

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, MAY 17, 2022 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Oath of Office
- II. Election of Board Chair
- III. Employee Appeals
- IV. Public Comment Period
- V. Proposals for Board Consideration:
 - A. A proposal to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
 - B. 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(f) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
 - C. A proposal to amend the Pay Plan for the Classified Service to revise the class title and pay grade for the class of Property Maintenance/Zoning Enforcement Manager; and,
 - D. A request to cancel lists in accordance with Personnel Rule VI, Section 6.4.
- VI. 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 and La. R.S. 42:17(10), discussion of confidential details of the pending audit by the Office of the Inspector General.
- VII. Approval of the Minutes: Meeting of April 20, 2022.
- VIII. Old Business:
 - A. Approval of the Monthly Report of March 2022.
- IX. 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. Approval of the 2021 annual report;
- E. Meeting(s)/Hearing(s) Dates: Tuesday, June 21, 2022, 2:00 p.m. and Tuesday, July 19, 2022, 2:00 p.m. (tentative) meeting dates;
- F. Miscellaneous/Unscheduled Matters;
- G. Director's Report:
 - 1. Update on Recruitment Activity.

X. Adjournment for Review of Appeals

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: MAY 6, 2022
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Cherreen Gegenheimer, Chief Administrative Assistant, on behalf of the Parish President, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Extension Requested:
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	6/20/2022	12/20/2022
Sharon McDowell	Typist Clerk III - PC 6567-001	6/20/2022	12/20/2022
Ryan Favret	Alario Center Marketing Manager – PC 7490-001	6/20/2022	12/20/2022
Deirdre Cummings	Executive Assistant - PC 61077-001	6/20/2022	12/20/2022

The employees are permanent employees who have been appointed to transient positions due to Covid related budget constraints at the Alario Center. The Personnel Department recommends a six month extension in accordance with the revised Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the November or December Board Meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE PAY GRADE AND CLASS TITLE ASSIGNED TO THE CLASS OF PROPERTY MAINTENANCE/ZONING ENFORCEMENT MANAGER

DATE: MAY 10, 2022

CC: CORRESPONDENCE FILE

The Personnel Department received a request from the Director of Property Maintenance Zoning/Quality of Life, Liza Caluda, to change the class title of the position of Property Maintenance/Zoning Enforcement Manager. This is a single position class currently occupied. This position was created, along with Property Maintenance/Zoning Inspector series, in 2006. At the time, the position served as the Division manager for Property Maintenance Zoning Division under the Department of Inspection and Code Enforcement. The Department of Property Maintenance Zoning/Quality of Life was created as an independent department in 2013. Ms. Caluda was appointed as the Director in February 2022. Ms. Caluda has evaluated her department and approached the Personnel Department to assist her in structuring the department for the future. I met with Ms. Caluda in April to discuss her vision and offer assistance where able. For this position, Ms. Caluda has requested that this class title be revised and the pay grade be revised to that of an Assistant Director.

Upon review of the classification it was found that the overall function of the position has remained similar to when it was first created; however, the volume of work and overall responsibility has changed. When the position was created it was part of Department of Inspection and Code Enforcement. There was multiple levels of supervision above this position. Under the current structure, this position is second in command for the entire position. In addition to the increased volume of work, many subordinate level positions have been added to this position's supervisory authority. Accordingly, we are recommending that the class title of Property Maintenance/Zoning Enforcement Manager should be amended to Assistant Director-Property Maintenance Zoning. An evaluation was conducted in the Archer Evaluation System on the class based on the increase in responsibility and volume of work. The Archer evaluation for the class puts the overall point total at 731, with a responsibility valuation of 1.30553. This makes the recommended pay grade 29. The hours of work will continue to be 35 hours per week, and the class will continue to be exempt from overtime compensation under the Fair Labor Standards Act. The employee currently in the position will not receive a pay increase in association with these changes. The following changes are recommended to the Pay Plan for the Classified Service:

CURRENT:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5138	Property Maintenance/Zoning Enforcement Manager	26	45625	70779	35	E

PROPOSED:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
5138	Assistant Director-Property Maintenance Zoning	29	49836	77313	35	E

The Personnel Department recommends approval of the class title change and Pay Grade reassignment for Property Maintenance/Zoning Enforcement Manager (proposed Assistant Director-Property Maintenance Zoning) by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST TO CANCEL LIST
DATE: MAY 10, 2022
CC: CORRESPONDENCE FILE

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

Property Maintenance/Zoning Inspector III – The new Property Maintenance Zoning and Quality of Life Director has requested a change in minimum qualifications. The current list has 7 candidates. All candidates will be notified about the minimum qualification changes and encouraged to reapply for the new exam plan/list. All candidates were placed on the list on November 23, 2021.

