

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Monday, February 27, 2023 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, Personnel Director John Dumas, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to create the classification Head Start Social Services Coordinator, Assistant in the Department of Jefferson Community Action Programs;
- B. Approved extension of transient appointments in accordance with Personnel Rule VII, Section 5.3(2);
- C. Approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and
- D. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule II, Section 6.

Under Executive Session Matters:

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

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of January 26, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Approved the December 2022 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 - 1. None.
- C. Under Approval of the monthly report, the Board:
 - 1. Unanimously deferred the review of the monthly report for January 2023 to the March 2023 meeting.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:

1. Unanimously approved meeting dates of Wednesday, March 29, 2023, 2:00 p.m. (tentative), and Tuesday, April 18, 2023, 2:00 p.m.;
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. None
- F. Under Director's Report:
 1. Director updated the Board on recent recruitment activity.

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

Respectfully submitted,

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

Gretna, Louisiana

March 9, 2023

APPROVED:

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, MONDAY, FEBRUARY 27, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to create the classification Head Start Social Services Coordinator, Assistant in the Department of Jefferson Community Action Programs;
 - B. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
 - C. Request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and
 - D. Amend the Personnel Rules of the Classified Service to revise Rule II, Section 6.
- 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 January 26, 2023.
- VI. Old Business:
 - A. Update on Pay Plan Study.
 - B. Approval of the Monthly Report for December 2022.
- 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 21, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, April 18, 2023, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Update of Recruitment Activity.
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CREATE THE CLASSIFICATION OF HEAD START SOCIAL SERVICES COORDINATOR, ASSISTANT

DATE: 02/16/2023

CC: CORRESPONDENCE FILE

Ms. Christi Langoni, Director of the Department of Jefferson Community Action Programs (JeffCAP), with approval by her Chief Administrative Assistant, Vanessa Zimmerman, requested that the Personnel Department investigate the possibility of the creation of a new classification called Head Start Social Services Coordinator, Assistant. This position would only be used in the Department of JeffCAP. Personnel Director John Dumas, along with Annie Vaughn, Halie Ducote, and Ashley Jambon met with Ms. Langoni and some of her staff members to discuss the position. The Head Start Social Services Coordinator, Assistant would be responsible for acting as backup to the Head Start Social Services Coordinator and assist in supervising fifteen (15) Family Services Specialists and performing other administrative and supervisory duties as necessary.

Ms. Langoni submitted a tentative job description with what they envision this position would be responsible for. Based upon the information provided, the Personnel Department has determined that the creation of this job classification is in order.

After careful review of the job description, an Archer evaluation was conducted in the Archer Evaluation System on the requested new class. The position evaluated an overall point total of 540, with a responsibility valuation of 1.13888. This establishes the recommended pay grade for the new class of Head Start Social Services Coordinator, Assistant as a pay grade 21. Hours of work will be 35 base hours per week and the position will be Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Head Start Social Services Coordinator, Assistant has been prepared and is included with this report. The recommendation to be placed in the pay plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
6558	Head Start Social Services Coordinator, Assistant	21	38605	59889	35	E

I have recommended the minimum qualifications for the class of Head Start Social Services Coordinator, Assistant to be the following:

“Current employment and permanent civil service status with Jefferson Parish; plus, meets one of the following options:

- I. Possession of an accredited Bachelor’s degree (or higher) in Family & Consumer Sciences, Psychology, Sociology, Social Work, Urban/Community Studies, or a related field; plus, considerable (approx. three years), full-time, paid experience overseeing, or assisting with the coordination of, social service programs, to include experience in the registration and placement of program participants, management of enrollment/attendance records, and/or counseling of participants or their families.

OR

II. Possession of an accredited Associate's degree in a field of study related to Family & Consumer Sciences, Psychology, Sociology, Social Work, or Urban/Community Studies; plus, extensive (approx. five years), full-time, paid experience, as described in Option I.

Preferred: Possession of the Basic Family Services Credential from the National Head Start Association (NHSA).

NOTE: Any conviction listed in the Louisiana Child Protection Act (Louisiana R.S. 15:587.1) is considered disqualifying, unless proof of pardon is submitted in time for consideration with the application.”

The Personnel Department recommends approval of the addition of the class of Head Start Social Services Coordinator, Assistant by the Personnel Board.

