

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, February 22, 2024 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. Cancelled an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Code Compliance and Enforcement;
- B. Approved an amendment to the Pay Plan for the Classified Service to revise the class title for the classification of Risk Management Claims Supervisor;
- C. Approved an amendment to the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes Cook I, Cook II, and Food Service Manager class series;
- D. Approved an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs; and
- E. Approved an amendment to the Pay Plan for the Classified Service to revise the pay grade assignment and base hours per week for the class of Floodplain/CRS Specialist.

Under Executive Session Matters:

- A. Pursuant to La. R.S. 42:17(1), the Board discussed personnel matters regarding character and professional competence as it relates to the Director's annual evaluation.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of January 24, 2024.

Under Old Business:

- A. The Board approved the monthly report for December 2023.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, the Board:
 - 1. Unanimously approved one (1) request.
- 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. Unanimously approved the monthly report for January 2024
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, March 14, 2024, 2:00 p.m., and Tuesday, April 16, 2024, 2:00 p.m. (tentative).

- E. Under Miscellaneous/Unscheduled Matters, the Board:
 - 1. Unanimously approved one (1) request for a salary increase in accordance with Personnel Rule IV, Section 2.3(a).
- F. Under Director's Report:
 - 1. The Board reviewed and signed letter concerning violations of Personnel Rule XV-Prohibitions Against Political Activity.
 - 2. The Director updated the Board on Personnel Department's 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 4, 2024

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, FEBRUARY 22, 2024 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. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Code Compliance and Enforcement;
 - B. Amend the Pay Plan for the Classified Service to revise the class title for the classification of Risk Management Claims Supervisor;
 - C. Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes Cook I, Cook II, and Food Service Manager class series;
 - D. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs; and,
 - E. Amend the Pay Plan for the Classified Service to revise the pay grade assignment and base hours per week for the class of Floodplain/CRS Specialist.
- 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 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 24, 2024.
- VI. Old Business:
 - A. Approval of the Monthly Report for December 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: Thursday, March 14, 2024, 2:00 p.m. (tentative) and Tuesday, April 16, 2024, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;

F. Director's Report:

1. Review Board's letter concerning violations of Personnel Rule XV-Prohibitions Against Political Activity
2. Update on Personnel Department's recent recruitment activity

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO CHANGE THE CLASS TITLE OF RISK MANAGEMENT CLAIMS SUPERVISOR
DATE: FEBRUARY 19, 2024
CC: CORRESPONDENCE FILE

The Department of Risk Management requested the revision of class title of Risk Management Claims Supervisor. The position is no longer supervisory. Based on that request we are requesting the following:

Current Class Title:

| Class Code | Class Title |
|------------|-----------------------------------|
| 1466 | Risk Management Claims Supervisor |

Recommended Changes to Class Titles

| Class Code | Class Title |
|------------|--------------------------------------|
| 1466 | Risk Management Claims Administrator |

The Personnel Department recommends approval of the proposed class title change by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL ANALYST II, CLASSIFICATION & PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF COOK I, COOK II, AND FOOD SERVICE MANAGER CLASS SERIES

DATE: 02/14/2024

CC: CORRESPONDENCE FILE

The Personnel Rules provide that upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting rate the Personnel Board may approve the reassignment of the job class involved to an alternate pay grade deemed necessary and adequate, known as a Market Based Pay Grade. The rules further state that the Personnel Board shall have exclusive authority to reassign job classes to and from market-based pay grades as dictated by labor market factors, based upon recommendation by the Personnel Department.

On January 29, 2024, Director of JeffCAP, Christi Langoni, sent an email to Personnel Director, John Dumas, requesting a market study be conducted on the classes of Cook I and Cook II. In the email, Ms. Langoni discussed the imminent need for the study. These positions are vital to the everyday operations of JeffCAP. There are currently three (3) vacancies for the class of Cook I. This position has been recruited since December 2021 with four (4) active candidates. The difficulty in recruiting and retaining employees has been attributed to the inadequate starting rate.

Ms. Langoni expressed her concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. Ms. Langoni also shared concern on maintaining current employees. The Personnel Department has determined that a market-based pay grade reassignment is in order for these positions based upon our findings.

Furthermore, our recommendation for the classes of Cook II and Food Service Manager reflects the understanding that internal consistency needs to be maintained as a whole. In order to recognize and maintain equity in the series, the Personnel Department recommends placement of Cook II and Food Service Manager in a market based pay grade.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions. We also looked at neighboring parish's public-school systems, as well as using Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (AL, FL, GA, TX, TN):

| Cook I | |
|-----------------------------------|---------------------|
| Jurisdiction | Starting Pay |
| Jefferson Parish: | \$24,948 |
| City of New Orleans: | \$35,973 |
| East Baton Rouge: | \$21,932 |
| Caddo Parish: | \$26,021 |
| New Orleans Public Schools | \$29,314 |
| Plaquemines Parish Public Schools | \$25,482 |
| Salarystudy.com: | \$26,892 |
| Average: | \$27,602 |

While some jurisdictions are comparable to our current starting salary, others that are in close proximity are significantly higher. Accordingly, we are recommending the following Market Based Pay Grade adjustments be made to the following classes:

Current Market Based Pay Grade Assignment:

| Class Code | Class Title | Market Based Pay Grade | Annual Salary Range | | Base Hrs./Wk. | FLSA Status |
|------------|------------------|------------------------|---------------------|-----------|---------------|-------------|
| | | | Min. Rate | Max. Rate | | |
| 2101 | Cook I (1) (10)* | 11 | 24948 | 38110 | 40 | |
| 2102 | Cook II* | 11 | 24948 | 38110 | 40 | |

Current Pay Grade Assignment:

| Class Code | Class Title | Pay Grade | Annual Salary Range | | Base Hrs./Wk. | FLSA Status |
|------------|----------------------|-----------|---------------------|-----------|---------------|-------------|
| | | | Min. Rate | Max. Rate | | |
| 2104 | Food Service Manager | 16 | 31586 | 49000 | 35 | |

Recommended Market Based Pay Grade Assignment:

| Class Code | Class Title | Market Pay Grade | Annual Salary Range | | Base Hrs./Wk. | FLSA Status |
|------------|----------------------|------------------|---------------------|-----------|---------------|-------------|
| | | | Min. Rate | Max. Rate | | |
| 2101 | Cook I (1) (10) | 13 | 27374 | 42466 | 40 | |
| 2102 | Cook II | 13 | 27374 | 42466 | 40 | |
| 2104 | Food Service Manager | 18 | 34394 | 53356 | 35 | |

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the classes of Cook I, Cook II, and Food Service Manager. The market based pay grade reassignment will be effective the first day of the pay period immediately following approval by the Personnel Board. All current employees below the new minimum rate shall go to the minimum rate.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL ANALYST 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 HEALTH MANAGER

DATE: 02/15/2024

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 Health Manager. This position would only be used in the Department of JeffCAP. The Head Start Health Manager would be responsible for all health services components of the Head Start program.

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 completed in the Archer Evaluation System on the requested new class. The position evaluated an overall point total of 715, with a responsibility valuation of 1.19443. This establishes the recommended pay grade for the new class of Head Start Health Manager as a pay grade 28. 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 Health Manager 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 | | |
| 6709 | Head Start Health Manager | 28 | 48433 | 75135 | 35 | E |

I have recommended the minimum qualifications for the class of Head Start Health Manager to be the following:

“Possession of an accredited Bachelor’s degree in Public Health, Nursing, Health Administration, or a closely related field. PLUS, three (3) years of work experience performing healthcare, health services, OR administrative duties in a medical, community health, or community services setting, with at least one (1) year in a management or supervisory role.

