

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, June 20, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. Mr. Corey Junior – Employee from Water Department spoke on the Pay Plan Study and Cost-of-Living Adjustment following Board discussion of those items.

Under Proposals for Board Consideration:

- A. Deferred a request to grant a Cost-of-Living Adjustment in accordance with Parish Council Resolution;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignment and class title for the class of Assistant Parish Clerk;
- C. Canceled a proposal to amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignment for the class of Library Technician; and
- E. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

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

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of May 16, 2023.

Under Old Business:

- A. Mr. Palmatier provided information on the Parish's cost associated with the new Pay Plan. Also, Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study. (This item was taken out of order and heard after Public Comment Period on the Agenda)
- B. Ms. Hearn reported on R.S. 14:139 concerning the COLA. (This item was taken out of order and heard during the Cost-of-Living Adjustment proposal discussion)
- C. The Board approved the Meeting Minutes from the meeting of March 29, 2023.
- D. The Board approved the Meeting Minutes from the meeting of April 18, 2023.
- E. The Board approved the April 2023 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.

- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
1. Unanimously approved one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
1. Unanimously approved the monthly report for May 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
1. Unanimously approved meeting dates of Tuesday, July 18, 2023, 2:00 p.m. (tentative) and Tuesday, August 22, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
1. None.
- F. Under Director's Report, the Director:
1. Updated the Board on the investigation involving an external applicant that submitted a fraudulent letter of reference prepared by a Parish employee. The Parish employee was dismissed and is barred from re-applying for two (2) years. Also, the applicant has been barred from re-applying for six (6) months. The Director also informed the Board of a pending investigation concerning an employee who appears to have submitted a GED certificate that is not from an organization approved by the State of Louisiana.

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

Respectfully submitted,

/s/ John G. Dumas

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

Gretna, Louisiana

June 27, 2023

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, JUNE 20, 2023 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. Grant a Cost-of-Living adjustment in accordance with Parish Council Resolution;
 - B. Amend the Pay Plan for the Classified Service to revise the pay grade assignment and class title for the class of Assistant Parish Clerk;
 - C. Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
 - D. Amend the Pay Plan for the Classified Service to revise the pay grade assignment for the class of Library Technician; and
 - E. 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 16, 2023.
- VI. Old Business:
 - A. Update on Pay Plan Study.
 - B. Report from Ms. Hearn on R.S. 14:139 concerning a COLA.
 - C. Approval of the Meeting Minutes for March 2023.
 - D. Approval of the Meeting Minutes for April 2023.
 - E. Approval of the Monthly Report for April 2023.
- VII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, July 18, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, August 22, 2023, 2:00 p.m. (tentative);
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Applicants Matter
- VIII. Adjournment for Review of Appeals

CONFIDENTIAL MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: COUNCIL RESOLUTION – COST OF LIVING ADJUSTMENT
DATE: 6/15/2023

Councilman Byron Lee submitted a resolution for approval by the Parish Council directing the Administration to include in the 2023 Operating Budget of Jefferson Parish, a 5% Cost of Living Adjustment (COLA). The Personnel Board must recommend any COLA in order for classified employees to receive such adjustments. The Personnel Board will consider and discuss whether or not to recommend a COLA for the classified service.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADE AND CLASS TITLE ASSIGNED TO THE CLASS OF ASSISTANT PARISH CLERK

DATE: 06/12/2023

CC: CORRESPONDENCE FILE

The Personnel Department received a request from Parish Clerk, Ms. Eula Lopez, to review the classification of Assistant Parish Clerk, currently occupied by Allison Langley. Ms. Lopez provided our department with a proposed job description with expanded job duties. Upon review of the existing job description and updated job description for the classification, the Personnel Department has determined that a pay grade adjustment is in order for this position based upon the recognition of increased time span for discretion, as well as increased need for data utilization, mathematical knowledge, and functional reasoning required in the performance of this employee's essential job tasks.

Utilizing the information provided in the request as well as in the job descriptions indicated above, an evaluation was conducted in the Archer Evaluation System on the class. The Archer evaluation for the class of Assistant Parish Clerk puts the overall point total at 717, with a responsibility valuation of 1.19443. This makes the recommended pay grade 28. The hours of work will continue to be 35 hours per week, and the class will continue to be Exempt from overtime compensation under the Fair Labor Standards Act.

In addition to the pay grade reevaluation, Ms. Lopez requested a change to the class title from Assistant Parish Clerk to Council Contract Administrator. This class title better reflects the tasks performed by this class.

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

CURRENT:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1046	Assistant Parish Clerk	27	47029	72957	35	E

PROPOSED:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1046	Council Contract Administrator	28	48433	75135	35	E

In speaking with Ms. Lopez, she wishes to given an across the board pay increase to the current staff of one (1) employee 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 Ms. Lopez in order to include in the proposal the following across the board pay increase for the current Council Contract Administrator (currently Assistant Parish Clerk); Ms. Lopez would like to increase Ms. Allison Langley’s salary 5%.

The Personnel Department recommends approval of the Pay Grade reassignment and class title change for Assistant Parish Clerk (proposed Council Contract Administrator) 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 TECHNICIAN III, CLASSIFICATION, PAY, AND RECORDS

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADE ASSIGNED TO THE CLASS OF LIBRARY TECHNICIAN

DATE: 06/14/2023

CC: CORRESPONDENCE FILE

The Department of Library requested the reevaluation of pay grade assignment for the class of Library Technician due to the Department of Library's need to repurpose the position. The request came in an email dated May 31, 2023 directed to John Dumas, Personnel Director and Lauren Call, Assistant Director-Personnel from Ms. Jessica Styons, Director of Library. The department submitted an updated job description for the Library Technician. Upon review of the existing job description and updated job description for the classification, the Personnel Department has determined that a pay grade adjustment is in order for this position based upon the recognition of increased responsibility factors (span of control and time span of discretion), work requirements (human interaction and equipment, machines, tools, and materials utilization), and aptitude requirements (physical development and sensory development) required in the performance of these employees' essential job tasks.

