

**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:

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, THURSDAY, JANUARY 26, 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 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. Amend the Personnel Rules of the Classified Service to revise Rule II, Section 4.2.
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay 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 December 20, 2022.
- VI. Old Business:
 - A. Update on Pay Plan Study.
- 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, February 28, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, March 21, 2023, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;
 1. A request to cancel lists in accordance with Personnel Rule VI, Section 6.4.
 - F. Director's Report:
 1. Discussion of Personnel Department goals for 2022 and presentation of goals for 2023.
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL TECHNICIAN 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 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 SUPERINTENDENT I, AND WATER PURIFICATION SUPERINTENDENT II

DATE: 01/20/2023

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 December 16, 2022, Director of Water, Sidney Bazley III, met with Personnel Director, John Dumas, and Assistant Director-Personnel, Lauren Call, to discuss the Personnel Department conducting a market study on various positions within the Water Department, specifically in the Water Plant. Mr. Bazley with the approval of the CAA, Mark Drewes, requested the Personnel Department conduct a market study for the classes of 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 Superintendent I, and Water Purification Superintendent II. These positions are vital to the everyday operations of the Water Department. There is currently five (5) vacancies for the class of Pump Equipment Mechanic. This position has been recruited since September 2022 with only one active candidate. There are currently four (4) vacancies for the class of Water Purification Operator. This position has been recruited since April 2022 with seven (7) active candidates. The difficulty in recruiting has been attributed to the inadequate starting rate.

Furthermore, our recommendation for the classes of Water Plant Maintenance Superintendent, Water Purification Operator-Class I, Water Purification Operator-Class II, Water Purification Operator-Class III, Water Purification Operator-Class IV, Water Purification Superintendent I, and Water Purification Superintendent II 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 Water Purification Operator-Class I, Water Purification Operator-Class II, Water Purification Operator-Class III, Water Purification Operator-Class IV, Water Purification Superintendent I, and Water Purification Superintendent II to a Market Based Pay Grade.

The difficulty in recruiting and maintaining personnel for these various classes has been attributed to the inadequate starting rate. Mr. Bazley expressed his concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. Mr. Bazley 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.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions as well as using Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (TX, MS, AL, FL, GA):

Pump Equipment Mechanic	
Jurisdiction	Starting Pay
Jefferson Parish:	\$31,586
East Baton Rouge:	\$32,215
City of Kenner:	\$35,227
City of New Orleans:	\$47,471
Lafayette Parish:	\$34,715
Salarystudy.com:	\$41,528
Average:	\$37,124

Water Purification Operator	
Jurisdiction	Starting Pay
Jefferson Parish:	\$31,586
City of Alexandria:	\$31,865
Lafayette Parish:	\$30,742
Shreveport:	\$31,366
Salarystudy.com:	\$37,122
Average:	\$32,536

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 Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2610	Pump Equipment Mechanic	16	31586	49000	40	
2772	Water Plant Maintenance Superintendent	25	44221	68601	40	E
2761	Water Purification Operator (7)	16	31586	49000	40	
2762	Water Purification Operator-Class I (7)	17	32990	51178	40	
2763	Water Purification Operator-Class II (7)	18	34394	53356	40	
2764	Water Purification Operator-Class III (7)	19	35797	55534	40	
2765	Water Purification Operator-Class IV (7)	20	37201	57712	40	
2771	Water Purification Superintendent I	24	42817	66423	40	E
2781	Water Purification Superintendent II	26	45625	70779	40	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2610	Pump Equipment Mechanic	19	35797	55534	40	
2772	Water Plant Maintenance Superintendent	27	47029	72957	40	E
2761	Water Purification Operator (7)	18	34394	53356	40	
2762	Water Purification Operator-Class I (7)	19	35797	55534	40	
2763	Water Purification Operator-Class II (7)	20	37201	57712	40	
2764	Water Purification Operator-Class III (7)	21	38605	59889	40	
2765	Water Purification Operator-Class IV (7)	22	40009	62067	40	
2771	Water Purification Superintendent I	26	45625	70779	40	E
2781	Water Purification Superintendent II	28	48433	75135	40	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the classes of 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 Superintendent I, and Water Purification Superintendent II. All current employees below the new minimum rate shall go to the minimum rate.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL AND KIM NGUYEN,
PERSONNEL BOARD SPECIAL ASSISTANT

SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED
SERVICE TO REVISE RULE II, SECTION 4

DATE: DECEMBER 29, 2022

CC: CORRESPONDENCE FILE

The following amendments are offered at the request of the Personnel Board to amend the appeal rights of prospective employees/applicants.