Substitution: Possession of an active Registered Nurse (RN) license in the State of Louisiana or a verifiable credential related to public health, nutrition, or health education given by NBPHE, NCHEC, or LBEDN may substitute for the one (1) year of experience in a management/supervisory role.

The following qualifications are preferred: Experience with a focus on pediatrics, childcare, or childhood nutrition and experience working within a federal/state grant regulated setting (like Head Start/Early Head Start).”

The Personnel Department recommends approval of the addition of the class of Head Start Health Manager by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL ANALYST III, CLASSIFICATION AND PAY DIVISION

SUBJECT: RECOMMENDATION TO CHANGE THE PAY GRADE ASSIGNMENT AND BASE HOURS PER WEEK FOR THE CLASS OF FLOODPLAIN/CRS SPECIALIST (5003)

DATE: 02/09/2024

CC: CORRESPONDENCE FILE

Ms. Maggie Talley, Director of Floodplain Management and Hazard Mitigation, requested the review of the classification of Floodplain/CRS Specialist (5003). Ms. Talley submitted a new job description to the Division of Classification & Pay for review. This position is responsible for specialized work involving Floodplain Management, the Community Rating System, and other projects. This position is responsible for supervising floodplain staff in National Flood Insurance Program compliance and the implementation of the Community Rating System document management and outreach projects. Upon review of the new job description for the Floodplain/CRS Specialist classification, the Personnel Department has determined that a pay grade adjustment is in order for the classification of Floodplain/CRS Specialist.

Utilizing the information provided in the job description, an evaluation was done in the Archer Evaluation System. The evaluation of this class now includes factors that recognize an increase in the managerial span of control, as well as verbal development and mathematics development needed in order to perform the essential job tasks. It was found that the Floodplain/CRS Specialist should be assigned to pay grade 26.

In addition to the pay grade review, Ms. Talley also requested a change to the base hours per week for the class of Floodplain Manager/CRS Specialist from 35 to 40 hours. This change is to have the employee work more hours per week; this will not change the annual salary.

Currently, the class is in the Pay Plan as follows:

| Class Code | Class Title | Pay Grade | Annual Salary Range | | Base Hrs/Wk | FLSA Status |
|------------|---------------------------|-----------|---------------------|-----------|-------------|-------------|
| | | | Normal Min. Rate | Max. Rate | | |
| 5003 | Floodplain/CRS Specialist | 24 | 42817 | 66423 | 35 | E |

The Personnel Department recommends the following adjustments be made to this class:

| Class Code | Class Title | Pay Grade | Annual Salary Range | | Base Hrs/Wk | FLSA Status |
|------------|---------------------------|-----------|---------------------|-----------|-------------|-------------|
| | | | Normal Min. Rate | Max. Rate | | |
| 5003 | Floodplain/CRS Specialist | 26 | 45625 | 70779 | 40 | E |

The Personnel Department recommends approval of the Pay Grade reassignment and change of base hours per week for the classification of Floodplain/CRS Specialist by the Personnel Board.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Wednesday, January 24, 2024 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 Pay Plan for the Classified Service to create a new classification in the Department of Electronic Information Systems;
- B. Approved an amendment to the Personnel Rules of the Classified Service to revise Rule II, Section 4.6;
- C. Approved an amendment to the Pay Plan for the Classified Service to revise the class titles for Traffic Engineer, N.P. and Engineering-in-Training and to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes of Assistant Director-Engineering; Traffic Engineer; Traffic Engineer, N.P.; Traffic Engineering Supervisor; SCADA System Manager; and SCADA System Manager, Assistant;
- D. Approved an amendment to the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for classes in the Customer Relations and Utility Service classes series;
- E. Deferred an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs;
- F. Approved an amendment to the Pay Plan for the Classified Service to create a new classification in the Department of Accounting and to apply Footnote No. 1 to the classification of Accountant I-Central Finance Office; and
- G. Approved two proposals to extend Transient Appointments 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 December 19, 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 one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 - 1. Deferred the monthly report for December 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, February 22, 2024, 2:00 p.m., and Thursday, March 14, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, the Board:
 - 1. Unanimously approved one (1) request to cancel a list in accordance with Personnel Rule VI, Section 6.4.
- F. Under Director's Report, the Director:
 - 1. Reviewed Personnel Departmental Goals-2023 and presented Department Goals-2024.
 - 2. Updated the Board on violation of Personnel Rule XV-Prohibitions Against Political 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

February 5, 2024

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
January 24, 2024

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – DECEMBER 2023

RECRUITMENT AND EXAMINATION DIVISION – Page 1

| | <u>DEC-23</u> | <u>NOV-23</u> | <u>DEC-22</u> |
|---|----------------------|----------------------|----------------------|
| Total Applications Received: | 475 | 398 | 248 |
| Competitive: | 377 | 310 | 193 |
| Non-Competitive: | 98 | 88 | 55 |
| | | | |
| Total Applications Rejected: | 170 | 127 | 102 |
| Competitive: | 153 | 118 | 90 |
| Non-Competitive: | 17 | 9 | 12 |
| | | | |
| Total Applications Withdrawn: | 140 | 86 | 40 |
| Competitive: | 113 | 70 | 33 |
| Non-Competitive: | 27 | 16 | 7 |
| | | | |
| Candidates Scheduled for Written Exam: | 52 | 58 | 45 |
| Candidates Examined - Written Exam: | 40 | 31 | 30 |
| Candidates Passed Written Exam: | 29 | 20 | 23 |
| Candidates Failed Written Exam: | 11 | 13 | 7 |
| Candidates Examined - Rating of T&E: | 19 | 31 | 17 |
| Candidates Placed on Competitive Eligible List: | 58 | 55 | 52 |
| Certificates of Eligibility Issued: | 21 | 18 | 8 |
| Certificates of Eligibility to be Interviewed Issued (GLC): | 25 | 45 | 17 |
| | | | |
| Pending Testing (Scheduled for upcoming Test): | 22 | 34 | 16 |
| Pending Review or Waiting for More Information: | 23 | 56 | 28 |
| Job Interest Cards Completed Online: | 38 | 27 | 64 |
| | | | |
| ADA Accommodations | | | |
| Requested: | 0 | 2 | 0 |
| Approved: | 0 | 1 | 0 |
| Denied/Withdrawn: | 0 | 1 | 0 |
| Pending: | 0 | 0 | 0 |
| | | | |
| New Postings in NEOGOV: | 16 | 9 | 17 |
| New Exam Plans in NEOGOV: | 8 | 4 | 7 |
| Revised Exam Plans in NEOGOV: | 8 | 5 | 10 |

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative-Management Specialist II – Floodplain/Coastal Management
- Administrative-Management Specialist III – Fiscal
- Administrative-Management Specialist IV – Grants Oversight
- Customer Relations Specialist I
- Equipment Operator III – Large Mowers
- Environmental Quality Specialist
- Human Resource Specialist
- Librarian III
- Management Analyst II
- Mechanical Inspector III
- Receptionist
- Road Maintenance Foreman
- Water Quality Scientist I – Biology
- Waterline Maintenance Foreman

| Advertisement Source | Total % |
|--|-------------|
| College/University Career Services | 0.41 |
| Facebook | 0.41 |
| Family, Friend, Co-Worker, etc. | 13.65 |
| Governmentjobs.com | 8.15 |
| Handshake Website | 0.2 |
| Indeed.com | 23.42 |
| Jefferson Parish Department other than Personnel | 2.85 |
| Jefferson Parish Official Journal | 0 |
| Jefferson Parish Personnel Department Office | 5.3 |
| Jefferson Parish website | 32.79 |
| Job Fair | 4.48 |
| Library | 1.22 |
| Louisiana Workforce Commission website | 1.43 |
| Monster.com | 0 |
| Newspaper ad | 0 |
| Nola.com | 0.41 |
| Television ad | 0.2 |
| Twitter tweet (@JeffParishjobs) | 0 |
| WorkNOLA.com | 0.61 |
| Unknown | 0 |
| **Personnel Department Use Only** | 4.48 |
| Total Percentage | 100% |

