	Recreation Special Program Supervisor	Butler	Raynell	10/21/2023	\$34,394.00	Promotional
Sewerage - East Bank 3851	Trades Helper (2250)	Moliere	Errol	10/7/2023	\$45,457.00	Promotional
Water - Utilities 3907	Customer Relations Specialist III (1291)	Alexander	Brenda	10/7/2023	\$28,154.00	Promotional
Water - Utilities 3907	Water Service Inspector II - Water Meter	Ross	Bryan	10/21/2023	\$30,323.00	Promotional
Central Garage 3950	Automotive Mechanic, Senior	Matherne	Joseph	10/21/2023	\$48,011.00	Provisional
Emergency Management	Administrative-Management Specialist III	Frazier	Juliette	10/7/2023	\$45,625.00	Provisional
Finance 0060	Accountant II-Central Finance Office	Taylor	Shakeva	10/7/2023	\$62,815.00	Provisional
Jefferson Protection and Animal Welfare Service	Animal Care Attendant II (6602)	Howard III	Calvin	10/7/2023	\$33,273.00	Reallocation
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class I	Ronquille	Gage	10/21/2023	\$36,564.00	Reallocation
Water - Utilities 3907	Customer Relations Specialist II (1290)	Mitchell	Leticia	10/7/2023	\$26,813.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator-Class I (2762)	Lasserre Jr	Brady	10/7/2023	\$54,051.00	Reinstatement
Sewerage - East Bank 3851	Pump Equipment Mechanic SP3 (2611)	Cambal	Arnold	10/7/2023	\$56,724.00	Special Pay Provision 3
Accounting 0061	Administrative Assistant	Hutchinson	Suzanne	10/7/2023	\$58,906.00	Transfer
Library - Libraries 2451	Library Associate	Joseph	Arteisha	10/7/2023	\$38,521.00	Transfer
Parks and Recreation - Maintenance	Shop Carpenter (2489)	Smith	Timothy	10/7/2023	\$51,359.00	Transfer
Parks and Recreation - Playgrounds	Groundskeeper (2354)	Cennett	Jeremiah	10/7/2023	\$26,195.00	Transfer

Parks and Recreation - Playgrounds	GROUNDSKEEPER (2354)	Green Jr	Alex	10/21/2023	\$36,708.00	Transfer
Sewerage - East Bank 3851	Sewerage Treatment Plant Operator IV	Champagne	Darrin	10/7/2023	\$58,152.00	Transfer
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator IV	Reid Jr	Anthony	10/7/2023	\$50,752.00	Transfer
Streets - East Bank 3002	Laborer - Semi Skilled (2201)	Breland Jr	Kenneth	10/21/2023	\$28,880.00	Transfer
Water - Distribution 3902	Waterline Maintenance Foreman (2731)	LaFrance Jr	Vance	10/7/2023	\$47,334.00	Transfer
Water - Treatment Plant 3901	Pump Equipment Mechanic (SP3) (2611)	Maillet Jr	Arthur	10/7/2023	\$73,810.00	Transfer
American Job Center 1280	Clerk I (1008)	Hebert	Asiah	10/21/2023		Transient
Jefferson Community Actions Programs	Maintenance Repairman	Santiago	Corey	10/14/2023	\$43,990.00	Updated Job Description
Jefferson Community Actions Programs	Cook I (2101)	Vandarugh	Brianna	10/21/2023	\$20,628.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Anderson	Brice	10/21/2023	\$47,778.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Crockett	Nikisha	10/21/2023	\$50,167.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Phillips	Yante	10/21/2023	\$47,778.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Sullen	Redondra	10/21/2023	\$52,675.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Balser	Theresa	10/21/2023	\$52,675.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Williams	Tara	10/21/2023	\$43,336.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	White	Tonya	10/21/2023	\$74,944.00	Updated Job Description
Library - Libraries 2451	Librarian III (3153)	Piacun	Maria	10/7/2023	\$57,100.00	Updated Job Description
Library - Libraries 2451	Librarian III (3153)	Perez	Daniel	10/7/2023	\$59,955.00	Updated Job Description
Library - Maintenance 2453	Air Conditioning/Heating Mechanic (2315)	Davanzo	Carlos	10/7/2023	\$60,605.00	Updated Job Description
Sewerage 3850	Sewerage Operations/Maintenance Program Manager	Stamps	Michael	10/7/2023	\$67,949.00	Updated Job Description

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – NOVEMBER

Item VII. C.

