

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, WEDNESDAY, JUNE 19, 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 revise: pay grade minimum, normal maximum, and absolute maximum rates for all class titles; class titles for select classes; pay grade assignment for select classes; and provide for related matters;
 - B. Amend the Pay Plan for the Classified Service to assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the Accountant class series, to apply Footnote No. 1 to the classification Account Clerk I-Central Finance Office, and to provide for related matters;
 - C. Amend the Pay Plan for the Classified Service to revise the class title and assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Landscape Architect and provide for related matters;
 - D. Amend the Pay Plan for the Classified Service to revise, create, remove, or apply: footnote assignments, special pay provision assignments, and classifications for positions utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director and to provide for related matters;
 - E. Amend the Personnel Rules of the Classified Service to create a new Section in Rule III;
 - F. Amend the Pay Plan for the Classified Service to: revise the class title of Payroll Clerk-Central Payroll Office; create a new classification; apply Footnote No. 1 to the new classification; and provide for related matters; 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 May 14, 2024.
- VI. Old Business:
 - A. Approval of the Monthly Report for April 2024.
- 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: Wednesday, July 17, 2024, 2:00 p.m. (tentative) and Tuesday, August 13, 2024, 2:00 p.m. (tentative) meeting dates;
- E. Miscellaneous/Unscheduled Matters;
- F. Director's Report:
 - 1. Update on Recent Recruitment Activity

VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: PAY PLAN FOR THE CLASSIFIED SERVICE

DATE: JUNE 3, 2024

The Personnel Board and Department have been working with the Archer Group along with the Parish Administration including the Budget, Finance, and Human Resources Departments on an update to the Pay Plan for the Classified Service. The challenges we face include instituting a plan that is affordable and sustainable, determining an implementation strategy that is in the best interest of the Parish service, and developing a pay plan which provides the Parish with competitive salaries to attract and retain skilled, qualified employees. The included proposal has been agreed upon by all parties involved. The following items are included as part of the implementation:

1. January 11, 2025 will be the effective date of the revised Pay Plan for the Classified Service.
2. All classified employees who have been employed continuously for at least two (2) years at the time of implementation shall receive a \$750 compression adjustment as provided for under Personnel Rule IV, Section 1.6. Compression adjustment will be applied prior to bringing classified employees to the new minimum salary.
3. All classified employees with salaries remaining below the new minimum salary for their classification following any compression adjustment shall have their salary adjusted to the new minimum salary.
4. In accordance with Personnel Rule IV, Section 2.1, any classified employee entering the classified service with an initial employment date on or between July 11, 2024 and July 10, 2025 shall have their initial pay raise deferred until January 10, 2026.
5. All 40-hour per week classifications in Pay Grades 5-9 will be placed in Market Pay Grade 10. All 35-hour per week classifications in Pay Grades 5-6 will be placed in Market Pay Grade 7. As a result of Market-Based Pay Grade assignments, the minimum hourly starting rate will be 14.2469 for 40-hour per week classifications and 14.0272 for 35-hour per week classifications.
6. Some additional classifications will still need to be placed in Market-Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g). Those Market-Based Pay Grade assignments will be reviewed for possible approval by the Personnel Board at the November or December board meeting.
7. Any additional changes to the Pay Plan for the Classified Service approved by the Personnel Board and Parish Council prior to the January 11, 2025 effective date shall be incorporated into the final version.

The Personnel Department recommends approval of the attached proposed Pay Plan for the Classified Service.

Jefferson Parish, Louisiana
Department of Personnel

**PAY PLAN FOR THE CLASSIFIED SERVICE
(Ordinance 14796 as amended)**

**(revisions proposed by Archer Company, LLC, 2018)
Effective January 11, 2025 (Proposed)**

**(revisions proposed by Archer Company, LLC, 2018)
Effective January 5, 2019**

**(revisions proposed by Archer Company, LLC, November, 2006)
Effective January 6, 2007**

**(amended to open range pay plan, effective July 31, 1999)
Pursuant to Ordinance 20739**

Note: See list of pay grades

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1201	Account Clerk I	9	28265	43849	35	
1207	Account Clerk I-Central Finance Office	13	33738	52338	35	
1202	Account Clerk II	11	31001	48094	35	
1208	Account Clerk II-Central Finance Office	17	39210	60827	35	
1203	Account Clerk III	15	36474	56582	35	
1210	Accountant I (1)	20	43314	67194	35	
1218	Accountant I-Central Finance Office (1)	24	48786	75683	35	E/S
1211	Accountant II	22	46050	71438	35	
1219	Accountant II-Central Finance Office	28	54258	84172	35	E/S
1212	Accountant III	26	51522	79927	35	E/S
1215	Accountant III-Central Finance Office	30	56994	88416	35	E/S
1015	Administrative Assistant	18	40578	62949	35	
1051	Administrative-Management Specialist I (1)	16	37842	58705	35	
1052	Administrative-Management Specialist II	19	41946	65071	35	
1053	Administrative-Management Specialist III	26	51522	79927	35	E/S
1054	Administrative-Management Specialist IV	30	56994	88416	35	E/S
2315	Air Conditioning/Heating Mechanic	20	43314	67194	40	
1030	Alario Center Events Coordinator	20	43314	67194	40	
1050	Alario Center General Manager, Assistant	33	61098	94783	35	E
1037	Alario Center Marketing Manager	25	50154	77805	35	E/S
1040	Alario Center Marketing Manager, Assistant	22	46050	71438	35	E/S
3041	Amusement Ride Operator	8	26897	41727	40	
4016	Arborist	23	47418	73560	40	E/S
1220	Assistant Director-Accounting	38	69990	108577	35	E
5189	Assistant Director-Building Permits	34	62466	96905	35	E
1057	Assistant Director-Citizens' Affairs	31	58362	90538	35	E/S
5138	Assistant Director-Code Compliance & Enforcement	29	55626	86294	35	E/S
1059	Assistant Director-Community Development	34	62466	96905	35	E
2640	Assistant Director-Drainage	43	83670	129800	35	E
5008	Assistant Director-Emergency Management	34	62466	96905	35	E
4066	Assistant Director-Engineering	43	83670	129800	35	E
5405	Assistant Director-Environmental Affairs	38	69990	108577	40	E
1217	Assistant Director-Finance	37	67254	104333	35	E
5024	Assistant Director-Fire Services	38	69990	108577	35	E
2345	Assistant Director-Fleet Management	30	56994	88416	40	E/S
1305	Assistant Director-General Services	34	62466	96905	40	E
1459	Assistant Director-Human Resource Management	37	67254	104333	35	E
6715	Assistant Director-Jeff CAP	34	62466	96905	35	E
6621	Assistant Director-JPAWS	30	56994	88416	35	E/S
6546	Assistant Director-Juvenile Services	34	62466	96905	40	E
3157	Assistant Director-Library	34	62466	96905	35	E
3090	Assistant Director-Parks & Recreation	34	62466	96905	35	E

Refer to listing of footnotes, immediately following this listing
Job Classification Pay Grade Assignment Listing

FLSA Overtime Status
E = Exempt, E/S = Exempt Salary-Dependent

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1414	Assistant Director-Personnel	37	67254	104333	35	E
5191	Assistant Director-Planning	36	65202	101149	35	E
1304	Assistant Director-Purchasing	31	58362	90538	35	E/S
1468	Assistant Director-Risk Management	34	62466	96905	35	E
5000	Assistant Director-Safety & Security	32	59730	92660	35	E
2700	Assistant Director-Sewerage	41	78198	121311	35	E
1021	Assistant Director-Streets	41	78198	121311	35	E
1515	Assistant Director-Water	41	78198	121311	35	E
1250	Assistant Secretary/Manager-Retirement System	21	44682	69316	35	E/S
1024	Assistant to the Chief Operating Officer	21	44682	69316	35	E/S
2343	Automotive Line Superintendent	25	50154	77805	40	
2342	Automotive Line Supervisor	22	46050	71438	40	
2336	Automotive Mechanic (6)	17	39210	60827	40	
2335	Automotive Mechanic Trainee (1)	11	31001	48094	40	
2337	Automotive Mechanic, Senior	19	41946	65071	40	
2347	Automotive Work Control Supervisor	21	44682	69316	40	
1443	Benefits Administrator	29	55626	86294	35	E/S
1456	Benefits Specialist	21	44682	69316	35	
2420	Bridge Maintenance Superintendent	26	51522	79927	40	E/S
2421	Bridge Maintenance Superintendent, Assistant	22	46050	71438	40	E/S
2380	Bridge Tender	8	26897	41727	40	
5126	Building Codes/Training Coordinator	23	47418	73560	35	E/S
5101	Building Inspector I (8)	20	43314	67194	35	
5102	Building Inspector II (11)	22	46050	71438	35	
5103	Building Inspector III	24	48786	75683	35	
5099	Building Inspector Supervisor	26	51522	79927	35	E/S
2259	Building Maintenance Supervisor	18	40578	62949	40	
5110	Building Permit Manager	29	55626	86294	35	E/S
5106	Building Plan Reviewer I (8)	21	44682	69316	35	
5107	Building Plan Reviewer II (11)	23	47418	73560	35	
5109	Building Plan Reviewer III	25	50154	77805	35	
5108	Building Plan Reviewer Supervisor	26	51522	79927	35	E/S
2360	Bus Driver	11	31001	48094	35	
3005	Ceramics Assistant	5	22793	35360	40	
5027	Chemical Control Sprayer I	7	25529	39605	40	
5028	Chemical Control Sprayer II	10	29633	45971	40	
5029	Chemical Control Sprayer Supervisor	15	36474	56582	40	
2359	Child Care Worker (13)	5	22793	35360	35	
1104	Clerk (Council)	13	33738	52338	35	
5135	Code Compliance Inspector I (1)	14	35106	54460	35	
5136	Code Compliance Inspector II (8)	16	37842	58705	35	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5139	Code Compliance Inspector II-Certified	18	40578	62949	35	
5137	Code Compliance Supervisor	21	44682	69316	35	E/S
1005	College Intern	SP 5				
5066	Communications Manager	26	51522	79927	35	E/S
5165	Community Development Loan Program Manager	18	40578	62949	35	
1062	Community Development Project Coordinator	23	47418	73560	35	E/S
1091	Community Services Counselor	15	36474	56582	35	
1095	Community Services Program Coordinator	20	43314	67194	35	
1075	Community Services Supervisor	23	47418	73560	35	E/S
1074	Community Services Worker	10	29633	45971	35	
5025	Complaints Investigator I	10	29633	45971	40	
5026	Complaints Investigator II	13	33738	52338	40	
1274	Computer Application Developer	30	56994	88416	35	E/S
1269	Computer Network Administrator	31	58362	90538	35	E/S
1268	Computer Network Engineer	40	75462	117066	35	E
1262	Computer Network Specialist	28	54258	84172	35	
1261	Computer Programmer/Analyst	26	51522	79927	35	E/S
1267	Computer Systems Analyst Supervisor	31	58362	90538	35	E/S
1263	Computer Systems Analyst, Senior	28	54258	84172	35	E/S
1264	Computer Systems Coordinator	18	40578	62949	35	E/S
1258	Computer Systems Specialist	23	47418	73560	35	
1265	Computer Systems Supervisor	31	58362	90538	35	E/S
1046	Council Contract Administrator	28	54258	84172	35	E/S
1086	Criminal Justice Administrative Manager	25	50154	77805	35	E/S
1085	Criminal Justice Analyst I (1)	15	36474	56582	35	
1087	Criminal Justice Analyst II	17	39210	60827	35	
2023	Custodial Worker Supervisor	7	25529	39605	40	
2020	Custodian	5	22793	35360	40	
1296	Customer Relations Coordinator	15	36474	56582	35	
1289	Customer Relations Specialist I (1)	10	29633	45971	35	
1290	Customer Relations Specialist II	11	31001	48094	35	
1291	Customer Relations Specialist III	12	32370	50216	35	
1297	Customer Relations Supervisor	21	44682	69316	35	E/S
1061	Deputy Parish Clerk	29	55626	86294	35	E/S
5064	Deputy Public Information Officer	30	56994	88416	35	E/S
6564	Dietician	23	47418	73560	35	E/S
6710	Disabilities Services Program Coordinator	22	46050	71438	35	E/S
1058	Disability Affairs Specialist	25	50154	77805	35	
1011	Dispatcher	6	24161	37482	40	
2645	Drainage Maintenance Superintendent I	24	48786	75683	40	E/S
2646	Drainage Maintenance Superintendent II	26	51522	79927	40	E/S
2648	Drainage Maintenance Superintendent III	28	54258	84172	40	E/S