Class Code: 6558

JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2023

POSITION TITLE: HEAD START SOCIAL SERVICES COORDINATOR, ASSISTANT

KIND OF WORK

Under the general direction of the Head Start Social Services Coordinator, the purpose of the position is to assist in overseeing the operation of an early childhood education program designed to meet the needs of low-income children and their families. Oversees and performs specialized work providing family and community services in order to provide assistance and resources to families. Performs administrative, management and supervisory work assisting in the planning, coordination, and delivery of various social services offered by the Department of Jefferson Community Action Programs. Monitors programs for compliance with federal performance standards and state regulations. Performs supervisory work in training, directing, and assessing social service workers to conduct family home visits and referrals, and coordinates the enrollment and attendance for the various programs and transportation programs within the Head Start Program. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This is a mid-level management position and directly assists the Head Start Social Services Coordinator. An employee in this class supervises Family Service Specialists and possibly clerical staff. Performs under general supervision and requires independent judgment in interpreting local, state and federal regulations. This class differs from the class of Head Start Social Services Coordinator in that the latter is responsible for overall management and direction of the Social Services program. This class differs from the class of Family Services Specialist in that the latter are responsible for particular administrative and field work relative to social services under the oversight of the former.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans, manages, and oversees daily activities of Family Service Specialist staff and assigns caseload.

Assists in overseeing the Head Start Parent, Family and Community Engagement (PFCE) Framework and ensures compliance with the Federal Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and the Head Start Family Engagement Head Start Performance Standards, State Licensing regulations, and Jefferson Parish personnel policies and procedures.

Monitors centers and Child Care Partner providers using data collection systems reports.

Assists with recruitment and registration for the Head Start Program, including ensuring registration supplies are ordered by Family Service Specialist staff for each center.

Ensures documentation and recordkeeping are completed timely and accurately and maintained as required by all applicable regulations.

Interviews, trains, supervises and evaluates Family Services Specialist staff.

Identifies and recruits Head Start-eligible families and children, including children with disabilities (maintaining 10% requirement) and underserved populations.

Actively monitors enrollment and attendance to ensure Family Service Specialist staff are filling vacancies within the mandated time frame.

Assists the Head Start Social Services Coordinator in the coordination of program orientation, meetings and activities.

Coordinates training for Family Service Specialist staff as needed to include Head Start and Early Head Start initiatives, staff needs, program findings, program goals, objectives, policies, procedures and program area plans.

Assists Head Start Social Services Coordinator with onboarding training to newly hired Family Services Specialist staff on their roles and responsibilities, program philosophy, goals, objectives, and policies and procedures.

Ensure that Family Service Specialist staff orient families to the program according to the established orientation plan, make home visits and contact the family as needed, help families reassess their needs, provide support to families of children with disabilities, facilitate parent/guardian involvement in the program, participate in advocacy and encourage parents to be advocates at local, state, and federal levels.

Participates with staff and parents in developing, conducting and analyzing the annual community needs assessment and program Self-Assessment.

Oversees Pregnant Women enrollment and ensures Family Service Specialist staff provides education and resources, obtain prenatal history and intake assessments, identify needs/risk factors of mother and family and address any intervention or referral services needed.

Facilitates the delivery of services to children and families through collaboration with community partners.

Actively participates in community resource planning and related work to establish and foster strong partnerships.

Monitors Jefferson Child to ensure Family Services Specialist staff are verifying and processing applications as required by the registration policy and procedures.

Monitors the activities of the Family Service Specialist staff to ensure that mandated standards and objectives are reached, such as, reviewing and ongoing assessment of children's enrollment records.

Participates in case review, parent meetings, and on-site reviews as needed.

As a Mandated Reporter, adheres to procedures when suspecting child abuse or neglect.

Observes all privacy and confidentiality practices including HIPAA's policies and notices of privacy.

Proactively works as a team member to solve/assist with problems, issues and opportunities for improvement in program services.

Ensures Family Service Specialist staff maintain accurate and up-to-date social service records utilizing data management system (Child Plus).

Organizes parent groups and committees as specified in the Head Start Performance Standard. Serves on committees and participates as assigned.

Complies with all agency policies, the Head Start Performance Standards, and all licensing requirements.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs clerical duties including typing, copying, and distributing information.

Performs work in a cooperative, team-oriented, and harmonious manner free from conflict, dispute, or miscommunication.

Completes annual training.

Participates in staff development activities, conferences, workshops, meetings, etc.
Adhere to safety and universal precautions.

Performs other duties, as requested, required or assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal, state, and local laws and regulations pertaining to the Head Start Program.

Knowledge of teaching and administrative principles and procedures.

Some knowledge of program administration.

Some knowledge of the grant process.