Utilizing the information provided in the request as well as in the job descriptions indicated above, an evaluation was completed in the Archer Evaluation System on the class. The Archer evaluation for the class of Library Technician puts the overall point total at 306, with a responsibility valuation of 1.05555. This makes the recommended pay grade 12. The hours of work will continue to be 35 hours per week, and the class will continue to be Non-Exempt from overtime compensation under the Fair Labor Standards Act.

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		
3110	Library Technician	9	Special Hiring Rate		35	

The Personnel Department recommends the following pay grade adjustments 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		
3110	Library Technician	12	25970	40288	35	

In discussion with Ms. Styons, she conveyed, that while a pay grade adjustment is much needed for this position, she felt that in addition to changing the entrance rate of pay there was also a need to raise the pay for the current staff in the class. She stated that she wished to give an across the board pay increase to current staff of one (1) employee 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 Ms. Styons in order to include in the proposal the following across the board pay increase for the current Library Technician staff; Ms. Styons would like to increase Ms. Maria Rodriguez’s salary 5%.

The Personnel Department recommends approval of the Pay Grade reassignment of Library Technician by the Personnel Board. While approval by the Personnel Board is not required for the across the board increase for the current Library Technician staff, the Personnel Department recommends concurrence with the recommended increase.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR ANICA MATTHEWS
DATE: JUNE 14, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Stephanie Brumfield, Director of the Department of Community Development, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Anica Matthews	Typist Clerk III	06/30/2023	12/30/2023

These employees are permanent employees who have been appointed to transient positions to assist with the Emergency Rental Assistance Program associated with a Covid related grant. The Personnel Department recommends approval of the extension through the end of the grant period in accordance with Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the November or December meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: JUNE 14, 2023
CC: EMPLOYEE'S FILES – SIMEON DAVIS & ASHLYN HEBERT; CORRESPONDENCE FILE

Frances Turner, Coordinator of Workforce Development, is requesting that the transient appointments of Simeon Davis and Ashlyn Hebert be extended through March 25, 2024. Simeon and Ashlyn were hired to a transient Clerk I positions on March 25, 2023. The appointment will expire on July 14, 2023. If approved, the extension will expire on March 25, 2024.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, May 16, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Election of Board Chair:

- A. Rufus Harris was elected 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 revise the pay grade assignments for select classes in the Department of Purchasing;
- B. Deferred a request to amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- C. Approved two requests to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- D. Approved a request to extend Transient Appointment 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 deferred approval of the Meeting Minutes from the meeting of April 18, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study. (This item was taken out of order and heard after Item III on the Agenda)
- B. Approved the March 2023 Monthly Report.
- C. Deferred the March 2023 Meeting Minutes.

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

Personnel Board Meeting
May 16, 2023

of the Personnel Rules, there were:

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 2022.
- D. Under Approval of the monthly report, the Board:
 1. Deferred the monthly report for April 2023.
- E. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, June 20, 2023, 2:00 p.m. (tentative) and Tuesday, July 18, 2023, 2:00 p.m. (tentative).
- F. Under Miscellaneous/Unscheduled Matters, there were:
 1. Council resolution regarding a COLA. (This item was taken out of order and heard after Item III on the Agenda)
- G. Under Director's Report, the Director:
 1. Informed the Board of an investigation involving an applicant that provided a fraudulent letter of reference; the Director stated that he would follow up upon the completion of the investigation.

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, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
May 16, 2023

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Wednesday, March 29, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Automotive series of classes; assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class of Landfill Operations Manager;
- C. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- D. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

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

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of February 27, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Approved the January 2023 Monthly Report.

Under New Business:

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

Personnel Board Meeting
March 29, 2023

1. Unanimously approved three (3) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 1. Unanimously approved the monthly report for February 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, April 18, 2023, 2:00 p.m., and Tuesday, May 16, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. Ms. Nguyen presented a report on La. R.S. 14:139
- F. Under Director's Report, the Director:
 1. Updated the Board on recent recruitment activities.

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

April 10, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, April 18, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Danny Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistant Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Deferred a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Public Works Special Project Administrator;
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Assistant Director-Inspection & Code Enforcement;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Assistant Director-Property Maintenance Zoning, Property Maintenance/Zoning Inspector I, Property Maintenance/Zoning Inspector II, and Property Maintenance/Zoning Inspector III;
- E. Approved a proposal to amend the Pay Plan for the Classified Service to abolish select classes that are no longer in use;
- F. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Workforce Connection Career Specialist, Workforce Connection Vocational Counselor I, Workforce Connection Vocational Counselor II, and Workforce Connection Vocational Counselor III and to abolish the classifications Assistant Director-Workforce Connection, Federal Programs Work Site Supervisor, Workforce Connection Center Supervisor, Workforce Connection Employment Specialist, Workforce Connection Employment Supervisor, Workforce Connection Grants Administrator, Workforce Connection Instructor I, Workforce Connection Instructor II, Workforce Connection Operations Manager, Workforce Connection Programs Monitor, Workforce Connection Programs Monitor, Assistant, Workforce Connection Program Planner, Assistant, Workforce Connection Program Planner/Supervisor, Workforce Connection Youth Service Supervisor, and Workforce Connection Youth Service Services Supervisor, Assistant; and
- G. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3.

Under Executive Session Matters:

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

Personnel Board Meeting
April 18, 2023

Under Approval of the Minutes:

- A. The Board deferred approval of the Meeting Minutes from the meeting of March 29, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Ms. Hearn from the Parish Attorney's Office presented a report on LA. R.S. 14:139.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 1. Unanimously approved one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 1. The Board deferred the March 2023 Monthly Report.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, May 16, 2023, 2:00 p.m. (tentative) and Thursday, June 22, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. None.
- F. Under Director's Report, the Director:
 1. Updated the Board on recent recruitment activities.

