

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, March 15, 2022 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. The Board heard oral arguments for Jerome Davis Jr. vs. Department of Public Works-Drainage, Docket No. 2021-010.

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 amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
- B. Deferred a proposal to amend the Rules of Appeal to revise Rule 13; and,
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise Footnote No. 13.

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 to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of February 10, 2022.

Under Old Business:

- A. Approval of the Monthly Report of January 2022.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, the Board:
  1. Unanimously approved three (3) 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 deferred the review of the monthly report for February 2022 to the April 2022 Board Meeting.

- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  - 1. Unanimously approved meeting dates of Wednesday, April 20, 2022, 2:00 p.m. and Tuesday, May 17, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
  - 1. None.
- F. Under Director's Report, the Director:
  - 1. Reported on Council Resolution regarding \$15.01 minimum hourly pay.
  - 2. Reported on 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

March 25, 2022

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

---

---

**MEMORANDUM**

---

---

Item III. A.

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** RECOMMENDATION TO REVISE THE FLSA EXEMPT STATUS FOR SELECTED JOB CLASSIFICATIONS IN THE PAY PLAN FOR THE CLASSIFIED SERVICE  
**DATE:** MARCH 4, 2022  
**CC:** CORRESPONDENCE FILE

---

---

Under the Fair Labor Standards Act, employees meeting certain criteria are designated as exempt from overtime compensation. When the new Pay Plan was approved to be effective in 2019 some classes had their exemption status swapped in a clerical error. The Personnel Department discovered the error and requesting the Board make the following changes to rectify the error. The pay records of the employees affected have been reviewed and no employee was paid improperly as a result of the error.

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

**From:**

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5138	Property Maintenance/Zoning Enforcement Manager	26	45625	70779	35	
5137	Property Maintenance/Zoning Inspector III	19	35797	55534	35	E
5020	Fire Training Center Administrator	26	45625	70779	35	
5019	Fire Training Center Training Officer	21	38605	59889	35	E

**To:**

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5138	Property Maintenance/Zoning Enforcement Manager	26	45625	70779	35	E
5137	Property Maintenance/Zoning Inspector III	19	35797	55534	35	
5020	Fire Training Center Administrator	26	45625	70779	35	E
5019	Fire Training Center Training Officer	21	38605	59889	35	

The Personnel Department recommends approval of the application and removal of FLSA exempt status for the above classes by the Personnel Board.

---

---

**MEMORANDUM**

---

Item III. C.

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** RECOMMENDATION TO AMEND FOOTNOTE LISTING NO. 13 IN THE PAY PLAN FOR THE CLASSIFIED SERVICE  
**DATE:** MARCH 4, 2022  
**CC:** CORRESPONDENCE FILE

---

At the January Board Meeting the Personnel Board approved a request to add Footnote 13 to the Pay Plan. The request to amend is to add an additional class to the text. The proposal applies the provision to Early Head Start Teacher in addition to the already approved Head Start Teacher, Assistant. Under the revision, Child Care Workers who attain a Child Development Associate could progress to either Head Start Teacher, Assistant or Early Head Start Teacher depending on the type of Child Development Associate they attain. The two categories of Child Development Associate Credentials the Jefferson Community Action Programs Department's Head Start Program utilizes are the Preschool Credential and the Infant/Toddler Credential.

Therefore, the Personnel Department is recommending adding Footnote Listing No. 13 to the Pay Plan and to apply it to Child Care Worker:

Footnote No.	Footnote Text
13.	Automatic progression to Head Start Teacher, Assistant upon attainment of a Child Development Associate ( <u>Preschool</u> ) credential <u>or automatic progression to Early Head Start Teacher upon attainment of a Child Development Associate (Infant/Toddler) credential.</u>

Amending the above footnote and applying it as such would provide for additional solutions the Department of JeffCAP is looking for to allow for the progression of employees from Child Care Worker to Head Start Teacher, Assistant or Early Head Start Teacher. As a note, the addition of this footnote will not result in an increase in the number of positions. The position currently occupied by the Child Care Worker will become a Head Start Teacher, Assistant or Early Head Start Teacher and the Child Care Worker position will no longer exist. The footnote is further beneficial to the JeffCAP Department because of the regulations by the Head Start Act that require and place a higher value on certified Teachers and Teacher, Assistants.