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>NOV-23</u>	<u>OCT-23</u>	<u>NOV-22</u>
Total Applications Received:	398	470	212
Competitive:	310	375	169
Non-Competitive:	88	95	43
Total Applications Rejected:	127	194	70
Competitive:	118	178	65
Non-Competitive:	9	16	5
Total Applications Withdrawn:	86	110	50
Competitive:	70	88	44
Non-Competitive:	16	22	6
Candidates Scheduled for Written Exam:	58	79	51
Candidates Examined - Written Exam:	31	46	33
Candidates Passed Written Exam:	20	34	28
Candidates Failed Written Exam:	13	12	5
Candidates Examined - Rating of T&E:	31	44	7
Candidates Placed on Competitive Eligible List:	55	86	43
Certificates of Eligibility Issued:	18	15	10
Certificates of Eligibility to be Interviewed Issued (GLC):	45	40	23
Pending Testing (Scheduled for upcoming Test):	34	32	29
Pending Review or Waiting for More Information:	56	33	38
Job Interest Cards Completed Online:	27	29	20
ADA Accommodations			
Requested:	2	0	0
Approved:	1	0	0
Denied/Withdrawn:	1	0	0
Pending:	0	0	0
New Postings in NEOGOV:	9	8	6
New Exam Plans in NEOGOV:	4	5	5
Revised Exam Plans in NEOGOV:	5	3	1

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist IV – Floodplain/Coastal Management
- Community Development Project Coordinator
- Federal Programs Coordinator – Housing
- Library Technician
- Mechanical Systems Operator I
- Plumbing Inspector III
- Sewerage Operations/Maintenance Program Manager
- Shop Carpenter
- Weed & Pollution Supervisor

Advertisement Source	Total %
College/University Career Services	1.38
Facebook	0.23
Family, Friend, Co-Worker, etc.	16.55
Governmentjobs.com	6.44
Handshake Website	0.23
Indeed.com	14.71
Jefferson Parish Department other than Personnel	2.3
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	7.13
Jefferson Parish website	35.17
Job Fair	4.37
Library	0.69
Louisiana Workforce Commission website	0.92
Monster.com	0
Newspaper ad	0
Nola.com	0.23
Television ad	0
Twitter tweet (@JeffParishjobs)	0.69
WorkNOLA.com	0
Unknown	0
Personnel Department Use Only	8.97
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Nov 2, Nov 9, Nov 16, Nov 30

Written Test Administrations:

	NOV 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Account Clerks Test	1/1	100%	93%
Account Clerk II-Central Finance Office	1/1	100%	92%
Administrative & Executive Assistant	4/5	75%	85%
Administrative Assistant	4/5	75%	85%
Clerical Skills I	1/1	100%	71%
Utility Inventory Clerk I	1/1	100%	100%
Clerical/Office Skills Test (COST)	1/1	100%	80%
Clerk III (1010)	1/1	100%	78%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	4/6*	67%*	71%*
Secretary	1/1	100%	88%
Typist Clerk II	2/3	67%	59%
Typist Clerk III	4/5	80%	77%
Clerical-76	2/2	100%	100%
Customer Relations Specialist I (1289)	2/2	100%	100%
Code Compliance Inspector I	0/1	0%	85%
Engineering Inspector Series	1/2	50%	67%
Engineering Inspector III	1/2	50%	57%
Juvenile Detention Officer I	1/1	100%	78%
Juvenile Probation Officer	1/2	50%	76%
Library Page (2 Parts): (1) OST-Filing + (2) RAI Arithmetic	0/1	0%	46%
Maintenance Repairman	0/3	0%	40%
Mechanical/Field Skills Test (MFST)-40	2/3	67%	69%
Pump Equipment Mechanic	1/1	100%	100%
Recreation Center Supervisor, Assistant-ATHLETICS	1/1	100%	75%
Sewerage Treatment Plant Operator	1/1	100%	56%
Water Service Inspector I	1/3	33%	53%
SUMMARY:	22/35	63%	73%

**Duplicate applicants (due to simultaneous apps) omitted. | One (1) ADA testing accommodation granted this month.*

Tests Constructed/Refined & Validated (7):

Minimum Qualifications (6): Administrative-Management Specialist IV-Floodplain/Coastal Management; Library Technician; Management Analyst II; Shop Carpenter-Sign Shop; Waterline Maintenance Foreman; and Weed & Pollution Control Supervisor.

Ratings of Training & Experience (1): Purchasing Specialist I.

Written Tests (0): None.

