

**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,

/s/ John G. Dumas

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

Gretna, Louisiana

April 10, 2023

APPROVED:

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, WEDNESDAY, MARCH 29, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to 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. Assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class of Landfill Operations Manager;
 - C. Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
 - D. 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 February 27, 2023.
- VI. Old Business:
 - A. Update on Pay Plan Study.
 - B. Approval of the Monthly Report for January 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, April 18, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, May 23, 2023, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;
 - 1. Report on LA R.S. 14:139
 - F. Director's Report:
 - 1. Update of Recruitment Activity
- VIII. Adjournment for Review of Appeals

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 AMEND THE PAY GRADE ASSIGNMENTS AND TO ASSIGN MARKET BASED PAY GRADES IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 1.3(g) TO THE CLASSES OF AUTOMOTIVE MECHANIC, AUTOMOTIVE MECHANIC, SENIOR, AUTOMOTIVE MECHANIC TRAINEE, AUTOMOTIVE WORK CONTROL SUPERVISOR, AUTOMOTIVE LINE FOREMAN, AND AUTOMOTIVE LINE SUPERINTENDENT. RECOMMENDATION TO ELIMINATE AUTOMOTIVE MAINTENANCE SUPERINTENDENT FROM THE PAY PLAN.

DATE: 03/20/2023

CC: CORRESPONDENCE FILE

The Personnel Director and Assistant Director-Personnel received a request from Randy Belanger, Director of Fleet Management, to review the salary of all classes in the Automotive series due to issues in recruiting a sufficient number of qualified candidates in the classes of Automotive Mechanic. There are currently eleven (11) vacancies in the class of Automotive Mechanic; the class has been recruited since May 2017 with no qualified candidates currently. The difficulty in recruiting has been attributed to the inadequate starting rate. Mr. Belanger expressed his concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. Mr. Belanger's concern also stemmed from the discrepancy in salary between the public and private sector. In reviewing this request we have determined that the issue is two-fold; the pay grade assignment is incorrect for Automotive Mechanic and Automotive Mechanic Trainee and a market based pay grade assignment is also necessary for all classes. Mr. Belanger stated that he also wished to abolish the class title of Automotive Maintenance Superintendent from the pay plan. The duties have been assimilated into the Assistant Director-Fleet Management position.

Based on the evaluations completed in the Archer Evaluation System it was found that the classes of Automotive Mechanic Trainee, Automotive Mechanic, Automotive Mechanic, Senior, Automotive Line Foreman, Automotive Line Superintendent, and Automotive Work Control Supervisor classes should be adjusted by one pay grade.

Currently the classes are 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		
2342	Automotive Line Foreman	21	38605	59889	40	
2343	Automotive Line Superintendent	24	42817	66423	40	
2336	Automotive Mechanic (6)	16	31586	49000	40	
2335	Automotive Mechanic Trainee (1)	10	Market Based Pay Grade		40	
2337	Automotive Mechanic, Senior	18	34394	53356	40	
2347	Automotive Work Control Supervisor	20	37201	57712	40	E

The following amendments are recommended to the pay grade assignments for these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2342	Automotive Line Foreman	22	40009	62067	40	
2343	Automotive Line Superintendent	25	44221	68601	40	
2336	Automotive Mechanic (6)	17	32990	51178	40	
2335	Automotive Mechanic Trainee (1)	11	24566	38110	40	
2337	Automotive Mechanic, Senior	19	35797	55534	40	
2347	Automotive Work Control Supervisor	21	38605	59889	40	E

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.” Based on the number of 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 Automotive Mechanic, Automotive Mechanic, Senior, Automotive Mechanic Trainee, Automotive Line Foreman, Automotive Line Superintendent, and Automotive Work Control Supervisor be assigned to a Market Based Pay Grade.

The resulting pay grade’s minimum rate is not sufficient for the surrounding market for these positions. In preparing this recommendation we have compiled the following comparative data for Automotive Mechanic:

Comparative pay data:

Jefferson Parish:	\$31,586
City of New Orleans:	\$34,797
Salary.com:	\$36,045
Indeed.com:	\$36,483
Glass Door:	\$41,484
Salary Survey (NEOGOV):	\$37,195 (Mean for AR, TX, FL, GA, TN, AL)

Based upon the salary information gathered from other jurisdictions and to maintain internal equity, the following classes should be placed into Market Based Pay Grades: Automotive Mechanic, Automotive Mechanic, Senior, Automotive Mechanic Trainee, Automotive Line Foreman, Automotive Line Superintendent, and Automotive Work Control Supervisor.

The Personnel Department recommends the following Market Based Pay Grade adjustments are made to the following classes:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Max. Rate		
2342	Automotive Line Foreman	25	44221	68601	40	
2343	Automotive Line Superintendent	28	48433	75135	40	
2336	Automotive Mechanic (6)	20	37201	57712	40	
2335	Automotive Mechanic Trainee (1)	14	28778	44644	40	
2337	Automotive Mechanic, Senior	22	40009	62067	40	
2347	Automotive Work Control Supervisor	24	42817	66423	40	E

In discussion with Mr. Belanger, he conveyed, that while a pay grade adjustment is much needed for these positions, he felt that in addition to changing the entrance rate of pay there was also a need to raise the pay for those employees currently in the classes. He stated that he wished to give an across the board pay increase to 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. Belanger in order to include in the proposal the following across the board pay increases for the current Automotive series employees:

- All probationary employees below the new minimum rate shall go to the minimum rate.
- All permanent employees below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase or an increase up to the absolute maximum for the class, whichever is less.
- All permanent employee above the new minimum rate shall receive a 5% increase or an increase up to the absolute maximum for the class, 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 reassignment of the pay grade for Automotive Mechanic, Automotive Mechanic, Senior, Automotive Mechanic Trainee, Automotive Line Foreman, Automotive Line Superintendent, and Automotive Work Control Supervisor and the Market Based Pay Grade reassignment of all classes as well. The Market Based Pay Grade reassignment will be effective the first day of the pay period following approval by the Personnel Board. While approval by the Personnel Board is not required for the across the board increases for the Automotive series current staff, the Personnel Department recommends concurrence with the recommended increases. The across the board increases will be effective the first day of the pay period following adoption by the Parish Council. The Personnel Department recommends approval of the abolishment of the class of Automotive Maintenance Superintendent by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN BY PLACING THE CLASS OF LANDFILL OPERATIONS MANAGER (4056) IN A MARKET BASED PAY GRADE