The Personnel Department recommends approval of Footnote No. 13 by the Personnel Board.

**DEPARTMENT OF PERSONNEL**  
**MONTHLY REPORT – JANUARY 2022**

Item IV. A.

**RECRUITMENT AND EXAMINATION DIVISION – Page 1**

	<u>JAN-22</u>	<u>DEC-21</u>	<u>JAN-21</u>
Total Applications Received:	314	187	593
Competitive:	232	145	387
Non-Competitive:	82	42	206
Total Applications Rejected:	108	65	252
Competitive:	90	58	221
Non-Competitive:	18	7	31
Total Applications Withdrawn:	83	26	63
Competitive:	60	17	55
Non-Competitive:	23	9	8
Candidates Scheduled for Written Exam:	33	63	43
Candidates Examined - Written Exam:	25	48	32
Candidates Passed Written Exam:	18	37	27
Candidates Failed Written Exam:	7	11	5
Candidates Examined - Rating of T&E:	16	31	57
Candidates Placed on Competitive Eligible List:	51	60	83
Certificates of Eligibility Issued:	8	12	12
Certificates of Eligibility to be Interviewed Issued (GLC):	27	14	100
Pending Testing (Scheduled for upcoming Test):	23	19	51
Pending Review or Waiting for More Information:	9	28	105
Job Interest Cards Completed Online:	101	20	108
ADA Accommodations			
Requested:	5	1	0
Approved:	3	0	0
Denied:	3	0	0
Withdrawn:	0	0	0
Pending:	0	1	0
New Postings in NEOGOV:	17	7	14
New Exam Plans in NEOGOV:	7	1	3
Revised Exam Plans in NEOGOV:	10	6	11

## RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Account Clerk II
- Account Clerk III
- Assistant Director-Accounting
- Chemical Control Sprayer II
- Child Care Worker
- Drainage Pump Station Superintendent III
- Electrical Inspector III
- Equipment Operator III – Paving Rollers
- Head Start Teacher, Assistant
- Horticulturist
- Library Associate – Grand Isle
- Mechanical Inspector I
- Park Ranger
- Parkways Maintenance Superintendent I
- Property Manager
- Stationary Diesel Specialist – High Altitude
- Water Quality Scientist I - Biology

Advertisement Source	Total %
College/University Career Services	0.26
Facebook	1.81
Family, Friend, Co-Worker, etc.	13.99
Governmentjobs.com	10.1
Indeed.com	10.36
Jefferson Parish Department other than Personnel	3.37
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	8.55
Jefferson Parish website	27.46
Job Fair	1.04
Library	0.52
Louisiana Job Connection website	0.26
Louisiana Workforce Commission website	2.33
Monster.com	0.26
Newspaper ad	0.26
Nola.com	1.3
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.52
Unknown	0.52
<b>**Personnel Department Use Only**</b>	<b>17.1</b>
<b>Total Percentage</b>	<b>100%</b>

**TEST DEVELOPMENT DIVISION**

WRITTEN TEST ADMINISTRATIONS (11):

	JAN 2022		
	Exam Date	No. Passing/ No. Taken	Pass Rate
<b>Written Tests:</b>			
Clerical-76 (Utility Billing Clerk/Collector I/II)	Jan-06	4/4	100%
Mechanical/Field Skills Test (Trades Helper)	Jan-06	1/1	100%
Sewerage Treatment Plant Operator	Jan-06	1/2	50%
Admin & Executive Assistant	Jan-12	1/2	50%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Jan-12	3/4	75%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Jan-20	0/1	0%
Recreation Center Supv, Asst. (Ath)	Jan-20	1/1	100%
Sewerage Lift Station Inspt.	Jan-20	1/1	100%
Sewerage Treatment Plant Operator	Jan-20	3/3	100%
Admin & Executive Assistant	Jan-27	1/2	50%
Recreation Center Supv, Asst. (Maint)	Jan-27	2/4	50%
<b>SUMMARY:</b>		<b>18/25</b>	<b>72%</b>

TESTS CONSTRUCTED/REFINED & VALIDATED (4):

**Minimum Qualifications (4):** Assistant Director-Accounting; Chemical Control Sprayer II; Mechanical Inspector I; and Property Manager.

