

**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,

/s/ John G. Dumas

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

Gretna, Louisiana

February 5, 2024

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

Personnel Board Meeting
January 24, 2024

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, WEDNESDAY, JANUARY 24, 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 Electronic Information Systems;
 - B. Amend the Personnel Rules of the Classified Service to revise Rule II, Section 4.6;
 - C. Amend the Pay Plan for the Classified Service to revise the class titles for Traffic Engineer, N.P. and Engineer-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. 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 classes in the Customer Relations and Utility Service classes series;
 - E. Amend the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs;
 - F. Amend 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. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3 (2).
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of December 19, 2023.
- VI. Old Business:
- 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 22, 2024, 2:00 p.m. (tentative) and Tuesday, March 19, 2024, 2:00 p.m. (tentative) meeting dates;

E. Miscellaneous/Unscheduled Matters;

1. Request to cancel a list in accordance with Personnel Rule VI, Section 6.4.

F. Director's Report:

1. Review of Personnel Department Goals-2023 and presentation of Department Goals-2024
2. Update on the violations of Personnel Rule XV-Prohibitions Against Political Activity

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO CREATE A NEW CLASSIFICATION IN THE DEPARTMENT OF ELECTRONIC INFORMATION SYSTEMS

DATE: JANUARY 18, 2024

CC: CORRESPONDENCE FILE

Mr. Jeb Tate, Director of the Department of Electronic Information Systems (EIS), requested the creation of a new classification called Information Technology Operations Manager. He provided a proposed job description. He also submitted a letter that stated:

“The EIS Department has grown in size and responsibility since the Department of Telecommunications was merged with EIS in 2017 under one director. The EIS Department now has seven divisions reporting to the EIS director: IT Support, Network/Systems, Development, GIS, Telecommunications, Cybersecurity, and IT Administration.

The department has significantly evolved in the past six years by creating and deploying new applications that have increased employee productivity and streamlined business processes parish-wide. We’ve modernized our data centers, increased the speed and redundancy of our network, standardized computer equipment, and hardened our network to resist cyberattacks; these are just some of our successes, all of which must be maintained as technology evolves.

The Parish is undergoing its most extensive projects in twenty years: transitioning from the AS400 to a new ERP, a complete upgrade to the Public Works Work Order system and introducing a modern GIS-based Enterprise Asset Management solution.

These projects will require dedicated IT project management resources and oversight from IT leadership. Adding an IT Operations Manager will add depth to the leadership of a department without an assistant director by distributing the oversight of the seven divisions of EIS, ensuring streamlined operations of our existing responsibilities, and ensuring IT resource availability for our newest projects.

Given the specialized nature of the position, we are requesting it be at market grade.”

This position would report directly to the Director of EIS. This position would be responsible for providing leadership and strategic direction to ensure the goals of the Electronic Information Systems Department are aligned with Information Technology best practices and support the overall goals of the Parish. This position would perform tasks that are complex and of unusual difficulty with responsibility for the Parish’s networks, cybersecurity, enterprise applications, GIS, disaster recovery/business continuity, data centers, telecommunications, IT support, software development, and for developing department staff and resource requirements.

After careful review of the job description, an Archer evaluation was completed for the new class of Information Technology Operations Manager. The position evaluated an overall point total of 862, with a responsibility valuation of 1.24998. This establishes the recommended pay grade for the new class of Information Technology Operations Manager as a pay grade 34. 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.

The recommendation to be placed in the pay plan is as follows:

Annual Salary Range

Class Code	Class Title	Pay Grade	Normal		Base	FLSA
			Min. Rate	Max. Rate	Hrs./Wk.	Status
1277	Information Technology Operations Manager	34	56856	88202	35	E

At the February meeting, we will recommend this position be placed into a Market Based Pay Grade upon final adoption by the Parish Council.

The Personnel Department recommends approval of the addition of the class of Information Technology Operations Manager by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT AND LAUREN CALL,
ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: PROPOSAL TO AMEND PERSONNEL RULE II, SECTION 4.6
DATE: JANUARY 18, 2024
CC: CORRESPONDENCE FILE

The Personnel Department is recommending changes to the Jefferson Parish Personnel Rule II, Section 4.6, based upon the request of the Parish Attorney's Office. As it currently reads, Section 4.6 requires that the Board shall initiate a hearing within 45 days of receipt of the appeal. The Personnel Department is recommending amendments to the Personnel Rules that would change/increase the time period for the Board to initiate an appeal from 45 days to 60 days. Other entities allow for 60 or more days based on the review of Federal Civil Service Rules, State Civil Service Rules, and the City of New Orleans Civil Service Rules.