DATE: 03/22/2023

CC: CORRESPONDENCE FILE

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

The Personnel Director received a request from Katherine Costanza, Director of Environmental Affairs, for a meeting to discuss multiple positions at the landfill. Personnel Director, John Dumas, along with Assistant Director-Personnel Lauren Call and Annie Vaughn, met with Ms. Costanza and Assistant Director-Environmental Affairs Kathleen Collins in which we discussed the vacancy in the position of Landfill Operations Manager. Ms. Costanza expressed her concerns about the immediate need to fill the vacancy and that qualified candidates would not apply due to the low salary. Based on recruitment efforts, inability to attract or to fill vacancies with qualified personnel, and labor market pay data, the Personnel Department recommends the placement of Landfill Operations Manager be assigned to a Market Based Pay Grade.

There is currently one vacancy for the class of Landfill Operations Manager. This position was recruited from April 2021 to October 2022 with no qualified candidates. The difficulty in recruiting has been attributed to the inadequate starting rate. In preparing this recommendation we have compiled the following comparative pay data:

Comparative pay data:

Jefferson Parish:	\$67,385
Salary.com:	\$75,242
Glass Door:	\$64,419
Indeed.com:	\$73,400
ZipRecruiter:	\$70,233
Salary Survey:	\$72,223 (Mean for FL, GA, TX)

While some jurisdictions are comparable to our current starting salary, others that are very close in proximity are significantly higher. Accordingly, we are recommending this change in order to attract qualified candidates for the class of Landfill Operations Manager.

Current Pay Grade Assignment:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4056	Landfill Operations Manager	39	67385	104537	40	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Based Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4056	Landfill Operations Manager	41	73001	113248	40	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for the class of Landfill Operations Manager.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: MARCH 20, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Ms. Nicole Thompson, Director of Human Resource Management, has recently updated the Parish's CDL driving program. This was required by recent updates to the statutes governing obtainment of Commercial Driver's Licenses. Under the guidelines, Parish employees will serve as Theory Instructors or Behind the Wheel Instructors. The selection of employees to serve as instructors is based on their experience and driving safety record. As an incentive for serving as an instructor, each employee will receive a discretionary increase that has been approved by Tim Palmatier, Mark Drewes, and Steve Lachute.

One employee, Jaron Coler, is currently serving in a probationary period; therefore, his increase must also be approved by the Personnel Board. Mr. Coler has been a Parish employee since October 20, 2012. He has served as a Laborer, Laborer Semi-skilled, Truck Driver II, Equipment Operator III, Sewerage Maintenance Foreman, and currently serves as a Sewerage Maintenance Superintendent I.

This request is being submitted in accordance with Personnel Rule IV, Section 2.3(a) which states:

- 2.3 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as elsewhere set forth in these Rules, management shall have discretion to grant additional percentage pay raises in such amounts at such times as deemed fit, under the following conditions:
- (a) such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Personnel Board;

The effective date of the requested increase will be April 8, 2023, if approved. The Personnel Department recommends approval.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT

DATE: FEBRUARY 28, 2023

CC: EMPLOYEE'S FILE – SKYLLARR TRUSTY; CORRESPONDENCE FILE

Sarah Babcock, Chief Administrative Assistant of the Department of Public Health, is requesting that the transient appointment of Skyllarr Trusty be extended for an additional six months. Skyllarr Trusty was hired to a transient Administrative-Management Specialist II position on November 5, 2022. The appointment will expire on May 5, 2023. We are asking the board to approve extending the appointment until November 5, 2023.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS

DATE: MARCH 20, 2023

CC: EMPLOYEE'S FILE – NYLA ANDERSON; JAMIE WILLIAMS HEWITT; CORRESPONDENCE FILE

Stephanie Brumfield, Director for the Department of Community Development, is requesting that the transient appointments be extended for an additional six months for the following transient appointments:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Nyla Anderson	Community Services Program Coordinator	04/08/2023	10/08/2023
XXXXXXXXXXXXXX	Community Services Program Coordinator	04/22/2023	10/22/2023

These transient appointments were done for six (6) months. If approved, the extension will expire as indicated.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Monday, February 27, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Personnel Director John Dumas, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to create the classification Head Start Social Services Coordinator, Assistant in the Department of Jefferson Community Action Programs;
- B. Approved extension of transient appointments in accordance with Personnel Rule VII, Section 5.3(2);
- C. Approved a request to cancel lists in accordance with Personnel Rule VI, Section 6.4; and
- D. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule II, Section 6.

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 January 26, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Approved the December 2022 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. None.
- C. Under Approval of the monthly report, the Board:
 - 1. Unanimously deferred the review of the monthly report for January 2023 to the March 2023 meeting.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:

1. Unanimously approved meeting dates of Wednesday, March 29, 2023, 2:00 p.m. (tentative), and Tuesday, April 18, 2023, 2:00 p.m.;
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. None
- F. Under Director's Report:
 1. Director updated the Board on 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

