

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, February 10, 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 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 revise the class title and pay grade assignment for the classes of GIS Operator I, GIS Operator II, and GIS Operator III; and,
- B. Approved a proposal to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a).

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 and to discuss personnel matter regarding character and professional competence as it relates to the Director's annual evaluation.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of January 18, 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 January 2022 to March 15, 2022.

- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, March 15, 2022, 2:00 p.m. and Tuesday, April 19, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Reported on Recruitment activities.

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

February 15, 2022

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, FEBRUARY 10, 2022 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals
 - A. None

- II. Public Comment Period

- III. Proposals for Board Consideration:
 - A. A proposal to amend the Pay Plan for the Classified Service to revise the class title and pay grade assignment for the classes of GIS Operator I, GIS Operator II, and GIS Operator III; and,
 - B. A proposal to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a).

- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17, 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 and to discuss personnel matter regarding character and professional competence as it relates to the Director's annual evaluation.

- V. Approval of the Minutes: Meeting of January 18, 2022.

- VI. Old Business:
 - A. None

- 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, March 15, 2022, 2:00 p.m. and Tuesday, April 19, 2022, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Report on Recruitment activities.

- VIII. Adjournment for Review of Appeals

MEMORANDUM

Item III. A.

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION, PAY, AND RECORDS

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADES ASSIGNED TO THE CLASSES OF GIS OPERATOR I, GIS OPERATOR II, AND GIS OPERATOR III AND TO AMEND THE CLASS TITLE TO GIS ANALYST I, GIS ANALYST II, AND GIS ANALYST III

DATE: 02/07/2022

CC: CORRESPONDENCE FILE

The Department of Electronic Information Systems (EIS) requested the reevaluation of pay grade assignment for the classes of GIS Operator I, GIS Operator II, and GIS Operator III. The request came in an email dated January 10, 2022 directed to Lauren Call, Assistant Director-Personnel from Mr. Jeb Tate, Director of EIS. Mr. Tate submitted an updated job description for the GIS Operator I, GIS Operator II, and GIS Operator III. Upon review of the existing job descriptions and updated job descriptions for the classifications, the Personnel Department has determined that a pay grade adjustment is in order for these positions based upon the recognition of increased need for verbal skills, mathematical knowledge, functional reasoning, and situational response required in the performance of these employees' essential job tasks.

Utilizing the information provided in the request as well as in the job descriptions indicated above, an evaluation was done in the Archer Evaluation System. It was found that the GIS Operator I should be assigned to pay grade 18, GIS Operator II should be assigned to pay grade 20, and GIS Operator III should be assigned to pay grade 23.

In addition to the pay grade reevaluation, Mr. Tate requested a change to the class title series from GIS Operator to GIS Analyst. Other Directors (Angela DeSoto (Engineering), Aimee Vallot (Inspection & Code), and Mike Lockwood (Sewerage)) who also have the GIS classes in their department are on board with the name change. Changing the name to Analyst better reflects the tasks performed by these classes.

Currently the classes are in the pay plan as follows:

| Class Code | Class Title | Pay Grade | Annual Salary Range | | Base Hrs./Wk. | FLSA Status |
|------------|------------------|-----------|---------------------|-----------|---------------|-------------|
| | | | Min. Rate | Max. Rate | | |
| 4041 | GIS Operator I | 16 | 31586 | 49000 | 35 | |
| 4042 | GIS Operator II | 18 | 34394 | 53356 | 35 | |
| 4043 | GIS Operator III | 21 | 38605 | 59889 | 35 | E |

It is my recommendation that the following pay grade adjustments and class title changes be made to these classes:

| Class Code | Class Title | Pay Grade | Annual Salary Range | | Base Hrs./Wk. | FLSA Status |
|------------|-----------------|-----------|---------------------|-----------|---------------|-------------|
| | | | Min. Rate | Max. Rate | | |
| 4041 | GIS Analyst I | 18 | 34394 | 53356 | 35 | |
| 4042 | GIS Analyst II | 20 | 37201 | 57712 | 35 | |
| 4043 | GIS Analyst III | 23 | 41413 | 64245 | 35 | E |

A Market Based Pay Grade is not being recommended at this time, however if recruitment is not assisted by the new pay grade recommendation, we may revisit moving these classes into a Market Based Pay Grade in the future.