The Personnel Department recommends approval of the provided Personnel Rules amendments.

Section 4. APPEALS

4.6 Within ~~forty five (45)~~ **sixty (60)** calendar days after receipt of an appeal, the Board shall initiate a hearing. The Board shall have the right to continue the hearing from time to time for good cause and reason. Except as otherwise specifically provided in these Rules, the burden of proof on appeal, as to the facts, shall be on the appointing authority or other official against whose action the appeal is taken.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE CLASS TITLES FOR TRAFFIC ENGINEER, N.P. AND ENGINEER-IN-TRAINING AND TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF ASSISTANT DIRECTOR-ENGINEERING, TRAFFIC ENGINEER, TRAFFIC ENGINEER, N.P., TRAFFIC ENGINEERING SUPERVISOR, SCADA SYSTEM MANAGER, AND SCADA SYSTEM MANAGER, ASSISTANT

DATE: 01/12/2024

CC: CORRESPONDENCE FILE

The Personnel Department received a request from Engineering Director, Angela DeSoto, to revise the class title of Traffic Engineer, N.P. to Engineer, N.P. and Engineer-in-Training to Engineer Intern. Ms. DeSoto has a need for a position to hire individuals with a Bachelors in Engineering that do not have the Louisiana Professional Engineering and Land Surveying Board (LAPELS) certification. She would like to have one position that can be used for traffic or for regular engineering work. She has requested the name change from Engineer-in-Training to Engineer Intern because LAPELS has changed the name of the credential and this follows suit.

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 classes 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.

In October 2023, the Personnel Board approved the reassignment of the Professional Engineer Series and the Engineer-in-Training to a Market Based Pay Grade. Ms. DeSoto has requested the classes of Assistant Director-Engineering, Traffic Engineer, Traffic Engineer, N.P., Traffic Engineering Supervisor, SCADA System Manager, and SCADA System Manager, Assistant also be moved to a Market Based Pay Grade in order to maintain internal consistency between these job classes. She would like to maintain parity among these positions in her department. These positions all require an engineering degree. These classes also historically have issues in recruiting a sufficient number of qualified candidates. Based on recruitment and the inability to attract or to fill vacancies with qualified personnel, the Personnel Department recommends the placement of Assistant Director-Engineering, Traffic Engineer, Traffic Engineer, N.P., Traffic Engineering Supervisor, SCADA System Manager, and SCADA System Manager, Assistant to a Market Based Pay Grade. The Personnel Department has determined that a market based pay grade reassignment is in order for these positions based upon our findings.

The following changes are recommended to the Pay Plan for the Classified Service:

CURRENT:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4066	Assistant Director-Engineering	43	78617	121960	35	E
4061	Traffic Engineer	33	55452	86024	40	E
4060	Traffic Engineer, N.P.	27	47029	72957	40	E
4065	Traffic Engineering Supervisor	37	61770	95825	40	E
4080	SCADA System Manager	38	64577	100181	40	E
4081	SCADA System Manager, Assistant	31	52644	81669	40	E

PROPOSED:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4066	Assistant Director-Engineering	47	89847	139382	35	E
4061	Traffic Engineer	37	61770	95825	40	E
4060	Engineer, N.P.	31	52644	81669	40	E
4065	Traffic Engineering Supervisor	41	73001	113248	40	E
4080	SCADA System Manager	42	75809	117604	40	E
4081	SCADA System Manager, Assistant	35	58260	90380	40	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for Assistant Director-Engineering, Traffic Engineer, Traffic Engineer, N.P., Traffic Engineering Supervisor, SDADA System Manager, and SCADA System Manager, Assistant by the Personnel Board. 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 occupying these positions are above the new starting rates, therefore there will not be any salary increases upon implementation. The Personnel Department also recommends approval of the class title change for Traffic Engineer, N.P. (proposed Engineer, N.P.) and Engineer-in-Training (proposed Engineer Intern) by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: HALIE DUCOTE, PERSONNEL TECHNICIAN II, AND ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION & PAY DIVISION