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Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2638	Drainage Maintenance Supervisor	20	43314	67194	40	
2642	Drainage Operations/Maintenance Program Manager	31	58362	90538	40	E/S
2650	Drainage Pump Station Maintenance Superintendent	28	54258	84172	40	E/S
2600	Drainage Pump Station Operator I (1)	16	37842	58705	40	
2601	Drainage Pump Station Operator II	18	40578	62949	40	
2603	Drainage Pump Station Operator II, Resident	18	40578	62949	40	
2644	Drainage Pump Station Superintendent I	24	48786	75683	40	E/S
2647	Drainage Pump Station Superintendent II	26	51522	79927	40	E/S
2649	Drainage Pump Station Superintendent III	28	54258	84172	40	E/S
6708	Early Head Start Teacher	14	35106	54460	35	E
6580	Education Specialist I	16	37842	58705	40	E/S
6581	Education Specialist II	18	40578	62949	40	E/S
6582	Education Specialist III	19	41946	65071	40	E
5111	Electrical Inspector I (8)	20	43314	67194	35	
5112	Electrical Inspector II (11)	22	46050	71438	35	
5113	Electrical Inspector III	24	48786	75683	35	
5114	Electrical Inspector Supervisor	26	51522	79927	35	E/S
2300	Electrician	19	41946	65071	40	
2302	Electrician Supervisor	23	47418	73560	40	
2303	Electrician Supervisor, High Altitude	SP 4	one-step		40	
2304	Electrician Trainee	16	37842	58705	40	
2301	Electrician, High Altitude	SP 4	one-step		40	
5005	Emergency Management Coordinator I	20	43314	67194	35	
5006	Emergency Management Coordinator II	24	48786	75683	35	
5007	Emergency Management Coordinator III	30	56994	88416	35	E/S
5146	EMS Program Compliance Specialist	25	50154	77805	35	
4051	Engineer I, Professional	35	63834	99027	40	E
4052	Engineer II, Professional	37	67254	104333	40	E
4053	Engineer III, Professional	42	80934	125555	40	E
4050	Engineer Intern (3)	24	48786	75683	40	E/S
4054	Engineer IV, Professional	43	83670	129800	40	E
4060	Engineer, N.P.	27	52890	82049	40	E/S
4040	Engineering Division Supervisor – N.P.	26	51522	79927	40	E/S
4034	Engineering Inspector I (1)	15	36474	56582	40	
4035	Engineering Inspector II	18	40578	62949	40	
4037	Engineering Inspector II	SP 3	two-steps		40	
4047	Engineering Inspector II	SP 6	two-steps		40	
4036	Engineering Inspector III	22	46050	71438	40	
4048	Engineering Inspector III	SP 6	two-steps		40	
4038	Engineering Inspector III	SP 3	two-steps		40	
4049	Engineering Operations/Maintenance Program Manager	31	58362	90538	40	E/S
5056	Environmental Inspector	17	39210	60827	40	

Refer to listing of footnotes, immediately following this listing
Job Classification Pay Grade Assignment Listing

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Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5401	Environmental Quality Specialist	22	46050	71438	40	
5402	Environmental Quality Specialist	SP 3	two-steps		40	
5403	Environmental Quality Supervisor	27	52890	82049	40	E/S
5411	Environmental Quality Technician I	12	32370	50216	40	
5413	Environmental Quality Technician I	SP 3	two-steps		40	
5412	Environmental Quality Technician II	18	40578	62949	40	
5414	Environmental Quality Technician II	SP 3	two-steps		40	
2371	Equipment Operator I	9	28265	43849	40	
2372	Equipment Operator II	12	32370	50216	40	
2373	Equipment Operator III	15	36474	56582	40	
2376	Equipment Operator III	SP 3	two-steps		40	
2374	Equipment Operator IV	19	41946	65071	40	
2377	Equipment Operator IV	SP 3	two-steps		40	
2375	Equipment Operator V	22	46050	71438	40	
2378	Equipment Operator V	SP 3	two-steps		40	
1018	Executive Assistant	20	43314	67194	35	E/S
5190	Executive Operations Manager	25	50154	77805	35	E/S
1020	Executive Superintendent	23	47418	73560	35	E/S
2041	Facilities Maintenance Manager	25	50154	77805	40	E/S
1255	Facilities Operations Manager	27	52890	82049	40	E/S
1525	Facilities Reservations Coordinator	16	37842	58705	35	
6707	Family Service Specialist	18	40578	62949	35	
1430	Federal Programs Career Specialist	15	36474	56582	35	
1553	Federal Programs Coordinator	18	40578	62949	35	
1552	Federal Programs Coordinator, Assistant	15	36474	56582	35	
1551	Federal Programs Counselor	13	33738	52338	35	
1042	Federal Programs Planner/Supervisor	22	46050	71438	35	E/S
1555	Federal Programs Site Monitor	14	35106	54460	35	
1431	Federal Programs Vocational Counselor I	12	32370	50216	35	
1432	Federal Programs Vocational Counselor II	14	35106	54460	35	
1433	Federal Programs Vocational Counselor III	18	40578	62949	35	E/S
2211	Field Supervisor I	15	36474	56582	40	
2212	Field Supervisor II	20	43314	67194	40	
5020	Fire Training Center Administrator	26	51522	79927	35	E/S
5019	Fire Training Center Training Officer	21	44682	69316	35	
5003	Floodplain/CRS Specialist	24	48786	75683	35	E/S
2104	Food Service Manager	16	37842	58705	35	
2101	Food Service Technician I (1) (10)	6	24161	37482	40	
2102	Food Service Technician II (10)	10	29633	45971	40	
4041	GIS Analyst I (1)	18	40578	62949	35	
4042	GIS Analyst II	20	43314	67194	35	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4043	GIS Analyst III	23	47418	73560	35	E/S
4045	GIS Manager	31	58362	90538	35	E/S
2354	Groundskeeper	5	22793	35360	40	
5015	Hazardous Materials Risk Coordinator	32	59730	92660	35	E
5014	Hazardous Materials Risk Coordinator, Assistant	24	48786	75683	35	
6703	Head Start Administrator	30	56994	88416	35	E
6706	Head Start Administrator, Assistant	29	55626	86294	35	E
6704	Head Start Education Coordinator	27	52890	82049	35	E
6559	Head Start Social Services Coordinator	26	51522	79927	35	E/S
6558	Head Start Social Services Coordinator, Assistant	21	44682	69316	35	E/S
6701	Head Start Teacher (10)	17	39210	60827	35	E
6700	Head Start Teacher, Assistant (10)	12	32370	50216	35	E
6705	Head Start Teacher/Advisor (10)	21	44682	69316	35	E
6702	Head Start Teaching Supervisor	26	51522	79927	35	E/S
4013	Horticulturist	20	43314	67194	40	E/S
5155	Housing Improvement Administrator	22	46050	71438	40	E/S
5161	Housing Improvement Coordinator I (1)	11	31001	48094	35	
5162	Housing Improvement Coordinator II	13	33738	52338	35	
5163	Housing Improvement Coordinator III	18	40578	62949	35	
1071	Housing Program Coordinator I (1)	11	31001	48094	35	
1072	Housing Program Coordinator II	13	33738	52338	35	
1073	Housing Program Coordinator III	18	40578	62949	35	E/S
1060	Housing Rehabilitation Program Manager	24	48786	75683	35	E/S
5153	Housing Rehabilitation Specialist	17	39210	60827	35	
5154	Housing Rehabilitation Supervisor	20	43314	67194	35	
1461	Human Resource Administrator	31	58362	90538	35	E/S
1450	Human Resource Management Special Assistant	36	65202	101149	35	E
1460	Human Resource Manager	28	54258	84172	35	E/S
1463	Human Resource Specialist	15	36474	56582	35	
6612	Humane Officer (1)	16	37842	58705	40	
6614	Humane Officer-Senior	18	40578	62949	40	
5067	Information Specialist	21	44682	69316	35	E/S
1275	Information Technology Business Analyst	30	56994	88416	35	E/S
1277	Information Technology Operations Manager	34	62466	96905	35	E
1276	Information Technology Security Analyst	33	61098	94783	35	E
1205	Internal Auditor I	22	46050	71438	35	
1206	Internal Auditor II	26	51522	79927	35	E/S
6607	JPAWS Administrative Clerk	12	32370	50216	40	
6608	JPAWS Administrative Specialist	15	36474	56582	40	
6601	JPAWS Care Attendant I (1)	12	32370	50216	40	
6602	JPAWS Care Attendant II	14	35106	54460	40	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
6605	JPAWS Care Attendant Supervisor	18	40578	62949	40	
6617	JPAWS Care Specialist	18	40578	62949	40	
6613	JPAWS Division Supervisor	20	43314	67194	40	E/S
6620	JPAWS Manager	23	47418	73560	40	E/S
6545	Juvenile Detention Home Manager	25	50154	77805	40	E/S
6530	Juvenile Detention Home Security Guard	9	28265	43849	40	
6544	Juvenile Detention Home Supervisor	21	44682	69316	40	E/S
2044	Juvenile Detention Housekeeper	10	29633	45971	40	
6541	Juvenile Detention Officer I (1)	14	35106	54460	40	
6542	Juvenile Detention Officer II	17	39210	60827	40	
6572	Juvenile Evaluation & Treatment Supervisor	33	61098	94783	40	E
6551	Juvenile Probation Officer I (1)	17	39210	60827	40	
6552	Juvenile Probation Officer II	20	43314	67194	40	
6553	Juvenile Probation Officer III	23	47418	73560	40	E/S
6554	Juvenile Probation Officer IV	25	50154	77805	40	E/S
2469	Lab Instrumentation Technician	18	40578	62949	40	
2470	Lab Instrumentation Technician	SP 3	two-steps		40	
4003	Land Survey Assistant	8	26897	41727	40	
4009	Land Survey Party Chief	20	43314	67194	40	
4005	Land Survey Technician I (1)	11	31001	48094	40	
4006	Land Survey Technician II	13	33738	52338	40	
4056	Landfill Operations Manager	39	72726	112822	40	E
4010	Landscape Architect	29	55626	86294	35	E/S
3151	Librarian I/Senior Associate	18	40578	62949	35	
3152	Librarian II	22	46050	71438	35	
3153	Librarian III	24	48786	75683	35	E/S
3154	Librarian IV	26	51522	79927	35	E/S
3155	Librarian V	28	54258	84172	35	E/S
3156	Librarian VI	30	56994	88416	35	E/S
3158	Librarian VII	32	59730	92660	35	E
3105	Library Assistant	7	25529	39605	35	
3150	Library Associate	14	35106	54460	35	
3160	Library Business Manager	28	54258	84172	35	E/S
3161	Library Maintenance Superintendent	26	51522	79927	40	E/S
3110	Library Technician	12	32370	50216	35	
6560	Licensed Practical Nurse	14	35106	54460	35	
2320	Machinist	20	43314	67194	40	
2200	Maintenance Assistant I	5	22793	35360	40	
2201	Maintenance Assistant II	6	24161	37482	40	
2202	Maintenance Assistant III	7	25529	39605	40	
2203	Maintenance Assistant IV	8	26897	41727	40	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2260	Maintenance Technician	14	35106	54460	40	
1065	Management Analyst I	17	39210	60827	35	
1066	Management Analyst II	20	43314	67194	35	E/S
5121	Mechanical Inspector I (8)	20	43314	67194	35	
5122	Mechanical Inspector II (11)	22	46050	71438	35	
5123	Mechanical Inspector III	24	48786	75683	35	
5120	Mechanical Inspector Supervisor	26	51522	79927	35	E/S
2031	Mechanical Systems Operator I (1)	17	39210	60827	40	
2032	Mechanical Systems Operator II	20	43314	67194	40	
2039	Mechanical Systems Operator III	23	47418	73560	40	E/S
6555	Mental Health Professional I (12)	18	40578	62949	40	
6556	Mental Health Professional II	20	43314	67194	40	E/S
6557	Mental Health Professional III	23	47418	73560	40	E/S
5096	Multi-Discipline Inspector I (8)	21	44682	69316	35	
5097	Multi-Discipline Inspector II (11)	23	47418	73560	35	
5098	Multi-Discipline Inspector III	25	50154	77805	35	
1266	Network Systems Field Specialist	28	54258	84172	35	
1008	Office Assistant I (1)	5	22793	35360	35	
1009	Office Assistant II	7	25529	39605	35	
1010	Office Assistant III	11	31001	48094	35	
1102	Office Support Specialist I (10)	8	26897	41727	35	
1103	Office Support Specialist II	12	32370	50216	35	
2357	Park Landscape Supervisor	20	43314	67194	40	
3046	Park Manager	26	51522	79927	40	E/S
3020	Park Ranger	9	28265	43849	40	
3022	Park Ranger Supervisor	16	37842	58705	40	E/S
3045	Park Superintendent	21	44682	69316	40	E/S
2821	Parkways Maintenance Superintendent I	24	48786	75683	40	E/S
2822	Parkways Maintenance Superintendent II	26	51522	79927	40	E/S
2823	Parkways Maintenance Superintendent III	28	54258	84172	40	E/S
1204	Payroll Clerk	14	35106	54460	35	
1240	Payroll Clerk-Central Payroll Office	16	37842	58705	35	
1242	Payroll Officer	33	61098	94783	35	E
1241	Payroll Officer, Assistant	25	50154	77805	35	E/S
1243	Payroll Systems Administrator	28	54258	84172	35	
5105	Permit Analyst	18	40578	62949	35	
5104	Permit Technician	13	33738	52338	35	
5100	Permit Technician Supervisor	22	46050	71438	35	
1401	Personnel Analyst I (1)	16	37842	58705	35	
1402	Personnel Analyst II	22	46050	71438	35	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1403	Personnel Analyst III	28	54258	84172	35	E/S
1400	Personnel Assistant	12	32370	50216	35	
1420	Personnel Board Special Assistant	36	65202	101149	35	E
1415	Personnel Director	43	80934	125555	35	E
5085	Planner I (1)	21	44682	69316	35	
5086	Planner II	25	50154	77805	35	
5087	Planner III	31	58362	90538	35	E/S
5081	Planning/Zoning Aide	14	35106	54460	35	
2308	Plant Maintenance Electrician	20	43314	67194	40	
2311	Plant Maintenance Electrician	SP 3	two-steps		40	
2312	Plant Maintenance Electrician	SP	three-steps		40	
2309	Plant Maintenance Electrician	SP 4	one-step		40	
2305	Plumber	18	40578	62949	40	
5131	Plumbing Inspector I (8)	20	43314	67194	35	
5132	Plumbing Inspector II (11)	22	46050	71438	35	
5133	Plumbing Inspector III	24	48786	75683	35	E/S
5134	Plumbing Inspector Supervisor	26	51522	79927	35	
1355	Printing Room Supervisor	17	39210	60827	35	E/S
1247	Property Manager	25	50154	77805	40	E/S
1246	Property Manager, Assistant	19	41946	65071	40	
5065	Public Information Officer Aide	16	37842	58705	35	
1036	Public Works Administrative Operations Coordinator	26	51522	79927	35	E/S
1031	Public Works Business Manager	28	54258	84172	35	E/S
1032	Public Works Business Manager, Assistant	22	46050	71438	35	E/S
1035	Public Works Field Operations Coordinator	29	55626	86294	40	
1033	Public Works Maintenance Superintendent	28	54258	84172	40	E/S
1034	Public Works Operations/Maintenance Program Manager	31	58362	90538	40	E/S
4030	Public Works Project Coordinator	24	48786	75683	40	
4031	Public Works Project Coordinator	SP 3	two-steps		40	
4032	Public Works Project Coordinator	SP 6	two-steps		40	
2610	Pump Equipment Mechanic	17	39210	60827	40	
2611	Pump Equipment Mechanic	SP 3	two-steps		40	
1300	Purchasing Coordinator	25	50154	77805	35	E/S
1301	Purchasing Specialist I (1)	19	41946	65071	35	
1302	Purchasing Specialist II	21	44682	69316	35	
1303	Purchasing Specialist III	25	50154	77805	35	E/S
1025	Receptionist	6	24161	37482	35	
3085	Recreation Administrator	28	54258	84172	40	E/S
3080	Recreation Area Coordinator	25	50154	77805	40	E/S
3051	Recreation Center Supervisor	20	43314	67194	40	E/S
3050	Recreation Center Supervisor, Assistant	14	35106	54460	40	
2355	Recreation Maintenance Supervisor	20	43314	67194	40	