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 10, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

Personnel Board Meeting
April 18, 2023

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – APRIL 2023

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>APR-23</u>	<u>MAR-23</u>	<u>APR-22</u>
Total Applications Received:	376	476	374
Competitive:	293	373	307
Non-Competitive:	83	103	11
Total Applications Rejected:	132	179	114
Competitive:	116	171	105
Non-Competitive:	16	8	9
Total Applications Withdrawn:	75	113	97
Competitive:	56	90	84
Non-Competitive:	19	23	13
Candidates Scheduled for Written Exam:	71	70	50
Candidates Examined - Written Exam:	47	48	39
Candidates Passed Written Exam:	39	33	29
Candidates Failed Written Exam:	8	15	10
Candidates Examined - Rating of T&E:	16	56	28
Candidates Placed on Competitive Eligible List:	70	106	65
Certificates of Eligibility Issued:	12	25	19
Certificates of Eligibility to be Interviewed Issued (GLC):	26	41	17
Pending Testing (Scheduled for upcoming Test):	20	18	34
Pending Review or Waiting for More Information:	53	29	27
Job Interest Cards Completed Online:	41	119	42
ADA Accommodations			
Requested:	0	0	0
Approved:	0	0	0
Denied/Withdrawn:	0	0	0
Pending:	0	0	0
New Postings in NEOGOV:	13	19	21
New Exam Plans in NEOGOV:	6	10	10
Revised Exam Plans in NEOGOV:	7	9	11

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative Management Specialist III – Juvenile Services
- Animal Care Attendant I
- Engineering Inspector III
- Landfill Operations Manager
- Mechanical Systems Operator II
- Payroll Clerk
- Payroll Clerk – Central Payroll Officer
- Shop Carpenter
- Training Specialist II
- Warehouse Supervisor II
- Water Quality Scientist I – Biology
- Water Quality Scientist I - Chemistry
- Workforce Connection Vocational Counselor I

Advertisement Source	Total %
College/University Career Services	0.72
Facebook	0.72
Family, Friend, Co-Worker, etc.	17.63
Governmentjobs.com	9.66
Handshake Website	0.48
Indeed.com	14.49
Jefferson Parish Department other than Personnel	3.38
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.8
Jefferson Parish website	34.3
Job Fair	1.45
Library	0.48
Louisiana Workforce Commission website	1.45
Monster.com	0
Newspaper ad	0
Nola.com	0.24
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.24
Unknown	0
Personnel Department Use Only	8.94
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Apr 6, Apr 11, Apr 13, Apr 20, Apr 27

Written Test Administrations: 23

	Apr 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests:			
Administrative & Executive Assistant	4/4	100%	100%
Administrative Assistant	4/4	100%	100%
Clerical Skills I	1/1	100%	100%
Utility Inventory Clerk I	1/1	100%	100%
Clerical/Office Skills Test (COST)	1/1	100%	78%
Animal Care Administrative Clerk	1/1	100%	75%
Clerk III	1/1	100%	83%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	7/10	70%	64%
Secretary	2/2	100%	67%
Typist Clerk II	3/5	60%	60%
Typist Clerk III	2/3	67%	67%
Clerical-76	1/1	100%	100%
Customer Relations Specialist I	1/1	100%	100%
Drainage Pump Station Operator I	1/1	100%	75%
Drainage Pump Station Operator II	0/1	0%	--
Foreman I, 3-Part Test	3/4	75%	80%
Juvenile Detention Officer I	1/1	100%	100%
Mechanical Skills-53 (Sign Tech I)	4/5	80%	44%
Mechanical/Field Skills Test (MFST)-40 (Trades Helper)	4/4	100%	85%
Personnel Assistant	1/3	33%	56%
Pump Equipment Mechanic	1/1	100%	100%
Recreation Center Supervisor, Assistant-ATHLETICS	1/1	100%	90%
Sewerage Lift Station Inspector	1/1	100%	100%
Water Purification Operator	2/2	100%	87%
Summary	34/42	81%	79%

--Only given once this year.

Tests Constructed/Refined & Validated:

Minimum Qualifications (8): Administrative-Management Specialist II-Community Development; Administrative-Management Specialist III-Juvenile Services; Landfill Operations Manager; Mechanical Systems Operator II; Public Works Business Manager; Safety Program Manager; Shop Carpenter; and Workforce Connection Vocational Counselor I.

Ratings of Training & Experience (0): None.

Written Tests (0): None.

Miscellaneous/Special Projects: None

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>APR-23</u>	<u>MAR-23</u>	<u>APR-23</u>
Total Appointments to Permanent Positions:	56	62	61
Competitive:	40	48	47
Non-Competitive:	16	14	14
Breakdown of Competitive Appointments:			
Limited Entrance:	2	2	4
Preferred Reemployment:	0	0	0
Promotions:	16	22	17
Reemployment:	0	0	0
Entrance:	15	16	16
Reinstatement:	2	3	4
Transfers:	1	1	3
Demotions:	0	0	1
Reallocations:	4	4	2
Provisional:	0	0	4
Temporary Appointment:	7	8	3
Emergency Appointment:	0	1	0
Updated Job Descriptions:	4	5	34
Requisitions submitted in month:	61	83	144
Unfilled requisitions as of end of month:	424	440	376

SEPARATIONS

Total Permanent Separations:	26	30	15
Competitive:	17	15	12
Non-Competitive:	9	15	3
Breakdown of Separations:			
Dismissals:	3	6	0
Resignations:	15	19	11
Retirements:	5	4	4
Deaths:	1	1	0
Lay-offs:	0	0	0
End of Temporary Appointments:	2	0	1

OTHER DATA

Overall Turnover:	1.2%	1.4%	0.7%
Competitive Turnover:	1.1%	1.0%	0.7%
Non-Competitive Turnover:	1.7%	2.8%	0.6%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>APR-23</u>	<u>MAR-23</u>	<u>APR-23</u>
Salary Increases Granted:	156	303	169
Salary Increases Disapproved:	7	9	5
Fines:	0	0	0
Suspensions:	6	2	10
Leave with Pay Granted:	2	4	2
Leave without Pay Granted:	84	118	76
AWOL:	66	64	63
Parental Leave:	4	5	8
FMLA Requests:	26	43	23