**Ratings of Training & Experience (0):** None.

**Written Tests (0):** None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

**CERTIFICATION DIVISION****APPOINTMENTS**

	<b><u>JAN-22</u></b>	<b><u>DEC-21</u></b>	<b><u>JAN-21</u></b>
Total Appointments to Permanent Positions:	55	46	51
Competitive:	35	35	43
Non-Competitive:	20	11	8
Breakdown of Competitive Appointments:			
Limited Entrance:	2	2	1
Preferred Reemployment:	0	0	0
Promotions:	17	14	16
Reemployment:	0	0	0
Entrance:	8	12	18
Reinstatement:	0	2	1
Transfers:	4	3	3
Demotions:	0	0	0
Reallocations:	4	2	4
Provisional:	3	1	3
Temporary Appointment:	2	0	5
Emergency Appointment:	0	0	0
Updated Job Descriptions:	34	2	6
Requisitions submitted in month:	132	87	76
Unfilled requisitions as of end of month:	367	350	276

**SEPARATIONS**

Total Permanent Separations:	28	34	31
Competitive:	21	24	26
Non-Competitive:	7	10	5
Breakdown of Separations:			
Dismissals:	0	5	5
Resignations:	21	21	15
Retirements:	6	6	10
Deaths:	1	2	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	1

**OTHER DATA**

Overall Turnover:	1.3%	1.6%	0.8%
Competitive Turnover:	1.3%	1.4%	1.5%
Non-Competitive Turnover:	1.4%	1.9%	0.9%

January presents a decrease in all categories of turnover.



## CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JAN-22</u>	<u>DEC-21</u>	<u>JAN-21</u>
Salary Increases Granted:	332	125	337
Salary Increases Disapproved:	5	3	8
Fines:	1	2	0
Suspensions:	15	0	7
Leave with Pay Granted:	3	0	0
Leave without Pay Granted:	98	80	86
AWOL:	51	51	47
Parental Leave:	7	7	11
FMLA Requests:	11	34	44

### JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

**CPQ's sent out:** Clerk III – Water  
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office

**CPQ's received:** Sign Designer – Engineering

**CPQ's assigned:** Automotive Line Superintendent – Fleet Management

Disposition(s): None

### PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: GIS Operator Series

Disposition(s): None

### JOB INCUMBENT REALLOCATIONS:

Pay Plan:

#### FOOTNOTE NO.:

1. Cook I (2101) to Cook II (2102) - two positions  
Personnel Technician I (1401) to Personnel Technician II (1402)  
Utility Inventory Clerk I (1221) to Utility Inventory Clerk II (1222)

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:	Information Technology Security Analyst
Minimum Qualifications Written/Changes:	None
Other Special Projects/Assignments:	Updating Class specifications in Neogov with current minimum qualifications New positions requested: Computer Systems Specialist II; Computer Systems Specialist III

### **JUDICIAL REPORT**

Appeals Received during January:	2
Appeals Pending:	40
Appealed to 5 <sup>th</sup> Circuit during January:	1
Appeals pending before 5 <sup>th</sup> Circuit:	1
Appealed to Louisiana Supreme Court during January:	0
Appeals pending before Louisiana Supreme Court:	1

January-22		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
0010-308	Chief of Staff	1
0010-309	Parish Clerk	1
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	7
0040	Parish President	2
0061	Accounting	6
0064	Purchasing	1
0065	General Services	12
0066	Personnel	3
0067	Human Resource Management	2
0068	Planning	1
0070	Risk Management	1
0110	Inspection & Code Enforcement	17
0112	Property Maintenance/Zoning	10
0130	Fire	1
0140	Emergency Management	3
0330	JeffCAP	3
1010	JeffCAP	119
1020	JeffCAP	92
1030	JeffCAP	3
1060	JeffCAP	12
1172	Community Development	13
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	6
1195	Community Development	6
1280	Workforce Connection	57
1290	Juvenile Services	1
2000	Transit	1
2151	Juvenile Services	19
2152	Juvenile Services	7
2200	Animal Shelter	18
2450	Library	4
2451	Library	17
2452	Library	3
2453	Library	3
2454	Library	1
2530	Recreation	7
2531	Recreation	22
2532	Recreation	3
2533	Recreation	1
2534	Recreation	27
2535	Recreation	1
2615	Alario Center	9