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES TO THE CLASSES OF CUSTOMER RELATIONS SPECIALIST I, CUSTOMER RELATIONS SPECIALIST II, CUSTOMER RELATIONS SPECIALIST III, CUSTOMER RELATIONS COORDINATOR, CUSTOMER RELATIONS SUPERVISOR, UTILITY SERVICES MANAGER, AND UTILITY SERVICES SUPERINTENDENT

DATE: 01/12/2024

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 October 30, 2023, Director of Water, Sidney Bazley III, sent an email to Personnel Director, John Dumas, and Assistant Director-Personnel, Lauren Call requesting a market study be conducted on the Customer Relations Specialist series. Public Works CAA, Mark Drewes, is on board with the request. On January 10, 2024, the Personnel Department held a meeting with Director of Water, Sidney Bazley III, CAA, Mark Drewes, and Utility Services Superintendent, Rodney Rogers, to discuss the imminent need for the study. These positions are vital to the everyday operations of the Water Department's Utility Billing section. There are currently thirteen (13) vacancies for the class of Customer Relations Specialist I. This position has been recruited since April 2022 with fifteen (15) active candidates. The difficulty in recruiting and retaining employees 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. Furthermore, he also expressed the Administration's dissatisfaction with the current call wait times, and have recommended outsourcing the work, which would be more costly. 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.

Furthermore, our recommendation for the classes of Customer Relations Specialist II, Customer Relations Specialist III, Customer Relations Coordinator, Customer Relations Supervisor, Utility Services Manager, and Utility Services Superintendent 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 Customer Relations Specialist II, Customer Relations Specialist III, Customer Relations Coordinator, Customer Relations Supervisor, Utility Services Manager, and Utility Services Superintendent in a market based pay grade.

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, FL, GA):

Customer Relations Specialist I	
Jurisdiction	Starting Pay
Jefferson Parish:	\$23,162
City of New Orleans:	\$31,117
City of Alexandria:	\$24,939
St. John Parish:	\$29,320
St. Charles Parish:	\$38,940
Salarystudy.com:	\$29,186
Average:	\$30,700

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
			Min. Rate	Max. Rate		
1289	Customer Relations Specialist I (1)	10	23162	35932	35	
1290	Customer Relations Specialist II	11	24566	38110	35	
1291	Customer Relations Specialist III	12	25970	40288	35	
1296	Customer Relations Coordinator	15	30182	46822	35	
1297	Customer Relations Supervisor	21	38605	59889	35	E
1298	Utility Services Manager	22	40009	62067	35	E
1299	Utility Services Superintendent	24	42817	66423	35	E

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		
1289	Customer Relations Specialist I (1)	14	28778	44644	35	
1290	Customer Relations Specialist II	15	30182	46822	35	
1291	Customer Relations Specialist III	16	31586	49000	35	
1296	Customer Relations Coordinator	19	35797	55534	35	
1297	Customer Relations Supervisor	25	44221	68601	35	E
1298	Utility Services Manager	26	45625	70779	35	E
1299	Utility Services Superintendent	28	48433	75135	35	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the classes of Customer Relations Specialist I, Customer Relations Specialist II, Customer Relations Specialist III, Customer Relations Coordinator, Customer Relations Supervisor, Utility Services Manager, and Utility Services Superintendent. 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: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND 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

DATE: JANUARY 18, 2024

CC: CORRESPONDENCE FILE

Accounting Director Eric Chi reached out to Personnel to add an additional level of supervisor Accountant for the Department of Accounting. Assistant Director-Personnel Lauren Call met with Mr. Chi and developed a job description for the proposed position. It was also recommended to Mr. Chi to considering designating the Accountant I-Central Finance Office to be reallocatable to the Accountant II-Central Finance Office. He was in agreement for the designation.

Based on Mr. Chi's request and review of the job description, a new class of Accountant III-Central Finance Office is recommended. Additionally, it recommended that the class of Accountant I-Central Finance should be reallocatable as allowed by Pay Plan Footnote Listing No. 1, which reads: "Reallocatable to II, or proficient, level class after satisfactory completion of probation at I level and certification of assignment of proficient (or journeyman) level work."