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
3087	Recreation Operations/Maintenance Program Manager	30	56994	88416	40	E/S
3037	Recreation Special Program Supervisor	18	40578	62949	40	E/S
3052	Recreation Zone Manager	22	46050	71438	40	E/S
6561	Registered Nurse	26	51522	79927	35	E/S
5125	Regulatory Manager	32	59730	92660	35	E
5124	Regulatory Manager, Assistant	28	54258	84172	35	E/S
1055	Research & Budget Analyst I	22	46050	71438	35	E/S
1056	Research & Budget Analyst II	32	59730	92660	35	E
5089	Research Analyst-Planning Advisory Board	30	56994	88416	35	E/S
1470	Risk Analyst	26	51522	79927	35	E/S
1466	Risk Management Claims Supervisor	21	44682	69316	35	E/S
2415	Road Maintenance Superintendent I	24	48786	75683	40	E/S
2416	Road Maintenance Superintendent II	26	51522	79927	40	E/S
2417	Road Maintenance Superintendent III	28	54258	84172	40	E/S
2411	Road Maintenance Supervisor	20	43314	67194	40	
2418	Roads Operations/Maintenance Program Manager	31	58362	90538	40	E/S
1445	Safety & Security Specialist	23	47418	73560	35	E/S
5060	Safety Manager	28	54258	84172	35	E/S
1013	SCADA System Dispatcher	9	28265	43849	40	
4080	SCADA System Manager	38	69990	108577	40	E
4081	SCADA System Manager, Assistant	31	58362	90538	40	E/S
2450	SCADA System Technician I	15	36474	56582	40	
2453	SCADA System Technician I	SP 4	one-step		40	
2451	SCADA System Technician II	22	46050	71438	40	
2454	SCADA System Technician II	SP 4	one-step		40	
2452	SCADA System Technician III	24	48786	75683	40	
2455	SCADA System Technician III	SP 4	one-step		40	
1115	Secretary	13	33738	52338	35	
1126	Secretary (Council At-Large)	15	36474	56582	35	
1127	Secretary (Council At-Large), Stenographic (5)	16	37842	58705	35	
1130	Secretary (Council)	14	35106	54460	35	
1131	Secretary (Council), Stenographic (5)	15	36474	56582	35	
1128	Secretary (Parish President)	15	36474	56582	35	
1129	Secretary (Parish President), Stenographic (5)	16	37842	58705	35	
1116	Secretary, Stenographic (5)	14	35106	54460	35	
2012	Security Officer	5	22793	35360	40	
2699	Sewerage General Superintendent	28	54258	84172	40	E/S
2655	Sewerage Lift Station Inspector	12	32370	50216	40	
2656	Sewerage Lift Station Inspector	SP 3	two-steps		40	
2681	Sewerage Lift Station Superintendent I	24	48786	75683	40	E/S
2695	Sewerage Lift Station Superintendent II	26	51522	79927	40	E/S
2682	Sewerage Line Repair Superintendent I	24	48786	75683	40	E/S

Refer to listing of footnotes, immediately following this listing
Job Classification Pay Grade Assignment Listing

FLSA Overtime Status
E = Exempt, E/S = Exempt Salary-Dependent

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2696	Sewerage Line Repair Superintendent II	26	51522	79927	40	E/S
2685	Sewerage Maintenance Superintendent	25	50154	77805	40	E/S
2670	Sewerage Maintenance Supervisor	20	43314	67194	40	
2671	Sewerage Maintenance Supervisor	SP 3	two-steps		40	
2691	Sewerage Operation/Maintenance Program Manager	31	58362	90538	40	E/S
2692	Sewerage System Survey/Project Specialist	29	55626	86294	40	E/S
2693	Sewerage Training/Chemical Additions Specialist	28	54258	84172	40	E/S
2661	Sewerage Treatment Plant Operator (9)	16	37842	58705	40	
2662	Sewerage Treatment Plant Operator-Class I (9)	17	39210	60827	40	
2663	Sewerage Treatment Plant Operator-Class II (9)	18	40578	62949	40	
2664	Sewerage Treatment Plant Operator-Class III (9)	19	41946	65071	40	
2665	Sewerage Treatment Plant Operator-Class IV	20	43314	67194	40	
2680	Sewerage Treatment Plant Superintendent I	24	48786	75683	40	E/S
2694	Sewerage Treatment Plant Superintendent II	26	51522	79927	40	E/S
2350	Shipping & Receiving/Stock Clerk	9	28265	43849	40	
2489	Shop Carpenter	17	39210	60827	40	
2480	Sign & Marking Coordinator	20	43314	67194	40	
2481	Sign & Marking Superintendent I	24	48786	75683	40	E/S
2482	Sign & Marking Superintendent II	26	51522	79927	40	E/S
2486	Sign Designer	18	40578	62949	40	
2472	Sign Technician I (1)	12	32370	50216	40	
2475	Sign Technician II	14	35106	54460	40	
2476	Sign Technician III	16	37842	58705	40	
2464	Signal Superintendent I	25	50154	77805	40	E/S
2465	Signal Superintendent II	29	55626	86294	40	E/S
2461	Signal Technician I (1)	16	37842	58705	40	
2462	Signal Technician II	18	40578	62949	40	
2463	Signal Technician III	22	46050	71438	40	
2334	Small Equipment Mechanic	12	32370	50216	40	
1029	Specialized Operations Administrator	21	44682	69316	35	E/S
2608	Stationary Diesel Specialist	19	41946	65071	40	
2609	Stationary Diesel Specialist-High Altitude	SP 4	one-step		40	
5115	Street Lighting Division Manager	25	50154	77805	35	E/S
1007	Student Worker	Hrly.	12.5239			
5445	Telecommunications Equipment Assistant	14	35106	54460	40	
5444	Telecommunications Equipment Manager	17	39210	60827	40	E/S
2326	Telecommunications Supervisor	21	44682	69316	40	E/S
2325	Telephone Technician	15	36474	56582	40	
2220	Tire Shop Supervisor	16	37842	58705	40	
2250	Trades Helper	8	26897	41727	40	
2251	Trades Helper-High Altitude	SP 4	one-step		40	
4061	Traffic Engineer	33	61098	94783	40	E