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

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

CPQ's received: None

CPQ's assigned: Engineering Inspector III – Water
Executive Assistant – Library
Secretary – Water

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Buyer Series – Purchasing (9 positions)

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Juvenile Detention Officer I (6541) to Juvenile Detention Officer II (6542)
7. Water Purification Operator-Class I (2762) to Water Purification Operator-Class II (2763)

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): Responded to Meridian, MS

Personnel Rules: None

Special Leave Requests: LWOP Extensions – 4
MLWP/MLWOP – 0

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Archer Pay Plan Study

JUDICIAL REPORT

Appeals Received during April:	1
Appeals Pending:	5
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-23		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	1
0010-307	Council Division B	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0061	Accounting	3
0064	Purchasing	2
0065	General Services	14
0066	Personnel	3
0067	Human Resource Management	3
0068	Planning	2
0069	Planning Advisory Board	1
0081	General Services	1
0110	Building Permits	23
0112	Code Compliance and Enforcement	6
0119	CJA	1
0120	General Services	1
0140	Emergency Management	1
0330	JeffCAP	2
1010	JeffCAP	37
1020	JeffCAP	4
1060	JeffCAP	5
1172	Community Development	8
1174	Community Development	1
1187	Community Development	3
1230	Community Development	1
1280	Workforce Connection	7
1290	Miscellaneous Grants	2
2150	Juvenile Services	2
2151	Juvenile Services	24
2152	Juvenile Services	9
2200	JPAWS	3
2450	Library	2
2451	Library	15
2452	Library	2
2453	Library	4
2454	Library	1
2530	Recreation	2
2531	Recreation	22
2532	Recreation	3
2533	Recreation	3
2534	Recreation	39
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	3
2650	Lafreniere	1
2651	Lafreniere	5
2652	Lafreniere	1

2662	Recreation	1
2920	Fire	2
2921	Fire	20
2922	Fire	2
3000	Streets	2
3002	Streets	12
3003	Streets	19
3005	Traffic Engineering	6
3051	Parkways	9
3052	Parkways	1
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	41
3302	Drainage	56
3500	Environmental	2
3850	Sewerage	5
3851	Sewerage	23
3852	Sewerage	17
3900	Water	4
3901	Water	13
3902	Water	27
3903	Water	5
3907	Water	38
3910	Water	3
3950	Fleet Management	14
3951	Telecommunications	1
3952	EIS	4
3956	Fleet Management	3
3957	Engineering	8
3958	Environmental	1
3959	EIS	1
3960	Engineering	1
3966	Engineering	5
3969	Capital Projects	1
3971	Telecommunications	2
3972	Floodplain	1
3976	Public Works	8
	Total	670

Hires by Date Report

For records between **04/01/23** and **04/30/23**

67 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	Accountant III (1212)	KAMBOJ	MONICA	4/22/2023	\$52,143.00	Entrance
Accounting 0061	Administrative Assistant	Stafford	Margaret	4/8/2023	\$45,007.00	Promotional
Library - Marketing 2454	Administrative-Management Specialist II	Wollschlaeger	Angie	4/22/2023	\$37,587.00	Updated Job Description
Jefferson Community Actions Programs	Administrative-Management Specialist III	Walker	BeTrice	4/22/2023	\$63,000.00	Reinstatement
Jefferson Protection & Animal Welfare Service	Animal Care Administrative Clerk	Williams	Adonava	4/8/2023	\$25,970.00	Entrance
Jefferson Protection & Animal Welfare Service	Animal Care Attendant II (6602)	Leach	Taylor	4/22/2023	\$33,272.00	Reallocation
Jefferson Protection & Animal Welfare Service	Animal Care Attendant II (6602)	Lynch	Lillian	4/22/2023	\$33,272.00	Reallocation
Jefferson Community Actions Programs	Child Care Worker	Hines	Charlene	4/1/2023	\$18,711.00	Entrance
American Job Center 1280	Clerk I	bates	kayla	4/22/2023		Updated Job Description
Parish Council 0010	Clerk I (1) (1008)	Orgeron	Savanna	4/29/2023		Transient
Jefferson Community Actions Programs	Community Services Counselor (1091)	Moten Jr	Albert	4/22/2023	\$30,182.00	Entrance
Electronic Information System Management	Computer Application Developer	Pelegrin	Jamie	4/22/2023	\$74,124.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Vandarugh	Brianna	4/8/2023	\$21,829.00	Entrance
Engineering - Traffic Engineering 3005	Engineer III, Professional	Pham	Chuong	4/22/2023	\$93,564.00	Promotional
Environmental Affairs - Solid Waste 3640	Environmental Quality Supervisor	Patania	Tracey	4/8/2023	\$63,855.00	Promotional
Environmental Affairs 3958	Environmental Quality Technician II	STCYR	TISHA	4/22/2023	\$31,586.00	Entrance
Parkways - West Bank 3052	Equipment Operator I (2371)	Johnson	Darrell	4/22/2023	\$28,778.00	Entrance
Sewerage - East Bank 3851	Equipment Operator I (2371)	Collins	Derrick	4/8/2023	\$28,778.00	Promotional
Sewerage - West Bank 3852	Equipment Operator I (2371)	Williams	Demi	4/8/2023	\$33,314.00	Limited Entrance
Sewerage - West Bank 3852	Equipment Operator I (2371)	Cordero	Daniel	4/22/2023	\$28,778.00	Entrance
Building Permits 0110	EXECUTIVE ASSISTANT (1018)	Punch	Mindy	4/6/2023	\$38,369.00	Updated Job Description
Floodplain Management and Hazard Mitigation	Floodplain Manager/CRS Specialist	Riley	Seamus	4/8/2023	\$73,328.00	Updated Job Description
Parks and Recreation - Lasalle Maintenance	GROUNDSKEEPER	Ward	Courtney	4/22/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Jacque	Durell	4/22/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Fulks	Sarah	4/22/2023	\$0.00	Transient
Parks and Recreation - Playgrounds 2534	GROUNDSKEEPER (2354)	Alexander	Gabriel	4/22/2023	\$0.00	Transient
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Grabert Jr	Joshua	4/29/2023		Transient
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Sanchez	Yocelin	4/29/2023		Transient
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Boudreaux	Christopher	4/29/2023		Transient
Jefferson Community Actions Programs	Head Start Social Service Coordinator	Thomas	Dominique	4/22/2023	\$59,500.00	Reinstatement
Jefferson Community Actions Programs	Head Start Teacher (6701)	Bailey	Ziska	4/29/2023	\$37,703.00	Entrance