Utility Billing Clerk I/Utility Billing Collector I and Utility Billing Clerk II/Utility Billing Clerk II (Bilingual) - The Utility Billing Clerk I/Utility Billing Collector I list has 11 candidates. The last person was placed on the list on March 29, 2022. The Utility Billing Clerk II/Utility Billing Clerk II list has 3 candidates. The last person was placed on the list on April 5, 2022. These positions are being eliminated and have been replaced with the Customer Relation Specialist I and II. The active candidates have been notified to reapply for the new exam plan/list.

Recreation Center Supervisor, Assistant (Athletics) – The test is being revised. There are currently 9 candidates on the list. The last person was placed on the list on April 6, 2022. All candidates will be notified to reapply for the new exam plan/list.

The Personnel Department recommends that the Personnel Board cancel the following lists: Property Maintenance/Zoning Inspector III, Utility Billing Clerk I/Utility Billing Collector I, Utility Billing Clerk II/Utility Billing Clerk II (Bilingual), and Recreation Center Supervisor, Assistant (Athletics) in accordance with Rule VI, Section 6.4.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Wednesday, April 20, 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. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title for the class of Alario Center Marketing/Sales Associate;
- Approved a proposal to extend two (2) Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade for the class of Sign Designer;
- Deferred 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(f) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- 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(f) to the class of Assistant Director-Accounting; and,
- Approved a proposal to amend the Rules of Appeal to revise Rule 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 March 15, 2022.

Under Old Business:

- A. Approval of the Monthly Report of February 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 two (2) 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 March 2022 to the May 2022 Board Meeting and reapproved the Amended January 2022 monthly report reflecting the corrected number of hires for January 2022.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, May 17, 2022, 2:00 p.m. and Tuesday, June 21, 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 Recruitment activities.

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

Respectfully submitted,

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

Gretna, Louisiana

May 3, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
April 20, 2022

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – MARCH 2022

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>MAR-22</u>	<u>FEB-22</u>	<u>MAR-21</u>
Total Applications Received:	379	310	520
Competitive:	291	231	419
Non-Competitive:	88	79	101
Total Applications Rejected:	125	92	237
Competitive:	110	84	208
Non-Competitive:	15	8	29
Total Applications Withdrawn:	97	100	38
Competitive:	84	79	29
Non-Competitive:	13	21	9
Candidates Scheduled for Written Exam:	69	62	68
Candidates Examined - Written Exam:	50	40	51
Candidates Passed Written Exam:	39	29	39
Candidates Failed Written Exam:	11	11	12
Candidates Examined - Rating of T&E:	44	19	53
Candidates Placed on Competitive Eligible List:	87	55	105
Certificates of Eligibility Issued:	25	18	23
Certificates of Eligibility to be Interviewed Issued (GLC):	36	32	39
Pending Testing (Scheduled for upcoming Test):	27	16	26
Pending Review or Waiting for More Information:	3	12	133
Job Interest Cards Completed Online:	59	41	74
ADA Accommodations			
Requested:	2	2	0
Approved:	1	0	0
Denied:	1	2	0
Withdrawn:	0	0	0
Pending:		0	0
New Postings in NEOGOV:	17	14	23
New Exam Plans in NEOGOV:	6	2	8
Revised Exam Plans in NEOGOV:	11	12	15

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Administrative Management Specialist III - Transit
- Assistant Director-Emergency Management
- Community Services Program Coordinator – ERAP
- Customer Relations Specialist II – Bilingual
- Engineering Inspector II
- Facilities Maintenance Manager
- Foreman II
- Information Technology Business Analyst
- Maintenance Repairman
- Planner II
- Recreation Center Supervisor
- Recreation Center Supervisor, Assistant – Athletics
- Sign Technician I
- Signal Technician II – HA
- Water Quality Scientist II – Biology