TEST DEVELOPMENT DIVISION

Test Dates: Dec 6, Dec 14, Dec 28,

Written Test Administrations:

| | DEC 2023 | | 2023 Pass Rate |
|--|---------------------------------|--------------|----------------------|
| | No. Passing/ No. Taken | Pass Rate | |
| Written Tests | | | |
| Account Clerks Test | 2/2 | 100% | 94% |
| Account Clerk II-Central Finance Office (1208) | 2/2 | 100% | 93% |
| Administrative & Executive Assistant | 0/2 | 0% | 81% |
| Administrative Assistant (1015) | 0/2 | 0% | 81% |
| Clerical Skills I | 1/1 | 100% | 75% |
| Utility Inventory Clerk I (1221) | 1/1 | 100% | 100% |
| Clerical/Office Skills Test (COST) & Microsoft Word Skills Test | 4/6 | 67% | 71% |
| Typist Clerk II (1102) | 1/1 | 100% | 61% |
| Typist Clerk III (1103) | 3/5 | 60% | 74% |
| Clerical-76 | 1/1 | 100% | 100% |
| Customer Relations Specialist I (1289) | 1/1 | 100% | 100% |
| Code Compliance Inspector I | 3/3 | 100% | 88% |
| Drainage Pump Station Operator I | 1/1 | 100% | 85% |
| Drainage Pump Station Operator II | 1/1 | 100% | 60% |
| Field Supervision: Foreman | 1/1 | 100% | 100% |
| Automotive Line Foreman (2342) | 1/1 | 100% | 100% |
| Foreman I, 3-Part Test | 1/1 | 100% | 86% |
| Maintenance Repairman | 1/1 | 100% | 45% |
| Mechanical/Field Skills Test-40 (Trades Helper) | 4/7 | 57% | 67% |
| Recreation Center Supervisor, Assistant-ATHLETICS | 3/5 | 60% | 72% |
| Recreation Center Supervisor, Assistant-MAINTENANCE | 1/1 | 100% | 90% |
| Water Service Inspector I | 4/6 | 67% | 57% |
| SUMMARY: | 28/39 | 72% | 75% |

Tests Constructed/Refined & Validated (9):

Minimum Qualifications (8): Administrative-Management Specialist II-Floodplain/Coastal Management; Administrative-Management Specialist III-Fiscal; Automotive Work Control Supervisor (2); Customer Relations Specialist I; Human Resource Specialist; Management Analyst II; and Student Worker (Costumed Mascot).

Ratings of Training & Experience (1): Library Technician.

Written Tests (0): None.

Miscellaneous/Special Projects:

Archived two (2) written exams for Library Page (i.e., Office Skills Test-Filing and the RAI Arithmetic Index).
Monthly Report – December 2023

CERTIFICATION DIVISION**APPOINTMENTS**

| | <u>DEC-23</u> | <u>NOV-23</u> | <u>DEC-22</u> |
|--|----------------------|----------------------|----------------------|
| Total Appointments to Permanent Positions: | 58 | 51 | 67 |
| Competitive: | 37 | 37 | 57 |
| Non-Competitive: | 21 | 14 | 10 |
| Breakdown of Competitive Appointments: | | | |
| Limited Entrance: | 5 | 1 | 1 |
| Preferred Reemployment: | 0 | 0 | 0 |
| Promotions: | 16 | 10 | 20 |
| Reemployment: | 0 | 0 | 0 |
| Entrance: | 7 | 16 | 19 |
| Reinstatement: | 2 | 2 | 5 |
| Transfers: | 5 | 6 | 2 |
| Demotions: | 0 | 0 | 0 |
| Reallocations: | 2 | 2 | 10 |
| Provisional: | 1 | 0 | 1 |
| Temporary Appointment: | 1 | 0 | 0 |
| Emergency Appointment: | 1 | 0 | 0 |
| Updated Job Descriptions: | 4 | 5 | 3 |
| Requisitions submitted in month: | 62 | 68 | 82 |
| Unfilled requisitions as of end of month: | 389 | 412 | 417 |

SEPARATIONS

| | | | |
|--------------------------------|----|----|----|
| Total Permanent Separations: | 12 | 16 | 23 |
| Competitive: | 10 | 6 | 18 |
| Non-Competitive: | 2 | 10 | 5 |
| Breakdown of Separations: | | | |
| Dismissals: | 2 | 1 | 3 |
| Resignations: | 5 | 13 | 14 |
| Retirements: | 5 | 2 | 6 |
| Deaths: | 0 | 0 | 0 |
| Lay-offs: | 0 | 0 | 0 |
| End of Temporary Appointments: | 0 | 0 | 2 |

OTHER DATA

| | | | |
|---------------------------|------|------|------|
| Overall Turnover: | 0.2% | 0.2% | 1.1% |
| Competitive Turnover: | 0.7% | 0.4% | 1.1% |
| Non-Competitive Turnover: | 0.4% | 1.8% | 0.9% |

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

CLASSIFICATION AND PAY DIVISION – Page 1

| | <u>DEC-23</u> | <u>NOV-23</u> | <u>DEC-22</u> |
|-------------------------------|---------------|---------------|---------------|
| Salary Increases Granted: | 157 | 160 | 149 |
| Salary Increases Disapproved: | 6 | 10 | 5 |
| Fines: | 0 | 0 | 0 |
| Suspensions: | 6 | 15 | 3 |
| Leave with Pay Granted: | 0 | 1 | 0 |
| Leave without Pay Granted: | 79 | 72 | 84 |
| AWOL: | 43 | 51 | 62 |
| Parental Leave: | 1 | 4 | 5 |
| FMLA Requests: | 10 | 45 | 5 |

JOB CLASSIFICATION STUDIES:

Completed: None

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: None

CPQ's assigned: Administrative Assistant - Water

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

7. Water Purification Operator-Class II (2763) to Water Purification Operator-Class III (2764)

9. Sewerage Treatment Plant Operator-Class I (2662) to Sewerage Treatment Plant Operator-Class II (2663)

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 – 2
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
Participating in meetings regarding new ERP system with Workday
Customer Relations Specialist Series Market Study