I have recommended the minimum qualification requirements for the class of Accountant III-Central Finance Office to be the following:

"Applicants must meet one of the following requirements:

1. Current employment with Jefferson Parish and permanent civil service status in the classification of Accountant II-Central Finance Office; supplemented by at least two (2) year of experience in that capacity.
2. Possession of a Louisiana CPA license and at least two (2) years of full-time, paid work performing professional* accounting or finance duties.
3. Possession of a Bachelor's degree in Accounting from an accredited college; supplemented by at least four (4) years of full-time, paid work experience performing professional* accounting or finance duties.
4. Possession of a Bachelor's degree from an accredited college with at least eighteen (18) semester hours of Accounting or Finance coursework; supplemented by at least five (5) years of full-time, paid work experience performing professional* accounting or finance duties. (Proof of education is required in the form of a college transcript.)
5. Possession of a Master's degree in Accounting, Business Administration, Public Administration, or a related field from an accredited college with at least eighteen (18) semester hours of Accounting or Finance coursework; supplemented by at least two (2) year of full-time, paid work experience performing professional* accounting or finance duties. (Proof of education is required in the form of a college transcript.)

*Professional experience must be obtained post-Bachelor's degree completion.

An evaluation was conducted in the Archer Evaluation System on the requested new class. The Archer evaluation for the class of Accountant III-Central Finance Office puts the overall point total at 755, with a responsibility valuation of 1.36108. This makes the recommended pay grade for the new class of Accountant III-Central Finance Office as pay grade 30. Hours

of work will be 35 hours per week, and will be Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Accountant III-Central Finance Office has been prepared and is included with this report.

The recommended changes to the pay plan are as follows:

Currently the class are 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		
1218	Accountant I-Central Finance Office	24	42817	66423	35	E

The changes will appear as follows in the pay plan:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
1218	Accountant I-Central Finance Office (1)	24	42817	66423	35	E
1215	Accountant III-Central Finance Office	30	51240	79491	35	E

The Personnel Department recommends approval of the designation of Footnote #1 for the class of Accountant I-Central Finance Office and the creation of the classification of Accountant III-Central Finance Office by the Personnel Board.

JEFFERSON PARISH, LOUISIANA

POSITION TITLE: ACCOUNTANT III-CENTRAL FINANCE OFFICE

KIND OF WORK

Under general direction, the purpose of this position is to perform responsible, supervisory professional level accounting work involving the accurate maintenance and financial reporting for assigned accounts, services, funds, and/or cost centers of the Parish in an independent manner. Employees in this classification are responsible for ensuring the timely and accurate recording and reporting of all financial activities for the assigned area. Work areas include, but are not limited to, grants, fixed assets, budgets, general and subsidiary ledgers, debt service, special revenues, capital outlay, and the general fund. Incumbents ensure compliance with regulatory standards, generally accepted accounting principles, and approved policies and procedures. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This class is distinguished as supervisor and professional level departmental accounting work performed independent of review of a higher-level fiscal/accounting manager/supervisor, and requiring the application of specific knowledge and interpretation of departmental contract/agreement provisions in reviewing and approving documents that affect account status and financial reporting. An employee in this class performs professional level accounting work in the Central Finance Office, requiring formal education in accounting at the Bachelor's level plus substantial previous experience in professional level accounting work. This class requires the ability to analyze and prepare a wide variety of records, statements, and reports. This class differs from the class of Accountant I-Central Finance Office and Accountant II-Central Finance Office in that the latter performs the preparation and maintenance of financial records and reports under supervision of a higher-level fiscal/accounting manager/supervisor.

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.

Provides supervision to professional accounting personnel under charge in use and application of the Parish's automated on-line financial system(s).

Provides administrative oversight, training, supervision, and guidance for various work areas, i.e., grants, fixed assets, budgets, general and subsidiary ledgers, debt service, special revenues, capital outlay.

Performs personnel management functions, i.e., performance evaluations, interviewing, recommending hire/transfer/discipline/promotion.

Audits and/or reviews various items for accuracy, regulatory compliance and/or adherence to policies and procedures, i.e., budget details, billing/vendor invoices, direct expenditures, journal entries, bank statements, wire transfers.

Ensures adherence to and compliance with all year end established timetables and deadlines.

Performs complex research, analysis and follow up on various items unable to be resolved at subordinate levels, i.e., out of balance conditions, journal entry inconsistencies, account discrepancies.