Miscellaneous/Special Projects:

Participated as SME in Parish technology ERP.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>NOV-23</u>	<u>OCT-23</u>	<u>NOV-22</u>
Total Appointments to Permanent Positions:	51	75	51
Competitive:	37	61	37
Non-Competitive:	14	14	14
Breakdown of Competitive Appointments:			
Limited Entrance:	1	2	1
Preferred Reemployment:	0	0	0
Promotions:	10	35	14
Reemployment:	0	0	0
Entrance:	16	12	19
Reinstatement:	2	1	0
Transfers:	6	7	2
Demotions:	0	0	0
Reallocations:	2	4	1
Provisional:	0	3	0
Temporary Appointment:	0	1	1
Emergency Appointment:	0	0	0
Updated Job Descriptions:	5	13	3
Requisitions submitted in month:	68	90	57
Unfilled requisitions as of end of month:	412	414	413

SEPARATIONS

Total Permanent Separations:	16	28	36
Competitive:	6	14	28
Non-Competitive:	10	14	8
Breakdown of Separations:			
Dismissals:	1	4	4
Resignations:	13	17	26
Retirements:	2	7	5
Deaths:	0	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	1	0

OTHER DATA

Overall Turnover:	0.2%	1.4%	1.7%
Competitive Turnover:	0.4%	0.9%	1.8%
Non-Competitive Turnover:	1.8%	2.6%	1.5%

November presents a decrease in all categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>NOV-23</u>	<u>OCT-23</u>	<u>NOV-22</u>
Salary Increases Granted:	160	123	147
Salary Increases Disapproved:	10	2	0
Fines:	0	0	0
Suspensions:	15	3	3
Leave with Pay Granted:	1	1	1
Leave without Pay Granted:	72	78	78
AWOL:	51	55	55
Parental Leave:	4	5	10
FMLA Requests:	45	22	35

JOB CLASSIFICATION STUDIES:

Completed: Administrative Assistant – Citizens’ Affairs

Pending:

CPQ’s sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance) - Recreation
Engineering Inspector II - Engineering

CPQ’s received: Administrative Assistant - Water

CPQ’s assigned:

Disposition(s): Administrative Assistant – Citizens’ Affairs; correctly classified

PAY GRADE REASSIGNMENTS:

Completed: Public Works Business Manager – Public Works
Public Works Business Manager, Assistant – Public Works

Pending: None

Assigned: None

Disposition(s): Public Works Business Manager – Public Works; correctly graded
Public Works Business Manager, Assistant – Public Works; correctly graded

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Code Compliance Inspector I (5135) to Code Compliance Inspector II (5136)
Mechanical Systems Operator I (2031) to Mechanical Systems Operator II (2032)

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
MLWP/MLWOP – 0

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Sitting in on project demonstrations for a new ERP system
Customer Relations Specialist Series Market Study

JUDICIAL REPORT

Appeals Received during November: 3

Appeals Pending: 7

Appealed to 5th Circuit during November: 0

Appeals pending before 5th Circuit: 0

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

November-23		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	3	
0010-302	Council District 2	1	
0010-303	Council District 3	1	
0010-304	Council District 4	3	
0010-305	Council District 5	4	
0010-306	Council Division A	4	
0010-307	Council Division B	1	
0010-310	Research & Budget	1	
0011	Parish Attorney	1	
0021	Parish Attorney	3	
0040	Parish President	1	
0061	Accounting	8	
0062	Budget	1	
0064	Purchasing	3	
0065	General Services	13	
0067	Human Resource Management	1	
0068	Planning	2	
0069	Planning Advisory Board	1	
0110	Building Permits	18	
0112	Code Compliance and Enforcement	8	
0119	Community Justice Agency	1	
0130	Fire	1	
1010	JeffCAP	53	
1020	JeffCAP	5	
1060	JeffCAP	5	
1172	Community Development	11	
1174	Community Development	1	
1176	Community Development	1	
1180	Community Development	2	
1187	Community Development	5	
1230	Community Development	2	
1280	American Job Center	19	
1290	Miscellaneous Grants	2	
2150	Juvenile Services	1	
2151	Juvenile Services	21	
2152	Juvenile Services	10	
2200	JPAWS	6	
2450	Library	3	
2451	Library	11	
2452	Library	3	
2453	Library	5	
2454	Library	1	
2530	Recreation	4	
2531	Recreation	25	
2532	Recreation	5	
2533	Recreation	5	
2534	Recreation	38	
2615	Alario Center	10	
2631	Lasalle	2	
2651	Lafreniere	4	
2652	Lafreniere	1	
2662	Recreation	2	
2920	Fire	2	