March 9, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JANUARY 2023

Item VI. B.
January Monthly Report

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>JAN-23</u>	<u>DEC-22</u>	<u>JAN-22</u>
Total Applications Received:	463	248	314
Competitive:	355	193	232
Non-Competitive:	108	55	82
 Total Applications Rejected:	 143	 102	 108
Competitive:	125	90	90
Non-Competitive:	18	12	18
 Total Applications Withdrawn:	 110	 40	 83
Competitive:	90	33	60
Non-Competitive:	20	7	23
 Candidates Scheduled for Written Exam:	 38	 45	 33
Candidates Examined - Written Exam:	27	30	25
Candidates Passed Written Exam:	25	23	18
Candidates Failed Written Exam:	2	7	7
Candidates Examined - Rating of T&E:	26	17	16
Candidates Placed on Competitive Eligible List:	66	52	51
Certificates of Eligibility Issued:	28	8	8
Certificates of Eligibility to be Interviewed Issued (GLC):	46	17	27
 Pending Testing (Scheduled for upcoming Test):	 31	 16	 23
Pending Review or Waiting for More Information:	31	28	9
Job Interest Cards Completed Online:	67	64	101
 ADA Accommodations			
Requested:	2	0	5
Approved:	0	0	3
Denied/Withdrawn:	2	0	3
Pending:	0	0	0
 New Postings in NEOGOV:	 16	 17	 17
New Exam Plans in NEOGOV:	10	7	7
Revised Exam Plans in NEOGOV:	6	10	10

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative Management Specialist - JeffCAP
- Animal Care Administrative Clerk
- Animal Care Administrative Specialist
- Animal Care Specialist
- Building Maintenance Supervisor
- Building Plan Reviewer Supervisor
- Community Service Counselor
- GIS Analyst I
- Housing Counselor II
- Mental Health Professional I
- Permit Technician
- Permit Technician Supervisor
- Personnel Assistant
- Planner II
- Property Manager
- Public Works Project Coordinator – Permit/Plan Review

Advertisement Source	Total %
College/University Career Services	0.4
Facebook	0.4
Family, Friend, Co-Worker, etc.	15.14
Governmentjobs.com	8.17
Handshake Website	0.2
Indeed.com	16.14
Jefferson Parish Department other than Personnel	4.98
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.58
Jefferson Parish website	36.06
Job Fair	3.39
Library	0
Louisiana Workforce Commission website	0.4
Monster.com	0
Newspaper ad	0.2
Nola.com	0.8
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.4
Unknown	0
Personnel Department Use Only	8.76
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (20):

	JAN 2023			2023 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Written Tests:				
Account Clerk Series (AC III)	5-Jan	1/1	100%	--
Clerical-76 (Cust. Rel. Spec. I)	5-Jan	1/1	100%	--
Foreman I 3-Part Test	5-Jan	1/1	100%	--
Mechanical/Field Skills Test (Trades Helper)	5-Jan	2/2	100%	100%
Admin & Exec Assistant (AA)	12-Jan	1/1	100%	100%
Clerical/Office Skills Test (Clerk III)	12-Jan	1/1	100%	--
Juvenile Probation Officer	12-Jan	1/1	100%	--
MS Word+Clerical/Office Skills Test (TCII)	12-Jan	1/1	100%	--
Engineering Inspector Series (EI II)	19-Jan	1/1	100%	--
Library Associate	19-Jan	1/1	100%	--
Maintenance Repairman	19-Jan	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)	19-Jan	2/2	100%	100%
Pump Equipment Mechanic	19-Jan	2/2	100%	--
Water Purification Operator	19-Jan	2/3	67%	75%
Admin & Exec Assistant (AA)	25-Jan	1/1	100%	100%
Maintenance Repairman	25-Jan	1/1	100%	100%
Personnel Assistant	25-Jan	1/1	100%	--
Recreation Center Supervisor, Asst-Athletics	25-Jan	1/1	100%	--
Sewerage Treatment Plant Operator	25-Jan	2/3	67%	--
Water Purification Operator	25-Jan	1/1	100%	75%
SUMMARY:		25/27	93%	

^ as of current month's end. | -- Only given once so far this year.

TESTS CONSTRUCTED/REFINED & VALIDATED (9):

Minimum Qualifications (8): Animal Care Administrative Clerk; GIS Analyst I; Housing Counselor II; Institutional Housekeeper; Mechanical Systems Operator II; Permit Technician Supervisor; Personnel Assistant; and Planner II.

Ratings of Training & Experience (1): Waterline Maintenance Technician.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>JAN-23</u>	<u>DEC-22</u>	<u>JAN-22</u>
Total Appointments to Permanent Positions:	77	67	71
Competitive:	54	57	59
Non-Competitive:	11	10	12
Breakdown of Competitive Appointments:			
Limited Entrance:	0	1	0
Preferred Reemployment:	0	0	0
Promotions:	22	20	22
Reemployment:	0	0	0
Entrance:	10	19	20
Reinstatement:	5	5	2
Transfers:	13	2	10
Demotions:	1	0	1
Reallocations:	3	10	4
Provisional:	0	1	2
Temporary Appointment:	6	0	1
Emergency Appointment:	3	0	1
Updated Job Descriptions:	3	3	28
Requisitions submitted in month:	123	82	132
Unfilled requisitions as of end of month:	457	417	367

SEPARATIONS

Total Permanent Separations:	24	23	28
Competitive:	19	18	21
Non-Competitive:	5	5	7
Breakdown of Separations:			
Dismissals:	3	3	0
Resignations:	14	14	21
Retirements:	6	6	6
Deaths:	1	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	2	0

OTHER DATA

Overall Turnover:	1.1%	1.1%	1.3%
Competitive Turnover:	1.2%	1.1%	1.3%
Non-Competitive Turnover:	0.9%	0.9%	1.4%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JAN-23</u>	<u>DEC-22</u>	<u>JAN-22</u>
Salary Increases Granted:	332	149	332
Salary Increases Disapproved:	5	5	5
Fines:	0	0	1
Suspensions:	4	3	15
Leave with Pay Granted:	1	0	3
Leave without Pay Granted:	72	84	98
AWOL:	53	62	51
Parental Leave:	6	5	7
FMLA Requests:	13	5	11

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
Buyer Series – Purchasing (9 positions)

CPQ's received: Engineering Inspector III – Water
Executive Assistant – Library
Secretary – Water
Federal Programs Coordinator, Assistant – Community Development