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4065	Traffic Engineering Supervisor	37	67254	104333	40	E
1446	Training Administrator	28	54258	84172	35	E/S
1441	Training Specialist I (1)	20	43314	67194	35	
1442	Training Specialist II	24	48786	75683	35	
2361	Truck Driver I	11	31001	48094	40	
2362	Truck Driver II	13	33738	52338	40	
1221	Utility Inventory Clerk I (1)	6	24161	37482	35	
1222	Utility Inventory Clerk II	7	25529	39605	35	
1223	Utility Inventory Supervisor	18	40578	62949	35	
1298	Utility Services Manager	22	46050	71438	35	E/S
1299	Utility Services Superintendent	24	48786	75683	35	E/S
4014	Vegetative Management Specialist	26	51522	79927	40	E/S
6585	Vocational Specialist I	14	35106	54460	40	
6586	Vocational Specialist II	16	37842	58705	40	
6587	Vocational Specialist III	19	41946	65071	40	E/S
6570	Volunteer Services Coordinator	19	41946	65071	35	
6569	Volunteer Services Supervisor	22	46050	71438	35	E/S
2356	Warehouse Superintendent	27	52890	82049	40	E/S
2351	Warehouse Supervisor I	20	43314	67194	40	
2353	Warehouse Supervisor II	21	44682	69316	40	E/S
1510	Water General Superintendent	28	54258	84172	35	E/S
2772	Water Plant Maintenance Superintendent	25	50154	77805	40	E/S
2761	Water Purification Operator (7)	16	37842	58705	40	
2762	Water Purification Operator-Class I (7)	17	39210	60827	40	
2763	Water Purification Operator-Class II (7)	18	40578	62949	40	
2764	Water Purification Operator-Class III (7)	19	41946	65071	40	
2765	Water Purification Operator-Class IV (7)	20	43314	67194	40	
2760	Water Purification Operator-Helper	10	29633	45971	40	
2771	Water Purification Superintendent I	24	48786	75683	40	E/S
2781	Water Purification Superintendent II	26	51522	79927	40	E/S
4072	Water Quality Scientist I	19	41946	65071	40	
4082	Water Quality Scientist I	SP 3	two-steps		40	
4073	Water Quality Scientist II	24	48786	75683	40	E/S
4083	Water Quality Scientist II	SP 3	two-steps		40	E
4075	Water Quality Scientist III	28	54258	84172	40	E/S
4085	Water Quality Scientist III	SP 3	two-steps		40	E
4076	Water Quality Scientist IV	33	61098	94783	40	E
4086	Water Quality Scientist IV	SP 3	two-steps		40	E
4074	Water Quality Scientist-GCMS	25	50154	77805	40	E/S
4084	Water Quality Scientist-GCMS	SP 3	two-steps		40	E

Refer to listing of footnotes, immediately following this listing
Job Classification Pay Grade Assignment Listing

FLSA Overtime Status
E = Exempt, E/S = Exempt Salary-Dependent

Pay Plan for the Classified Service of Jefferson Parish

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4070	Water Quality Technician I (1)	13	33738	52338	40	
4071	Water Quality Technician II	17	39210	60827	40	
2261	Water Service Inspector I	7	25529	39605	35	
2262	Water Service Inspector II	10	29633	45971	35	
2263	Water Service Inspector III	15	36474	56582	35	
2264	Water Service Inspector Supervisor	19	41946	65071	35	E/S
2732	Waterline Maintenance Superintendent I	24	48786	75683	40	E/S
2733	Waterline Maintenance Superintendent II	26	51522	79927	40	E/S
2731	Waterline Maintenance Supervisor	20	43314	67194	40	
2734	Waterline Maintenance Supervisor	SP 3	two-steps		40	
2735	Waterline Maintenance Technician I (1)	13	33738	52338	40	
2736	Waterline Maintenance Technician II	15	36474	56582	40	
1270	Webmaster	22	46050	71438	35	
2310	Welder	17	39210	60827	40	
2314	Welder	SP 4	one-step		40	

Pay Plan for the Classified Service of Jefferson Parish
Footnote Listing

Footnote No. Footnote Text

1. 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.
2. Reserved.
3. Automatic progression to Professional Engineer level upon attainment of license as Professional Engineer from Board of Registration (after 4 years of work experience).
4. Reserved.
5. A non-stenographic secretary may be upgraded to the related stenographic secretary classification upon successful completion of the Personnel Department's shorthand skills performance test, and certification by the Appointing Authority that the employee is required to have and use stenographic skills in the performance of his/her regular duties.
6. Reallocatable to the class of Automotive Mechanic-Senior upon certification by the Appointing Authority that employee has successfully completed training in the performance of duties of the higher class and specification of the duties regularly performed at the journey level of the higher class.
7. Automatic progression to Water Purification Operator-Class I, Water Purification Operator-Class II, Water Purification Operator-Class III, or Water Purification Operator-Class IV based upon attainment of appropriate class certification from the Louisiana Department of Health and Hospitals.
8. Automatic progression to the II or Certified level classification upon completion of probation at the lower level and attainment of appropriate International Code Council Certification(s). Employees will receive a 10.25% upon progression to be effective on the first day of the pay period immediately following attainment.
9. Automatic progression to Sewerage Treatment Plant Operator-Class I, Sewerage Treatment Plant Operator-Class II, Sewerage Treatment Plant Operator-Class III, or Sewerage Treatment Plant Operator-Class IV based upon attainment of appropriate class certification from the Louisiana Department of Health and Hospitals.
10. Employees in this classification employed through Head Start are appointed as cyclic workers, i.e., workers whose work schedules are governed by fluctuations in the business cycle of the Parish programs or operations. These employees may be furloughed by the Appointing Authority. Annual Salary will be adjusted downward based upon the furloughed period.
11. Automatic progression to the III level classification upon attainment of a Certified Building Official Certification or three (3) or more appropriate International Code Council Certifications including a plans examiner certification. Employees will receive a 10.25% increase upon progression to be effective on the first day of the pay period immediately following attainment.
12. Automatic progression to the Mental Health Professional II level classification upon attainment of licensure as a Licensed Addictions Counselor, Licensed Professional Counselor, Licensed Marriage and Family Therapist, or Licensed Clinical Social Worker from the appropriate authority. Employees shall be paid at a rate two (2) steps (.1025%) higher upon progression.
13. Automatic progression to Head Start Teacher, Assistant upon attainment of a Child Development Associate (Preschool) credential or automatic progression to Early Head Start Teacher upon attainment of a Child Development Associate (Infant/Toddler) credential.

Pay Plan for the Classified Service of Jefferson Parish
Special Pay Provisions

1. Upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting pay rate, the Personnel Board may authorize employment at any rate within the established range deemed necessary and adequate, provided that whenever such a higher starting rate is approved and implemented, all current employees occupying positions in the class involved whose salaries are below the new entrance rate shall be raised to the new higher rate, unless this requirement is specifically waived by the Board; or, may approve the reassignment of the job classification involved to an alternate pay grade deemed necessary and adequate, known as a Market Based Pay Grade.

Job classifications which are assigned market-based pay grades shall be segregated and clearly identified in the Pay Plan.

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.

For purposes of applying personnel rules governing admission to examinations, placement on lists of eligible, certifications, appointments, promotions, transfers, and pay changes upon appointment, the original (non-market) pay grade assignment shall be applicable for all job classes assigned to market pay grades.

2. For those classes specifically designated, employee with current Class III license shall be paid at a rate one (1) step (.05%) higher than if unlicensed; with current Class IV license shall be paid at a rate three (3) steps (.1576%) higher than if unlicensed.

On January 1, 1990, this provision shall continue to apply only to employees who are eligible on that date by virtue of having obtained certification prior to January 1, 1990, and subsequently maintaining a current certification and remaining continuously employed in a classification to which this provision applies.

Employees who become certified on or after January 1, 1990 and employees who do not have continuous service in a designated classification extending prior to January 1, 1990 shall be subject to Special Pay Provision 3.

3. For those classes specifically designated, employee with an appropriate Class IV license related to his position shall be paid at a rate two (2) steps (.1025%) higher than if unlicensed.
4. For those classes specifically designated, employee who, in addition to regular duties is required to climb and perform repair and "lineman-type" work on high altitude light standards, or is required to perform welding repairs from a crane hoisted basket on high altitude structures and equipment, shall be paid one-step (.05%) additional.
5. For the class of College Intern, hourly pay rates are: General (Business, Social Science or Administrative): \$15.5305/hr.; Technical, Non-Engineering (Scientific or Technical): \$17.0338/hr.; Technical, Engineering (Professional Engineering): \$19.5085/hr.
6. For those classes specifically designated and regulated by Federal, State, and/or Local authorities, employee with a required certification/license in order to maintain compliance with regulations shall be paid at a rate two (2) steps (.1025%) higher than if unlicensed, barring certifications/licenses in which an increase was previously received from a different Special Pay Provision or Footnote Listing. The required certification/license requirement must be submitted to and verified by the Personnel Department prior to the application of this provision.

THE DOMENIC A. ALBANO TENURE AWARD PROGRAM

In addition to the pay rates heretofore provided in this Plan, each employee in the classified service who received a “Meets Expectations” or higher rating on his or her annual Performance evaluation and having 2 or more years of continuous service shall be paid \$25.00 for each full calendar year of such service. For purposes of this compensation, years of continuous service shall be computed as of December 31 of the year in which payment is to be made, and shall include continuous service in an unclassified position for former unclassified employees other than employees of organizations and other persons engaged on a contractual basis. This payment shall be termed a Tenure Award, shall be intended to encourage and recognize career service, and shall be payable to employees in a lump sum, annually, on the first paycheck in December. No payment shall be made for any service of less than one full year; except that, if an employee dies or retires within the last calendar quarter of his final year of service, he (or his heirs) shall be eligible for the Tenure Award that he otherwise would have received.

REGULATIONS FOR ADMINISTRATION OF TENURE AWARD PAYMENTS

- A. The Tenure Award information shall be verified by the Payroll Office and the Personnel Department.
- B. A “Meets Expectations” annual performance evaluation rating or higher for the previous year shall be the basis for qualification for the current year’s Tenure Award. If the employee was eligible for an annual performance evaluation and one was not completed as required in the Personnel Rules, the non-completion of the annual performance evaluation shall have the force and effect of a “Meets Expectations” annual performance evaluation rating for the purpose of qualifying for the Tenure Award. In accordance with Personnel Rule XII, Section 1.6, annual performance evaluations are not appealable. Therefore, the loss of the current year’s Tenure Award based upon an unsatisfactory annual performance evaluation in the previous year is not appealable.
- C. Employees regularly employed on a part time basis shall be entitled to a pro rata Tenure Award on a basis equivalent to their regular basis of employment; except that no one working less than half time and no persons paid on an hourly, daily, or project basis shall be entitled to Tenure Award. C.O.E. and similar School-project employment shall not count for Tenure purposes.
- D. Any employee who is separated from Parish service before December 1 by reason of resignation, dismissal, or layoff is not eligible for Tenure Award. If an employee retires within the last quarter of a year (either under the Parish Retirement Systems and/or Social Security provisions), he shall be entitled to receive Tenure Award just as if he had completed the full year. If an employee dies within the last quarter of a year, Tenure Award shall be made to his heirs in the amount that would have been paid to the employee had he completed the year. If an employee is laid off and reemployed in accord with these rules within thirty (30) calendar days, he shall be construed to have uninterrupted service. If reemployment occurs more than thirty (30) days following layoff, the employee shall be given credit for service rendered prior and subsequent to layoff, but not for the interval of absence from duty.
- E. Tenure Awards are payable on the first check in December.
- F. Persons employed on or after January 6 are not eligible for a Tenure Award for the first year of their employment.

Pay Plan for the Classified Service of Jefferson Parish
Special Pay Provisions

- G. Any employee who is on suspension without pay or leave without pay except military leave without pay for an aggregate period of thirty (30) or more working days in any calendar year shall have deducted from his Tenure Award check for that year the amount of one full year's award (\$25.00); except that, this penalty period shall be extended up to ninety (90) working days in cases resulting from on-the-job injuries. Any employee who is suspended without pay or carried on leave without pay except military leave without pay for an aggregate of sixty (60) working days or more in any one calendar year shall permanently forfeit Tenure Award (\$25.00) eligibility for that year only. Employees who are separated to enter active duty with the Armed Forces of the United States and are re-employed under provisions of USERRA shall, upon their re-employment, be credited for time served in the military and paid any back tenure award(s) previously forfeited because of military service on the same basis as they would have been paid had they remained continually employed on Military Leave Without Pay during their period of service.
- H. Employees who are "blanketed in" the Parish civil service under the terms of the Charter shall receive credit for continuous service rendered to the Parish prior to acquisition of civil service coverage; however, any employee who enters the Parish civil service by any other means shall not receive such prior service credit.
- I. For purposes of computing tenure award credits, absence without leave shall be considered to be the same as leave without pay, and shall be combined with leave without pay.
- J. When an employee changes from a less than half-time, hourly, daily or project rate employee, or from a C.O.E. or similar school-project status employee to a permanent monthly salaried employee, the date of such change shall be considered as the starting date in computing service credit for tenure award eligibility.