Communicates and works collaboratively with various entities in researching and resolving accounting issues, i.e., other departments, department heads, financial institutions, service/product vendors, internal auditors.

Works collaboratively with external auditors by providing financial data, and responding to inquiries.

Maintains current knowledge of and ensures compliance with approved policies and procedures, generally accepted accounting principles, and applicable regulatory standards.

Reconciles and/or balances various accounts or items specific to assigned area, i.e., payroll, bank statements, liability accounts, petty cash accounts.

Receives and analyzes various types of statements, contracts and agreements, as applicable to area of assignment, i.e., accounts receivable, audit reports, budgets, grantee reports, fixed asset additions, line-item transfers.

Prepares various documentation applicable to assigned work area, i.e., financial reports, statements, line-item transfers, financial summaries, spreadsheets, graphs, audit work papers, grantee reports, status reports, budget schedules, cash reports, journal entries.

Maintains accurate and complete indexes, hard copy and computer files of work processed and accountable for; ensures same for personnel under charge.

Assists other department personnel in the preparation and completion of the Comprehensive Annual Financial Report.

Evaluates performance of subordinate Accountant staff, and makes recommendations of job performance rating.

Reviews invoices and requests for payment submitted by contractors and other outside companies for project work; applies provisions stated in contracts or engineering agreements in independently determining the proper amount or amounts to pay on the invoices.

Makes final determination on amount to pay on invoices, presents directly to department directors for approval, and follows up with the Accounting Department to insure that the proper accounts are correctly updated.

Reviews and posts journal entries and budget adjustments.

Prepares Trial Balance and General Ledger.

Review and approve bank reconciliations, petty cash, mileage reimbursement, direct expenditures, and other departmental request prepared by subordinate accountants.

Independently deals with auditors, contactors, departmental personnel, and department directors regarding the review and approval of invoices and maintenance of departmental and project accounts.

Communicates and works collaboratively with various entities in researching and resolving accounting issues, i.e., other departments, department heads, financial institutions, service/product vendors, internal auditors.

Performs advanced accounting tasks requiring specialized knowledge of unit processes and procedures.

Performs review and verification of all transactions, invoices, reports, receipts, summaries or statements as per unit checks and balances procedures.

Prints, copies, distributes, and/or files records, lists, forms, reports, statements, spreadsheets, and other documentation application to assigned accounting functions.

Performs research and resolves any accounting inconsistencies, inaccuracies, and out of balance conditions; performs follow-up on billing, invoices, and/or customer accounts, as applicable.

Performs various routine clerical duties in support of assigned work unit, i.e. sending facsimiles, maintaining filing systems, photocopying, faxing, scanning and e-mailing materials, receptionist duties, mail processing, and backup relief or other functions when necessary.

Scans necessary paper work to attach to vendor files.

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.

Perform all duties in a safe, timely and professional manner.

May be required to perform other duties as they relate to the position, based upon the needs of the department.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of generally accepted accounting principles and procedures with respect to governmental accounting.

Extensive knowledge of professional accounting principles and procedures, to include the functions of auditing, statement analysis, reconciliation, posting, balancing, and financial reporting.

Advanced Knowledge of Microsoft computer programs, including Excel and Word.

Working knowledge of office methods and procedures.

Knowledge of math, including addition, subtraction, multiplication, division, and calculating decimals and percentages.

Knowledge of laws, ordinances and fiscal regulations governing public financial matters.

Knowledge of Uniform Guidance and other Federal Grant compliance regulations.

Knowledge of effective supervisory principles and techniques.

Knowledge of alphabetic and numeric filing principles and standards.

Skill in the operation of modern office equipment such as computer, printer, calculator.

Ability to exchange communication in obtaining information in clarifying details, and ability to establish effective working relationships with fellow employees and personnel from other Parish departments.

Ability to review and analyze a wide variety of forms, statements, reports, and documentation to verify accuracy and compliance with applicable regulatory and accounting standards.

Ability to research and resolve accounting inconsistencies, out of balance conditions, and errors.

Ability to apply acute attention to numeric detail in maintenance of accurate accounting records.

Ability to receive and respond to customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to apply acute attention to numeric detail in maintenance of accurate records.

Ability to follow oral and written instructions.