JUDICIAL REPORT

Appeals Received during December: 5

Appeals Pending: 6

Appealed to 5th Circuit during December: 0

Appeals pending before 5th Circuit: 0

Appealed to Louisiana Supreme Court during December: 0

Appeals pending before Louisiana Supreme Court: 0

Appealed to the US Supreme Court during December: 0

Appeals pending before the US Supreme Court: 0

| December-23 | | VACANCY REPORT | |
|--------------|---------------------------------|----------------|--|
| Department # | Department Name | Vacancies | |
| 0010-301 | Council District 1 | 3 | |
| 0010-302 | Council District 2 | 1 | |
| 0010-304 | Council District 4 | 2 | |
| 0010-305 | Council District 5 | 3 | |
| 0010-306 | Council Division A | 5 | |
| 0010-307 | Council Division B | 1 | |
| 0010-310 | Research & Budget | 2 | |
| 0011 | Parish Attorney | 1 | |
| 0021 | Parish Attorney | 3 | |
| 0040 | Parish President | 2 | |
| 0061 | Accounting | 4 | |
| 0062 | Budget | 1 | |
| 0064 | Purchasing | 2 | |
| 0065 | General Services | 13 | |
| 0067 | Human Resource Management | 2 | |
| 0068 | Planning | 2 | |
| 0069 | Planning Advisory Board | 1 | |
| 0079 | General Services | 1 | |
| 0110 | Building Permits | 22 | |
| 0112 | Code Compliance and Enforcement | 8 | |
| 0119 | Community Justice Agency | 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 | 7 | |
| 1230 | Community Development | 2 | |
| 1280 | American Job Center | 20 | |
| 1290 | Miscellaneous Grants | 2 | |
| 2150 | Juvenile Services | 1 | |
| 2151 | Juvenile Services | 21 | |
| 2152 | Juvenile Services | 11 | |
| 2200 | JPAWS | 6 | |
| 2450 | Library | 4 | |
| 2451 | Library | 18 | |
| 2452 | Library | 3 | |
| 2453 | Library | 5 | |
| 2530 | Recreation | 4 | |
| 2531 | Recreation | 22 | |
| 2532 | Recreation | 4 | |
| 2533 | Recreation | 5 | |
| 2534 | Recreation | 39 | |
| 2615 | Alario Center | 8 | |
| 2631 | Lasalle | 2 | |
| 2650 | Lafreniere | 1 | |
| 2651 | Lafreniere | 7 | |
| 2652 | Lafreniere | 1 | |
| 2662 | Recreation | 1 | |
| 2920 | Fire | 2 | |
| 2921 | Fire | 29 | |

| | | |
|------|-------------------------------|------------|
| 2922 | Fire | 1 |
| 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 | 3 |
| 3270 | Drainage | 8 |
| 3301 | Drainage | 45 |
| 3302 | Drainage | 56 |
| 3500 | Environmental | 1 |
| 3562 | Inspector General | 1 |
| 3850 | Sewerage | 5 |
| 3851 | Sewerage | 24 |
| 3852 | Sewerage | 18 |
| 3900 | Water | 8 |
| 3901 | Water | 13 |
| 3902 | Water | 35 |
| 3903 | Water | 4 |
| 3907 | Water | 33 |
| 3910 | Water | 2 |
| 3950 | Fleet Management | 12 |
| 3951 | Telecommunications | 1 |
| 3952 | EIS | 6 |
| 3956 | Fleet Management | 4 |
| 3957 | Engineering | 14 |
| 3958 | Environmental | 4 |
| 3959 | EIS | 1 |
| 3960 | Engineering | 2 |
| 3965 | Fleet Management | 1 |
| 3966 | Engineering | 3 |
| 3969 | Capital Projects | 1 |
| 3970 | Public Works | 1 |
| 3972 | Floodplain | 2 |
| 3973 | Ecosystems | 1 |
| 3974 | Ecosystems | 1 |
| 3976 | Public Works | 10 |
| | Total | 763 |

Hires by Date Report

For records between **12/01/23** and **12/31/23**

65 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> |
|---|--|------------------|-------------------|--------------|---------------------|-------------------------|
| Accounting 0061 | Accountant I-Central Finance Office | Trinh | Linh | 12/30/2023 | \$42,817.00 | Entrance |
| Accounting 0061 | Accountant I-Central Finance Office | Watkins | Sharita | 12/30/2023 | \$45,218.00 | Promotional |
| Finance 0060 | Accountant II-Central Finance Office | Taylor | Shakeva | 12/30/2023 | \$62,815.00 | Promotional |
| Library 2450 | Administrative Assistant (1015) | Wilmore | Leah | 12/16/2023 | \$35,300.00 | Promotional |
| Community Development Programs | Administrative-Management Specialist III | Small | Dannielle | 12/30/2023 | \$46,510.00 | Promotional |
| Floodplain Management and Hazard Mitigation | Administrative-Management Specialist IV | Ezell-Kelly | Randi | 12/30/2023 | \$59,683.00 | Promotional |
| Jefferson Protection and Animal Welfare Service | Animal Care Administrative Specialist | Thibodeaux | Brittany | 12/2/2023 | \$48,375.00 | Promotional |
| Accounting 0061 | Assistant Director-Accounting) | Lazaro | Matthew Gimm | 12/2/2023 | \$77,212.00 | Entrance |
| Juvenile Services | Assistant Director-Juvenile Services | Phillips | Danielle | 12/30/2023 | \$93,329.00 | Promotional |
| Central Garage 3950 | Automotive Line Foreman | Chiro | Dalton | 12/16/2023 | \$63,291.00 | Promotional |
| Parks and Recreation | Chemical Control Sprayer II | Nicholas Jr | Hilton | 12/16/2023 | \$27,505.00 | Transfer |
| Accounting 0061 | College Intern - General (1005) | Nguyen | Tran | 12/2/2023 | | Transient |
| Jefferson Community Actions Programs | Cook I (2101) | Vandarugh | Brianna | 12/16/2023 | \$24,066.00 | Updated Job Description |
| Water | Customer Relations Specialist III | Mitchell | Leticia | 12/30/2023 | \$28,154.00 | Promotional |
| Engineering 3957 | Engineering Division Supervisor-N.P. | White | Shelly | 12/16/2023 | \$55,390.00 | Promotional |
| Engineering 3957 | Engineering Inspector II (4035) | Ivey | Tremaine | 12/16/2023 | \$67,734.00 | Limited Entrance |
| Water | Equipment Operator III | Cornish Jr | Harrison | 12/16/2023 | \$52,184.00 | Reinstatement |
| Parkways | Equipment Operator III | Gautier-Gomez | Luis | 12/30/2023 | \$34,394.00 | Promotional |
| Sewerage | Equipment Operator III | Henderson | Tony | 12/30/2023 | \$37,208.00 | Promotional |
| Parkways | Equipment Operator IV | Thornton | Terrell | 12/30/2023 | \$40,009.00 | Promotional |
| Community Development Programs | Federal Programs Coordinator, Assistant | Matthews | Anica | 12/30/2023 | \$38,368.00 | Provisional |
| Drainage | GIS Analyst III | Breaux | Gregory | 12/2/2023 | \$86,387.00 | Promotional |
| Parks and Recreation | Groundskeeper | Edwards | Tyler | 12/2/2023 | \$24,948.00 | Transfer |
| Library | Information Specialist (5067) | Aubert | Tatyana | 12/30/2023 | \$38,605.00 | Promotional |
| Drainage | Laborer (2200) | Dumas III | Ronald | 12/16/2023 | \$24,948.00 | Entrance |
| Drainage | Laborer (2200) | Coston | Allen | 12/16/2023 | \$24,948.00 | Entrance |
| Drainage | Laborer (2200) | Wright | Christopher | 12/2/2023 | \$24,948.00 | Entrance |
| General Services 0065 | Laborer (2200) | Montoute | Daniel | 12/30/2023 | \$24,948.00 | Entrance |
| Streets | Laborer (2200) | Pierre | Rodney | 12/2/2023 | \$24,948.00 | Entrance |
| Streets | Laborer (2200) | Brooks | Keith | 12/2/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Cooper | Dwayne | 12/16/2023 | \$24,948.00 | Entrance |