In the case of an employee who has continuous service interrupted by employment on a less than half-time, hourly, daily or project rate basis, or employment on a C.O.E., or other similar school-project basis, in excess of thirty (30) calendar days in a calendar year, the employee shall receive a Tenure Award for continuous years of service prior to and subsequent to, but not for, the year(s) of service in which the interruption occurred.

**PAY PLAN FOR THE CLASSIFIED SERVICE OF JEFFERSON PARISH
PAY GRADE/RATE LISTING**

Pay Grade	Minimum Rate	Normal Maximum Rate	Absolute Maximum Rate
5	22,793	35,360	52,243
6	24,161	37,482	55,378
7	25,529	39,605	58,514
8	26,897	41,727	61,649
9	28,265	43,849	64,785
10	29,633	45,971	67,920
11	31,001	48,094	71,056
12	32,370	50,216	74,192
13	33,738	52,338	77,327
14	35,106	54,460	80,463
15	36,474	56,582	83,598
16	37,842	58,705	86,734
17	39,210	60,827	89,869
18	40,578	62,949	93,005
19	41,946	65,071	96,140
20	43,314	67,194	99,276
21	44,682	69,316	102,411
22	46,050	71,438	105,547
23	47,418	73,560	108,682
24	48,786	75,683	111,818
25	50,154	77,805	114,953
26	51,522	79,927	118,089
27	52,890	82,049	121,224
28	54,258	84,172	124,360
29	55,626	86,294	127,495
30	56,994	88,416	130,631
31	58,362	90,538	133,766
32	59,730	92,660	136,902
33	61,098	94,783	140,037
34	62,466	96,905	143,173
35	63,834	99,027	146,308
36	65,202	101,149	149,444
37	67,254	104,333	154,147
38	69,990	108,577	160,418
39	72,726	112,822	166,689
40	75,462	117,066	172,960
41	78,198	121,311	179,231
42	80,934	125,555	185,502
43	83,670	129,800	191,773
44	86,405	134,043	198,043
45	89,141	138,287	204,313
46	91,877	142,531	210,583
47	94,612	146,775	216,853

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ASSIGN MARKET BASED PAY GRADES FOR THE ACCOUNTANT CLASS SERIES AND TO APPLY FOOTNOTE NO. 1 TO ACCOUNT CLERK I-CENTRAL FINANCE OFFICE

DATE: 06/06/2024

CC: CORRESPONDENCE FILE

Directors in the Finance cluster requested the evaluation of possible Market Based Pay Grades for the classes in the Accounting series. Personnel Department staff met with Deputy COO, Cherreen Gegenheimer, as well as Nichole Gaubert, Director of Public Safety Grants and Administration, and Susan Andrews, Director of Budget. Additionally, Mr. Eric Chi, Director of Accounting, requested to make the Account Clerk I-Central Finance Office reallocatable to the Account Clerk II-Central Finance Office. This would allow automatic progression for the employee once they are working at the journeyman level.

Footnote No.	Footnote Text
1.	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.

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	Normal Max. Rate		
1207	Account Clerk I-Central Finance Office	13	27374	42466	35	

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

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1207	Account Clerk I-Central Finance Office (1)	13	27374	42466	35	

The Personnel Rules provide that “upon certification by the Personnel Director that qualified personnel cannot be recruited and hired at a prescribed normal starting pay 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 rule further states 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.” Based on vacancies, recruitment efforts, inability to attract or to fill vacancies with qualified personnel and labor market pay data, the Personnel Department recommends the placement of Accountant I, Accountant II, Accountant III, Accountant I-Central Finance Office, Accountant II-Central Finance Office, and Accountant III-Central Finance Office into 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 (AL, AR, FL, GA, MS):

Accountant I	
Jurisdiction	Starting Pay
Jefferson Parish:	\$37,201
City of New Orleans:	\$56,488
City of Kenner:	\$37,711
LA State Civil Service:	\$33,405
Plaquemines Parish:	\$41,231
Salarystudy.com:	\$47,312

Accountant II	
Jurisdiction	Starting Pay
Jefferson Parish:	\$40,009
City of New Orleans:	\$59,366
LA State Civil Service:	\$35,734
Salarystudy.com:	\$52,795

Accountant III	
Jurisdiction	Starting Pay
Jefferson Parish:	\$45,625
City of New Orleans:	\$62,390
LA State Civil Service:	\$40,917
Salarystudy.com:	\$64,265

Accountant I-CFO	
Jurisdiction	Starting Pay
Jefferson Parish:	\$42,817
City of New Orleans:	\$59,366
City of BR/Parish EBR:	\$41,114
City of Kenner:	\$44,599
Lafayette Parish:	\$37,820
St. Charles Parish:	\$49,703

Accountant II-CFO	
Jurisdiction	Starting Pay
Jefferson Parish:	\$48,433
City of New Orleans:	\$65,569
Lafayette Parish:	\$42,315
Plaquemines Parish:	\$54,006
St. Charles Parish:	\$53,441
Salarystudy.com:	\$60,124

Accountant III-CFO	
Jurisdiction	Starting Pay
Jefferson Parish:	\$51,240
City of New Orleans:	\$72,420
City of Kenner:	\$65,264
Lafayette Parish:	\$47,302
Plaquemines Parish:	\$59,481
St. Charles Parish:	\$57,179
Salarystudy.com:	\$70,932

There are currently two (2) vacancies in the class of Accountant I; the class has been recruited since May 3, 2024 with only four (4) qualified candidates currently. There is currently one (1) vacancy in the class of Accountant III; the class has been recruited since May 3, 2024 with only two (2) qualified candidates currently. There is currently one (1) vacancy in the class of Accountant I-Central Finance Office; the class has been recruited since April 19, 2024 with only seven (7) qualified candidates currently. There are currently three (3) vacancies in the class of Accountant II-Central Finance Office; the class has been recruited since May 3, 2024 with only five (5) qualified candidates currently. History has shown regular turnover in these positions. The difficulty in recruiting and retaining for this class is also contributed to the inadequate starting rate.

While some jurisdictions are comparable to our current starting salaries, others that are close in proximity are significantly higher. Accordingly, we are recommending a three (3) pay grade adjustment over all Accountant classes in order to attract qualified candidates to maintain internal consistency in the series.

Current Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1210	Accountant I (1)	20	37201	57712	35	
1211	Accountant II	22	40009	62067	35	
1212	Accountant III	26	45625	70779	35	E
1218	Accountant I-Central Finance Office (1)	24	42817	66423	35	E
1219	Accountant II-Central Finance Office	28	48433	75135	35	E
1215	Accountant III-Central Finance Office	30	51240	79491	35	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	Normal Max. Rate		
1210	Accountant I (1)	23	41413	64245	35	
1211	Accountant II	25	44221	68601	35	
1212	Accountant III	29	49836	77313	35	E
1218	Accountant I-Central Finance Office (1)	27	47029	72957	35	E
1219	Accountant II-Central Finance Office	31	52644	81669	35	E
1215	Accountant III-Central Finance Office	33	55452	86024	35	E

The Personnel Department recommends approval of the Market Based Pay Grades for the Accountant series and applying Footnote Listing No. 1 to the class of Account Clerk I-Central Finance Office by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: HALIE DUCOTE, PERSONNEL ANALYST II
SUBJECT: RECOMMENDATION TO CHANGE THE CLASS TITLE OF LANDSCAPE ARCHITECT TO LANDSCAPE PLANNER AND TO ASSIGN A MARKET BASED PAY GRADE
DATE: 05/23/2024
CC: CORRESPONDENCE FILE

Planning Director, Bessie Martin, reached out to the Personnel Department regarding the class of Landscape Architect. The current employee in the position is set to retire at the end of May 2024, and the position will be open for application. The class title change would better illustrate the duties within the position. This position's purpose is to perform professional level work involving the planning and design of the development of land areas for projects.

Based upon Mrs. Martin's assessment, and in order to effectuate this matter, the Personnel Department is recommending to change the class title of Landscape Architect to Landscape Planner.

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.

In order to keep internal consistency with the market study conducted and approved by the Personnel Board on the Planner Series in April 2024, the Department is also requesting a market-based pay grade reassignment, along with the class title change. Accordingly, at this time we are requesting the following:

Current Class Title and Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4010	Landscape Architect	29	49836	77313	35	E

Recommended Change to Class Title and Market Based Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4010	Landscape Planner	31	52644	81669	35	E

The Personnel Department recommends approval of the class title change of Landscape Architect to Landscape Planner. We also recommend approval of the Market Based Pay Grade reassignment for this class. The market-based pay grade reassignment will be effective the first day of the pay period immediately following approval by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: AMEND THE PAY PLAN FOR THE CLASSIFIED SERVICE TO REVISE, CREATE, REMOVE, OR APPLY: FOOTNOTE ASSIGNMENTS, SPECIAL PAY PROVISION ASSIGNMENTS, AND CLASSIFICATIONS FOR POSITIONS UTILIZING WATER AND WASTEWATER CERTIFICATIONS FROM THE LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS IN THE DEPARTMENTS UNDER THE DIRECTION OF THE PUBLIC WORKS DIRECTOR AND TO PROVIDE FOR RELATED MATTERS

DATE: JUNE 7, 2024

CC: CORRESPONDENCE FILE

The Personnel Department met with the Public Works Director Mark Drewes as well as the Directors that report to him. During the meeting the Personnel Department was requested to draft a proposal to equitably compensate employees that attain the appropriate Louisiana Department of Health and Hospital certifications required by state statute. Currently, classifications that require the certifications are compensated in two different ways for attainment of the certifications. Water Purification Operators and Sewerage Treatment Plant Operators receive a 5% increase for each Class I – Class IV certification they receive under one certification type. Other classifications receive a 10.25% increase upon attainment of a Class IV certification under one certification type. The Public Works Department requested that all classifications with statutory requirement for the license receive a 5% increase for each Class I – Class IV certification. If the Water Purification Operators and Sewerage Treatment Plant Operators classifications were used as a guide, it would result in over 300 new classifications in the pay plan. Upon evaluating additional options, a meeting was had with the Payroll Division of the Accounting Department to determine other methods that could be used. Accordingly, we are recommending a multistep change to the process that will result in equitability for the classifications involved.

Amendment 1 – Amending Footnote 7, Footnote 9, Special Pay Provision 2, Special Pay Provision 4, and Special Pay Provision 3

The amendments for footnote listings and special pay provisions are recommended as follows:

Footnote Listing

7. Automatic progression to the next Pay Grade ~~Water Purification Operator Class I, Water Purification Operator Class II, Water Purification Operator Class III, or Water Purification Operator Class IV~~ based upon attainment of appropriate class certification from the Louisiana Department of Health and Hospitals. Employees will receive a 5% increase upon progression to be effective on the first day of the pay period immediately following attainment. Progression is limited to one Class I, one Class II, one Class III, and one Class IV appropriate certification. No additional increases for additional appropriate class certifications shall be granted in association with this footnote.
9. Reserved. ~~Automatic progression to Sewerage Treatment Plant Operator Class I, Sewerage Treatment Plant Operator Class II, Sewerage Treatment Plant Operator Class III, or Sewerage Treatment Plant Operator Class IV based upon attainment of appropriate class certification from the Louisiana Department of Health and Hospitals.~~

Special Pay Provisions

2. ~~Reserved. For those classes specifically designated, employee with current Class III license shall be paid at a rate one (1) step (.05%) higher than if unlicensed; with current Class IV license shall be paid at a rate three (3) steps (.1576%) higher than if unlicensed.~~

~~On January 1, 1990, this provision shall continue to apply only to employees who are eligible on that date by virtue of having obtained certification prior to January 1, 1990, and subsequently maintaining a current certification and remaining continuously employed in a classification to which this provision applies.~~

~~Employees who become certified on or after January 1, 1990 and employees who do not have continuous service in a designated classification extending prior to January 1, 1990 shall be subject to Special Pay Provision 3.~~

3. ~~Reserved. For those classes specifically designated, employee with an appropriate Class IV license related to his position shall be paid at a rate two (2) steps (.1025%) higher than if unlicensed.~~
4. For those classes specifically designated, employee who, in addition to regular duties is required to climb and perform repair and “lineman-type” work on high altitude light standards, or is required to perform welding repairs from a crane hoisted basket on high altitude structures and equipment, shall be paid one-step (.05%) additional. This provision shall be applied following the application of Footnote 7 for applicable classifications.