2616	Recreation	1
2631	Lasalle	6
2650	Lafreniere	4
2651	Lafreniere	8
2652	Lafreniere	4
2662	Recreation	1
2920	Fire	6
2921	Fire	28
2923	Fire	1
3000	Streets	3
3002	Streets	15
3003	Streets	19
3005	Traffic Engineering	6
3050	Parkways	1
3051	Parkways	5
3052	Parkways	6
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	42
3302	Drainage	47
3500	Environmental	1
3640	Environmental	1
3850	Sewerage	3
3851	Sewerage	23
3852	Sewerage	16
3900	Water	6
3901	Water	9
3902	Water	27
3903	Water	3
3907	Water	59
3910	Water	1
3950	Fleet Management	12
3952	EIS	4
3956	Fleet Management	3
3957	Engineering	14
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3966	Engineering	5
3970	Public Works	1
3971	Telecommunications	2
3973	Coastal Zone Management	1
3976	Public Works	5
4053	JeffCap	2
9670	Risk Management	1
9900	Retirement	1
9901	Finance Authority	4
	<b>Total</b>	<b>969</b>

## Hires by Date Report

For records between **02/01/22** and **02/28/22**

94 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>
Animal Shelter	Animal Care Attendant I (6601)	Gros	Gabrielle	2/12/2022	\$24,948.00	Entrance
Public Works - Parkways	Laborer (2200)	Brooks	Travelle	2/5/2022	\$24,948.00	Entrance
Juvenile Services	Juvenile Detention Officer I (6541)	YSRAYL	Yshayahu	2/12/2022	\$31,586.00	Entrance
Public Works - Drainage	Laborer (2) (2200)	Campbell	Tyrone	2/26/2022	\$24,948.00	Entrance
Jeff C.A.P.	COMMUNITY SERVICE COUNSELOR	Mcpherson	Ernesha	2/12/2022	\$30,182.00	Entrance
Animal Shelter	Animal Care Attendant I (6601)	DeCuir	Amina	2/12/2022	\$24,948.00	Entrance
Fleet Management	Data Entry Operator II (1272)	Smith	Aaylia	2/26/2022	\$21,829.00	Entrance
Jeff C.A.P.	Early Head Start Teacher	Robertson	Lanette	2/12/2022	\$29,680.00	Entrance
Parks and Recreation	GROUNDSCKEEPER (2354)	Lopez	Jade	2/19/2022	\$24,948.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Sartin	Alton	2/12/2022		Entrance
Alario Center	Laborer (2200)	Davis Jr	Harold	2/26/2022	\$24,948.00	Entrance
Public Works - Sewerage	Welder (2310)	Moreno	Jose William	2/26/2022	\$37,903.00	Entrance
Parks and Recreation	GROUNDSCKEEPER (2354)	Rixner	Dwight	2/26/2022	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Brown	Matthew	2/26/2022	\$24,948.00	Entrance
Public Works - Streets	Laborer (2200)	Denson	Drazell	2/12/2022	\$24,948.00	Entrance
Jeff C.A.P.	Cook I (2101)	Fluker	Lafabian	2/15/2022	\$21,829.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Robair	Catrell	2/26/2022	\$24,948.00	Entrance
Public Works - Water	Water Purification Operator (2761)	Nguyen	Linh	2/26/2022	\$31,586.00	Entrance
Animal Shelter	Account Clerk III (1203)	Benoit	Perriel	2/12/2022	\$30,182.00	Entrance
Public Works - Streets	Laborer, Semi-Skilled	Collins	Derrick	2/12/2022	\$24,948.00	Limited Entrance
Public Works - Water	Pump Equipment Mechanic (2610)	Mitchell III	Philip	2/26/2022	\$42,864.00	Limited Entrance
Environmental Affairs	Typist Clerk III (1103)	Laieke	Zelda	2/12/2022	\$47,812.00	Limited Entrance
General Services	Administrative Assistant (1015)	Johnson	Kimberly	2/12/2022	\$38,369.00	Promotional
Public Works - Drainage	Foreman I (2211)	Austin	Michael	2/12/2022	\$33,273.00	Promotional
Public Works - Drainage	Equipment Operator IV - Large Excavator	Matthews	Reginald	2/12/2022	\$37,551.00	Promotional
EIS - MIS Operations	Administrative Assistant	Verdin	Brandy	2/12/2022	\$50,445.00	Promotional
Animal Shelter	Animal Care Attendant Supervisor (6605)	Orgeron	Jolie	2/12/2022	\$33,314.00	Promotional
Parks and Recreation	FOREMAN II (2212)	Hamilton	Christopher	2/12/2022	\$37,729.00	Promotional
Public Works - Sewerage	Sewerage General Superintendent (2699)	Toups	David	2/12/2022	\$85,715.00	Promotional
Public Works - Drainage	Equipment Operator III - Large Mowers	Tran	Tha	2/7/2022	\$36,190.00	Promotional
Public Works - Drainage	Truck Driver II	Hill	Steven	2/12/2022	\$29,211.00	Promotional
Public Works - Sewerage	Pump Equipment Mechanic (2610)	Ditcharo	Dom	2/26/2022	\$43,511.00	Promotional
Public Works - Drainage	Foreman I (2211)	Pete III	Joseph	2/12/2022	\$32,206.00	Promotional
Public Works - Streets	Laborer, Semi-Skilled (2201)	Washington	Johnathan	2/5/2022	\$26,495.00	Promotional
Public Works - Water	Water Purification Superintendent I (2771)	Cook	Chanz	2/12/2022	\$44,843.00	Promotional