| | | | | | | |
|-----------------------|--|-----------|-------------|------------|-------------|-------------------------|
| Water | Laborer (2200) | Gaines | Corey | 12/16/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Kendrick | Ernest | 12/2/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Britton | Steven | 12/16/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Rogers | Johnny | 12/16/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Meredith | Melvin | 12/16/2023 | \$24,948.00 | Entrance |
| Water | Laborer (2200) | Edgeron | Donald | 12/16/2023 | \$24,948.00 | Entrance |
| Central Garage 3950 | Laborer, Semi-Skilled | Besson | Mary | 12/30/2023 | \$30,324.00 | Promotional |
| Water | Laborer, Semi-Skilled (2201) | Kinzey | Christopher | 12/16/2023 | \$38,000.00 | Demotion |
| Library | Librarian I/Senior Associate (3151) | Pieri | Max | 12/16/2023 | \$62,862.00 | Transfer |
| Library 2450 | Librarian I/Senior Associate (3151) | Watson | Emma | 12/16/2023 | \$39,674.00 | Promotional |
| Library | Librarian III | Piacun | Maria | 12/2/2023 | \$57,100.00 | Updated Job Description |
| Library | Librarian III | Davis | Amanda | 12/2/2023 | \$54,381.00 | Updated Job Description |
| Library | Librarian III (3153) | Laborie | Brigid | 12/2/2023 | \$57,100.00 | Updated Job Description |
| Library | Library Associate | Guillot | Brittany | 12/2/2023 | \$28,778.00 | Entrance |
| Library | Library Associate-Grand Isle (3150) | Santiny | Dominic | 12/2/2023 | \$34,982.00 | Transfer |
| Juvenile Services | Mental Health Professional I (6555) | Vincent | Trione | 12/16/2023 | \$40,198.00 | Entrance |
| Juvenile Services | Mental Health Professional I (6555) | Vincent | Trione | 12/2/2023 | | Emergency |
| Sewerage | Plant Maintenance Electrician (2309) | Bulger Jr | Lyle | 12/16/2023 | \$65,336.00 | Limited Entrance |
| Building Permits 0110 | Plumbing Inspector III (5133) | Ducote | Troy | 12/16/2023 | \$60,605.00 | Reinstatement |
| Water | Pump Equipment Mechanic (2610) | Gonzales | Antonio | 12/2/2023 | \$35,797.00 | Promotional |
| Purchasing 0064 | Purchasing Specialist I (1301) | Boswell | Zoe | 12/2/2023 | \$35,797.00 | Entrance |
| Parks and Recreation | Recreation Center Supervisor, Assistant | DeBose | Kevin | 12/2/2023 | \$31,728.00 | Transfer |
| Parks and Recreation | Recreation Zone Manager | Maunoir | Jennifer | 12/30/2023 | \$62,855.00 | Limited Entrance |
| Engineering 3957 | Secretary | Habbaz | Sandra | 12/2/2023 | \$30,064.00 | Promotional |
| Sewerage | Sewerage Lift Station Inspector (2655) | Giglio | Anthony | 12/30/2023 | \$52,920.00 | Transfer |
| Sewerage | Sewerage Maintenance Foreman (2670) | Clark | Charles | 12/30/2023 | \$45,090.00 | Promotional |
| Sewerage | Sewerage Treatment Plant Operator-Class II | Ronquille | Gage | 12/2/2023 | \$38,392.00 | Reallocation |
| Sewerage | Trades Helper (2250) | Brown | Jason | 12/30/2023 | \$27,659.00 | Reinstatement |
| Water | Truck Driver II | Williams | Devante | 12/2/2023 | \$27,374.00 | Entrance |
| Streets | Truck Driver II (2362) | Jones | Vernon | 12/2/2023 | \$39,289.00 | Reinstatement |
| Parks and Recreation | Typist Clerk III | Gibson | Karen | 12/30/2023 | \$30,064.00 | Limited Entrance |
| Building Permits 0110 | Typist Clerk III (1103) | Lemoine | Zachary | 12/30/2023 | \$39,816.00 | Limited Entrance |
| Water | Water Purification Operator-Class III | Ekinia | Tristan | 12/2/2023 | \$52,809.00 | Reallocation |
| Water | Water Service Inspector I (2261) | Scott | Jazzmine | 12/30/2023 | \$21,829.00 | Entrance |

| | | | | | | |
|--|--|-------------------|---------------------|------------------------|----------------------------|--|
| Workforce Connection 1280 | Clerk I | Davis Jr | Simeon | 1/14/2023 | | Transient |
| Workforce Connection 1280 | Clerk I | Hebert | Ashlyn | 1/14/2023 | | Transient |
| Community Development Programs Lafreniere Park 2650 | Community Services Program Coordinator Amusement Ride Operator (3041) | Rideaux Miller | Angelica Richard | 1/14/2023 1/14/2023 | | Transient |
| Parish Council | Clerk (Council) (1104) | Doucet | Melinda | 1/14/2023 | \$15,948.00 | Updated Job Description |
| Sewerage 3850 | Public Works Project Coordinator SP3 | Carrillo | Joseph | 1/28/2023 | \$44,588.00 \$67,940.00 | Updated Job Description Updated Job Description |

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JANUARY 2024

RECRUITMENT AND EXAMINATION DIVISION – Page 1

| | <u>JAN-24</u> | <u>DEC-23</u> | <u>JAN-23</u> |
|---|----------------------|----------------------|----------------------|
| Total Applications Received: | 571 | 475 | 463 |
| Competitive: | 421 | 377 | 355 |
| Non-Competitive: | 150 | 98 | 108 |
| | | | |
| Total Applications Rejected: | 190 | 170 | 143 |
| Competitive: | 163 | 153 | 125 |
| Non-Competitive: | 27 | 17 | 18 |
| | | | |
| Total Applications Withdrawn: | 106 | 140 | 110 |
| Competitive: | 79 | 113 | 90 |
| Non-Competitive: | 27 | 27 | 20 |
| | | | |
| Candidates Scheduled for Written Exam: | 51 | 52 | 38 |
| Candidates Examined - Written Exam: | 32 | 40 | 27 |
| Candidates Passed Written Exam: | 26 | 29 | 25 |
| Candidates Failed Written Exam: | 6 | 11 | 2 |
| Candidates Examined - Rating of T&E: | 68 | 19 | 26 |
| Candidates Placed on Competitive Eligible List: | 109 | 58 | 66 |
| Certificates of Eligibility Issued: | 29 | 21 | 28 |
| Certificates of Eligibility to be Interviewed Issued (GLC): | 76 | 25 | 46 |
| | | | |
| Pending Testing (Scheduled for upcoming Test): | 48 | 22 | 31 |
| Pending Review or Waiting for More Information: | 97 | 23 | 31 |
| Job Interest Cards Completed Online: | 58 | 38 | 67 |
| | | | |
| ADA Accommodations | | | |
| Requested: | 3 | 0 | 2 |
| Approved: | 1 | 0 | 0 |
| Denied/Withdrawn: | 1 | 0 | 2 |
| Pending: | 1 | 0 | 0 |
| | | | |
| New Postings in NEOGOV: | 9 | 16 | 16 |
| New Exam Plans in NEOGOV: | 3 | 8 | 10 |
| Revised Exam Plans in NEOGOV: | 6 | 8 | 6 |

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant II
- Animal Care Administrative Clerk
- Federal Programs Coordinator, Assistant
- Federal Programs Counselor
- Foreman II
- Library Assistant – Grand Isle
- Park Ranger
- Risk Management Claims Supervisor
- Student Worker (Costumed Mascot)
-

| Advertisement Source | Total % |
|--|-------------|
| College/University Career Services | 0.33 |
| Facebook | 0.33 |
| Family, Friend, Co-Worker, etc. | 26.2 |
| Governmentjobs.com | 8.79 |
| Handshake Website | 0.17 |
| Indeed.com | 16.42 |
| Jefferson Parish Department other than Personnel | 3.65 |
| Jefferson Parish Official Journal | 0 |
| Jefferson Parish Personnel Department Office | 3.65 |
| Jefferson Parish website | 30.35 |
| Job Fair | 2.16 |
| Library | 0.83 |
| Louisiana Workforce Commission website | 0.17 |
| Monster.com | 0 |
| Newspaper ad | 0.33 |
| Nola.com | 1.16 |
| Television ad | 0.17 |
| Twitter tweet (@JeffParishjobs) | 0 |
| WorkNOLA.com | 0.17 |
| Unknown | 0 |
| **Personnel Department Use Only** | 5.14 |
| Total Percentage | 100% |