Working knowledge of local community resources related to health and mental health.

Skill in developing and conducting training programs and meetings.

Skill in marketing the program in the community to encourage local involvement.

Skill and ability to assess the needs of adults in the assigned program.

Ability to supervise and train subordinate employees in program services and regulations.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to work within prescribed timelines.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATION REQUIREMENTS

Current employment and permanent civil service status with Jefferson Parish; plus, meets one of the following options:

Possession of an accredited Bachelor's degree (or higher) in Family & Consumer Sciences, Psychology, Sociology, Social Work, Urban/Community Studies, or a related field; plus, considerable (approx. three years), full-time, paid experience overseeing, or assisting with the coordination of, social service programs, to include experience in the registration and placement of program participants, management of enrollment/attendance records, and/or counseling of participants or their families.

OR

Possession of an accredited Associate's degree in a field of study related to Family & Consumer Sciences, Psychology, Sociology, Social Work, or Urban/Community Studies; plus, extensive (approx. five years), full-time, paid experience, as described in Option I.

Preferred: Possession of the Basic Family Services Credential from the National Head Start Association (NHSA).

NOTE: Any conviction listed in the Louisiana Child Protection Act (Louisiana R.S. 15:587.1) is considered disqualifying, unless proof of pardon is submitted in time for consideration with the application.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, kneeling, crouching, crawling, reaching, standing, stooping, pushing and/or pulling of objects and materials of light weight (5-10 pounds), and lifting. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require oral communications ability. Some tasks require visual perception and discrimination

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances. Some tasks may risk exposure to violence.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Created: February 2023

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT

DATE: FEBRUARY 10, 2023

CC: EMPLOYEE'S FILE – FAITH BAILEY; CORRESPONDENCE FILE

Stephanie Brumfield, Director of the Department of Community Development, is requesting that the transient appointment of Faith Bailey be extended for an additional six months. Faith Bailey was hired to a transient Community Services Program Coordinator-ERAP position on September 24, 2022. The appointment will expire on March 24, 2023. We are asking the board to approve extending the appointment until September 24, 2023.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, DIVISION OF CLASSIFICATION, PAY, & RECORDS

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS

DATE: FEBRUARY 10, 2023

CC: EMPLOYEE'S FILE – TYRIEN FAZANDE; MANUEL FERNANDEZ; JADA JENKINS; MACY CRIBBS;
CORRESPONDENCE FILE

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

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Tyrien Fazande	Clerk I	03/24/2023	09/24/2023
Manuel Fernandez	Clerk I	03/24/2023	09/24/2023
Jada Jenkins	Clerk I	03/24/2023	09/24/2023
Macy Cribbs	Clerk I	03/31/2023	10/01/2023

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

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: SUZETTE JUNG, PERSONNEL TECHNICIAN III
ASHLEY JAMBON, PERSONNEL TECHNICIAN III
SUBJECT: REQUEST TO CANCEL LIST
DATE: FEBRUARY 7, 2023
CC: CORRESPONDENCE FILE

The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4: **Emergency Management Coordinator II (5006)**.

One vacancy within this classification currently exists in the Department of Emergency Management. During the ongoing recruitment, certification, and referral of eligible job candidates, Emergency Management Director, Joe Valiente, notified Personnel Department staff of the need to change the minimum qualifications for this classification.

Mr. Valiente asserted that the experience requirements were inadequate for screening the minimally acceptable job candidates and recommended the inclusion of industry certifications from the fields of law enforcement and emergency response. To amend the experience criteria, the eligibility list for Emergency Management Coordinator II (5006) must be canceled within the first six months of placing candidates onto the list.

The Personnel Department recommends that the Personnel Board cancel the current eligibility list for Emergency Management Coordinator II (5006), in accordance with Rule VI, Section 6.4.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT
SUBJECT: REVIEW OF JEFFERSON PARISH PERSONNEL RULE REGARDING DRUG AND ALCOHOL TESTING APPEALS
DATE: FEBRUARY 27, 2023
CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to the Jefferson Parish Personnel Rule II, Section 6, based upon the request of the Parish Attorney's Office. As it currently reads, Section 6 does not advise an employee of a time period to request documents or from whom the documents must be requested.

Section 6. DRUG AND ALCOHOL TESTING APPEALS

6.1 This Section includes special provisions which are applicable only to **employee** appeals arising from the application of Rule VI, Section 10: Drug and Alcohol Testing Program.