CPQ's assigned: Administrative Assistant – Capital Projects

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Animal Care Attendant I (6601) to Animal Care Attendant II (6602)
Customer Relations Specialist I (1289) to Customer Relations Specialist II (1290) - 3 positions
Instrumentman-Junior (4005) to Instrumentman-Senior (4006)
Mechanical Systems Operator I (2031) to Mechanical Systems Operator II (2032)
Property Maintenance/Zoning Inspector I (5135) to Property Maintenance/Zoning Inspector II (5136)
6. Automotive Mechanic (2336) to Automotive Mechanic, Senior (2337)
7. Water Purification Operator-Class III (2764) to Water Purification Operator-Class IV (2765)
9. Sewerage Treatment Plant Operator-Class III (2664) to Sewerage Treatment Plant Operator-Class IV (2665)

CLASSIFICATION AND PAY DIVISION – Page 2

Personnel Rule 3.3.1: None

Other: None

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: Environmental Quality Supervisor

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Archer Benchmark Classes
Water Plant market survey

JUDICIAL REPORT

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

January-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	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-308	Chief of Staff	1
0010-310	Research & Budget	2
0021	Parish Attorney	5
0040	Parish President	2
0061	Accounting	1
0064	Purchasing	2
0065	General Services	16
0066	Personnel	5
0067	Human Resource Management	1
0068	Planning	3
0069	Planning Advisory Board	1
0081	General Services	1
0110	Inspection & Code Enforcement	24
0112	Property Maintenance/Zoning	7
0120	General Services	3
0130	Fire	2
0140	Emergency Management	2
0330	JeffCAP	1
1010	JeffCAP	25
1020	JeffCAP	4
1060	JeffCAP	5
1172	Community Development	4
1174	Community Development	1
1187	Community Development	5
1230	Community Development	1
1280	Workforce Connection	15
2150	Juvenile Services	1
2151	Juvenile Services	23
2152	Juvenile Services	8
2200	Animal Shelter	9
2450	Library	3
2451	Library	16
2452	Library	2
2453	Library	5
2454	Library	2
2530	Recreation	3
2531	Recreation	20
2532	Recreation	4
2533	Recreation	5
2534	Recreation	40
2535	Recreation	1
2615	Alario Center	11
2616	Recreation	1
2631	Lasalle	3
2651	Lafreniere	4
2652	Lafreniere	1

2662	Recreation	5
2920	Fire	3
2921	Fire	19
2922	Fire	1
2923	Fire	1
3000	Streets	2
3002	Streets	16
3003	Streets	20
3005	Traffic Engineering	6
3051	Parkways	8
3052	Parkways	4
3110	Engineering – Street Lighting	4
3270	Drainage	8
3301	Drainage	42
3302	Drainage	48
3500	Environmental	2
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	5
3851	Sewerage	26
3852	Sewerage	24
3900	Water	6
3901	Water	12
3902	Water	32
3903	Water	3
3907	Water	41
3910	Water	3
3950	Fleet Management	17
3951	Telecommunications	1
3952	EIS	5
3956	Fleet Management	2
3957	Engineering	10
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	2
3968	Security	1
3971	Telecommunications	2
3974	Floodplain	2
3976	Public Works	8
4053	JeffCap	2
	Total	711

Hires by Date Report

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

77 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>
Inspection and Code Enforcement	Permit Technician (5104)	Hibert	Thomas	1/28/2023	\$38,605.00	Demotion
Sewerage - East Bank 3851	Equipment Operator I (2371)	Norris Jr	Russell	1/28/2023	\$38,619.00	Demotion
Parish Council	Clerk (Council) (1104)	Augillard	Lisa	1/4/2023		Emergency
Drainage	College Intern-Technical Engineering	Duncan Jr	John	1/7/2023		Emergency
Engineering	Sign Technician I (2472)	Murphy	Andrew	1/14/2023		Emergency
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Agee	Samantha	1/7/2023	\$29,680.00	Entrance
Juvenile Services	Juvenile Detention Officer II (6542)	Tassin	Ronald	1/14/2023	\$35,797.00	Entrance
Juvenile Services	Juvenile Probation Officer I	Gordon	Jaceda	1/28/2023	\$32,990.00	Entrance
Water - Distribution 3902	Laborer	Davis	Laquian	1/28/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer	Struggs	Ja'Qunn	1/28/2023	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Sullivan	Johnny	1/21/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Simmons	Charles	1/28/2023	\$24,948.00	Entrance
Parkways - West Bank 3052	Laborer, Semi-Skilled (2201)	Loup III	Ivy	1/21/2023	\$24,948.00	Entrance
Library	Library Associate	Melancon	Adele	1/14/2023	\$28,778.00	Entrance
Library	Library Associate	Shaffer	Cynthia	1/14/2023	\$28,778.00	Entrance
Library	Library Associate (3150)	Herbert	Jordan	1/14/2023	\$28,778.00	Entrance
Library	Library Page (3105)	Williams	Randilyn	1/28/2023	\$21,829.00	Entrance
Engineering	Shipping & Receiving/Stock Clerk	Williams Jr	Alfred	1/14/2023	\$24,948.00	Entrance
Engineering	Sign Technician I	Murphy	Andrew	1/28/2023	\$28,778.00	Entrance
Drainage	Truck Driver II (2362)	Williams	Brandie	1/28/2023	\$27,374.00	Entrance
Jefferson Community Actions Programs	Typist Clerk II (1102)	Ledet	Ra'Sha	1/14/2023	\$21,829.00	Entrance
Drainage	Equipment Operator III	Loup III	Ivy	1/28/2023	\$34,394.00	Entrance
Inspection and Code Enforcement	Account Clerk III (1203)	Besson	Terri	1/28/2023	\$34,802.00	Promotional
Accounting 0061	Accountant I-Central Finance Office	Taylor	Shakeva	1/28/2023	\$51,678.00	Promotional
Purchasing 0064	Administrative Assistant	Tigler	Tiffany	1/28/2023	\$37,758.00	Promotional
Jefferson Community Actions Programs	Administrative-Management Specialist II	Smith	Latasha	1/28/2023	\$35,797.00	Promotional
Jefferson Protection & Animal Welfare Service	Animal Care Administrative Specialist	Legendre	Eleanor	1/28/2023	\$41,096.00	Promotional
Accounting 0061	Assistant Director-Accounting (1220)	Austin	Tommy	1/28/2023	\$96,548.00	Promotional
Drainage	Equipment Operator V	Polius	Micah	1/28/2023	\$55,294.00	Promotional
General Services	Executive Assistant (1018)	Calmette	Christy	1/14/2023	\$69,043.00	Promotional
Jefferson Community Actions Programs	Executive Assistant (Contracts) (1018)	Bridges	Ann	1/14/2023	\$51,557.00	Promotional