TEST DEVELOPMENT DIVISION

Test Dates: Jan 4, Jan 11, Jan 18, Jan 19, Jan 26

Written Test Administrations:

| | JAN 2024 | |
|--|---------------------------|------------|
| | No. Passing/ No. Taken | Pass Rate |
| Written Tests | | |
| Account Clerks Test | 1/1 | 100% |
| Account Clerk II-Central Finance Office | 1/1 | 100% |
| Administrative & Executive Assistant | 4/4 | 100% |
| Administrative Assistant | 4/4 | 100% |
| Clerical Skills I | 10/10* | 100% |
| Customer Relations Specialist I | 5/5 | 100% |
| Receptionist | 6/6 | 100% |
| Clerical/Office Skills Test (COST) & Microsoft Word Skills Test | 3/5 | 60% |
| Office Support Specialist I | 2/3 | 67% |
| Office Support Specialist II | 0/1 | 0% |
| Secretary | 1/1 | 100% |
| Code Compliance Inspector I | 0/1 | 0% |
| Engineering Inspector Series | 0/1 | 0% |
| Engineering Inspector III | 0/1 | 0% |
| Field Supervision: Foreman & Field Supervision: Form Completion | 4/5 | 80% |
| Road Maintenance Foreman | 4/5 | 80% |
| Mechanical Skills Test-53 (Sign Technician I) | 1/1 | 100% |
| Mechanical/Field Skills Test-40 (Trades Helper) | 1/1 | 100% |
| Water Service Inspector I | 2/2 | 100% |
| SUMMARY | 26/31 | 84% |

*Duplicate applicants (due to simultaneous apps) omitted.

Tests Constructed/Refined & Validated (3):

Minimum Qualifications (2): Animal Care Administrative Specialist and Federal Programs Counselor.

Ratings of Training & Experience (1): Cook II

Written Tests (0): None.

Miscellaneous/Special Projects:

Archived one (1) written exam for Customer Relations Specialist I (“Clerical-76”).

CERTIFICATION DIVISION**APPOINTMENTS**

| | <u>JAN-24</u> | <u>DEC-23</u> | <u>JAN-23</u> |
|--|----------------------|----------------------|----------------------|
| Total Appointments to Permanent Positions: | 52 | 58 | 77 |
| Competitive: | 34 | 37 | 54 |
| Non-Competitive: | 18 | 21 | 11 |
| Breakdown of Competitive Appointments: | | | |
| Limited Entrance: | 2 | 5 | 0 |
| Preferred Reemployment: | 0 | 0 | 0 |
| Promotions: | 13 | 16 | 22 |
| Reemployment: | 0 | 0 | 0 |
| Entrance: | 11 | 7 | 10 |
| Reinstatement: | 2 | 2 | 5 |
| Transfers: | 5 | 5 | 13 |
| Demotions: | 0 | 0 | 1 |
| Reallocations: | 1 | 2 | 3 |
| Provisional: | 2 | 1 | 0 |
| Temporary Appointment: | 24 | 1 | 6 |
| Emergency Appointment: | 3 | 1 | 3 |
| Updated Job Descriptions: | 5 | 4 | 3 |
| Requisitions submitted in month: | 69 | 62 | 123 |
| Unfilled requisitions as of end of month: | 403 | 389 | |

SEPARATIONS

| | | | |
|--------------------------------|----|----|----|
| Total Permanent Separations: | 22 | 12 | 24 |
| Competitive: | 11 | 10 | 19 |
| Non-Competitive: | 11 | 2 | 5 |
| Breakdown of Separations: | | | |
| Dismissals: | 6 | 2 | 3 |
| Resignations: | 13 | 5 | 14 |
| Retirements: | 2 | 5 | 6 |
| Deaths: | 1 | 0 | 1 |
| Lay-offs: | 0 | 0 | 0 |
| End of Temporary Appointments: | 0 | 0 | 0 |

OTHER DATA

| | | | |
|---------------------------|------|------|------|
| Overall Turnover: | 1.1% | 0.2% | 1.1% |
| Competitive Turnover: | 0.7% | 0.7% | 1.2% |
| Non-Competitive Turnover: | 2.0% | 0.4% | 0.9% |

January presents an increase in All categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

| | <u>JAN-24</u> | <u>DEC-23</u> | <u>JAN-23</u> |
|-------------------------------|---------------|---------------|---------------|
| Salary Increases Granted: | 297 | 157 | 332 |
| Salary Increases Disapproved: | 10 | 6 | 5 |
| Fines: | 0 | 0 | 0 |
| Suspensions: | 4 | 6 | 4 |
| Leave with Pay Granted: | 2 | 0 | 1 |
| Leave without Pay Granted: | 57 | 79 | 72 |
| AWOL: | 45 | 43 | 53 |
| Parental Leave: | 1 | 1 | 6 |
| FMLA Requests: | 34 | 10 | 13 |

JOB CLASSIFICATION STUDIES:

Completed: None

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: None

CPQ's assigned: Administrative Assistant - Water

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: Floodplain/CRS Specialist – Floodplain Management and Hazard Mitigation

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. 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 – 2
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
Participating in meetings regarding new ERP system with Workday
Completed Customer Relations Specialist and Utility Services Series Market Study
Completed Engineering Market Study
Cook II Market Study

JUDICIAL REPORT

| | |
|---|---|
| Appeals Received during January: | 1 |
| Appeals Pending: | 8 |
| Appealed to 5 th Circuit during January: | 0 |
| Appeals pending before 5 th Circuit: | 0 |
| Appealed to Louisiana Supreme Court during January: | 0 |
| Appeals pending before Louisiana Supreme Court: | 0 |
| Appealed to the US Supreme Court during January: | 0 |
| Appeals pending before the US Supreme Court: | 0 |

| January-24 | | VACANCY REPORT |
|--------------|---------------------------------|----------------|
| Department # | Department Name | Vacancies |
| 0010-301 | Council District 1 | 3 |
| 0010-302 | Council District 2 | 1 |
| 0010-304 | Council District 4 | 1 |
| 0010-305 | Council District 5 | 1 |
| 0010-306 | Council Division A | 4 |
| 0010-309 | Parish Clerk | 1 |
| 0010-310 | Research & Budget | 2 |
| 0011 | Parish Attorney | 1 |
| 0021 | Parish Attorney | 4 |
| 0040 | Parish President | 2 |
| 0061 | Accounting | 5 |
| 0062 | Budget | 1 |
| 0064 | Purchasing | 2 |
| 0065 | General Services | 13 |
| 0067 | Human Resource Management | 2 |
| 0068 | Planning | 2 |
| 0069 | Planning Advisory Board | 1 |
| 0079 | General Services | 1 |
| 0110 | Building Permits | 20 |
| 0112 | Code Compliance and Enforcement | 10 |
| 0119 | Community Justice Agency | 1 |
| 0150 | Public Safety | 1 |
| 1010 | JeffCAP | 56 |
| 1020 | JeffCAP | 6 |
| 1040 | JeffCAP | 1 |
| 1060 | JeffCAP | 5 |
| 1172 | Community Development | 11 |
| 1174 | Community Development | 1 |
| 1176 | Community Development | 1 |
| 1180 | Community Development | 2 |
| 1187 | Community Development | 7 |
| 1230 | Community Development | 2 |
| 1255 | Public Health | 1 |
| 1280 | American Job Center | 19 |
| 1290 | Miscellaneous Grants | 2 |
| 2150 | Juvenile Services | 1 |
| 2151 | Juvenile Services | 20 |
| 2152 | Juvenile Services | 11 |
| 2200 | JPAWS | 8 |
| 2450 | Library | 3 |
| 2451 | Library | 20 |
| 2452 | Library | 3 |
| 2453 | Library | 4 |
| 2530 | Recreation | 4 |
| 2531 | Recreation | 25 |
| 2532 | Recreation | 6 |
| 2533 | Recreation | 6 |
| 2534 | Recreation | 45 |
| 2615 | Alario Center | 8 |
| 2651 | Lafreniere | 6 |
| 2652 | Lafreniere | 1 |
| 2662 | Recreation | 2 |
| 2920 | Fire | 3 |