Amendment 2 – Apply Footnote 7 and Remove Footnote 2 to the listed class titles

The Personnel Department recommended applying Footnote 7 to the 89 class titles and removing Footnote 2 from 2 class titles as listed below:

Class Code	Class Title
4066	Assistant Director-Engineering (7)
5405	Assistant Director-Environmental Affairs (7)
2700	Assistant Director-Sewerage (7)
1515	Assistant Director-Water (7)
1269	Computer Network Administrator (7)
2304	Electrician Trainee (7)
4051	Engineer I, Professional (7)
4052	Engineer II, Professional (7)
4053	Engineer III, Professional (7)
4054	Engineer IV, Professional (7)
4050	Engineer Intern (7)
4060	Engineer, N.P. (7)
4040	Engineering Division Supervisor – N.P. (7)
4034	Engineering Inspector I (1) (7)
4035	Engineering Inspector II (7)
4036	Engineering Inspector III (7)
4049	Engineering Operations/Maintenance Program Manager (7)
5056	Environmental Inspector (7)
5401	Environmental Quality Specialist (7)

5403 Environmental Quality Supervisor (7)
5411 Environmental Quality Technician I (7)
5412 Environmental Quality Technician II (7)
2371 Equipment Operator I (7)
2372 Equipment Operator II (7)
2373 Equipment Operator III (7)
2374 Equipment Operator IV ~~(2)~~(7)
2375 Equipment Operator V (7)
2211 Field Supervisor I (7)
2212 Field Supervisor II (7)
2469 Lab Instrumentation Technician (7)
2200 Laborer ~~(2)~~ (7)
2202 Laborer, Lead Worker (7)
2201 Laborer, Semi-Skilled (7)
2203 Laborer, Semi-Skilled Lead Worker (7)
2320 Machinist (7)
1266 Network Systems Field Specialist (7)
2308 Plant Maintenance Electrician (7)
2312 Plant Maintenance Electrician (7)
1035 Public Works Field Operations Coordinator (7)
1033 Public Works Maintenance Superintendent (7)
1034 Public Works Operations/Maintenance Program Manager (7)
4030 Public Works Project Coordinator (7)
2610 Pump Equipment Mechanic (7)
4080 SCADA System Manager (7)
4081 SCADA System Manager, Assistant (7)
2450 SCADA System Technician I (7)
2451 SCADA System Technician II (7)
2452 SCADA System Technician III (7)
2699 Sewerage General Superintendent (7)
2655 Sewerage Lift Station Inspector (7)
2681 Sewerage Lift Station Superintendent I (7)
2695 Sewerage Lift Station Superintendent II (7)
2682 Sewerage Line Repair Superintendent I (7)
2696 Sewerage Line Repair Superintendent II (7)
2685 Sewerage Maintenance Superintendent (7)
2670 Sewerage Maintenance Supervisor (7)
2691 Sewerage Operation/Maintenance Program Manager (7)
2692 Sewerage System Survey/Project Specialist (7)
2693 Sewerage Training/Chemical Additions Specialist
2661 Sewerage Treatment Plant Operator (9)
2680 Sewerage Treatment Plant Superintendent I (7)
2694 Sewerage Treatment Plant Superintendent II (7)
2250 Trades Helper (7)
2361 Truck Driver I (7)
2362 Truck Driver II (7)

1298 Utility Services Manager (7)
1299 Utility Services Superintendent (7)
1510 Water General Superintendent (7)
2772 Water Plant Maintenance Superintendent (7)
2761 Water Purification Operator (7)
2760 Water Purification Operator-Helper (7)
2771 Water Purification Superintendent I (7)
2781 Water Purification Superintendent II (7)
4072 Water Quality Scientist I (7)
4073 Water Quality Scientist II (7)
4075 Water Quality Scientist III (7)
4076 Water Quality Scientist IV (7)
4074 Water Quality Scientist-GCMS (7)
4070 Water Quality Technician I (1) (7)
4071 Water Quality Technician II (7)
2262 Water Service Inspector II (7)
2263 Water Service Inspector III (7)
2264 Water Service Inspector Supervisor (7)
2732 Waterline Maintenance Superintendent I (7)
2733 Waterline Maintenance Superintendent II (7)
2731 Waterline Maintenance Supervisor (7)
2735 Waterline Maintenance Technician I (1)
2736 Waterline Maintenance Technician II (7)
2310 Welder (7)

Amendment 3 – Delete classifications utilizing Special Pay Provisions 3, the former Footnote 7, and Footnote 9 from the Pay Plan for the Classified Service

The Personnel Department recommends removal of the following class titles from the pay plan:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Week	FLSA Status
			Min. Rate	Max. Rate		
4037	Engineering Inspector II	SP 3	two-steps		40	
4038	Engineering Inspector III	SP 3	two-steps		40	
5402	Environmental Quality Specialist	SP 3	two-steps		40	
5413	Environmental Quality Technician I	SP 3	two-steps		40	
5414	Environmental Quality Technician II	SP 3	two-steps		40	
2376	Equipment Operator III	SP 3	two-steps		40	
2377	Equipment Operator IV (2)	SP 3	two-steps		40	
2378	Equipment Operator V	SP 3	two-steps		40	
2470	Lab Instrumentation Technician	SP 3	two-steps		40	
2311	Plant Maintenance Electrician	SP 3	two-steps		40	
2312	Plant Maintenance Electrician	SP 3/4	three-steps		40	
4031	Public Works Project Coordinator	SP 3	two-steps		40	
2611	Pump Equipment Mechanic	SP 3	two-steps		40	
2656	Sewerage Lift Station Inspector	SP 3	two-steps		40	
2671	Sewerage Maintenance Supervisor	SP 3	two-steps		40	
2662	Sewerage Treatment Plant Operator-Class I (9)	17	32990	51178	40	
2663	Sewerage Treatment Plant Operator-Class II (9)	18	34394	53356	40	
2664	Sewerage Treatment Plant Operator-Class III (9)	19	35797	55534	40	
2665	Sewerage Treatment Plant Operator-Class IV	20	37201	57712	40	
2762	Water Purification Operator-Class I	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	
4082	Water Quality Scientist I	SP 3	two-steps		40	
4083	Water Quality Scientist II	SP 3	two-steps		40	E
4085	Water Quality Scientist III	SP 3	two-steps		40	E
4086	Water Quality Scientist IV	SP 3	two-steps		40	E
4084	Water Quality Scientist-GCMS	SP 3	two-steps		40	E

Administration

Employees in classifications that have Footnote 7 applied shall be placed in the appropriate pay grade based upon the class of license he possesses. This is done at the request of the Appointing Authority and approval of Personnel Director Dumas. No pay increases will be given in association with the application of the footnote revisions to existing employees. Discretionary pay increases may be granted if requested by the Appointing Authority and approved by appropriate authorities as specified in Personnel Rule IV, Section 2.3.

The Personnel Department recommends approval by the Personnel Board.

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 OF THE CLASSIFIED SERVICE
TO CREATE RULE III, SECTION 4

DATE: JUNE 12, 2024

CC: CORRESPONDENCE FILE

These additions are recommended to better define the administration of Footnote Listings and Special Pay Provisions in the Pay Plan for the Classified Service. Footnote Listings and Special Pay Provisions are being changed and reevaluated. These recommendations set up necessary guidelines for administration. The Personnel Department recommends approval.

RULE III. CLASSIFICATION PLAN

- Section 4. CLASSIFICATION AND PAY PLAN ADMINISTRATION OF FOOTNOTE LISTINGS AND SPECIAL PAY PROVISIONS
- 4.1 Footnote Listings and Special Pay Provisions as provided for in the Pay Plan for the Classified Service may make changes to an employee's designated classification or pay grade assigned to his classification. The following provisions shall govern changes made in association with the Footnote Listings and Special Pay Provisions:
- A. All changes associated with an employee's designated classification or pay grade shall be effective on the first day of the pay period immediately following attainment of appropriate credentials.
 - B. Class codes and titles may be created and assigned within the payroll processing and employee transaction systems to effectuate changes as listed in the Footnote Listings and Special Pay Provisions. Such class codes and titles will not be added to the Pay Plan for the Classified Service, but only to the payroll processing and employee transaction systems for administration of the Footnote Listings and Special Pay Provisions. Those class codes and titles shall be for the sole purpose of progression as prescribed by the Footnote Listings and Special Pay Provisions. As such, class codes and titles created for this reason cannot be opened for application or utilized for any purposes beyond the Footnote Listings and Special Pay Provisions.
 - C. An employee entering into the Classified Parish Service through an original employment appointment or temporary employment appointment who possesses credentials as listed on the Footnote Listings and Special Pay Provisions may have the Footnote Listings and Special Pay Provisions applied at time of appointment upon request by the Appointing Authority and approval by the Director.
 - D. Amendments to or establishment of Footnote Listings and Special Pay Provisions are designated to applicable classifications. Employees in those classifications possessing

required credentials shall have the Footnote Listings and Special Pay Provisions applied at the request of the Appointing Authority and approval of the Director.

- E. Certifications/Licenses for which the employee has previously received an increase shall be ineligible for further increases associated with that certification/license.
- F. Progression/Increases are limited based on the applicable Footnote Listing or Special Pay Provision. No additional increases for additional credentials shall be granted beyond the scope of the Footnote Listing or Special Pay Provision.
- G. When the term “appropriate” is used in a Footnote Listing or Special Pay Provision, it speaks to what credentials are appropriate based on the employee’s class title, department, and specific job description for his position. Employee’s will not receive an increase and/or progression if the credential obtained is not appropriate for the employee’s class title, department, and specific job description.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE CLASS TITLE OF PAYROLL CLERK-CENTRAL PAYROLL OFFICE; CREATE A NEW CLASSIFICATION; AND TO APPLY FOOTNOTE NO. 1

DATE: 06/13/2024

CC: CORRESPONDENCE FILE

The Personnel Department received a request from Linda Leblanc, Payroll Officer, with approval of Eric Chi, Director of Accounting, to review the Payroll Clerk-Central Payroll Office. Part of the request was to revise the class title of Payroll Clerk-Central Payroll Office and to create another level of Payroll Clerk within the Central Payroll Office. Additionally, they wanted to make the classification reallocatable. This would allow automatic progression for the employee once they are working at the journeyman level.

Footnote No.	Footnote Text
1.	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.

Ms. Leblanc submitted a proposed job description for two (2) separate levels of Payroll Clerk-Central Payroll Office. Utilizing the information provided in the job descriptions, evaluations were done in the Archer Evaluation System.