Jefferson Protection & Animal Welfare Service	Humane Officer (6612)	Nelson	Taquilla	1/14/2023	\$44,589.00	Promotional
Sewerage - West Bank 3852	Laborer, Semi-skilled (2201)	Peralta	Carlos	1/14/2023	\$27,505.00	Promotional
Library	Librarian I/Senior Associate	Brown	Eric	1/14/2023	\$36,729.00	Promotional
Library	Librarian I/Senior Associate (3151)	Heavener	Albert	1/28/2023	\$40,212.00	Promotional
Library	Librarian I/Senior Associate (3151)	Borne	Michael	1/28/2023	\$37,253.00	Promotional
Parkways 3050	Secretary	Ball	Jessica	1/28/2023	\$42,223.00	Promotional
General Services	Secretary (1115)	Johnson	Nicole	1/28/2023	\$32,475.00	Promotional
Engineering	Sign Technician I (2472)	Pittman	Joseph	1/14/2023		Promotional
Streets - East Bank 3002	Truck Driver II (2362)	Lestrick	Detroit	1/28/2023	\$27,505.00	Promotional
Water - Quality Lab 3903	Water Quality Scientist I	Rowland	Dasia	1/14/2023	\$46,070.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Stack	Kedrick	1/28/2023	\$40,888.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Kinzey	Chritopher	1/28/2023	\$36,190.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Lewis III	Samuel	1/28/2023	\$46,739.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Frazier	Jessie	1/28/2023	\$39,478.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Ford	Gregory	1/28/2023	\$34,960.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Bazile	Carlton	1/28/2023	\$32,019.00	Promotional
Central Garage 3950	Automotive Mechanic, Senior (2337)	Palmisano	Bernard	1/28/2023	\$37,087.00	Reallocation
Engineering	Instrumentman-Senior (4006)	Garton	Christopher	1/28/2023	\$48,684.00	Reallocation
General Services	Mechanical Systems Operator II	Rojas	Chance	1/28/2023	\$35,797.00	Reallocation
Water - Utilities 3907	Water Service Inspector II	Landry	Chris	1/14/2023	\$38,590.00	Reinstatement
Parks and Recreation	Welder (2310)	Smith	Timothy	1/14/2023	\$42,253.00	Reinstatement
Accounting 0061	Payroll Officer	LeBlanc	Linda	1/9/2023	\$75,910.00	Reinstatement
General Services	Typist Clerk III (1103)	Adorno	Maryanne	1/28/2023	\$56,963.00	Reinstatement
General Services	Administrative Assistant (1015)	Bush	Stephanie	1/14/2023	\$57,712.00	Reinstatement
Parish Council	Clerk (Council) (1104)	Jones	Charlene	1/28/2023	\$54,199.00	SNCLT
Parish Council	Secretary (Council), Stenographic	Matthews Jr	Nelson	1/28/2023	\$51,621.00	SNCLT
General Services	Property Manager (1247)	Bode	Patrick	1/28/2023	\$50,246.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Aldana	Luis	1/14/2023	\$58,743.00	Transfer
General Services	Facilities Maintenance Manager (2041)	Folse	Eric	1/28/2023	\$55,966.00	Transfer
General Services	Property Manager (1247)	Kennedy	Kraig	1/28/2023	\$51,057.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Thomassie Jr	Chad	1/28/2023	\$39,816.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Berthelot	Cody	1/28/2023	\$43,680.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Guidroz	Brad	1/14/2023	\$17,982.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Gibson	Joshua	1/14/2023	\$14,389.00	Transfer
Juvenile Services	Typist Clerk III	Miller	Cynthia	1/14/2023	\$25,970.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Moses	Stevin	1/28/2023	\$39,061.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Butler	Raynell	1/28/2023	\$15,108.00	Transfer
General Services	Facilities Maintenance Manager (2041)	Perez	Shayne	1/28/2023	\$84,167.00	Transfer
Parks and Recreation	Recreation Center Supervisor (3051)	Brooks Jr.	John	1/28/2023	\$60,488.00	Transfer
Emergency Management	Administrative-Management Specialist II	Cruse	Ravyn	1/14/2023		Transient

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

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – FEBRUARY 2023

Item VII. C.
February Monthly Report

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>FEB-23</u>	<u>JAN-23</u>	<u>FEB-22</u>
Total Applications Received:	356	463	310
Competitive:	284	355	231
Non-Competitive:	72	108	79
Total Applications Rejected:	129	143	92
Competitive:	122	125	84
Non-Competitive:	7	18	8
Total Applications Withdrawn:	66	110	100
Competitive:	48	90	79
Non-Competitive:	18	20	21
Candidates Scheduled for Written Exam:	59	38	62
Candidates Examined - Written Exam:	46	27	40
Candidates Passed Written Exam:	38	25	29
Candidates Failed Written Exam:	8	2	11
Candidates Examined - Rating of T&E:	20	26	19
Candidates Placed on Competitive Eligible List:	63	66	55
Certificates of Eligibility Issued:	18	28	18
Certificates of Eligibility to be Interviewed Issued (GLC):	32	46	32
Pending Testing (Scheduled for upcoming Test):	28	31	16
Pending Review or Waiting for More Information:	42	31	12
Job Interest Cards Completed Online:	15	67	41
ADA Accommodations			
Requested:	0	2	2
Approved:	0	0	0
Denied/Withdrawn:	0	2	2
Pending:	0	0	0
New Postings in NEOGOV:	10	16	14
New Exam Plans in NEOGOV:	4	10	2
Revised Exam Plans in NEOGOV:	6	6	12