Advertisement Source	Total %
College/University Career Services	1.08
Facebook	0.22
Family, Friend, Co-Worker, etc.	15.05
Governmentjobs.com	6.24
Indeed.com	11.18
Jefferson Parish Department other than Personnel	3.66
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.3
Jefferson Parish website	34.84
Job Fair	2.58
Library	0.22
Louisiana Job Connection website	0.65
Louisiana Workforce Commission website	1.08
Monster.com	0
Newspaper ad	0
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0
Unknown	0
Personnel Department Use Only	18.92
Total Percentage	100%

TEST DEVELOPMENT DIVISION (Page 1)

WRITTEN TEST ADMINISTRATIONS (32):

Written Tests:	MAR 2022			2022 Pass Rate^
	Exam Date	No. Passing/	Pass Rate	
Clerical/Office Skills Test (Clerk III, only)	Mar-03	0/1	0%	--
Drainage Pump Station Operator I	Mar-03	1/1	100%	100%
Drainage Pump Station Operator II	Mar-03	1/2	50%	75%
Recreation Center Supv, Asst. (Maint)	Mar-03	0/1	0%	43%
Water Service Inspector I	Mar-03	1/1	100%	75%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Mar-10	1/1	100%	56%
Property Maint/Zoning Inspector I	Mar-10	4/4	100%	--
Sewerage Treatment Plant Operator	Mar-10	0/1	0%	60%
Field Supv Foreman, 2-parts (Drng/Road Maint Foreman)	Mar-17	5/5	100%	100%
Field Supv Superintendent, 2-parts (Drng/Road/Parkways Maint	Mar-17	2/2	100%	--
Juvenile Detention Officer I	Mar-17	0/1	0%	50%
Library Associate	Mar-17	1/1	100%	--
Clerical Skills I (Ship & Rec Stock Clk)	Mar-18	1/1	100%	50%
Sewerage Treatment Plant Operator	Mar-18	0/1	0%	60%
Admin & Executive Assistant	Mar-24	1/1	100%	67%
Clerical-76 (Utility Billing Clerk/Collector I/II)	Mar-24	1/1	100%	100%
Drainage Pump Station Operator I	Mar-24	1/1	100%	100%
Mechanical/Field Skills Test (Trades Helper)	Mar-24	1/1	100%	80%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Mar-24	2/3	67%	56%
Recreation Center Supv, Asst. (Ath)	Mar-24	2/3	67%	86%
Drainage Pump Station Operator II	Mar-25	1/1	100%	75%
Engineering Inspectors (EI I/II)	Mar-25	2/2	100%	--
Field Supv Foreman, 2-parts (Drng/Road Maint Foreman)	Mar-25	2/2	100%	100%
Water Service Inspector I	Mar-25	1/1	100%	75%
Account Clerks (AC I/II)	Mar-31	1/1	100%	--
Account Clerks (AC III)	Mar-31	0/3	0%	--
Clerical-76 (Utility Billing Clerk/Collector I/II)	Mar-31	1/1	100%	100%
Field Supv Foreman, 2-parts (Drng/Road Maint Foreman)	Mar-31	1/1	100%	100%
Foreman I	Mar-31	1/1	100%	--
Juvenile Detention Officer I	Mar-31	1/1	100%	50%
MS Word+Clerical/Office Skills Test (TCII, TCIII, Sec, Clk-Co)	Mar-31	1/1	100%	56%
Recreation Center Supv, Asst. (Ath)	Mar-31	1/1	100%	86%
SUMMARY:		38/49	78%	72%

^as of current month's end.

TEST DEVELOPMENT DIVISION (Page 2)

TESTS CONSTRUCTED/REFINED & VALIDATED (18):

Minimum Qualifications (17): Administrative-Management Specialist II-Covid-19 Coordinator; Administrative-Management Specialist III-Health Promotion Supervisor; Administrative-Management Specialist III-Transit; Alario Center Marketing/Sales Associate; Assistant Director-Animal Shelter; Automotive Mechanic Trainee; Community Services Program Coordinator-ERAP; Customer Relations Coordinator; Engineering Inspector II; Equipment Operator III-Medium Excavator; Federal Programs Coordinator; Information Technology Security Analyst; Recreation Center Supervisor; Recreation Center Supervisor, Assistant (Athletics); Sewerage Lift Station Superintendent II; Utility Services Superintendent; and Water Quality Scientist II-Biology.

Ratings of Training & Experience (1): Customer Relations Specialist II.

Written Tests (0): None.