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	Normal Max. Rate		
1240	Payroll Clerk-Central Payroll Office	16	31586	49000	35	

The Personnel Department recommends the following adjustments be made to the Pay Plan:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1240	Payroll Specialist I-Central Payroll Office (1)	17	32990	51178	35	
1244	Payroll Specialist II-Central Payroll Office	19	35797	55534	35	

In speaking with Mr. Chi and Ms. Leblanc, they wish to give an across the board pay increase to the current staff in accordance with Personnel Rule IV, Section 1.6, which reads:

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

Accordingly, Personnel Department Staff worked with Mr. Chi and Ms. Leblanc in order to include in the proposal the following across the board pay increases for the current Payroll Clerk-Central Payroll Office staff:

The following pay increases are recommended based upon maintaining an equitable balance, as well as review of current staff salaries:

- All current permanent Payroll Clerk-Central Payroll Office staff above the new minimum rate possessing significant experience in the class shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.
- All current permanent Payroll Clerk-Central Payroll Office staff above the new minimum rate possessing substantial experience in the class shall receive a 7% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

No employee having a current Below Expectations performance evaluation shall be eligible to receive the above stated pay raise until such time as they have established a Meets Expectations or higher performance evaluation. The only raise such employees shall receive at the effective date of the increase is one to bring them to the minimum rate assigned to the pay grade for the class to which assigned.

The Personnel Department recommends approval of the class title change, creating a new classification, and applying Footnote No. 1 to the class of Payroll Specialist I-Central Payroll Office by the Personnel Board. While approval by the Personnel Board is not required for the across the board increase for the current staff, the Personnel Department recommends concurrence with the recommended increase.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL ANALYST III; DIVISION OF CLASSIFICATION, PAY, AND RECORDS
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT
DATE: JUNE 10, 2024
CC: EMPLOYEE'S FILE – JAHILIL STEWART; CORRESPONDENCE FILE

Frances Turner, Coordinator of Workforce Development, is requesting that the transient appointment of Jahlil Stewart be extended for an additional six months. Jahlil Stewart was hired to a transient Laborer position on February 24, 2024. The appointment will expire on August 23, 2024. We are asking the board to approve extending the appointment until February 24, 2025.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, May 14, 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 Election of Board Chairman:

- A. Mr. Rufus Harris was elected to serve a new term as Board Chair.

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 assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Assistant Director-Drainage and to provide for related matters;
- B. Deferred an amendment to the Pay Plan for the Classified Service to revise the class title and assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Landscape Architect and provide for related matters;
- C. Approved an amendment to the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
- D. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a) and provide for related matters; and
- E. Approved one proposal 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 April 16, 2024.

Under Old Business:

- A. The Board approved the Meeting Minutes for March 14, 2024.
- B. The Board approved the Monthly Report for March 2024.

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) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the annual report, the Board:
 - 1. Unanimously approved the annual report for 2023.
- D. Under Approval of the monthly report, the Board:
 - 1. Deferred the monthly report for April 2024.
- E. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, June 19, 2024, 2:00 p.m., and Tuesday, July 17, 2024, 2:00 p.m. (tentative).
- F. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None
- G. Under Director's Report, the Director:
 - 1. Updated the Board on Pay Plan Study. The Director and the Budget Director presented proposed changes to the Classified Pay Plan. The Board unanimously approved June 17, 2024 and June 18, 2024 dates for Public Meetings concerning changes to the Classified Pay Plan.
 - 2. The Director provided an update of recent recruitment 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

May 30, 2024

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
May 14, 2024

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – APRIL 2024

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>APR-24</u>	<u>MAR-24</u>	<u>APR-23</u>
Total Applications Received:	578	473	376
Competitive:	448	354	293
Non-Competitive:	130	119	83
Total Applications Rejected:	243	151	132
Competitive:	215	124	116
Non-Competitive:	28	27	16
Total Applications Withdrawn:	151	155	75
Competitive:	120	123	56
Non-Competitive:	31	32	19
Candidates Scheduled for Written Exam:	36	59	71
Candidates Examined - Written Exam:	25	42	47
Candidates Passed Written Exam:	21	30	39
Candidates Failed Written Exam:	4	12	8
Candidates Examined - Rating of T&E:	51	26	16
Candidates Placed on Competitive Eligible List:	107	70	70
Certificates of Eligibility Issued:	17	11	12
Certificates of Eligibility to be Interviewed Issued (GLC):	52	44	26
Pending Testing (Scheduled for upcoming Test):	32	32	20
Pending Review or Waiting for More Information:	12	23	53
Job Interest Cards Completed Online:	33	39	41
ADA Accommodations			
Requested:	2	1	0
Approved:	1	1	0
Denied/Withdrawn:	1	0	0
Pending:	0	0	0
New Postings in NEOGOV:	17	21	13
New Exam Plans in NEOGOV:	8	9	6
Revised Exam Plans in NEOGOV:	9	12	7

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant I - Central Finance Office
- Assistant Director - Drainage
- Community Services Program Coordinator - ERAP
- Computer Systems Coordinator
- Deputy Parish Clerk
- Executive Superintendent
- Federal Programs Coordinator - RSVP
- Head Start Administrator, Assistant
- Humane Officer - Chief
- Librarian V
- Management Analyst II - CCE
- Mental Health Professional I
- Property Manager, Assistant
- Road Maintenance Superintendent I
- Sewerage Maintenance Superintendent
- Sewerage Treatment Plant Operator - Class IV
- Water Purification Superintendent I

Advertisement Source	Total %
College/University Career Services	1.35
Facebook	0.45
Family, Friend, Co-Worker, etc.	20.93
Governmentjobs.com	8.82
Handshake Website	0
Indeed.com	17.19
Jefferson Parish Department other than Personnel	4.19
Jefferson Parish Official Journal	0.15
Jefferson Parish Personnel Department Office	3.74
Jefferson Parish website	36.46
Job Fair	1.94
Library	1.64
Louisiana Workforce Commission website	1.49
Monster.com	0
Newspaper ad	0
Nola.com	0.3
Television ad	0
Twitter tweet (@JeffParishjobs)	0.15
WorkNOLA.com	0.45
Unknown	0
Personnel Department Use Only	10.76
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Apr 4, Apr 11, Apr 16, Apr 25

Written Test Administrations:

	APR 2024		2024 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Administrative & Executive Assistant	5/6*	83%	89%
Administrative Assistant	1/2	50%	87%
Executive Assistant	4/5	80%	80%
Clerical Skills I	5/6	83%	96%
Customer Relations Specialist I	5/6	83%	94%
Clerical Office Skills Test + Microsoft Word Skills Test	0/2*	0%	43%
Office Support Specialist I	0/2	0%	40%
Office Support Specialist II	0/1	0%	23%
Drainage Pump Station Operator II	1/1	100%	100%
Field Supervisor I	1/1	100%	100%
Juvenile Probation Officer I	1/1	100%	100%
Mechanical/Field Skills Test-40 (Trades Helper)	1/1	100%	70%
Recreation Center Supervisor, Assistant (Athletics)	6/6	100%	100%
Water Service Inspector I	1/1	100%	86%
SUMMARY*	21/25	84%	77%

*Duplicate applicants (due to simultaneous apps) omitted.

Tests Constructed/Refined & Validated (23):

Minimum Qualifications (16): Accountant I-Central Finance Office; Accountant II-Central Finance Office; Administrative-Management Specialist III-Health Promotion Supervisor; Assistant Director-Drainage; Deputy Public Information Officer; Facilities Operations Manager; Federal Programs Coordinator-RSVP; Human Resource Administrator; Humane Officer-Chief; Librarian V; Management Analyst II; Property Manager, Assistant; Public Information Officer Aide; Recreation Center Supervisor, Assistant-Maintenance; Sewerage Maintenance Superintendent; and Warehouse Superintendent.

Ratings of Training & Experience (7): Community Services Counselor; Librarian II; Librarian III; Management Analyst II-CCE; Planner II; Property Manager, Assistant; and Water Purification Operator-Helper.

Written Tests (0): None.

Miscellaneous/Special Projects:

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>APR-24</u>	<u>MAR-24</u>	<u>APR-23</u>
Total Appointments to Permanent Positions:	59	46	56
Competitive:	47	33	40
Non-Competitive:	12	13	16
Breakdown of Competitive Appointments:			
Limited Entrance:	3	2	2
Preferred Reemployment:	0	0	0
Promotions:	14	3	16
Reemployment:	0	0	0
Entrance:	18	16	15
Reinstatement:	3	4	2
Transfers:	8	4	1
Demotions:	0	0	0
Reallocations:	1	4	4
Provisional:	4	1	0
Temporary Appointment:	5	1	7
Emergency Appointment:	1	0	0
Updated Job Descriptions:	14	2	4
Requisitions submitted in month:	130	90	61
Unfilled requisitions as of end of month:	466	434	424

SEPARATIONS

Total Permanent Separations:	27	32	26
Competitive:	12	16	17
Non-Competitive:	15	16	9
Breakdown of Separations:			
Dismissals:	0	5	3
Resignations:	24	17	15
Retirements:	2	10	5
Deaths:	1	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	2	0	2

OTHER DATA

Overall Turnover:	1.3%	1.5%	1.2%
Competitive Turnover:	0.8%	1.1%	1.1%
Non-Competitive Turnover:	2.8%	2.9%	1.7%

April presents a decrease in All categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>APR-24</u>	<u>MAR-24</u>	<u>APR-23</u>
Salary Increases Granted:	165	269	156
Salary Increases Disapproved:	1	7	7
Fines:	2	0	0
Suspensions:	5	3	6
Leave with Pay Granted:	1	2	2
Leave without Pay Granted:	80	60	84
AWOL:	60	49	66
Parental Leave:	1	2	4
FMLA Requests:	31	38	26

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
Administrative-Management Specialist II – JeffCAP
Accountant I- Central Finance Office and Accountant II-Central Finance Office –
Accounting, Budget, and Finance

CPQ's received: Administrative-Management Specialist II – JeffCAP

CPQ's assigned: Engineering Inspector II – Engineering
Sewerage Maintenance Superintendent – Sewerage

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: Early Head Start Teacher – JeffCAP
Environmental Quality Technician II – Environmental Affairs

Pending: None

Assigned: None

Disposition(s): Early Head Start Teacher – JeffCAP – incorrectly graded in the Pay Plan; recommendation made to and approved by Personnel Board to change pay grade
Environmental Quality Technician II – Environmental Affairs – incorrectly graded in Pay Plan; recommendation made to and approved by Personnel Board to change pay grade

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Code Compliance Inspector I (5135) to Code Compliance Inspector II (5136)
Sign Technician I (2472) to Sign Technician II (2475)

Personnel Rule 3.3.1: None

Other: None

Monthly Report – April 2024

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): City of Baton Rouge/Parish of EBR; New Orleans Public Library

Personnel Rules: None

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

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: Head Start Administrator, Assistant; Sewerage Line Repair Superintendent II; Warehouse Superintendent

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Planner II Market Study completed
Head Start Market Study completed
Environmental Market Study completed
Assistant Director-Drainage Market Study
Accountant Series Market Study

JUDICIAL REPORT

Appeals Received during April:	0
Appeals Pending:	1
Appealed to 5 th Circuit during April:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during April:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during April:	0
Appeals pending before the US Supreme Court:	0

April-24		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	3
0010-302	Council District 2	1
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	3
0010-309	Parish Clerk	1
0010-310	Research & Budget	1
0021	Parish Attorney	1
0040-349	Public Information Office	2
0061	Accounting	10
0064	Purchasing	3
0065	General Services	6
0067	Human Resource Management	1
0068	Planning	3
0069	Planning Advisory Board	1
0070	Risk Management	1
0110	Building Permits	13
0112	Code Compliance and Enforcement	4
0119	Community Justice Agency	1
0130	Fire	1
0150	Public Safety	1
0330	JeffCAP	2
0410	Citizens' Affairs	1
1010	JeffCAP	35
1020	JeffCAP	7
1040	JeffCAP	1
1060	JeffCAP	5
1172	Community Development	9
1176	Community Development	1
1180	Community Development	1
1187	Community Development	2
1255	Public Health	1
1280	American Job Center	1
1290	Miscellaneous Grants	3
2151	Juvenile Services	17
2152	Juvenile Services	14
2200	JPAWS	5
2450	Library	1
2451	Library	9
2452	Library	1
2453	Library	2
2530	Recreation	1
2531	Recreation	18
2532	Recreation	3
2533	Recreation	5
2534	Recreation	36
2535	Recreation	2
2615	Alario Center	7
2631	Lasalle	2
2651	Lafreniere	7
2652	Lafreniere	1
2662	Recreation	3