In discussion with Mr. Tate, he conveyed, that while a pay grade adjustment is much needed for these positions, he felt that in addition to changing the entrance rate of pay there was also a need to raise the pay for those employees currently in the classes. He stated that he wished to give across the board pay increase to current staff in accordance with Personnel Rule IV, Section 1.6, which reads:

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

Accordingly, Personnel Department Staff worked with Mr. Tate, Ms. DeSoto, Mr. Lockwood, and Ms. Vallot in order to include in the proposal the following across the board pay increases for the current GIS staff:

GIS Analyst I

- All probationary GIS Analyst Is below the new minimum rate shall go to the minimum rate.

GIS Analyst II

- All permanent GIS Analyst IIs shall receive a 10% increase or an increase up to the maximum allowed by the Pay Plan and the Personnel Rules, whichever is lesser.

GIS Analyst III

- All permanent GIS Analyst IIIs shall receive a 10% increase or an increase up to the maximum allowed by the Pay Plan and the Personnel Rules, whichever is lesser.

The Personnel Department recommends approval of the class title change of the GIS Operator I, GIS Operator II, and GIS Operator III to GIS Analyst I, GIS Analyst II, and GIS Analyst III and the Pay Grade reassignment by the Personnel Board. While approval by the Personnel Board is not required for the across the board increases for the GIS current staff, the Personnel Department recommends concurrence with the recommended increases.

INTEROFFICE MEMORANDUM

Item III. B.

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: FEBRUARY 4, 2022
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

On January 20, 2022, a request was received from Michael Lockwood, Director of Sewerage, to grant a pay increase in association with Personnel Rule IV, Section 2.3(a). Mr. Lockwood is planning to appoint Mr. William Moreno to the position of Welder. The effective date of the requested increase would coincide with that appointment.

Mr. Moreno is not currently a Parish employee. His previous relevant work experience includes working as Welder for Daybrook, Manufab, KBR, Semco, Hard Rock Marine, and Florida Marine. He has over 10 years of experience as a welder.

The Welder position has been open for application since February 12, 2021. The Sewerage Department has been trying to fill their vacancy since March 1, 2021. To date they have only received three candidates. Mr. Moreno is well qualified and the Sewerage Department believes he will be an asset to their department.

Mr. Lockwood is requesting a 20% increase on the starting salary. If granted, Mr. Moreno's salary will be \$37,903 annually. This request is being done in accordance with Personnel Rule IV, Section 2.3(a) which states:

2.3 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as elsewhere set forth in these Rules, management shall have discretion to grant additional percentage pay raises in such amounts at such times as deemed fit, under the following conditions:

- (a) such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Personnel Board;

The effective date of the requested increase would be coincide with the start date of Mr. Moreno at which point he will be a probationary employee.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
FEBRUARY 10, 2022**

Item VIII.

APPEALS ON HAND AND UNRESOLVED AS OF JANUARY 18, 2022:

1. Docket No. 2019-011, Sean Duckett Sr. vs. Department of Public Works-Streets; scheduled for hearing on August 7, 2019, hearing continued to February 19, 2020, order issued on March 5, motion for stay filed on March 5, Board signed motion for stay on March 6, pending hearing, order issued on June 17, Board to hear oral arguments on August 18, order pending Board signature, order issued on September 14, appealed to Fifth Circuit Court on September 24, 2020, scheduled for hearing before Fifth Circuit Court on September 9, scheduled for hearing before Fifth Circuit Court on October 14, Fifth Circuit Court affirmed Boards decision on November 3, appealed to Supreme Court on December 2, 2021, writ application denied by Supreme Court on January 26;
2. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
3. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021;
4. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date;
5. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24, order issued on December 20, 2021, amended appeal received on January 7;
6. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16;
7. Docket No. 2021-008, John McClain Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 3, hearing continued to September 14, hearing continued to October 5, hearing continued to November 16, 2021, hearing continued to January 27, hearing continued to April 26;
8. Docket No. 2021-009, Bradley M. Wax vs. Department of Inspection & Code Enforcement; order pending Board signature, order issued on July 21, appealed to Board for Reconsideration on August 4, order issued on September 20, appealed to Fifth Circuit Court on October 18, 2021, record brought to Courts on January 3;
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 issued on December 16, motion for stay filed December 16, application for review filed December 29, 2021, two orders issued on January 19;
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, 2021, hearing continued to January 27 and 28, hearing continued to February 16 and 17;

11. Docket No. 2021-013, Mervin Anthony Graves Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
12. Docket No. 2021-014, Luke Eugene Tyler vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
13. Docket No. 2021-015, Nian J. Sanders vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
14. Docket No. 2021-016, William A. Roe vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 11;
15. Docket No. 2021-017, Scherrie Temond Joseph vs. Department of Public Works-Water; scheduled for hearing on January 13, hearing continued without date;
16. Docket No. 2021-018, Bobbie Eugene Wilson Sr. vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
17. Docket No. 2021-019, Brandon Gerard Theriot vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
18. Docket No. 2021-020, Scott David Strohmeier vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 11;
19. Docket No. 2021-021, Clyde Edward Linam vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
20. Docket No. 2021-022, Davionne La'shell Turner vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 18;
21. Docket No. 2021-023, Christopher Michael Gai Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
22. Docket No. 2021-024, Christopher A. Bertrand vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
23. Docket No. 2021-025, Simeon Bradley vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
24. Docket No. 2021-026, Josh Anthony Brignac vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 5, order issued on January 11;
25. Docket No. 2021-027, Chanz Raymond Cook vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
26. Docket No. 2021-028, James William Eckholdt vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
27. Docket No. 2021-029, Tristan Rae Ekinia vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
28. Docket No. 2021-030, Jason Alexander Foltz vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
29. Docket No. 2021-031, Philip Ferdnand Kerlec III vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
30. Docket No. 2021-032, Zachary Richard Lawler vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 5, order issued on January 11;
31. Docket No. 2021-033, Christopher S. Livingston vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 19;
32. Docket No. 2021-034, Arthur James Maillet Jr. vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
33. Docket No. 2021-035, James Andrew Neely vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 18;
34. Docket No. 2021-036, Devan Jevon Nelson vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 5, order issued on January 11;
35. Docket No. 2021-037, Sean Michael Nelson vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 5, order issued on January 11;

36. Docket No. 2021-038, Dwayne Anthony Parker vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
37. Docket No. 2021-039, Bernard Earl Propps III vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
38. Docket No. 2021-040, Kristen Allison Rivero vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
39. Docket No. 2021-041, Brogan Charles Young vs. Department of Public Works-Water; scheduled for hearing on January 13, appeal withdrawn by appellant on January 6, order issued on January 11;
40. Docket No. 2021-048, Quindell C. Jeffery vs. Department of Public Works-Streets; scheduled for hearing on February 23.

APPEALS RECEIVED SUBSEQUENT TO JANUARY 18, 2022:

1. Docket No. 2022-001, Alfred J. Maggio vs. Department of Public Works-Traffic Engineering; permanent employee, suspended.
2. Docket No. 2022-002, Timothy Gautreau Jr. vs. Department of Emergency Management; permanent employee, other (demoted & salary cut).

February 7, 2022

OFFICIAL NOTICE

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

THURSDAY, FEBRUARY 10, 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 revise the class title and pay grade assignment for the classes of GIS Operator I, GIS Operator II, and GIS Operator III; and,
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a).

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 and to discuss personnel matter regarding character and professional competence as it relates to the Director's annual evaluation. 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.