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant III
- Administrative Management Specialist II - Ecosystems
- Computer Application Developer
- Computer Systems Specialist
- Customer Relations Specialist
- Environmental Quality Supervisor
- Humane Officer
- Institutional Housekeeper
- Recreation Maintenance Supervisor
- Sign Technician II

Advertisement Source	Total %
College/University Career Services	0.27
Facebook	0
Family, Friend, Co-Worker, etc.	20.05
Governmentjobs.com	3.74
Handshake Website	0.53
Indeed.com	13.37
Jefferson Parish Department other than Personnel	6.95
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	6.68
Jefferson Parish website	38.24
Job Fair	1.6
Library	0
Louisiana Workforce Commission website	0.27
Monster.com	0
Newspaper ad	0.27
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	1.6
Unknown	0.27
Personnel Department Use Only	4.55
Total Percentage	100%

TEST DEVELOPMENT DIVISION

WRITTEN TEST ADMINISTRATIONS (25):

	FEB 2023			2023 Pass Rate^
	Exam Date	No. Passing/ No. Taken	Pass Rate	
Written Tests:				
Admin & Exec Assistant	Feb 2	4/4	100%	100%
Administrative Assistant	Feb 2	4/4	100%	100%
Clerical/Office Skills Test (Clerk III & ACAC)	Feb 2	1/2	50%	85%
Clerk III	Feb 2	1/2	50%	75%
Clerical-76 (Customer Relations Spec. I)	Feb 2	1/1	100%	100%
Juvenile Probation Officer I	Feb 2	1/1	100%	100%
Maintenance Repairman	Feb 2	1/1	100%	75%
Mechanical/Field Skills Test (Trades Helper)	Feb 2	1/1	100%	88%
MS Word+Clerical/Office Skills Test (Sec, TCII, & TCIII)	Feb 2	3/4	75%	75%*
Secretary	Feb 2	1/2	50%	--
Typist Clerk II	Feb 2	1/1	100%	75%
Typist Clerk III	Feb 2	1/1	100%	100%
Recreation Center Supervisor, Asst-Maintenance	Feb 2	1/1	100%	100%
Clerical Skills I	Feb 9	1/1	100%	--
Shipping & Receiving Stock Clerk	Feb 9	1/1	100%	--
Engineering Inspector Series (I-III)	Feb 9	0/1	0%	50%
Engineering Inspector III	Feb 9	0/1	0%	--
Maintenance Repairman	Feb 9	1/1	100%	75%
Mechanical Skills-53 (Sign Tech I)	Feb 9	0/2	0%	--
Recreation Center Supervisor, Asst-Athletics	Feb 9	1/1	100%	88%
Sewerage Treatment Plant Operator	Feb 9	1/1	100%	75%
Clerical/Office Skills Test (Clerk III & ACAC)	Feb 16	1/1	100%	85%
Clerk III	Feb 16	1/1	100%	75%
Clerical-76 (Customer Relations Spec. I)	Feb 16	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)	Feb 16	1/2	50%	88%
MS Word+Clerical/Office Skills Test (Sec, TCII, & TCIII)	Feb 16	2/3*	67%*	75%*
Typist Clerk II	Feb 16	1/2	50%	75%
Typist Clerk III	Feb 16	2/2	100%	100%
Recreation Center Supervisor, Asst-Maintenance	Feb 16	3/3	100%	100%
Admin & Exec Assistant	Feb 23	3/3	100%	100%
Administrative Assistant	Feb 23	3/3	100%	100%

Clerical/Office Skills Test (Clerk III & ACAC)	Feb 23	6/6	100%	85%
Animal Care Administrative Clerk	Feb 23	6/6	100%	100%
Pump Equipment Mechanic	Feb 23	1/1	100%	100%
Recreation Center Supervisor, Asst-Athletics	Feb 23	4/4	100%	88%
Water Purification Operator	Feb 23	1/1	100%	80%
Water Service Inspector I	Feb 23	1/1	100%	--
SUMMARY:		41/48*	85%*	86%*

^ as of current month's end. | -- Only given once so far this year. | *Duplicate applicants (due to simultaneous apps) omitted.

TESTS CONSTRUCTED/REFINED & VALIDATED (5):

Minimum Qualifications (5): AMS II-Floodplain/Hazard Mitigation; AMS IV-Disaster Recovery; Computer Systems Specialist; Equipment Operator III-Concrete Mixer Truck; and Sign Technician III.

Ratings of Training & Experience (0): None.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>FEB-23</u>	<u>JAN-23</u>	<u>FEB-22</u>
Total Appointments to Permanent Positions:		77	55
Competitive:		54	35
Non-Competitive:	15	11	20
Breakdown of Competitive Appointments:			
Limited Entrance:	2	0	2
Preferred Reemployment:	0	0	0
Promotions:	15	22	17
Reemployment:	0	0	0
Entrance:	4	10	8
Reinstatement:	3	5	0
Transfers:	2	13	4
Demotions:	0	1	0
Reallocations:	0	3	4
Provisional:	1	0	3
Temporary Appointment:	1	6	2
Emergency Appointment:	1	3	0
Updated Job Descriptions:	7	3	34
Requisitions submitted in month:	79	123	110
Unfilled requisitions as of end of month:	438	457	398