2921	Fire	25
2922	Fire	2
3000	Streets	2
3002	Streets	21
3003	Streets	17
3005	Traffic Engineering	8
3050	Parkways	2
3051	Parkways	5
3052	Parkways	4
3110	Engineering – Street Lighting	5
3270	Drainage	10
3301	Drainage	46
3302	Drainage	55
3500	Environmental	1
3562	Inspector General	1
3850	Sewerage	5
3851	Sewerage	24
3852	Sewerage	20
3900	Water	8
3901	Water	15
3902	Water	37
3903	Water	4
3907	Water	42
3910	Water	2
3950	Fleet Management	14
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	16
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3965	Fleet Management	1
3966	Engineering	4
3969	Capital Projects	1
3970	Public Works	1
3972	Floodplain	1
3974	Ecosystems	1
3976	Public Works	10
	Total	770

Hires by Date Report

For records between 11/01/23 and 11/30/23

56 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>
Lafreniere Park - Maintenance 2651	Groundskeeper	Ramirez	Brandon	11/18/2023	\$41,896.00	Demotion
Alario Center 2615	Laborer (2200)	Carter	Elmond	11/4/2023	\$24,948.00	Entrance
Building Permits 0110	Building Inspector I	Henry	Mark	11/18/2023	\$37,201.00	Entrance
Building Permits 0110	Building Inspector I (5101)	Leonard	Patrick	11/18/2023	\$40,000.00	Entrance
Central Garage 3950	Automotive Mechanic (2336)	Sincere	Joshua	11/18/2023	\$37,201.00	Entrance
Central Garage 3950	Automotive Mechanic, Senior	Matherne	Joseph	11/4/2023	\$48,011.00	Entrance
Code Compliance & Enforcement	Code Compliance Inspector I (5135)	Lopez	Guillermo	11/4/2023	\$28,778.00	Entrance
Code Compliance & Enforcement	Code Compliance Inspector I (5135)	Bondio	Cynthia	11/18/2023	\$28,778.00	Entrance
Community Development Programs	Community Services Program Coordinator	Bailey	Faith	11/4/2023	\$39,061.00	Entrance
Drainage - West Bank 3302	Drainage Pump Station Operator II	Thibodeaux	Brandon	11/18/2023	\$34,394.00	Entrance
Emergency Management	Administrative-Management Specialist III	Frazier	Juliette	11/4/2023	\$45,625.00	Entrance
Jefferson Community Actions Programs	Child Care Worker	Franklin	Nicolette	11/25/2023	\$18,711.00	Entrance
Library - Libraries 2451	Library Associate	Kleinschmidt-Schmidt	Linda	11/4/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate	Petitfils	Steven	11/18/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Page	Swenson	Lillian	11/4/2023	\$21,829.00	Entrance
Library - Libraries 2451	Library Page (3105)	Ta	Nina	11/4/2023	\$21,829.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Cammon	Keith	11/4/2023	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Crews	Charles	11/18/2023	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Toca	Jennifer	11/4/2023	\$24,948.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Guidry	Kenneth	11/4/2023	\$28,778.00	Entrance
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator	Caldwell	Travis	11/4/2023	\$31,586.00	Entrance
Streets - East Bank 3002	Laborer	Martin Jr	Demarco	11/18/2023	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer	Clark	Ronald	11/18/2023	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer, Semi-Skilled (2201)	Charles	Lindell	11/4/2023	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer (2200)	Venible	Arthur	11/4/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Randall	Emanuel	11/4/2023	\$24,948.00	Entrance
Water - Distribution 3902	Truck Driver II	Hitchens	Rayshell	11/18/2023	\$27,374.00	Entrance
General Services 0065	Laborer (2200)	Kasdan	JeanPaul	11/18/2023	\$27,505.00	Limited Entrance
Planning 0068	Typist Clerk III (1103)	McKinney	Nedra	11/4/2023	\$50,629.00	Limited Entrance
Building Permits 0110	Electrical Inspector III (5113)	Vitrano	David	11/4/2023	\$62,815.00	Promotional
Building Permits 0110	Mechanical Inspector I (5121)	Davanzo	Carlos	11/4/2023	\$63,635.00	Promotional
Building Permits 0110	Permit Technician (5104)	Wilson	Christina	11/4/2023	\$30,064.00	Promotional