- a. At the hearing on any such appeal, completed chain of custody form, test results, MRO report and/or breath alcohol test result from which formed the basis of the disciplinary action shall be received into evidence as a business record exception to the hearsay rule and these documents shall constitute prima facie evidence of the validity of the test.
- b. A working test or regular classified employee who contests the validity of the results of an alcohol or drug test shall allege with specificity, any and all aspects of the alcohol or drug test which the appellant alleges were invalid, including collection, testing, MRO report, and/or breath alcohol test.
- c. Any working test or regular employee, confirmed positive, may submit a written request **to the Department of Human Resource Management** for the documents which formed the basis of the disciplinary action **within seven (7) work days of receipt of test results**, ~~and shall have the right of access to such documents within seven (7) work days.~~
- d. When the Department of Human Resource Management is presented with a request for said documents, the Department of Human Resource Management shall provide to the appellant all documents **in the record obtained** ~~intends to introduce into evidence~~ from the collector, testing laboratory, Medical Review Officer, and/or Breath Alcohol Technician within ~~ten (10)~~ **seven (7) work** days of its receipt of a request for said documents. If the Department of Human Resource Management fails to provide the documents from the alcohol or drug test within ~~ten (10)~~ **seven (7) work** days after receiving a timely request for said documents, the presumption of the validity of said documents is negated and the Appointing Authority shall be required to introduce admissible evidence to establish the validity of the testing procedure **in accordance with 6.1(a)**.
- e. An appellant shall be permitted to amend his or her petition of appeal in order to comply with the provisions of Section 6.1(b) provided that such amendment shall be filed in writing with and received by the Personnel Department during established department working hours, within ~~ten (10)~~ **seven (7) work** days of the receipt of the requested documents from the Department of Human Resource Management.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, January 26, 2023 beginning at 2:01 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, 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 assign, as necessary, a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) to the classes Pump Equipment Mechanic, Water Plant Maintenance Superintendent, Water Purification Operator, Water Purification Operator-Class I, Water Purification Operator-Class II, Water Purification Operator-Class III, Water Purification Operator-Class IV, Water Purification Operator-Helper, Water Purification Superintendent I, and Water Purification Superintendent II; and,
- B. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule II, Section 4.2.

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) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. The Board met in executive session to discuss the Director's evaluation. The Board Chair will meet with the Director to discuss the evaluation.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of December 20, 2022.

Under Old Business:

- A. The Director provided an update on Pay Plan Study.

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 eight (8) 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. Unanimously deferred the review of the monthly report for December 2022 to the February 2023 meeting.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
1. Unanimously approved meeting dates of Monday, February 27, 2023, 2:00 p.m., and Tuesday, March 21, 2023, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, the Board:
1. Unanimously approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4.
- F. Under Director's Report:
1. Director discussed Personnel Department goals for 2022 and presented goals for 2023.

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

February 6, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – DECEMBER 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>DEC-22</u>	<u>NOV-22</u>	<u>DEC-21</u>
Total Applications Received:	248	212	187
Competitive:	193	169	145
Non-Competitive:	55	43	42
 Total Applications Rejected:	 102	 70	 65
Competitive:	90	65	58
Non-Competitive:	12	5	7
 Total Applications Withdrawn:	 40	 50	 26
Competitive:	33	44	17
Non-Competitive:	7	6	9
 Candidates Scheduled for Written Exam:	 45	 51	 63
Candidates Examined - Written Exam:	30	33	48
Candidates Passed Written Exam:	23	28	37
Candidates Failed Written Exam:	7	5	11
Candidates Examined - Rating of T&E:	17	7	31
Candidates Placed on Competitive Eligible List:	52	43	60
Certificates of Eligibility Issued:	8	10	12
Certificates of Eligibility to be Interviewed Issued (GLC):	17	23	14
 Pending Testing (Scheduled for upcoming Test):	 16	 29	 19
Pending Review or Waiting for More Information:	28	38	28
Job Interest Cards Completed Online:	64	20	20
 ADA Accommodations			
Requested:	0	0	1
Approved:	0	0	0
Denied:	0	0	0
Withdrawn:	0	0	0
Pending:	0	0	1
 New Postings in NEOGOV:	 17	 6	 7
New Exam Plans in NEOGOV:	7	5	1
Revised Exam Plans in NEOGOV:	10	1	6