SEPARATIONS

Total Permanent Separations:	22	24	29
Competitive:	16	19	20
Non-Competitive:	6	5	9
Breakdown of Separations:			
Dismissals:	3	3	3
Resignations:	14	14	19
Retirements:	5	6	7
Deaths:	0	1	0
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

Overall Turnover:	1.0%	1.1%	1.3%
Competitive Turnover:	1.0%	1.2%	1.2%
Non-Competitive Turnover:	1.1%	0.9%	1.7%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>FEB-23</u>	<u>JAN-23</u>	<u>FEB-22</u>
Salary Increases Granted:	256	332	301
Salary Increases Disapproved:	5	5	8
Fines:	0	0	3
Suspensions:	2	4	7
Leave with Pay Granted:	3	1	3
Leave without Pay Granted:	64	72	74
AWOL:	47	53	53
Parental Leave:	7	6	6
FMLA Requests:	52	13	34

JOB CLASSIFICATION STUDIES:

Completed: Administrative Assistant – Capital Projects

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: Buyer Series – Purchasing (9 positions)

CPQ's assigned: Engineering Inspector III – Water
Executive Assistant – Library
Secretary – Water
Federal Programs Coordinator, Assistant – Community Development

Disposition(s): Administrative Assistant – Capital Projects – incorrectly classified; reclassified to
Executive Assistant

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

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):	None
Personnel Rules:	None
Special Leave Requests:	LWOP Extensions – 2 MLWP/MLWOP – 0
Class Specification Written/Amended:	Head Start Social Services Coordinator, Assistant
Minimum Qualifications Written/Changes:	None
Other Special Projects/Assignments:	New positions requested: Computer Systems Specialist II; Computer Systems Specialist III Archer Benchmark Classes

JUDICIAL REPORT

Appeals Received during February:	1
Appeals Pending:	6
Appealed to 5 th Circuit during February:	0
Appeals pending before 5 th Circuit:	1
Appealed to Louisiana Supreme Court during February:	0
Appeals pending before Louisiana Supreme Court:	1
Appealed to the US Supreme Court during February:	0
Appeals pending before the US Supreme Court:	0

February-23	VACANCY REPORT	
Department #	Department Name	Vacancies
0010-301	Council District 1	3
0010-302	Council District 2	1
0010-303	Council District 3	2
0010-304	Council District 4	1
0010-305	Council District 5	1
0010-306	Council Division A	3
0010-307	Council Division B	1
0010-310	Research & Budget	2
0021	Parish Attorney	5
0040	Parish President	2
0061	Accounting	4
0064	Purchasing	2
0065	General Services	16
0066	Personnel	5
0067	Human Resource Management	2
0068	Planning	3
0070	Risk Management	1
0081	General Services	1
0110	Inspection & Code Enforcement	24
0112	Property Maintenance/Zoning	6
0120	General Services	3
0130	Fire	2
0140	Emergency Management	2
0330	JeffCAP	2
1010	JeffCAP	27
1020	JeffCAP	6
1030	CJA	1
1060	JeffCAP	5
1172	Community Development	8
1174	Community Development	1
1187	Community Development	5
1230	Community Development	2
1280	Workforce Connection	15
2150	Juvenile Services	2
2151	Juvenile Services	25
2152	Juvenile Services	8
2200	JPAWS	11
2450	Library	3
2451	Library	21
2452	Library	2
2453	Library	4
2454	Library	2
2530	Recreation	3
2531	Recreation	23
2532	Recreation	4
2533	Recreation	5
2534	Recreation	44
2535	Recreation	1
2615	Alario Center	10
2616	Recreation	2
2631	Lasalle	3
2651	Lafreniere	7
2652	Lafreniere	1

2662	Recreation	3
2920	Fire	4
2921	Fire	22
2922	Fire	1
2923	Fire	1
3000	Streets	2
3002	Streets	16
3003	Streets	18
3005	Traffic Engineering	7
3050	Parkways	1
3051	Parkways	9
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	8
3301	Drainage	46
3302	Drainage	54
3500	Environmental	3
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	5
3851	Sewerage	27
3852	Sewerage	25
3900	Water	6
3901	Water	12
3902	Water	31
3903	Water	5
3907	Water	47
3910	Water	3
3950	Fleet Management	19
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	10
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	4
3968	Security	1
3969	Capital Projects	1
3971	Telecommunications	2
3972	Floodplain	1
3974	Ecosystems	2
3976	Public Works	8
4053	JeffCap	2
	Total	775