Human Resource Management 0067	Human Resource Manager (1460)	Dove	Lucas	4/8/2023	\$48,433.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II (6542)	Choate	Justine	4/8/2023	\$39,377.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II	ross	nicole	4/8/2023		Entrance
American Job Center 1280	Laborer	Chatman	Darius	4/11/2023		Transient
Drainage - East Bank 3301	Laborer (2200)	Allnet Jr	Randy	4/8/2023	\$24,948.00	Entrance
Parkways - East Bank 3051	Laborer (2200)	Nicholas	Jamy're	4/22/2023	\$24,948.00	Entrance
Sewerage - East Bank 3851	Laborer (2200)	Baptiste	Johnathan	4/8/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Hall	Corey	4/8/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Armstead Jr	Randolph	4/22/2023	\$24,948.00	Entrance
Parkways - West Bank 3052	Laborer, Semi-Skilled (2201)	Kasdan	JeanPaul	4/8/2023	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer, Semi-Skilled (2201)	Lazard	Darius	4/22/2023	\$24,948.00	Entrance
Library - Libraries 2451	Librarian I/Senior Associate	Smith	Ryan	4/8/2023	\$37,253.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate	Martinez II	Carlos	4/8/2023	\$49,253.00	Promotional
Library - Libraries 2451	Library Page (3105)	Williams	Randilyn	4/22/2023	\$21,829.00	Transfer
General Services - Corrections 8120	Mechanical Systems Operator I (2031)	Brouillette Jr	Robert	4/15/2023	\$30,182.00	Entrance
Building Permits 0110	Permit Technician (5104)	Bertucci	Courtney	4/22/2023	\$37,920.00	Limited Entrance
Building Permits 0110	Permit Technician (5104)	Brown	Angel	4/22/2023	\$30,064.00	Promotional
Building Permits 0110	Permit Technician (5104)	Siggio	Kelly	4/22/2023	\$30,064.00	Promotional
Planning 0068	Planner II (5086)	Hebert	Gary	4/8/2023	\$48,232.00	Promotional
Code Compliance & Enforcement 0112	Property Maintenance/Zoning Inspector I	McGee	Daijhane	4/8/2023	\$37,624.00	Promotional
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Rauch Jr	Calvin	4/8/2023		Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Ball	Darren	4/22/2023	\$0.00	Entrance
Parks and Recreation - Maintenance 2531	Recreation Maintenance Supervisor	Langford	Jeffrey	4/8/2023	\$38,857.00	Promotional
Parks and Recreation - Leisure Services	Recreation Special Program Supervisor	Savoie	Spencer	4/8/2023	\$34,394.00	Entrance
Streets - West Bank 3003	Road Maintenance Foreman	Wilson	Jarrett	4/8/2023	\$37,201.00	Promotional
Building Permits 0110	Secretary	Albert	Jessica	4/8/2023	\$28,632.00	Promotional
Personnel 0066	Secretary	Freelow	Dejoni	4/8/2023	\$30,493.00	Promotional
Drainage - West Bank 3302	Truck Driver II (2362)	Phillip	Elijah	4/8/2023	\$27,374.00	Entrance
Streets - East Bank 3002	Truck Driver II (2362)	Quinn	Guan	4/22/2023	\$32,323.00	Reinstatement
Library 2450	Typist Clerk III	martin	jerica	4/8/2023	\$25,970.00	Promotional
Building Permits 0110	Typist Clerk III (1103)	Habbaz	Sandra	4/8/2023	\$25,970.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	LeBlanc	Ray	4/22/2023	\$53,937.00	Limited Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Barnes	Anthony	4/22/2023	\$38,393.00	Promotional
Water - Treatment Plant 3901	Water Purification Operator-Class II	Nguyen	Linh	4/8/2023	\$41,346.00	Reallocation
Water - Quality Lab 3903	Water Quality Scientist I- Biology	Rome	Paige	4/8/2023	\$49,439.00	Special Pay Provision 3
Water - Quality Lab 3903	Water Quality Scientist II-Chemistry	Johnson	Noelle	4/22/2023	\$42,817.00	Promotional

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – MAY 2023

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>MAY-23</u>	<u>APR-23</u>	<u>MAY-22</u>
Total Applications Received:	509	376	422
Competitive:	413	293	343
Non-Competitive:	96	83	79
 Total Applications Rejected:	 181	 132	 133
Competitive:	164	116	122
Non-Competitive:	17	16	11
 Total Applications Withdrawn:	 94	 75	 64
Competitive:	76	56	57
Non-Competitive:	18	19	7
 Candidates Scheduled for Written Exam:	 40	 71	 56
Candidates Examined - Written Exam:	29	47	37
Candidates Passed Written Exam:	18	39	31
Candidates Failed Written Exam:	11	8	6
Candidates Examined - Rating of T&E:	34	16	47
Candidates Placed on Competitive Eligible List:	74	70	87
Certificates of Eligibility Issued:	27	12	11
Certificates of Eligibility to be Interviewed Issued (GLC):	38	26	33
 Pending Testing (Scheduled for upcoming Test):	 20	 20	 46
Pending Review or Waiting for More Information:	104	53	100
Job Interest Cards Completed Online:	16	41	16
 ADA Accommodations			
Requested:	2	0	1
Approved:	0	0	0
Denied/Withdrawn:	2	0	0
Pending:	0	0	1
 New Postings in NEOGOV:	 20	 13	 18
New Exam Plans in NEOGOV:	8	6	6
Revised Exam Plans in NEOGOV:	12	7	12