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant II – Central Finance Office
- Accountant III
- Building Inspector II
- Clerk III – Grand Isle
- Deputy Parish Clerk
- Environmental Quality Technician II
- Equipment Operator III – Sewer Washout Truck
- Equipment Operator III – Street Flusher Truck
- Equipment Operator V – TV Inspection Truck
- Housing Counselor II
- Housing Improvement Counselor III
- Juvenile Detention Home Supervisor
- Librarian VII
- Utility Services Manager
- Waterline Maintenance Foreman
- Waterline Maintenance Technician I
- Workforce Connection Career Specialist

Advertisement Source	Total %
College/University Career Services	0.37
Facebook	0.74
Family, Friend, Co-Worker, etc.	18.15
Governmentjobs.com	7.41
Handshake Website	0.37
Indeed.com	20.74
Jefferson Parish Department other than Personnel	4.44
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.56
Jefferson Parish website	32.96
Job Fair	0
Library	0
Louisiana Workforce Commission website	1.11
Monster.com	0
Newspaper ad	0
Nola.com	1.11
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0
Unknown	0
Personnel Department Use Only	7.04
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (16):

	DEC 2022			2022 Pass Rate
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Written Tests:				
Admin/Executive Assistant (AAs, only)	Dec-01	1/1	100%	70%
Drainage Pump Station Operator II	Dec-01	2/2	100%	90%
Library Associate	Dec-01	2/2	100%	84%
Mechanical/Field Skills Test (Trades Helper)	Dec-01	2/3	67%	78%
Recreation Center Supervisor, Asst. (Athletics)	Dec-01	1/1	100%	53%
Recreation Center Supervisor, Asst. (Maintenance)	Dec-01	1/1	100%	100%
MS Word+Clerical/Office Skills Test (TC III, only)	Dec-08	0/1	0%	63%
Property Maint/Zoning Inspector I	Dec-08	3/3	100%	80%
Sewerage Line Repair Superintendent I	Dec-08	1/1	100%	89%
MS Word+Clerical/Office Skills Test (TC II, only)	Dec-14	0/1	0%	40%
Account Clerk Series (AC III, only)	Dec-15	1/2	50%	55%
Admin/Executive Assistant (AAs, only)	Dec-15	4/7	57%	70%
Mechanical/Field Skills Test-53 (Sign Tech I)	Dec-15	1/1	100%	83%
Sewerage Lift Station Inspector	Dec-15	1/1	100%	100%
Water Purification Operator	Dec-15	1/1	100%	92%
Water Service Inspector I	Dec-15	2/2	100%	71%
SUMMARY:		23/30	77%	73%

TESTS CONSTRUCTED/REFINED & VALIDATED (4):

Minimum Qualifications (3): Animal Care Administrative Specialist; Building Plan Reviewer Supervisor; and Public Works Project Coordinator-Permit/Plan Review.

Ratings of Training & Experience (1): Personnel Assistant.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>DEC-22</u>	<u>NOV-22</u>	<u>DEC-21</u>
Total Appointments to Permanent Positions:	67	51	46
Competitive:	57	37	35
Non-Competitive:	10	14	11
Breakdown of Competitive Appointments:			
Limited Entrance:	1	1	2
Preferred Reemployment:	0	0	0
Promotions:	20	14	14
Reemployment:	0	0	0
Entrance:	19	19	12
Reinstatement:	5	0	2
Transfers:	2	2	3
Demotions:	0	0	0
Reallocations:	10	1	2
Provisional:	1	0	1
Temporary Appointment:	0	1	0
Emergency Appointment:	0	0	0
Updated Job Descriptions:	3	3	2
Requisitions submitted in month:	82	57	87
Unfilled requisitions as of end of month:	417	413	350

SEPARATIONS

Total Permanent Separations:	23	36	34
Competitive:	18	28	24
Non-Competitive:	5	8	10
Breakdown of Separations:			
Dismissals:	3	4	5
Resignations:	14	26	21
Retirements:	6	5	6
Deaths:	0	1	2
Lay-offs:	0	0	0
End of Temporary Appointments:	2	0	0

OTHER DATA

Overall Turnover:	1.1%	1.7%	1.6%
Competitive Turnover:	1.1%	1.8%	1.4%
Non-Competitive Turnover:	0.9%	1.5%	1.9%

December presents a decrease in Competitive and Non-Competitive Turnover and a decrease in Overall Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>DEC-22</u>	<u>NOV-22</u>	<u>DEC-21</u>
Salary Increases Granted:	149	147	125
Salary Increases Disapproved:	5	0	3
Fines:	0	0	2
Suspensions:	3	3	0
Leave with Pay Granted:	0	1	0
Leave without Pay Granted:	84	78	80
AWOL:	62	55	51
Parental Leave:	5	10	7
FMLA Requests:	5	35	34