Juvenile Services	Maintenance Repairman	Dang	Tri	11/4/2023	\$32,206.00	Promotional
Library - Libraries 2451	Librarian II	Caluda	Nicholas	11/18/2023	\$45,282.00	Promotional
Library - Libraries 2451	Librarian III (3153)	Sanders	Erica	11/18/2023	\$46,314.00	Promotional
Library - Libraries 2451	Librarian IV (3154)	Perez	Daniel	11/4/2023	\$62,953.00	Promotional
Parks and Recreation	Recreation Special Program Supervisor	Lae	Margaret	11/4/2023	\$39,117.00	Promotional
Parkways - West Bank 3052	Parkways Maintenance Superintendent I	Prestenbach Jr	Timothy	11/4/2023	\$58,310.00	Promotional
Sewerage - East Bank 3851	Sewerage Line Repair Superintendent I	Scieneaux	Lawrence	11/4/2023	\$76,667.00	Promotional
Sewerage - East Bank 3851	Truck Driver II (2362)	Adams	Kendell	11/4/2023	\$45,954.00	Promotional
Streets - East Bank 3002	Laborer, Semi-Skilled (2201)	Cennett	Jeremiah	11/4/2023	\$27,505.00	Promotional
Code Compliance & Enforcement	Code Compliance Inspector II (5136)	Zito	Ashley	11/4/2023	\$41,103.00	Reallocation
General Services 0065	Mechanical Systems Operator II (2032)	Jeffery	Gregory	11/4/2023	\$51,620.00	Reallocation
Building Permits 0110	PLUMBING INSPECTOR II (5132)	Ducote	Troy	11/9/2023	\$60,605.00	Reinstatement
Personnel 0066	Personnel Assistant (1400)	Albert	Jessica	11/18/2023	\$34,394.00	Reinstatement
Code Compliance & Enforcement	Code Compliance Inspector I (5135)	BONNETTE	RONALD	11/4/2023	\$28,778.00	Transfer
Library - Libraries 2451	Librarian III (3153)	Davis	Amanda	11/4/2023	\$54,381.00	Transfer
Library - Libraries 2451	Library Associate	Johnson	Gracie	11/4/2023	\$31,728.00	Transfer
Parks and Recreation	Recreation Special Program Supervisor	Vaughn	William	11/18/2023	\$44,229.00	Transfer
Planning 0068	Planner II (5086)	Lucio	Henri	11/18/2023	\$51,192.00	Transfer
Workforce Development 8280	Administrative Assistant (1015)	Johnson	Jo Ann	11/4/2023	\$47,577.00	Transfer
Engineering - Traffic Engineering	Sign Technician II	Forest	Eric	11/25/2023	\$34,823.00	Updated Job Description
Jefferson Community Actions Programs	Family Service Specialist	Williams	Tyronik	11/4/2023	\$52,675.00	Updated Job Description
Sewerage - East Bank 3851	Shop Carpenter (2489)	Breaux	Wayne	11/4/2023	\$25,853.00	Updated Job Description
Sewerage 3850	Sewerage Operations/Maintenance Program Manager	Stamps	Michael	11/4/2023	\$81,538.00	Updated Job Description
Streets - West Bank 3003	Laborer	January	Don	11/4/2023	\$28,880.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
DECEMBER 19, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF NOVEMBER 14, 2023:

1. Docket No. 2023-013, Jennifer Walker vs. Department of Parks and Recreation, scheduled for hearing on October 11, 2023, hearing continued to November 29, 2023, order issued on December 4, 2023;
2. Docket No. 2023-016, Molly Brackin-Bernard vs. Department of Planning, scheduled for hearing on December 5, 2023, order issued on December 5, 2023;
3. Docket No. 2023-017, Tori N. Sanchez vs. Department of Parks and Recreation-Lafreniere Park, scheduled for hearing on December 20, 2023;
4. Docket No. 2023-019, Matthew Victoriano vs. Department of Public Works-Sewerage, scheduled for hearing on December 20, 2023, hearing continued to February 21, 2024;
5. Docket No. 2023-020, Nashaunta Robinson vs. Department of Parks and Recreation, scheduled for hearing on December 20, 2023, hearing continued to February 21, 2024.

APPEALS RECEIVED SUBSEQUENT TO NOVEMBER 14, 2023:

1. Docket No. 2023-018, Nikisha Crockett vs. Department of Jefferson Community Action Programs; permanent employee, other.
2. Docket No. 2023-021, Michael Lajaunie vs. Department of Public Works-Sewerage; permanent employee, other.
3. Docket No. 2023-022, Steve Arseneaux vs. Department of Public Works-Sewerage; permanent employee, other.
4. Docket No. 2023-023, Brett Trosclair vs. Department of Public Works-Streets; permanent employee, suspended.

December 13, 2023

OFFICIAL NOTICE

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

TUESDAY, DECEMBER 19, 2023 – 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:

- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

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

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

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

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