MISCELLANEOUS/SPECIAL PROJECTS (0):

None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>MAR-22</u>	<u>FEB-22</u>	<u>MAR-21</u>
Total Appointments to Permanent Positions:	76	55	49
Competitive:	62	35	42
Non-Competitive:	14	20	7
Breakdown of Competitive Appointments:			
Limited Entrance:	4	2	1
Preferred Reemployment:	0	0	0
Promotions:	36	17	17
Reemployment:	0	0	0
Entrance:	10	8	13
Reinstatement:	2	0	3
Transfers:	7	4	2
Demotions:	0	0	0
Reallocations:	3	4	6
Provisional:	3	3	1
Temporary Appointment:	1	2	0
Emergency Appointment:	0	0	0
Updated Job Descriptions:	3	34	1
Requisitions submitted in month:	143	110	88
Unfilled requisitions as of end of month:	408	398	276

SEPARATIONS

Total Permanent Separations:	31	29	34
Competitive:	24	20	25
Non-Competitive:	7	9	9
Breakdown of Separations:			
Dismissals:	1	3	6
Resignations:	25	19	18
Retirements:	5	7	9
Deaths:	0	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	0	0	0

OTHER DATA

Overall Turnover:	1.4%	1.3%	1.5%
Competitive Turnover:	1.5%	1.2%	1.4%
Non-Competitive Turnover:	1.4%	1.7%	1.7%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>MAR-22</u>	<u>FEB-22</u>	<u>MAR-21</u>
Salary Increases Granted:	271	301	289
Salary Increases Disapproved:	13	8	10
Fines:	1	3	0
Suspensions:	2	7	6
Leave with Pay Granted:	3	3	3
Leave without Pay Granted:	81	74	114
AWOL:	58	53	58
Parental Leave:	9	6	9
FMLA Requests:	22	34	45

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Clerk III – Water
Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Public Works Project Coordinator – Water
Water Purification Superintendent II - Water

CPQ's received: Administrative Assistant – Fire Services

CPQ's assigned: Automotive Line Superintendent – Fleet Management
Engineering Division Supervisor - N.P. – Engineering
Typist Clerk III – Engineering

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Sign Designer – Engineering

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Sign Technician I (2472) to Sign Technician II (1275)
Utility Billing Collector I (1281) to Utility Billing Collector II (1282)
6. Automotive Mechanic (2336) to Automotive Mechanic, Senior (2337)
7. Water Purification Operator-Class I (2762) to Water Purification Operator-Class II (2763)
9. Sewerage Treatment Plant Operator-Class I (2662) to Sewerage Treatment Plant Operator-Class II (2663)

Personnel Rule 3.3.1: None

Other: None

Monthly Report – March 2022

CLASSIFICATION AND PAY DIVISION – Page 2

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): None

Personnel Rules: None

Special Leave Requests: LWOP Extensions - 0
MLWP/MLWOP - 0

Class Specification Written/Amended: None

Minimum Qualifications Written/Changes: None

Other Special Projects/Assignments: New positions requested: Computer Systems Specialist II; Computer Systems Specialist III
Market Based Pay Grade Studies: Assistant Director-Accounting and Automotive Series – Fleet Management

JUDICIAL REPORT

Appeals Received during March:	0
Appeals Pending:	11
Appealed to 5 th Circuit during March:	0
Appeals pending before 5 th Circuit:	2
Appealed to Louisiana Supreme Court during March:	0
Appeals pending before Louisiana Supreme Court:	0

March-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
0010-310	Research & Budget	2
0018	Ethics and Compliance	1
0021	Parish Attorney	3
0040	Parish President	1
0061	Accounting	4
0064	Purchasing	1
0065	General Services	13
0066	Personnel	1
0067	Human Resource Management	2
0068	Planning	3
0070	Risk Management	1
0110	Inspection & Code Enforcement	15
0112	Property Maintenance/Zoning	10
0140	Emergency Management	3
0330	JeffCAP	1
1010	JeffCAP	121
1020	JeffCAP	92
1030	JeffCAP	3
1060	JeffCAP	11
1172	Community Development	13
1173	Community Development	1
1174	Community Development	1
1176	Community Development	7
1187	Community Development	5
1195	Community Development	6
1280	Workforce Connection	55
1290	Juvenile Services	1
2151	Juvenile Services	15
2152	Juvenile Services	7
2200	Animal Shelter	19
2450	Library	5
2451	Library	17
2452	Library	3
2453	Library	3
2454	Library	1
2530	Recreation	5
2531	Recreation	22
2532	Recreation	3
2533	Recreation	3
2534	Recreation	32
2535	Recreation	3
2615	Alario Center	9
2616	Recreation	1
2631	Lasalle	4
2650	Lafreniere	4