Ability to prioritize, coordinate, and delegate daily unit tasks as needed.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet one of the following requirements:

1. Current employment with Jefferson Parish and permanent civil service status in the classification of Accountant II-Central Finance Office; supplemented by at least two (2) year of experience in that capacity.

2. Possession of a Louisiana CPA license and at least two (2) years of full-time, paid work performing professional* accounting or finance duties.
3. Possession of a Bachelor's degree in Accounting from an accredited college; supplemented by at least four (4) years of full-time, paid work experience performing professional* accounting or finance duties.
4. Possession of a Bachelor's degree from an accredited college with at least eighteen (18) semester hours of Accounting or Finance coursework; supplemented by at least five (5) years of full-time, paid work experience performing professional* accounting or finance duties. (Proof of education is required in the form of a college transcript.)
5. Possession of a Master's degree in Accounting, Business Administration, Public Administration, or a related field from an accredited college with at least eighteen (18) semester hours of Accounting or Finance coursework; supplemented by at least two (2) year of full-time, paid work experience performing professional* accounting or finance duties. (Proof of education is required in the form of a college transcript.)

*Professional experience must be obtained post-Bachelor's degree completion.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some standing and walking, lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

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 (e.g. dirt, cold, rain, fumes). Work is primarily performed indoors without routing exposure to adverse weather conditions.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. Applications for examinations shall be open to all qualified persons regardless of race, color, national origin, sex, religion, age, or disability. 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 2020

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT
DATE: JANUARY 18, 2024
CC: EMPLOYEE'S FILE – GA'LISA STEWARD; CORRESPONDENCE FILE

Sarah Babcock, Chief Administrative Assistant overseeing Public Health for the Parish Administration, is requesting that the transient appointment of Ga'Lisa Steward be extended for an additional six months. Ga'Lisa Steward was hired to a transient Administrative-Management Specialist II position on August 12, 2023. The appointment will expire on February 12, 2024. We are asking the board to approve extending the appointment until August 12, 2024.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: JANUARY 18, 2024
CC: EMPLOYEE'S FILE – JOSEPH LACAVA; CORRESPONDENCE FILE

Harold Buhler, Director, Department of Parks & Recreation is requesting that the transient appointment of Joseph LaCava be extended for an additional six months. Joseph LaCava was hired to a transient College Intern-General on August 26, 2023. The appointment will expire on February 26, 2024. If approved, the extension will expire on August 26, 2024.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

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

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

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

Under Executive Session Matters:

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

Under Approval of the Minutes:

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

Under Old Business:

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

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, the Board:
1. Unanimously approved two (2) requests for advanced or extended leave of absence.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
1. None.
- C. Under Approval of the monthly report, the Board:
1. Approved the monthly report for November 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
1. Unanimously approved meeting dates of Wednesday, January 24, 2024, 2:00 p.m., and Thursday, February 22, 2024, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
1. None.
- F. Under Director's Report, the Director:
1. Discussed the 2024 Board Meeting Calendar.
 2. Updated the Board on employee overpayment issues.
 3. Updated the Board on Recruitment issues.

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

Respectfully submitted,

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

Gretna, Louisiana

January 18, 2024

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
SUBJECT: REQUEST TO CANCEL LIST
DATE: JANUARY 18, 2024
CC: CORRESPONDENCE FILE

The Personnel Department is requesting to cancel the following list in accordance with Rule VI, Section 6.4:

Customer Relations Specialist I - We have recently updated the minimum qualifications and decided to change the test for this position. All but one candidate on the current eligibility list has indicated that they are no longer interested in the position. All candidates on the current eligibility list will be notified and encouraged to reapply for the new exam plan/list.

The Personnel Department recommends that the Personnel Board cancel the following list: Customer Relations Specialist in accordance with Rule VI, Section 6.4.

January 18, 2024

OFFICIAL NOTICE

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

WEDNESDAY, JANUARY 24, 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 Electronic Information Systems;
- Amend the Personnel Rules of the Classified Service to revise Rule II, Section 4.6;
- Amend the Pay Plan for the Classified Service to revise the class titles for Traffic Engineer, N.P. and Engineer-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;
- 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 in the Customer Relations and Utility Services class series;
- Amend the Pay Plan for the Classified Service to create a new classification in the Department of Jefferson Community Action Programs;
- Amend 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,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

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

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

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

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