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Account Clerk II – Central Finance Office
- College Intern – Technical Engineering
- Dietician
- Engineering Division Supervisor – NP (Public Utilities)
- Equipment Operator IV – Vacuum Trucks
- Humane Officer
- Landfill Operations Manager
- Librarian V
- Library Maintenance Superintendent
- Payroll Clerk
- Planner I
- Public Works Business Manager
- Recreation Zone Manager
- Recreation Zone Manager – Ree Alario Center
- Safety Program Manager
- Sewerage Maintenance Foreman
- Training Specialist II
- Utility Inventory Supervisor
- Water Purification Operator – Helper
- Water Quality Scientist I - Biology

Advertisement Source	Total %
College/University Career Services	1.28
Facebook	0.18
Family, Friend, Co-Worker, etc.	16.79
Governmentjobs.com	7.48
Handshake Website	0.18
Indeed.com	15.51
Jefferson Parish Department other than Personnel	4.2
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.11
Jefferson Parish website	37.77
Job Fair	2.01
Library	0.18
Louisiana Workforce Commission website	0.36
Monster.com	0
Newspaper ad	0
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	1.09
Unknown	0.18
Personnel Department Use Only	7.66
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: May 4, May 11, May 18, May 25

Written Test Administrations: 17

	May 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests:			
Administrative & Executive Assistant	3/6	50%	88%
Administrative Assistant	3/6	50%	87%
Clerical Skills I	0/1	0%	75%
Shipping & Receiving Stock Clerk	0/1	0%	67%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	1/3*	33%	60%
Secretary	1/1	100%	71%
Typist Clerk II	0/1	0%	55%
Typist Clerk III	1/2	50%	67%
Clerical-76	2/2	100%	100%
Customer Relations Specialist I	2/2	100%	100%
Engineering Inspector Series	3/4	75%	71%
Engineering Inspector II	1/1	100%	100%
Engineering Inspector III	2/3	67%	50%
Field Supervision: Foreman & Field Supervision: Form Completion	1/1	100%	100%
Waterline Maintenance Foreman	1/1	100%	100%
Juvenile Detention Officer I	0/1	0%	50%
Maintenance Repairman	0/1	0%	60%
Mechanical/Field Skills Test (MFST)-40 (Trades Helper)	1/3	33%	75%
Property Maintenance/Zoning Inspector I	1/1	100%	100%
Pump Equipment Mechanic	1/1	100%	100%
Recreation Center Supervisor, Assistant-ATHLETICS	1/1	100%	91%
Sewerage Lift Station Inspector	3/3	100%	100%
Water Purification Operator	1/1	100%	88%
SUMMARY:	18/29	62%	80%

*Duplicate applicants (due to simultaneous apps) omitted.

Tests Constructed/Refined & Validated:

Minimum Qualifications (10): Administrative-Management Specialist II-ECM Financial Coordinator; Dietician; Environmental Inspector; Head Start Social Services Coordinator, Assistant; Librarian I/Senior Associate-Grand Isle; Librarian III; Planner I; Recreation Zone Manager; Utility Inventory Supervisor; and Water Purification Operator Helper.

Ratings of Training & Experience (2): Engineering Inspector III and Human Resource Manager.

Written Tests (0): None.

Miscellaneous/Special Projects: None

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>MAY-23</u>	<u>APR-23</u>	<u>MAY-23</u>
Total Appointments to Permanent Positions:	52	56	61
Competitive:	34	40	49
Non-Competitive:	18	16	12
Breakdown of Competitive Appointments:			
Limited Entrance:	3	2	0
Preferred Reemployment:	0	0	0
Promotions:	8	16	29
Reemployment:	0	0	0
Entrance:	7	15	10
Reinstatement:	6	2	6
Transfers:	9	1	3
Demotions:	0	0	0
Reallocations:	1	4	1
Provisional:	4	0	1
Temporary Appointment:	10	7	11
Emergency Appointment:	1	0	1
Updated Job Descriptions:	6	4	6
Requisitions submitted in month:	104	61	130
Unfilled requisitions as of end of month:	423	424	367

SEPARATIONS

Total Permanent Separations:	33	26	24
Competitive:	15	17	20
Non-Competitive:	18	9	4
Breakdown of Separations:			
Dismissals:	5	3	2
Resignations:	22	15	15
Retirements:	5	5	3
Deaths:	1	1	4
Lay-offs:	0	0	0
End of Temporary Appointments:	0	2	0

OTHER DATA

Overall Turnover:	1.6%	1.2%	1.1%
Competitive Turnover:	1.0%	1.1%	1.2%
Non-Competitive Turnover:	3.3%	1.7%	0.8%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>MAY-23</u>	<u>APR-23</u>	<u>MAY-23</u>
Salary Increases Granted:	205	156	222
Salary Increases Disapproved:	7	7	5
Fines:	2	0	0
Suspensions:	12	6	9
Leave with Pay Granted:	2	2	1
Leave without Pay Granted:	77	84	81
AWOL:	56	66	63
Parental Leave:	4	4	3
FMLA Requests:	38	26	38

JOB CLASSIFICATION STUDIES:

Completed: Engineering Inspector III – Water
 Executive Assistant – Library

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
 Administrative Assistant – Citizens' Affairs

CPQ's received: None

CPQ's assigned: Secretary – Water

Disposition(s): Engineering Inspector III – Water; correctly classified
 Executive Assistant – Library; correctly classified
 Water Purification Superintendent II – Water – 2 positions; withdrawn