Public Works - Water	Laborer, Semi-Skilled (2201)	Conway	Deronte	2/12/2022	\$26,195.00	Promotional
Parks and Recreation	Recreation Special Program Supervisor	Dearmitt	Michelle	2/12/2022	\$34,978.00	Promotional
Public Works - Drainage	Equipment Operator III - Large Mowers (2373)	Leblanc	James	2/7/2022	\$41,895.00	Promotional
Juvenile Services	Trades Helper (2250)	Hawkins	Tahj	2/12/2022	\$28,880.00	Promotional
Human Resource Management	Typist Clerk III	Cassanova	Emily	2/26/2022	\$27,768.00	Promotional
Public Works - Sewerage	Sewerage Treatment Plant Operator (2661)	Thomassie	Brice	2/26/2022	\$31,586.00	Promotional
Public Works - Drainage	Drainage Pump Station Operator I (2600)	Coleman Jr.	Samuel	2/26/2022	\$31,586.00	Promotional
Finance	Accountant II-Central Finance Office (1219)	Ochoa	Javier	2/5/2022	\$51,927.00	Promotional
Jeff C.A.P.	Head Start Teacher (6701)	Black	Octavia	2/12/2022	\$37,703.00	Promotional
Public Works - Drainage	Drainage Pump Station Superintendent III (2649)	Federico	Robert	2/26/2022	\$86,591.00	Promotional
Public Works - Drainage	Drainage Pump Station Superintendent III (2649)	Federico	Robert	2/5/2022	\$86,591.00	Provisional
Public Works - Engineering	Engineering Inspector I (1)	Chauvin Jr	Albert	2/19/2022	\$34,789.00	Provisional
EIS - MIS Operations	Information Technology Business Analyst (1275)	Glass	Heather	2/26/2022	\$64,577.00	Provisional
Inspections and Code Enforcement	Building Inspector II (5102)	Haydel III	Lester	2/12/2022	\$41,014.00	Reallocation
Fleet Management	Automotive Mechanic, Senior (2337)	Hardison	Meshach	2/26/2022	\$34,823.00	Reallocation
Public Works - Engineering	Sign Technician II (2475)	Goza	John-Carr	2/26/2022	\$27,505.00	Reallocation
Public Works - Water	Water Purification Operator - Class II (2763)	Joseph	Scherrie	2/26/2022	\$38,392.00	Reallocation
General Services	Laborer (2)	Durant	Jerry	2/12/2022	\$49,474.00	Reinstatement
Parks and Recreation	Recreation Center Supervisor, Assistant	Williams	Jarad	2/12/2022	\$15,108.00	Transfer
Inspections and Code Enforcement	Typist Clerk III	Sapia	Angela	2/12/2022	\$25,970.00	Transfer
Public Works - Water	Laborer, Semi-Skilled	Young	Brogan	2/26/2022	\$29,211.00	Transfer
Library	Librarian II	Ferrantelli	Brent	2/12/2022	\$42,009.00	Transfer
Parks and Recreation	Recreation Center Supervisor, Assistant	Pizzuto	Alex	2/26/2022	\$30,672.00	Transfer
Community Development	Community Services Program Coordinator	Berfect	Michele	2/26/2022		Transient
General Services	Warehouse Supervisor I (2351)	Lemoine	Michael	2/12/2022		Transient
Jeff C.A.P.	Head Start Teacher (6701)	Barra	Jerellida	2/5/2022	\$45,827.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Brooks	Lashiana	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Brown	Senora	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Coleman	Angela	2/5/2022	\$41,567.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Henderson	Latoyya	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Burkhalter	Alisha	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Blair	Conella	2/5/2022	\$37,703.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Wright	Crystal	2/5/2022	\$46,695.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Snowden	Chriszelda	2/5/2022	\$68,416.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Williams	Ethel	2/5/2022	\$62,061.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Jefferson	Patrice	2/5/2022	\$51,958.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Saul	Karen	2/5/2022	\$54,556.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Bush	Nimi	2/5/2022	\$42,036.00	Updated Job Description