RULE II. ORGANIZATION, RULES AND PROCEDURES OF PERSONNEL BOARD

Section 4. APPEALS

- 4.1 Regular employees in the classified service shall have the right to appeal to the Board from suspension, fine, dismissal, layoff, demotion, reduction in pay, or furlough and designation as cyclic worker as provided under Rule XIII, Section 4.2 (a) and (c), to test the reasonableness of such action. The burden of proof on appeal, as to the facts, shall be on the appointing authority.
- 4.2 Any working test, or probation period, employee in the classified service who is suspended, fined, dismissed, laid off, or has suffered a reduction in pay or a demotion, shall have a right of appeal to the Board; provided, that he specifically alleges that the action appealed from resulted from discrimination due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations.

~~Persons who have applied for or shall have been examined for the classified service and who allege that they have been discriminated against due to race, color, national origin, sex, religion, age, disability, politics, or other specified cause unrelated to merit-employment considerations in review of their applications, admission to examinations, scoring of examinations, establishment of eligible lists, or certification, shall have the right to appeal to the Board.~~

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, December 20, 2022 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to create a new classification; Electrician Trainee, to be used by various departments;
- B. Approved two proposals to extend 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. Deferred a proposal to amend the Pay Plan for the Classified Service to revise pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the pay plan as necessary following a presentation from Jim Battigaglia consultant for The Archer Group.

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. Approved the meeting minutes from the meeting of November 15, 2022.

Under Old Business:

- A. The Board unanimously approved the monthly report for October 2022 and revised monthly report for September 2022.
- B. Mr. Cisco provided a report to the Board on the rights of prospective employees to file appeals.
- C. Ms. Nguyen provided the Board with an update on the current FMLA Policy.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:

1. Unanimously approved two (2) 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. Unanimously approved the monthly report for November 2022.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Thursday, January 26, 2022, 2:00 p.m., and Tuesday, February 28, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, the Board:
 1. Voted unanimously to take a request for a discretionary raise from the floor. Following the presentation of the item, the Board unanimously approved a request for the discretionary pay raise.
- F. Under Director's Report:
 1. The Director provided an update of Council Resolution – Pay Plan Study Minimum Salary \$15.01 per hour.
 2. Discussion and approval of the Board Meeting Calendar 2023.

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

Respectfully submitted,

/s/ John G. Dumas

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

Gretna, Louisiana

January 12, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUZETTE JUNG, PERSONNEL TECHNICIAN III
SUBJECT: REQUEST TO CANCEL LIST
DATE: JANUARY 12, 2023
CC: CORRESPONDENCE FILE

The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4: **Housing Counselor II (1072)**.

One vacancy within this classification currently exists in the Department of Jefferson Community Action Programs (Jeff CAP). Within a week of the Personnel Department's Certification Division referring the names of two eligible candidates to the open requisition, Jeff CAP Director, Christi Langoni, notified Personnel Department staff of the need to change the minimum qualifications for this classification.

Currently a preferred qualification for Housing Counselor II (1072) applicants, attainment of the "Housing Counselor Certification," awarded by the federal Department of Housing and Urban Development (HUD), is now a federally mandated requirement for Housing Counselor staff of agencies receiving HUD funding. To change this professional certification from a preferred qualification to a requirement at-entry, the eligibility list for Housing Counselor II (1072) must be canceled within the first six months of placing candidates on the list.

The Personnel Department recommends that the Personnel Board cancel the current eligibility list for Housing Counselor II (1072), in accordance with Rule VI, Section 6.4.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
JANUARY 26, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF DECEMBER 20, 2022:

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;
8. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage, scheduled for hearing on March 14, 2023.

APPEALS RECEIVED SUBSEQUENT TO DECEMBER 20, 2022:

January 17, 2023

OFFICIAL NOTICE

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

THURSDAY, JANUARY 26, 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 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,
- Amend the Personnel Rules of the Classified Service to revise Rule II, Section 4.2.

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

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

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

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