PAY GRADE REASSIGNMENTS:

Completed: Buyer Series – Purchasing (9 positions)

Pending: None

Assigned: Assistant Parish Clerk – Parish Council

Disposition(s): Buyer Series – Purchasing (9 positions) – 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. Animal Care Attendant I (6601) to Animal Care Attendant II (6602)

Personnel Rule 3.3.1: None

Other: None

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

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

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Archer Pay Plan Study

JUDICIAL REPORT

Appeals Received during May:	1
Appeals Pending:	2
Appealed to 5 th Circuit during May:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during May:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during May:	0
Appeals pending before the US Supreme Court:	0

May-23		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	2
0010-302	Council District 2	1
0010-303	Council District 3	1
0010-304	Council District 4	1
0010-305	Council District 5	2
0010-306	Council Division A	1
0010-307	Council Division B	1
0010-310	Research & Budget	2
0021	Parish Attorney	3
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	2
0065	General Services	13
0066	Personnel	2
0067	Human Resource Management	4
0068	Planning	4
0069	Planning Advisory Board	1
0081	General Services	1
0110	Building Permits	26
0112	Code Compliance and Enforcement	8
0120	General Services	1
0140	Emergency Management	2
0330	JeffCAP	2
1010	JeffCAP	39
1020	JeffCAP	5
1060	JeffCAP	5
1172	Community Development	9
1174	Community Development	1
1187	Community Development	4
1230	Community Development	1
1255	Community Development	1
1280	American Job Center	17
1290	Miscellaneous Grants	2
2150	Juvenile Services	2
2151	Juvenile Services	23
2152	Juvenile Services	10
2200	JPAWS	6
2450	Library	3
2451	Library	20
2452	Library	3
2453	Library	5
2454	Library	1
2530	Recreation	2
2531	Recreation	22
2532	Recreation	4
2533	Recreation	4
2534	Recreation	37
2615	Alario Center	10
2616	Recreation	1
2631	Lasalle	3
2650	Lafreniere	1
2651	Lafreniere	5
2652	Lafreniere	1

2662	Recreation	2
2920	Fire	3
2921	Fire	21
2922	Fire	3
3000	Streets	2
3002	Streets	19
3003	Streets	17
3005	Traffic Engineering	6
3051	Parkways	7
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	43
3302	Drainage	56
3500	Environmental	2
3640	Environmental	1
3850	Sewerage	4
3851	Sewerage	27
3852	Sewerage	21
3900	Water	6
3901	Water	14
3902	Water	28
3903	Water	6
3907	Water	38
3910	Water	3
3950	Fleet Management	15
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	5
3957	Engineering	10
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	5
3969	Capital Projects	1
3970	Public Works	1
3971	Telecommunications	2
3972	Floodplain	1
3974	Ecosystems	1
3976	Public Works	8
	Total	739

Hires by Date Report

For records between **05/01/23** and **05/31/23**

73 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Parks and Recreation	Groundskeeper (2354)	Parker	Cory	5/6/2023	\$45,218.00	Demotion
Drainage 3270	College Intern-Technical Engineering	Duncan Jr	John	5/20/2023		Emergency
Purchasing 0064	Buyer I (1301)	Truelove	Jill	5/27/2023	\$32,990.00	Entrance
Jefferson Community Actions Programs	Cook I (2101)	Carvin	Candice	5/13/2023	\$21,829.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I (1289)	Robinson	Michelle	5/20/2023	\$23,162.00	Entrance
General Services 0065	Electrician Trainee	Johnson	Zachary	5/20/2023	\$35,797.00	Entrance
Parkways - East Bank 3051	Equipment Operator I (2371)	Palmer	Aaron	5/20/2023	\$28,778.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Clofer	Crystal	5/6/2023	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Abreo	Brandon	5/20/2023	\$24,948.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Bozeman Jr	William	5/20/2023	\$42,956.00	Entrance
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Lambert	Dominique	5/20/2023		Entrance
Drainage - West Bank 3302	Laborer (2200)	Krummel	Jordan	5/6/2023	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Lentz Jr	Edward	5/20/2023	\$24,948.00	Entrance
Sewerage - West Bank 3852	Laborer (2200)	Williams	Semaj	5/6/2023	\$24,948.00	Entrance
Streets - West Bank 3003	Laborer (2200)	Hatcher	Roy	5/27/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Block Jr	Donald	5/6/2023	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Bourgeois	Annette	5/20/2023	\$28,778.00	Entrance
Water - Distribution 3902	Truck Driver II	Green	Ken	5/6/2023	\$27,374.00	Entrance
Streets - West Bank 3003	Truck Driver II (2362)	Clark	Dwayne	5/6/2023	\$27,374.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Osborne	Craig	5/20/2023	\$34,394.00	Entrance
Streets - East Bank 3002	Laborer, Semi-Skilled (2201)	Moliere	Errol	5/20/2023	\$41,230.00	Limited Entrance
Personnel 0066	Personnel Assistant (1400)	Albert	Jessica	5/20/2023	\$28,632.00	Limited Entrance
Drainage - East Bank 3301	Trades Helper (2250)	Radcliff	Christopher	5/6/2023	\$30,217.00	Limited Entrance
Code Compliance & Enforcement	Typist Clerk III (1103)	Armant	Asiann	5/20/2023	\$38,392.00	Limited Entrance
Accounting 0061	Accountant II-Central Finance Office	Benitez	Carmen	5/20/2023		Promotional
Building Permits 0110	Administrative Assistant (1015)	Moses	Jasmine	5/6/2023	\$34,802.00	Promotional
Community Development Programs	Administrative-Management Specialist II	Cheramic	Laura	5/20/2023	\$42,469.00	Promotional
Jefferson Protection & Animal Welfare Service	Executive Assistant	Soto	Gloria	5/20/2023	\$47,419.00	Promotional
Library - Libraries 2451	Librarian II (3152)	LaSalle	Latasha	5/6/2023	\$40,009.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Melancon	Brandon	5/6/2023	\$28,778.00	Promotional
General Services 0065	Trades Helper (2250)	Fields	Melvin	5/20/2023	\$36,190.00	Promotional
Water - Distribution 3902	Waterline Maintenance Foreman	Armstead	Randolph	5/6/2023	\$37,201.00	Promotional
Engineering 3957	Engineering Division Supervisor - N.P.	Calecas	Michael	5/20/2023	\$72,821.00	Provisional
Library - Maintenance 2453	Library Maintenance Superintendent	Langston	Offord	5/20/2023	\$66,124.00	Provisional