Jeff C.A.P.	Head Start Teacher (6701)	Epherson	Vivian	2/5/2022	\$49,030.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Spain-Fairley	Christina	2/5/2022	\$51,072.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Leblanc	Yvette	2/5/2022	\$62,076.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Veal	Roslyn	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Johnson	Miesha	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Wright	Tyranisha	2/5/2022	\$45,828.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Clayton	Niathan	2/5/2022	\$53,625.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Taylor	Nekisha	2/5/2022	\$46,324.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Jones	Myrna	2/5/2022	\$83,166.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Johnson	Sybil	2/5/2022	\$44,118.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher	Martin	Jerrelyn	2/5/2022	\$54,056.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Miller	Ashley	2/5/2022	\$46,324.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	McKay	Renea	2/5/2022	\$83,166.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Dent	Precious	2/5/2022	\$54,556.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Welch	Harriet	2/5/2022	\$51,071.00	Updated Job Description
Jeff C.A.P.	Head Start Teacher (6701)	Downer	Victoria	2/5/2022	\$45,000.00	Updated Job Description
Jeff C.A.P.	Accountant I (1210)	Taylor	Shakeva	2/12/2022	\$42,515.00	Updated Job Description
Community Development	Housing Improvement Counselor III (5163)	Washington	Dianne	2/12/2022	\$54,429.00	Updated Job Description
Public Works - Drainage	Drainage Operations/Maintenance Program Manager	Duplaisir Jr.	William	2/26/2022		Updated Job Description
Fleet Management	Automotive Mechanic, Senior (2337)	Herrmann	Terrance	2/19/2022	\$46,855.00	Updated Job Description
Fleet Management	Data Entry Operator II (1272)	Smith	Aaylia	2/26/2022	\$12,474.00	Updated Job Description

On motion of **M.**, seconded by **M.**, the following resolution was offered.

**RESOLUTION NO.**

A resolution requesting the Jefferson Parish Personnel Board to amend the Pay Plan for the Classified Service of Jefferson Parish to increase the minimum hourly wage of all classified employees to \$15.01, make necessary adjustments to the salaries of all classified employees to prevent salary compression, and adjust the salary ranges for all pay grades as needed. (Council District 3)

**WHEREAS**, pursuant to Resolution No. 138268, adopted on September 15, 2021, the Jefferson Parish Council requested the Personnel Department to study and report to the Council on the feasibility of amending the Pay Plan for the Classified Service of Jefferson Parish to raise the minimum hourly wage to a “living wage” for Jefferson Parish for all Parish Civil Service employee classes which have a minimum salary lower than this living wage standard; and

**WHEREAS**, Eric Schultheis, a doctoral student in the Department of Urban Studies at Massachusetts Institute of Technology (“MIT”), developed a tool to calculate this “living wage” for all American communities which takes into account local costs for food, housing, child care, healthcare, transportation, taxes and other necessities, and also includes factors such as wages by occupational group, the minimum wage and local poverty levels; and