Hires by Date Report

For records between 02/01/23 and 02/28/23

51 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>
Parish Council 0010	Clerk (Council) (1104)	Glancey	Robyn	2/1/2023		Emergency
Jefferson Community Actions Programs	Child Care Worker	Gumms	Mikia	2/25/2023	\$18,711.00	Entrance
Parkways - East Bank 3051	Equipment Operator III	Washington	Antonio	2/9/2023	\$34,394.00	Entrance
Electronic Information System Management	GIS Analyst I (4041)	Duncan	James	2/11/2023	\$34,394.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Melancon Jr	Michael	2/11/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer	Rankins Jr	Mario	2/11/2023	\$24,948.00	Entrance
Drainage	Laborer (2200)	Nicholas Jr	Hilton	2/11/2023	\$24,948.00	Entrance
Drainage	Laborer (2200)	Capehart	Cody	2/11/2023	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Tramontana III	Philip	2/25/2023	\$24,948.00	Entrance
Parkways - West Bank 3052	Laborer (2200)	Girod	Durand	2/25/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Jackson	Sterling	2/25/2023	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate	Lawson	Landon	2/11/2023	\$28,778.00	Entrance
Streets - East Bank 3002	Truck Driver II	Stokes	Nichelle	2/11/2023	\$27,374.00	Entrance
Streets - West Bank 3003	Truck Driver II	Joseph	Aubrey	2/11/2023	\$27,374.00	Entrance
Inspection and Code Enforcement	Typist Clerk III	Rogers	Draionne	2/11/2023	\$25,970.00	Entrance
Parks and Recreation	Recreation Maintenance Supervisor	Corpora	Anthony	2/11/2023	\$55,056.00	Limited Entrance
Workforce Connection 1280	Workforce Connection Career Specialist	Joseph	Arteisha	2/11/2023	\$36,687.00	Limited Entrance
Streets - West Bank 3003	Equipment Operator III	White Jr	Ricky	2/25/2023	\$53,582.00	Limited Entrance
Streets - West Bank 3003	Truck Driver II	Rogers	Westley	2/25/2023	\$42,469.00	Limited Entrance
Streets - West Bank 3003	Truck Driver II (2362)	Coleman	Solomon	2/11/2023	\$33,273.00	Limited Entrance
Risk Management 0070	Administrative Assistant (1015)	Toca	Bonita	2/11/2023	\$34,394.00	Promotional
Sewerage 3850	Administrative Assistant (1015)	Trapani	Frances	2/11/2023	\$44,711.00	Promotional
Workforce Development Board	Administrative Assistant (1015)	McKinney	Nedra	2/11/2023	\$48,218.00	Promotional
Alario Center 2615	Building Maintenance Supervisor	Loyola	Rebecca	2/11/2023	\$39,117.00	Promotional
Inspection and Code Enforcement	Building Plan Reviewer Supervisor	Hollier	Ricky	2/11/2023	\$59,106.00	Promotional
Parkways - West Bank 3052	Equipment Operator III	Ivicevich Jr	Thomas	2/25/2023	\$34,394.00	Promotional
Finance 0060	Executive Assistant (1018)	Harvey	Wanda	2/11/2023	\$48,096.00	Promotional
Streets - East Bank 3002	Laborer, Semi-Skilled (2201)	Denson	Drazell	2/11/2023	\$27,505.00	Promotional
Library 2450	Librarian VI (3156)	Krieger	Eric	2/25/2023	\$71,953.00	Promotional
Library - Maintenance 2453	Maintenance Repairman	Sweeney	Nicholas	2/25/2023	\$30,953.00	Promotional
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector I	Zito	Ashley	2/11/2023	\$33,816.00	Promotional
Engineering	Public Works Project Coordinator	Acosta	Vincent	2/25/2023	\$44,861.00	Promotional
Sewerage - West Bank 3852	Pump Equipment Mechanic (2610)	Mitchell	Christopher	2/25/2023	\$39,646.00	Promotional

Water - Treatment Plant 3901	Pump Equipment Mechanic (2610)	Dennis	Jerel	2/25/2023	\$35,797.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Banks	Randy	2/25/2023	\$28,880.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Jones	Randy	2/25/2023	\$35,301.00	Promotional
Water - Distribution 3902	Waterline Maintenance Technician I	Williams	Henry	2/25/2023	\$30,953.00	Promotional
Electronic Information System Management	Computer Systems Specialist (1258)	Gaines	Terence	2/11/2023	\$41,413.00	Provisional
Parks and Recreation	Park Ranger (3020)	Albright	Shawnee	2/11/2023	\$27,820.00	Reinstatement
Water - Treatment Plant 3901	Trades Helper (2250)	Kerlec III	Philip	2/11/2023	\$35,301.00	Reinstatement
Drainage	Assistant Director-Drainage (2640)	Lepine	Benjamin	2/22/2023	\$115,500.00	Reinstatement
Parish Council 0010	Clerk (Council) (1104)	Glancey	Robyn	2/11/2023		SNCLT
Drainage	Drainage Pump Station Operator II	McCathern	Roger	2/11/2023	\$45,023.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Joseph	Christophere	2/24/2023	\$14,389.00	Transfer
Community Development Programs	Account Clerk III (1203)	Scherer	Guadalupe	2/25/2023	\$33,276.00	Updated Job Description
Inspection and Code Enforcement	Administrative Assistant (1015)	Alexander	Latrice	2/8/2023	\$37,920.00	Updated Job Description
Inspection and Code Enforcement	Administrative Assistant (1015)	Bertucci	Courtney	2/8/2023	\$37,920.00	Updated Job Description
Community Development Programs	Administrative-Management Specialist III	Whipple	Jonathan	2/24/2023	\$56,489.00	Updated Job Description
Engineering	Engineer II, Professional	Pham	Chuong	2/9/2023	\$89,109.00	Updated Job Description
Inspection and Code Enforcement	GIS Analyst II (4042)	Boyd	Salome	2/8/2023	\$48,680.00	Updated Job Description
Streets - East Bank 3002	Laborer, Semi-Skilled	Williams III	Emile	2/4/2023	\$26,570.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
MARCH 29, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF FEBRUARY 27, 2023:

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10, scheduled for hearing before Fifth Circuit Court on October 12, Fifth Circuit Court affirmed Board's decision on November 9, appealed to Louisiana Supreme Court on December 9, 2022, petition for writ of certiorari denied on March 14, 2023;
3. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7; appealed to Fifth Circuit Court on May 17, record brought to Courts on July 13, scheduled for hearing before Fifth Circuit Court on February 8, 2023, Fifth Circuit Court affirmed Board's decision on February 27, 2023;
4. 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;
5. Docket No. 2022-012, Van M. Hughes vs. Department of Public Works-Sewerage, scheduled for hearing on January 31, 2023; order issued on February 7, 2023;
6. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage, scheduled for hearing on March 14, 2023, hearing continued to May 9, 2023.

APPEALS RECEIVED SUBSEQUENT TO FEBRUARY 27, 2023:

1. Docket No. 2023-001, Ashlin M. Zeller vs. Department of Parks and Recreation; probationary employee, dismissed;
2. Docket No. 2023-002, Mark R. Hollebhone vs. Department of Parks and Recreation; permanent employee, other.

March 15, 2023

OFFICIAL NOTICE

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

WEDNESDAY, MARCH 29, 2023 – 2:00 P.M.

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

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

- Amend the Pay Plan for the Classified Service to 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;
- Assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class of Landfill Operations Manager;
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); 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.