2651	Lafreniere	8
2652	Lafreniere	2
2920	Fire	6
2921	Fire	29
2923	Fire	1
3000	Streets	1
3002	Streets	18
3003	Streets	19
3005	Traffic Engineering	9
3050	Parkways	2
3051	Parkways	4
3052	Parkways	7
3110	Engineering – Street Lighting	4
3270	Drainage	9
3301	Drainage	39
3302	Drainage	47
3500	Environmental	1
3562	Inspector General	1
3640	Environmental	1
3850	Sewerage	3
3851	Sewerage	19
3852	Sewerage	19
3900	Water	6
3901	Water	8
3902	Water	28
3903	Water	3
3907	Water	35
3910	Water	1
3950	Fleet Management	10
3952	EIS	4
3956	Fleet Management	3
3957	Engineering	10
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	4
3971	Telecommunications	2
3972	Floodplain Management	1
3973	Coastal Zone Management	1
3976	Public Works	6
4053	JeffCap	2
9670	Risk Management	1
	Total	921

Hires by Date Report

For records between **03/01/22** and **03/31/22**

83 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Drainage	Laborer (2200)	Williams	Sabrina	3/26/2022		Entrance
Library	Library Associate (3150)	Johnston	Bridget	3/12/2022	\$28,778.00	Entrance
Parish Council	Clerk (Council) (1104)	Ting	Michele	3/12/2022	\$27,374.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Viola	Ashlin	3/26/2022	\$24,948.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Smith	Raven	3/19/2022	\$14,389.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Ponthieux	Timothy	3/5/2022	\$28,778.00	Entrance
Parks and Recreation	Groundskeeper	Fulks II	Michael	3/26/2022	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Rixner	Danielle	3/19/2022	\$24,948.00	Entrance
Streets	Laborer (2200)	Williams	Joeal	3/12/2022	\$24,948.00	Entrance
Water	Water Purification Operator (2761)	Zelenkova	Oksana	3/26/2022	\$31,586.00	Entrance
Water	Customer Relations Specialist I (1289)	Adams	Reinara	3/26/2022	\$23,162.00	Entrance
Water	Laborer (2)	Mott	Ashley	3/12/2022	\$24,948.00	Entrance
Water	Customer Relations Specialist I (1289)	Thompson	Dequila	3/26/2022	\$23,162.00	Entrance
Water	Laborer (2200)	Price	Shawn	3/12/2022	\$24,948.00	Entrance
Water	Customer Relations Specialist I (1289)	Bates	Diamond	3/12/2022	\$24,066.00	Entrance
Water	Customer Relations Specialist I (1289)	Davis	Emily	3/12/2022	\$23,162.00	Entrance
Water	Customer Relations Specialist I (1289)	Albert	Jessica	3/12/2022	\$23,162.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Battle	Oscar	3/5/2022	\$33,312.00	Limited Entrance
Parks and Recreation	Park Ranger	Accardo	Jonathan	3/12/2022	\$30,864.00	Limited Entrance
Parks and Recreation	Groundskeeper (2354)	Lae	Margaret	3/26/2022	\$33,790.00	Limited Entrance
Sewerage	Sewerage Lift Station Inspector (2655)	Gros Jr	Bryant	3/12/2022	\$38,521.00	Limited Entrance
Parkways	Equipment Operator IV - Large Loaders	Grillot	Brian	3/26/2022	\$44,431.00	Limited Entrance
Water	Customer Relations Coordinator (1296)	Swims	Cassandra	3/26/2022	\$47,424.00	Limited Entrance
Water	Customer Relations Coordinator	Voisin	Marion	3/26/2022	\$51,219.00	Limited Entrance
Water	Customer Relations Specialist II (1290)	Martin	Jaentell	3/12/2022	\$26,446.00	Promotional
Drainage	Stationary Diesel Specialist-High Altitude	Perkins Jr	Steven	3/12/2022	\$40,312.00	Promotional
Drainage	Laborer, Semi-Skilled (2201)	Winchester	Jerann	3/26/2022	\$27,505.00	Promotional
Drainage	Laborer, Semi-Skilled (2201)	Ross	Kolby	3/26/2022	\$27,505.00	Promotional
General Services	Property Manager	Bode	Patrick	3/26/2022	\$44,932.00	Promotional
General Services	Building Maintenance Supervisor (2259)	Tilquit	Micheal	3/26/2022	\$34,394.00	Promotional
Jefferson Community Actions Programs	Federal Programs Counselor (LiHEAP)	Hollingsworth	Chanel	3/12/2022	\$28,632.00	Promotional
Parks and Recreation	Foreman II	Shipley	Travis	3/26/2022	\$47,979.00	Promotional
Parks and Recreation	Welder (2310)	Smith	Timothy	3/12/2022	\$37,785.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Gros Jr.	Dennis	3/5/2022	\$28,778.00	Promotional
Parkways	Equipment Operator IV - Large Loaders	Dominick	Roy	3/12/2022	\$45,936.00	Promotional