2920	Fire	3
2921	Fire	34
2922	Fire	1
3000	Streets	2
3002	Streets	14
3003	Streets	10
3005	Traffic Engineering	9
3050	Parkways	1
3051	Parkways	3
3052	Parkways	3
3110	Engineering – Street Lighting	5
3270	Drainage	5
3301	Drainage	22
3302	Drainage	22
3562	Inspector General	1
3850	Sewerage	5
3851	Sewerage	27
3852	Sewerage	18
3900	Water	4
3901	Water	8
3902	Water	27
3903	Water	3
3907	Water	19
3910	Water	2
3950	Fleet Management	9
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	13
3958	Environmental	4
3959	EIS	1
3960	Engineering	1
3965	Fleet Management	1
3966	Engineering	4
3968	Security	1
3972	Floodplain	1
3973	Ecosystems	1
3974	Ecosystems	1
3976	Public Works	8
4053	JeffCAP	1
	Total	756

Hires by Date Report

For records between **04/01/24** and **04/30/24**

83 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>
Jefferson Community Actions Programs	Head Start Social Service Coordinator	Thomas	Dominique	4/6/2024		Emergency
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I	Sauerwin Jr	Wilbert	4/20/2024	\$27,374.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Randle	Jennifer	4/20/2024	\$23,952.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Marsalis	Joyce	4/20/2024	\$23,952.00	Entrance
Jefferson Community Actions Programs	Cook II (2102)	Victor	Jasmine	4/20/2024	\$27,374.00	Entrance
Water	Customer Relations Specialist I (1289)	Jones	Stephanie	4/20/2024	\$32,889.00	Entrance
Emergency Management	Emergency Management Coordinator II	Danegger	Rachel	4/6/2024	\$41,413.00	Entrance
Parks and Recreation	Groundskeeper	Farrell IV	Sidney	4/20/2024	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper	Ott	Clinton	4/6/2024	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper	Adams	Byron	4/6/2024	\$24,948.00	Entrance
Juvenile Services	Juvenile Detention Officer II (6542)	Rene	Jean-Sebastien	4/6/2024	\$39,377.00	Entrance
Water	Laborer	Butler	Alton	4/6/2024	\$24,948.00	Entrance
Water	Laborer	Jefferson	Antonio	4/6/2024	\$24,948.00	Entrance
Water	Laborer	Belton	Michael	4/20/2024	\$24,948.00	Entrance
Library	Laborer (2200)	hunt	jesse	4/6/2024	\$24,948.00	Entrance
Sewerage	Laborer (2200)	Johnson Jr	Gregory	4/6/2024	\$24,948.00	Entrance
Sewerage	Laborer Unskilled (2200)	Salaam	Tariq	4/6/2024	\$24,948.00	Entrance
Library	Librarian III	Clement	Lauren	4/6/2024	\$42,817.00	Entrance
Library	Library Assistant (3105)	Manuel	Travis	4/6/2024	\$21,829.00	Entrance
Library	Library Assistant-Grand Isle	Cheramic	Heidi	4/6/2024	\$21,829.00	Entrance
Building Permits	Mechanical Inspector I (5121)	Kovesdi Jr	John	4/6/2024	\$37,201.00	Entrance
Water	Pump Equipment Mechanic (2610)	Nelson	Devan	4/6/2024	\$35,797.00	Entrance
Parks and Recreation	Recreation Center Supervisor	Williams	Braden	4/6/2024	\$37,201.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Clement	Richard	4/20/2024		Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Williams	Corey	4/6/2024	\$14,389.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Zajac	Daniel	4/20/2024		Entrance
General Services	Shop Carpenter (2489)	Ausbrooks	Kevin	4/6/2024	\$32,990.00	Entrance
Public Works	Trades Helper	Aveton	Andrew	4/20/2024	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Lynch	Lillian	4/20/2024	\$36,683.00	Limited Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant Supervisor	Caro	Emily	4/20/2024	\$43,919.00	Limited Entrance
Sewerage	Trades Helper (2250)	Burns	Henry	4/6/2024	\$46,323.00	Limited Entrance
Accounting	Account Clerk II-Central Finance Office	Ferrier	Charles	4/6/2024	\$43,470.00	Promotional

Jefferson Protection and Animal Welfare Service	Administrative Assistant	Miller	Cynthia	4/6/2024	\$34,394.00	Promotional
Engineering	Administrative Assistant (1015)	Nulty	Paula	4/6/2024	\$39,945.00	Promotional
Risk Management	Administrative-Management Specialist I	Champion	Candies	4/6/2024	\$34,567.00	Promotional
Accounting	Assistant Director-Accounting (1220)	Bui	Nhi	4/20/2024	\$70,384.00	Promotional
Building Permits	Building Plan Reviewer I	Marchese	Travis	4/20/2024	\$38,605.00	Promotional
Electronic Information System Management	Executive Assistant	Verdin	Brandy	4/20/2024	\$65,302.00	Promotional
Community Development Programs	Federal Programs Coordinator, Assistant	Matthews	Anica	4/6/2024	\$38,368.00	Promotional
Parkways	Field Supervisor II	White Jr	Ricky	4/6/2024	\$62,028.00	Promotional
Water	Laborer, Semi-Skilled (2201)	Harrison	William	4/20/2024	\$28,880.00	Promotional
Parks and Recreation	Recreation Center Supervisor	Thornton	Kenric	4/6/2024	\$38,919.00	Promotional
Parks and Recreation	Recreation Center Supervisor	DeBose	Kevin	4/6/2024	\$37,201.00	Promotional
Parks and Recreation	Recreation Center Supervisor	Johnson	Carl	4/6/2024	\$43,739.00	Promotional
Water	Waterline Maintenance Supervisor	Jones	Randy	4/20/2024	\$45,053.00	Promotional
Water	Waterline Maintenance Technician I	struggs	Ja'Quann	4/6/2024	\$30,324.00	Promotional
Community Development Programs	Community Service Program Coordinator	Jeffery	Stacey	4/6/2024	\$39,061.00	Provisional
Parish Council	Deputy Parish Clerk	Oseguera	Karen	4/6/2024	\$56,909.00	Provisional
General Services	Executive Superintendent (1020)	Calmette	Christy	4/20/2024	\$85,121.00	Provisional
Jefferson Community Actions Programs	Head Start Administrator, Assistant	Barthelemy	Juli	4/20/2024	\$100,628.00	Provisional
Engineering	Sign Technician II (2475)	Milsap	Perry	4/20/2024	\$36,729.00	Reallocation
Jefferson Community Actions Programs	Head Start Social Service Coordinator	Thomas	Dominique	4/20/2024	\$65,599.00	Reinstatement
Juvenile Services	Office Support Specialist II (1103)	Besson	Terri	4/6/2024	\$40,287.00	Reinstatement
Parks and Recreation	Recreation Maintenance Supervisor	Arceneaux	Kyle	4/6/2024	\$57,712.00	Reinstatement
Parks and Recreation	Groundskeeper	Bordelon	Brendan	4/20/2024	\$24,948.00	Transfer
Parks and Recreation	Groundskeeper	Crews	Charles	4/20/2024	\$24,948.00	Transfer
Juvenile Services	Juvenile Detention Officer II (6542)	Lambert	Dominique	4/6/2024	\$39,465.00	Transfer
Library	Librarian I/Senior Associate (3151)	Heavener	Albert	4/6/2024	\$49,577.00	Transfer
Library	Librarian I/Senior Associate (3151)	Zelenka	Christin	4/20/2024	\$46,584.00	Transfer
Library	Librarian III (3153)	Kitchens	Shannon	4/20/2024	\$55,752.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Dunn	Cherie	4/20/2024	\$59,661.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Winn	Jerry	4/20/2024		Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Guidroz Jr	Brad	4/20/2024	\$18,881.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Jones	Russell	4/20/2024	\$20,398.00	Transfer
Parks and Recreation	Groundskeeper	Makepeace	William	4/20/2024		Transient
Parks and Recreation	Groundskeeper	Breaux	Jordan	4/20/2024		Transient
American Job Center	Office Assistant I (1008)	Overton	Destiny	4/27/2024		Transient
American Job Center	Office Assistant I (1008)	Smith	Shaila	4/27/2024		Transient
American Job Center	Office Assistant I (1008)	Washington	Ken' Ya	4/30/2024		Transient
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Giles	Alicia	4/20/2024	\$75,456.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	McKenzie	Gloria	4/20/2024	\$86,928.00	Updated Job Description

Sewerage	Plant Maintenance Electrician (SP4)	Bulger Jr	Lyle	4/20/2024	\$68,603.00	Updated Job Description
Sewerage	Pump Equipment Mechanic (2610)	James	Vernon	4/20/2024	\$60,454.00	Updated Job Description
Sewerage	Pump Equipment Mechanic (2610)	Gardner	Mark	4/20/2024	\$60,454.00	Updated Job Description
Sewerage	Pump Equipment Mechanic (2610)	Carmardelle	Don	4/20/2024	\$56,724.00	Updated Job Description
Parks and Recreation	Recreation Area Coordinator	Burras	Shawn	4/20/2024	\$88,036.00	Updated Job Description
Sewerage	Sewerage General Superintendent	Toups	David	4/20/2024	\$110,384.00	Updated Job Description
Sewerage	Sewerage General Superintendent	Jessie	Julian	4/20/2024	\$103,577.00	Updated Job Description
Sewerage	Sewerage Lift Station Superintendent II	Rogers Jr	Michael	4/20/2024	\$76,798.00	Updated Job Description
Sewerage	Sewerage Maintenance Superintendent	Payne	Jackie	4/20/2024	\$64,508.00	Updated Job Description
Sewerage	Sewerage Maintenance Superintendent	Lajaunie	Michael	4/20/2024	\$80,738.00	Updated Job Description
Sewerage	Sewerage Maintenance Superintendent	Benoit	Robert	4/20/2024	\$76,214.00	Updated Job Description
Sewerage	Sewerage Treatment Plant Operator	Terrell	Royal	4/20/2024	\$53,286.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
JUNE 19, 2024**

APPEALS ON HAND AND UNRESOLVED AS OF MAY 14, 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, Board order issued on February 26, 2024, scheduled for pre-trial motion hearing on May 22, 2024, scheduled for hearing on June 25, 2024, pre-trial motion hearing continued to June 13, 2024, withdrawn on June 11, 2024, order issued on June 11, 2024.

APPEALS RECEIVED SUBSEQUENT TO MAY 14, 2024:

June 13, 2024

OFFICIAL NOTICE

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

WEDNESDAY, JUNE 19, 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 revise: pay grade minimum, normal maximum, and absolute maximum rates for all class titles; class titles for select classes; pay grade assignment for select classes; and provide for related matters;
- Amend the Pay Plan for the Classified Service to assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the Accountant class series, to apply Footnote No. 1 to the classification Account Clerk I-Central Finance Office, and to provide for related matters;
- Amend the Pay Plan for the Classified Service to revise the class title and assign a Market Based Pay Grade in accordance with Personnel Rule IV, Section 1.3(g) for the classification Landscape Architect and provide for related matters;
- Amend the Pay Plan for the Classified Service to revise, create, remove, or apply: footnote assignments, special pay provision assignments, and classifications for positions utilizing Water and Wastewater certifications from the Louisiana Department of Health and Hospitals in the Departments under the direction of the Public Works Director and to provide for related matters;
- Amend the Personnel Rules of the Classified Service to create a new Section in Rule III;
- Amend the Pay Plan for the Classified Service to: revise the class title of Payroll Clerk-Central Payroll Office; create a new classification; apply Footnote No. 1 to the new classification; and provide for related matters; 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.