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Water Purification Superintendent II – Water – 2 positions

CPQ's received: Engineering Inspector III – Water
Executive Assistant – Library
Secretary – Water
Federal Programs Coordinator, Assistant – Community Development

CPQ's assigned: Administrative Assistant – Capital Projects

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Engineering Inspector I (4034) to Engineering Inspector II (4035)
Property Maintenance/Zoning Inspector I (5135) to Property Maintenance/Zoning Inspector II (5136)

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

Special Leave Requests: LWOP Extensions – 1
MLWP/MLWOP – 0

Class Specification Written/Amended: Electrician Trainee

Minimum Qualifications Written/Changes: Animal Care Attendant II

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

JUDICIAL REPORT

Appeals Received during December: 1

Appeals Pending: 7

Appealed to 5th Circuit during December: 0

Appeals pending before 5th Circuit: 1

Appealed to Louisiana Supreme Court during December: 1

Appeals pending before Louisiana Supreme Court: 1

Appealed to the US Supreme Court during December: 0

Appeals pending before the US Supreme Court: 0

December-22		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	2	
0010-302	Council District 2	1	
0010-303	Council District 3	2	
0010-304	Council District 4	1	
0010-305	Council District 5	1	
0010-306	Council Division A	3	
0010-307	Council Division B	2	
0010-308	Chief of Staff	1	
0010-310	Research & Budget	2	
0021	Parish Attorney	5	
0040	Parish President	2	
0061	Accounting	5	
0064	Purchasing	2	
0065	General Services	17	
0066	Personnel	4	
0067	Human Resource Management	2	
0068	Planning	2	
0070	Risk Management	1	
0081	General Services	1	
0110	Inspection & Code Enforcement	23	
0112	Property Maintenance/Zoning	7	
0120	General Services	4	
0130	Fire	3	
0140	Emergency Management	4	
0330	JeffCAP	2	
1010	JeffCAP	38	
1020	JeffCAP	10	
1060	JeffCAP	5	
1172	Community Development	4	
1174	Community Development	1	
1187	Community Development	3	
1230	Community Development	1	
1255	Public Health	1	
1280	Workforce Connection	20	
2150	Juvenile Services	1	
2151	Juvenile Services	23	
2152	Juvenile Services	8	
2200	Animal Shelter	10	
2450	Library	3	
2451	Library	26	
2452	Library	2	
2453	Library	5	
2454	Library	3	
2530	Recreation	3	
2531	Recreation	21	
2532	Recreation	4	
2533	Recreation	5	
2534	Recreation	40	
2535	Recreation	1	
2615	Alario Center	11	
2616	Recreation	1	
2631	Lasalle	3	
2651	Lafreniere	7	

2652	Lafreniere	1
2662	Recreation	5
2920	Fire	1
2921	Fire	19
2922	Fire	1
2923	Fire	1
3000	Streets	2
3002	Streets	17
3003	Streets	21
3005	Traffic Engineering	5
3051	Parkways	7
3052	Parkways	4
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	45
3302	Drainage	51
3500	Environmental	2
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	4
3851	Sewerage	30
3852	Sewerage	24
3900	Water	6
3901	Water	14
3902	Water	40
3903	Water	5
3907	Water	40
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	2
3957	Engineering	11
3958	Environmental	3
3959	EIS	2
3960	Engineering	2
3966	Engineering	4
3968	Security	1
3971	Telecommunications	3
3974	Floodplain	1
3976	Public Works	7
4053	JeffCap	2
	Total	779