| | | |
|------|-------------------------------|------------|
| 2921 | Fire | 30 |
| 2922 | Fire | 1 |
| 3000 | Streets | 2 |
| 3002 | Streets | 23 |
| 3003 | Streets | 17 |
| 3005 | Traffic Engineering | 11 |
| 3051 | Parkways | 6 |
| 3052 | Parkways | 5 |
| 3110 | Engineering – Street Lighting | 3 |
| 3270 | Drainage | 9 |
| 3301 | Drainage | 45 |
| 3302 | Drainage | 55 |
| 3500 | Environmental | 1 |
| 3562 | Inspector General | 1 |
| 3640 | Environmental | 1 |
| 3850 | Sewerage | 4 |
| 3851 | Sewerage | 26 |
| 3852 | Sewerage | 21 |
| 3900 | Water | 8 |
| 3901 | Water | 13 |
| 3902 | Water | 41 |
| 3903 | Water | 4 |
| 3907 | Water | 35 |
| 3910 | Water | 3 |
| 3950 | Fleet Management | 12 |
| 3951 | Telecommunications | 1 |
| 3952 | EIS | 6 |
| 3956 | Fleet Management | 3 |
| 3957 | Engineering | 14 |
| 3958 | Environmental | 4 |
| 3959 | EIS | 1 |
| 3960 | Engineering | 2 |
| 3965 | Fleet Management | 1 |
| 3966 | Engineering | 4 |
| 3969 | Capital Projects | 1 |
| 3970 | Public Works | 1 |
| 3972 | Floodplain | 3 |
| 3973 | Ecosystems | 1 |
| 3976 | Public Works | 10 |
| | Total | 798 |

Hires by Date Report

For records between **01/01/24** and **01/31/24**

86 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 | Laborer (2200) | Baptiste Jr. | Albert | 1/13/2024 | \$32,019.00 | Demotion |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Albright | Denise | 1/13/2024 | | Emergency |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Roberts | Grant | 1/3/2024 | | Emergency |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Orgeron | Savanna | 1/13/2024 | | Emergency |
| Accounting 0061 | Accountant II-Central Finance Office | Rose | Barry | 1/20/2024 | \$58,120.00 | Entrance |
| Ecosystems and Coastal Management | Administrative Management Specialist II | Callais | Cassie | 1/3/2024 | \$59,260.00 | Entrance |
| Central Garage 3950 | Automotive Mechanic (2336) | Bruno | Anthony | 1/13/2024 | \$37,201.00 | Entrance |
| Juvenile Services - | Cook I (2101) | Rushing | Kathryn | 1/27/2024 | \$24,948.00 | Entrance |
| Water | Customer Relations Specialist I (1289) | Shano | Tammie | 1/27/2024 | \$28,778.00 | Entrance |
| Lafreniere Park | Groundskeeper | Reynolds | Anthony | 1/27/2024 | \$24,948.00 | Entrance |
| Parks and Recreation | Groundskeeper (2354) | Grabert Jr | Joshua | 1/13/2024 | \$24,948.00 | Entrance |
| Drainage | Laborer (2200) | Breaux | Troy | 1/27/2024 | \$24,948.00 | Entrance |
| Sewerage | Laborer (2200) | Sylvester Jr | Michael | 1/27/2024 | \$24,948.00 | Entrance |
| Streets | Laborer, Semi-Skilled | Small | Cornell | 1/2/2024 | \$24,948.00 | Entrance |
| Library | Library Associate | Parker | Zora | 1/27/2024 | \$28,778.00 | Entrance |
| Parish Council 0010 | Management Analyst II (1066) | Smith | Kylar | 1/13/2024 | \$37,201.00 | Entrance |
| Purchasing 0064 | Purchasing Specialist I (1301) | Flood | Heather | 1/27/2024 | \$35,797.00 | Entrance |
| Water | Truck Driver II | Mateen | Farid | 1/27/2024 | \$27,374.00 | Entrance |
| Parks and Recreation | Typist Clerk III (1103) | Wray | Hannah | 1/27/2024 | \$25,970.00 | Entrance |
| Building Permits 0110 | Typist Clerk III (1103) | Genzale | Madison | 1/13/2024 | \$25,970.00 | Entrance |
| Library | Typist Clerk III (1103) | Chenevert | Nellie | 1/27/2024 | \$25,970.00 | Entrance |
| Engineering - Warehouse 3966 | Utility Inventory Clerk I (1221) | Brunet | Nicolette | 1/27/2024 | \$21,829.00 | Entrance |
| Budget 0062 | Accountant II - Central Finance Office | Vasquez Jr | Charles | 1/13/2024 | \$79,813.00 | Limited Entrance |
| Library | Maintenance Repairman | Davis | Windell | 1/27/2024 | \$48,500.00 | Limited Entrance |
| Jefferson Community Actions Programs | Administrative-Management Specialist III | Castellvi-Trosclair | Monica | 1/27/2024 | \$47,980.00 | Promotional |
| Central Garage - Tire Shop 3956 | Automotive Work Control Supervisor | Palmisano | Bernard | 1/13/2024 | \$50,020.00 | Promotional |
| Lafreniere Park | Clerk III | Moore | Nickcole | 1/13/2024 | \$43,130.00 | Promotional |
| Drainage | Drainage Pump Station Superintendent III | Ledet | Clay | 1/27/2024 | \$74,868.00 | Promotional |
| Environmental Affairs 3958 | Environmental Quality Specialist (5401) | St Cyr | Tisha | 1/13/2024 | \$40,009.00 | Promotional |
| Sewerage | Equipment Operator I (2371) | Fields | Melvin | 1/27/2024 | \$41,895.00 | Promotional |
| Streets | Equipment Operator III | Rogers | Westley | 1/13/2024 | \$46,705.00 | Promotional |
| Sewerage | Equipment Operator IV | Robinson | Erron | 1/27/2024 | \$56,042.00 | Promotional |
| Streets | Equipment Operator IV | Warren | Djimon | 1/13/2024 | \$41,021.00 | Promotional |
| Sewerage | Equipment Operator IV | Henry | Jeremy | 1/27/2024 | \$45,655.00 | Promotional |