**WHEREAS**, according to this calculator, the living wage for a single adult living and working fulltime in Jefferson Parish is \$15.01 per hour, and the current minimum salary in the Pay Plan for the Classified Service of Jefferson Parish is \$11.99 per hour; and

**WHEREAS**, there are one hundred and two (102) job classes in the Pay Plan for the Classified Service of Jefferson Parish that would be affected by increasing the minimum salary to \$15.01 and over four hundred (400) employees who would be directly affected by said increase; and

**WHEREAS**, the Personnel Department recommends that if the minimum salary in the Pay Plan for the Classified Service of Jefferson Parish is raised to \$15.01 per hour there should be a salary adjustment of at least 8% for all other classes in the Pay Plan to prevent salary compression; and

**WHEREAS**, the Personnel Department recommends that all classified employees who are currently earning a rate of pay that falls at or less than 8% below \$15.01 per hour at the time of implementation should receive at least an 8% increase; and

**WHEREAS**, the salary ranges for all pay grades should be appropriately adjusted to account for the \$15.01 minimum hourly rate; and

**NOW, THEREFORE, BE IT RESOLVED** by the Jefferson Parish Council, acting as the governing authority of the Parish of Jefferson, Louisiana, hereby resolves:

**SECTION 1.** That this Council hereby requests the Jefferson Parish Personnel Board to amend the Pay Plan for the Classified Service of Jefferson Parish to increase the minimum hourly wage of all classified employees to \$15.01, make necessary adjustments to the salaries of all classified employees to prevent salary compression, and adjust the salary ranges for all classified pay grades as needed.

**SECTION 2.** That a copy of this resolution be forwarded to the members of the Jefferson Parish Personnel Board.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

**YEAS:**

**NAYS:**

**ABSENT:**

The resolution was declared to be adopted on this the **9<sup>th</sup>** day of **March, 2022.**



**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
MARCH 15, 2022**

Item VIII.

**APPEALS ON HAND AND UNRESOLVED AS OF FEBRUARY 10, 2022:**

1. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
2. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10;
3. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date;
4. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24, order issued on December 20, 2021, amended appeal received on January 7, scheduled for hearing on June 1;
5. 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;
6. Docket No. 2021-008, John McClain Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 3, hearing continued to September 14, hearing continued to October 5, hearing continued to November 16, 2021, hearing continued to January 27, hearing continued to April 26;
7. Docket No. 2021-009, Bradley M. Wax vs. Department of Inspection & Code Enforcement; order pending Board signature, order issued on July 21, appealed to Board for Reconsideration on August 4, order issued on September 20, appealed to Fifth Circuit Court on October 18, 2021, record brought to Courts on January 3;
8. Docket No. 2021-010, Jerome Davis Jr. vs. Department of Public Works-Drainage; scheduled for hearing on August 24, hearing continued to October 28 and 29, order issued on December 16, motion for stay filed December 16, application for review filed December 29, 2021, two orders issued on January 19, Board to hear oral arguments on March 15;
9. Docket No. 2021-012, Miles Jenkins Sr. vs. Department of Public Works-Drainage; scheduled for hearing on September 21, hearing continued to November 16, 2021, hearing continued to January 27 and 28, hearing continued to February 16 and 17, order issued on February 23;

10. Docket No. 2021-017, Scherrie Temond Joseph vs. Department of Public Works-Water; scheduled for hearing on January 13, hearing continued without date, scheduled for hearing on March 29;
11. Docket No. 2021-048, Quindell C. Jeffery vs. Department of Public Works-Streets; scheduled for hearing on February 23, order issued on February 23;
12. Docket No. 2022-001, Alfred J. Maggio vs. Department of Public Works-Traffic Engineering, scheduled for hearing on March 29;
13. Docket No. 2022-002, Timothy Gautreau Jr. vs. Department of Emergency Management, scheduled for hearing on April 13.

**APPEALS RECEIVED SUBSEQUENT TO FEBRUARY 10, 2022:**

March 7, 2022

**OFFICIAL NOTICE**

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

**TUESDAY, MARCH 15, 2022 – 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 amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles;
- Amend the Rules of Appeal to revise Rule 13; and,
- Amend the Pay Plan for the Classified Service to revise Footnote No. 13.

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 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](mailto: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.