Hires by Date Report

For records between **12/01/22** and **12/31/22**

73 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>
Personnel 0066	Personnel Technician I	Ferrier	Naomi	12/31/2022	\$31,586.00	Entrance
Water - Utilities 3907	Water Service Inspector I (2261)	Foucher	Brandice	12/3/2022	\$21,829.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Gibson	Joshua	12/3/2022	\$14,389.00	Entrance
Human Resource Management 0067	Human Resource Manager (1460)	Fox III	Earl	12/31/2022	\$57,718.00	Entrance
Planning 0068	Planner III	Correa	Alice	12/17/2022	\$60,541.00	Entrance
Library - Libraries 2451	Library Associate	Guidry	Crystal	12/3/2022	\$28,778.00	Entrance
Accounting 0061	Account Clerk I-Central Finance Office	Parks	Rachel	12/17/2022	\$27,374.00	Entrance
Library - Libraries 2451	Library Associate	Lagvanec	Cyril	12/3/2022	\$28,778.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Ancar	Jerry	12/17/2022	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate	Cognevich	Christie	12/3/2022	\$28,778.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Zeller Jr	Paul	12/3/2022	\$24,948.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I (1289)	Walker	Wanda	12/31/2022	\$23,162.00	Entrance
Security 3968	ID/Security System Coordinator (5001)	Rispoli IV	Charles	12/3/2022	\$41,273.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Cordero	Daniel	12/17/2022	\$31,586.00	Entrance
Central Garage 3950	Typist Clerk III	Mulvany	Emily	12/3/2022	\$25,970.00	Entrance
Emergency Management 0140	EMS Program Compliance Specialist	Richter	Sarah	12/3/2022	\$42,817.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Barquero	Howard	12/17/2022	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Ford	Shelton	12/17/2022	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Booker	Leonard	12/17/2022	\$24,948.00	Entrance
Emergency Management 0140	Emergency Management Coordinator II	Thibodeaux	Tyler	12/31/2022	\$41,413.00	Entrance
Parish Council 0010	Deputy Parish Clerk	Johnston	Lizabeth	12/19/2022	\$49,836.00	Entrance
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Mouney	Lisa	12/3/2022	\$28,778.00	Entrance
Sewerage - East Bank 3851	Trades Helper (2250)	Reyes	Colan	12/31/2022	\$26,195.00	Entrance
Parkways - West Bank 3052	Laborer, Semi-Skilled (2201)	Bridgewater	Casandra	12/3/2022	\$28,778.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Woodfill	Jessica	12/17/2022	\$30,217.00	Entrance
Library - Marketing 2454	Clerk III	Romain	Tracy	12/31/2022	\$36,479.00	Limited Entrance
Parkways - East Bank 3051	Equipment Operator I (2371)	Babcock	Paul	12/3/2022	\$38,124.00	Promotional
Sewerage 3850	Public Works Business Manager, Assistant	Joyner	Cindy	12/3/2022	\$45,609.00	Promotional

Drainage - East Bank 3301	Laborer, Semi Skilled (2201)	Campbell	Tyrone	12/3/2022	\$27,505.00	Promotional
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Collins II	John	12/17/2022	\$38,865.00	Promotional
Personnel 0066	Executive Assistant	Johnson	Kimberly	12/17/2022	\$44,416.00	Promotional
Library - Libraries 2451	Library Associate (3150)	Sellers	Vanessa	12/17/2022	\$28,778.00	Promotional
Library - Libraries 2451	Library Associate	Nickelson	Connie	12/17/2022	\$28,778.00	Promotional
Environmental Affairs 3958	Environmental Quality Specialist (5401)	Sareussen	Ian Maxwell	12/17/2022	\$40,009.00	Promotional
Library - Libraries 2451	Library Associate (3150)	Tircuit	Angela	12/3/2022	\$28,778.00	Promotional
Sewerage - West Bank 3852	Sewerage Line Repair Superintendent I	Coler	Jaron	12/17/2022	\$47,479.00	Promotional
Sewerage - East Bank 3851	Trades Helper (2250)	Pickett	Cy	12/17/2022	\$30,758.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate	Pieri	Max	12/3/2022	\$54,303.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate	Sylver	Donna	12/3/2022	\$36,474.00	Promotional
Parks and Recreation - Lasalle Maintenance	Recreation Center Supervisor, Assistant	Fulks II	Michael	12/17/2022	\$28,778.00	Promotional
Accounting 0061	Accountant I-Central Finance Office (1218)	Benitez	Carmen	12/3/2022	\$45,218.00	Promotional
Purchasing 0064	Buyer II	Abraham	Doris	12/3/2022	\$42,106.00	Promotional
Water - Treatment Plant 3901	Trades Helper (2250)	Barnes	Ingrid	12/31/2022	\$28,880.00	Promotional
Sewerage - West Bank 3852	Pump Equipment Mechanic (2610)	Adams Jr	Rodney	12/3/2022	\$31,586.00	Promotional
Jefferson Community Actions Programs	Federal Programs Coordinator-RSVP (1553)	Lemoine	Zachary	12/3/2022	\$34,394.00	Promotional
General Services 0065	Maintenance Repairman (2260)	Coleman	Solomon	12/17/2022	\$33,273.00	Promotional
Water - Distribution 3902	Truck Driver II	Conway	Deronte	12/3/2022	\$30,324.00	Promotional
Water - Quality Lab 3903	Water Quality Scientist II-Chemistry (4083)	Bartoe	Kristy	12/31/2022	\$47,970.00	Promotional
Parkways - East Bank 3051	Equipment Operator IV - Large Loaders (2374)	Moody	Maurice	12/31/2022	\$40,009.00	Promotional
Library 2450	Librarian VII	McArthur	Nathan	12/31/2022	\$79,423.00	Promotional
Library 2450	Librarian VII	McArthur	Nathan	12/3/2022	\$79,423.00	Provisional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Abuali	Alaa	12/3/2022	\$31,728.00	Reallocation
Engineering 3957	Engineering Inspector II	Goza	John-Carr	12/17/2022	\$34,394.00	Reallocation
Jefferson Protection Animal Welfare Service	Animal Care Attendant II	Tassin	Skylar	12/31/2022	\$34,940.00	Reallocation
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Foster	Kerry	12/31/2022	\$32,501.00	Reallocation
Water - Utilities 3907	Customer Relations Specialist II (1290)	Duet	Elise	12/31/2022	\$25,536.00	Reallocation
Water - Utilities 3907	Customer Relations Specialist II (1290)	Thompson	Dequila	12/31/2022	\$25,536.00	Reallocation
Water - Utilities 3907	Customer Relations Specialist II (1290)	Alexander	Brenda	12/31/2022	\$25,536.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator-Class IV	Foltz	Jason	12/17/2022	\$47,084.00	Reallocation
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator Class IV	Hartman	Torrance	12/17/2022	\$50,752.00	Reallocation