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|--------------------------------------|---|----------------|------------|-----------|--------------|---------------|
| Human Resource Management | Human Resource Specialist | Lambert | Kathryn | 1/13/2024 | \$30,182.00 | Promotional |
| Water | Laborer, Semi-Skilled | struggs | Ja'Quann | 1/13/2024 | \$28,880.00 | Promotional |
| Water | Laborer, Semi-Skilled (2201) | Lewis | Monte | 1/27/2024 | \$30,324.00 | Promotional |
| Water | Plant Maintenance Electrician (2308) | Byrd | Kenneth | 1/27/2024 | \$62,454.00 | Promotional |
| Parks and Recreation | Recreation Center Supervisor (3051) | Lore | Andrew | 1/13/2024 | \$48,902.00 | Promotional |
| Sewerage | Sewerage Operations/Maintenance Program Manager | Dickerson | Shane | 1/27/2024 | \$109,144.00 | Promotional |
| Sewerage | Truck Driver II (2362) | Terrell Jr. | Royal | 1/27/2024 | \$36,318.00 | Promotional |
| Building Permits 0110 | Typist Clerk III (1103) | Turlich | Alivia | 1/27/2024 | \$25,970.00 | Promotional |
| Code Compliance & Enforcement | Typist Clerk III (1103) | Robinson | Michelle | 1/13/2024 | \$26,813.00 | Promotional |
| Water | Waterline Maintenance Technician I (2735) | Oneal | Kristopher | 1/13/2024 | \$54,007.00 | Promotional |
| Code Compliance & Enforcement | Weed & Pollution Control Supervisor | McPherson | James | 1/13/2024 | \$56,396.00 | Promotional |
| Lafreniere Park | Park Ranger | Lae | Margaret | 1/27/2024 | \$38,110.00 | Provisional |
| General Services | Receptionist | Liberto | Kimberly | 1/3/2024 | \$41,028.00 | Provisional |
| General Services | Mechanical Systems Operator II (2032) | Brouillette Jr | Robert | 1/27/2024 | \$35,797.00 | Reallocation |
| Engineering 3957 | Administrative Assistant (1015) | LUCAS | MARIEA | 1/13/2024 | \$70,550.00 | Reinstatement |
| Jefferson Community Actions Programs | Licensed Practical Nurse | King | Alma | 1/27/2024 | \$39,061.00 | Reinstatement |
| Parish Council 0010 | Clerk (Council) | Doucet | Melinda | 1/3/2024 | \$46,817.00 | SNCLT |
| Parish Council 0010 | Clerk (Council) | Smith | Kylar | 1/3/2024 | \$28,092.00 | SNCLT |
| Parish Council 0010 | Clerk (Council) (1104) | Preston | Connie | 1/3/2024 | \$54,199.00 | SNCLT |
| Parish Council 0010 | Clerk (Council) (1104) | Jones | Charlene | 1/3/2024 | \$56,909.00 | SNCLT |
| Parish Council 0010 | Clerk (Council) (1104) | Glancey | Robyn | 1/3/2024 | \$26,753.00 | SNCLT |
| Parish Council 0010 | Clerk (Council) (1104) | Leonard | Brianne | 1/3/2024 | \$46,818.00 | SNCLT |
| Parish Council 0010 | Executive Assistant (1018) | Martinez | Danielle | 1/3/2024 | \$89,529.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large) Stenographic | Averill | Lauren | 1/3/2024 | \$49,000.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large), Stenographic | Jones | Jessica | 1/3/2024 | \$54,023.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large), Stenographic | Clasen | Kim | 1/3/2024 | \$59,560.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large), Stenographic | Artigues | Michelle | 1/3/2024 | \$56,912.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large), Stenographic | Anderson | Sharon | 1/3/2024 | \$69,177.00 | SNCLT |
| Parish Council 0010 | Secretary (Council At-Large), Stenographic | Danos | Brandy | 1/3/2024 | \$56,724.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Matthews Jr | Nelson | 1/3/2024 | \$56,912.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Johnson | Jillandra | 1/3/2024 | \$51,621.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Rojas | Paula | 1/3/2024 | \$56,912.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Liberto | Austin | 1/3/2024 | \$49,163.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Petta | Sheri | 1/3/2024 | \$72,636.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Roberts | Grant | 1/11/2024 | \$46,822.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Gasquet | Logan | 1/3/2024 | \$46,822.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Orgeron | Savanna | 1/27/2024 | \$46,822.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Bush | Wendy | 1/3/2024 | \$51,621.00 | SNCLT |
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Cardwell | Ann | 1/3/2024 | \$56,912.00 | SNCLT |

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|--------------------------------------|---|------------|-------------|-----------|-------------|-------------------------|
| Parish Council 0010 | Secretary (Council), Stenographic (5) | Albright | Denise | 1/27/2024 | \$46,822.00 | SNCLT |
| Jefferson Community Actions Programs | Custodian (2020) | Warmington | Deidra | 1/27/2024 | \$29,579.00 | Transfer |
| Parks and Recreation | Recreation Center Supervisor, Assistant | Wood | Gregory | 1/27/2024 | \$18,887.00 | Transfer |
| Parks and Recreation | Groundskeeper | Pistorius | Robert | 1/27/2024 | \$29,458.00 | Transfer |
| Library | Librarian III | Sanders | Erica | 1/27/2024 | \$46,314.00 | Transfer |
| Parks and Recreation | Recreation Center Supervisor, Assistant | Kimble jr | Frank | 1/27/2024 | \$16,656.00 | Transfer |
| Parks and Recreation | Recreation Center Supervisor, Assistant | Guidry | Kenneth | 1/27/2024 | \$28,778.00 | Transfer |
| Human Resource Management | Typist Clerk III (1103) | Matthews | Karen | 1/27/2024 | \$36,995.00 | Transfer |
| Accounting 0061 | Accountant I-Central Finance Office | Watkins | Sharita | 1/3/2024 | \$45,218.00 | Updated Job Description |
| Accounting 0061 | Accountant I-Central Finance Office | Trinh | Linh | 1/3/2024 | \$42,817.00 | Updated Job Description |
| Engineering 3957 | Instrumentman-Party Chief | Hebert | Glen | 1/13/2024 | \$63,813.00 | Updated Job Description |
| Engineering 3957 | Instrumentman-Senior (4006) | Garton | Christopher | 1/13/2024 | \$53,674.00 | Updated Job Description |
| Engineering 3957 | Rodman-Chainman (4003) | Quinn | Timothy | 1/13/2024 | \$17,328.00 | Updated Job Description |

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
FEBRUARY 22, 2024**

APPEALS ON HAND AND UNRESOLVED AS OF JANUARY 24, 2024:

1. Docket No. 2023-018, Nikisha Crockett vs. Department of Jefferson Community Action Programs, order issued on January 2, 2024, appellant requested the Board to reconsider Hearing Officer's decision on January 29, 2024, amended order issued on February 6, 2024;
2. 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, hearing continued to April 18, 2024;
3. 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;
4. Docket No. 2023-021, Michael Lajaunie vs. Department of Public Works-Sewerage, scheduled for hearing on January 18, 2024, hearing continued to February 15, 2024, order pending;
5. Docket No. 2023-022, Steve Arseneaux vs. Department of Public Works-Sewerage, scheduled for hearing on January 18, 2024, hearing continued to February 15, 2024, order pending;
6. Docket No. 2023-024, Brandice Foucher vs. Department of Code Compliance and Enforcement, scheduled for hearing on January 18, 2024, hearing continued to February 28, 2024;
7. Docket No. 2023-025, Christopher Kinzey vs. Department of Public Works-Water, scheduled for hearing on January 18, 2024, hearing continued to February 28, 2024;
8. Docket No. 2024-001, Jesse Perry vs. Department of Public Works-Water, scheduled for hearing on February 6, 2024, hearing continued to February 28, 2024.

APPEALS RECEIVED SUBSEQUENT TO JANUARY 24, 2024:

February 19, 2024

OFFICIAL NOTICE

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

THURSDAY, FEBRUARY 22, 2024 – 2:00 P.M.

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

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

- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Code Compliance and Enforcement;
- Amend the Pay Plan for the Classified Service to revise the class title for the classification of Risk Management Claims Supervisor;
- Amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes Cook I, Cook II, and Food Service Manager class series;
- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs; and,
- Amend the Pay Plan for the Classified Service to revise the pay grade assignment and base hours per week for the class of Floodplain/CRS Specialist.

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.