Sewerage 3850	Public Works Business Manager (1031)	Perez	Rachel	5/6/2023	\$78,102.00	Provisional
Parks and Recreation	Recreation Zone Manager	Dunn	Leslie	5/20/2023	\$47,104.00	Provisional
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Davis	Brian	5/6/2023	\$38,392.00	Reallocation
Central Garage 3950	Automotive Mechanic, Senior (2337)	Jimison	Brian	5/6/2023	\$48,011.00	Reinstatement
Central Garage 3950	Automotive Mechanic, Senior (2337)	Frisella	Darrin	5/27/2023	\$48,011.00	Reinstatement
Building Permits 0110	BUILDING PLAN REVIEWER I (5106)	Hibert	Thomas	5/20/2023	\$38,605.00	Reinstatement
Streets - West Bank 3003	Laborer	Kelley	Milton k	5/6/2023	\$26,195.00	Reinstatement
Jefferson Community Actions Programs	Property Manager (1247)	Kennedy	Kraig	5/20/2023	\$53,610.00	Reinstatement
Sewerage - East Bank 3851	Shop Carpenter (2489)	Breaux	Wayne	5/6/2023	\$20,518.00	Reinstatement
Water - Treatment Plant 3901	Water Purification Operator (2761)	Turner	Davionne	5/6/2023	\$38,392.00	Reinstatement
General Services 0065	Administrative Assistant	Minjarez	Kellie	5/6/2023	\$72,426.00	Transfer
General Services 0065	Administrative Assistant (1015)	Breud	Phyllis	5/6/2023	\$74,962.00	Transfer
Sewerage 3850	Administrative Assistant (1015)	Trapani	Frances	5/20/2023	\$44,711.00	Transfer
Parkways - East Bank 3051	Equipment Operator IV	Dominick	Roy	5/6/2023	\$50,645.00	Transfer
Parks and Recreation	Groundskeeper	Prestenbach	Ryan	5/6/2023	\$26,195.00	Transfer
Parks and Recreation	GROUNDSKEEPER (2354)	Makepeace	Auston	5/6/2023	\$24,948.00	Transfer
Parks and Recreation	GROUNDSKEEPER (2354)	Avrard	Corey	5/6/2023	\$26,195.00	Transfer
General Services 0065	Mechanical Systems Operator I (2031)	Brouillette Jr	Robert	5/6/2023	\$30,182.00	Transfer
General Services - Corrections 8120	Mechanical Systems Operator II	Rojas	Chance	5/6/2023	\$35,797.00	Transfer
Code Compliance & Enforcement	Property Maintenance/Zoning Inspector I	Zito	Ashley	5/6/2023	\$33,816.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Banks	Randy	5/6/2023	\$28,880.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Thornton	Blair	5/6/2023	\$37,786.00	Transfer
Engineering - Warehouse 3966	Warehouse Supervisor II (2353)	Lohner	Gerald	5/6/2023	\$54,963.00	Transfer
Parish Council 0010	Clerk I (1) (1008)	Rojas	Lily	5/27/2023		Transient
Community Justice Agency	College Intern- General	Lujan	Sophia	5/20/2023		Transient
Engineering 3957	College Intern-Technical Engineering	McCabe III	Daniel	5/20/2023		Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Makepeace	William	5/20/2023	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Murchison	Merrick	5/6/2023	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Guidry	Paul	5/6/2023	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Labit	Darren	5/20/2023		Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Reynolds	Skyylar	5/20/2023		Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Maher	Donavan	5/20/2023	\$0.00	Transient
Parks and Recreation	GROUNDSKEEPER (2354)	Manganello III	James	5/20/2023		Transient
Community Development Programs	Community Services Program Coordinator	Small	Dannielle	5/20/2023	\$39,061.00	Updated Job Description
Central Garage 3950	Data Entry Operator II (on-call)	Smith	Aaylia	5/20/2023		Updated Job Description

Streets - West Bank 3003	Laborer, Semi-Skilled	Wilson	Jarrett	5/20/2023	\$37,201.00	Updated Job Description
Parks and Recreation	Recreation Zone Manager	Naumann	Nicholas	5/6/2023	\$59,407.00	Updated Job Description
Parks and Recreation	Recreation Zone Manager	Abadie Jr	David	5/6/2023	\$57,206.00	Updated Job Description
Parks and Recreation	Recreation Zone Manager	Amor	Sue	5/6/2023	\$77,733.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
JUNE 20, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF MAY 16, 2023:

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023, hearing continued to May 15, June 19, and June 21, 2023, amended appeal received on April 18, 2023;
2. Docket No. 2023-003, David T. Abadie vs. Department of Parks and Recreation, scheduled for hearing on June 7, 2023, hearing continued to June 29, 2023.

APPEALS RECEIVED SUBSEQUENT TO MAY 16, 2023:

1. Docket No. 2023-005, Paul Babcock vs. Department of Public Works-Parkways; permanent employee, other.

June 13, 2023

OFFICIAL NOTICE

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

TUESDAY, JUNE 20, 2023 – 2:00 P.M.

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

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

- Recommend a Cost-of-Living Adjustment to the Parish Council;
- Amend the Pay Plan for the Classified Service to revise the pay grade assignment and class title for the class of Assistant Parish Clerk;
- Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- Amend the Pay Plan for the Classified Service to revise the pay grade assignment for the class of Library Technician; 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.