Water - Treatment Plant 3901	Water Purification Operator - Class II (2763)	Umanzor	John	12/31/2022	\$40,101.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator - Class IV (2765)	Strohmeier	Scott	12/17/2022	\$39,061.00	Reinstatement
Property Maintenance Zoning/Quality of Life	Executive Assistant	White	Adonna	12/31/2022	\$56,090.00	Reinstatement
Property Maintenance Zoning/Quality of Life	Building Inspector II	Manning Jr.	Perry	12/31/2022	\$45,218.00	Reinstatement
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Ray	Kevin	12/17/2022	\$28,778.00	Reinstatement
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Kawas	Ricardo	12/3/2022	\$38,715.00	Reinstatement
Parish Council 0010	Secretary (Council At-Large), Stenographic	Jones	Jessica	12/31/2022	\$49,000.00	SNCLT
Environmental Affairs 3958	Environmental Quality Specialist (SP3)	ADAMS	ALEXANDER	12/17/2022	\$55,946.00	Special Pay Provision
General Services 0065	Stationary Engineer I (2031)	Edgerson	Travis	12/17/2022	\$36,729.00	Transfer
Inspection and Code Enforcement 0110	Typist Clerk III	Braai	Clara	12/3/2022	\$31,567.00	Transfer
Parkways - East Bank 3051	Equipment Operator III - Street Sweeper	Moody	Maurice	12/3/2022	\$34,394.00	Updated Job Description
Planning 0068	Planner II	Conrardy	Ian	12/3/2022	\$46,432.00	Updated Job Description
Engineering 3957	Rodman-Chainman (4003)	Quinn	Timothy	12/31/2022	\$15,717.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
FEBRUARY 27, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF JANUARY 26, 2023:

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10, scheduled for hearing before Fifth Circuit Court on October 12, Fifth Circuit Court affirmed Board's decision on November 9, appealed to Louisiana Supreme Court on December 9, 2022;
3. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date, motion filed for dismissal on January 19, 2023;
4. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7; appealed to Fifth Circuit Court on May 17, record brought to Courts on July 13, scheduled for hearing before Fifth Circuit Court on February 8, 2023;
5. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023;
6. Docket No. 2022-009, Robert Earl Warren vs. Department of Juvenile Services, scheduled for discovery on December 20, scheduled for hearing on January 10, 2023, order issued on January 11, 2023;
7. Docket No. 2022-012, Van M. Hughes vs. Department of Public Works-Sewerage, scheduled for hearing on January 31, 2023; order issued on February 7, 2023;
8. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage, scheduled for hearing on March 14, 2023.

APPEALS RECEIVED SUBSEQUENT TO JANUARY 26, 2023:

February 13, 2023

OFFICIAL NOTICE

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

MONDAY, FEBRUARY 27, 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:

- Amend the Pay Plan for the Classified Service to create the classification Head Start Social Services Coordinator, Assistant in the Department of Jefferson Community Action Programs;
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and,
- Amend the Personnel Rules of the Classified Service to revise Rule II, Section 6.

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.