Parkways	Parkways Maintenance Superintendent I	Braswell	John	3/12/2022	\$53,848.00	Promotional
Sewerage	Sewerage General Superintendent (2699)	Jessie	Julian	3/26/2022	\$82,847.00	Promotional
Streets	Road Maintenance Foreman (2411)	Miles III	Augustus	3/12/2022	\$37,201.00	Promotional
Water	Waterline Maintenance Foreman (2731)	Weber	Gerard	3/26/2022	\$37,201.00	Promotional
Water	Water Quality Scientist I - Biology (4072)	Rome	Paige	3/26/2022	\$40,674.00	Promotional
Water	Water Service Inspector II	Mackey	Jazzmine	3/12/2022	\$24,566.00	Promotional
Water	Customer Relations Specialist II (1290)	Boudreaux	Patricia	3/12/2022	\$48,600.00	Promotional
Water	Customer Relations Specialist II	Davis-Crawford	Renee	3/12/2022	\$28,154.00	Promotional
Water	Customer Relations Specialist II	Evans	Diana	3/12/2022	\$46,286.00	Promotional
Water	Customer Relations Specialist II (1290)	Franklin	Kermit	3/12/2022	\$31,770.00	Promotional
Water	Customer Relations Specialist II (1290)	Frazier	Jasmine	3/12/2022	\$25,187.00	Promotional
Water	Customer Relations Specialist II (1290)	Hebert	Lachelle	3/12/2022	\$35,027.00	Promotional
Water	Customer Relations Specialist II (1290)	Gary	Marchetta	3/12/2022	\$30,257.00	Promotional
Water	Customer Relations Specialist II	Johnson	Tracy	3/12/2022	\$36,799.00	Promotional
Water	Customer Relations Specialist II (1290)	Robichaux	Lorna	3/12/2022	\$33,359.00	Promotional
Water	Customer Relations Specialist II (1290)	Silas	Carolyn	3/12/2022	\$53,577.00	Promotional
Water	Customer Relations Specialist III (1291)	Antoine	Loaletha	3/12/2022	\$27,768.00	Promotional
Water	Customer Relations Specialist III (1291)	Tigler	Tiffany	3/12/2022	\$32,617.00	Promotional
Water	Customer Relations Specialist III (1291)	Randle	Kathy	3/12/2022	\$29,984.00	Promotional
Water	Customer Relations Specialist III (1291)	Williams	Nuyaka	3/12/2022	\$38,617.00	Promotional
Water	Utility Services Manager	Stanton	Monica	3/12/2022	\$64,128.00	Promotional
Water	Utility Services Manager (1298)	Roth	Lori	3/12/2022	\$67,349.00	Promotional
Water	Customer Relations Supervisor (1297)	Wilson	Michele	3/26/2022	\$44,687.00	Promotional
Water	Customer Relations Supervisor (1297)	Young	Rennice	3/26/2022	\$63,813.00	Promotional
Water	Customer Relations Supervisor (1297)	Landry	Amy	3/26/2022	\$62,522.00	Promotional
Water	Customer Relations Specialist II (1290)	Ditcharo	Angie	3/14/2022	\$25,187.00	Promotional
Water	Utility Services Superintendent	Rogers	Rodney	3/26/2022	\$44,109.00	Promotional
Workforce Development Board	Workforce Connection Program Planner/Supervisor	King	Sarah	3/12/2022	\$40,009.00	Promotional
Parks and Recreation	Park Ranger	Moore	Nickole	3/12/2022	\$34,983.00	Promotional
Water	Customer Relations Coordinator	Jones	Lynette	3/26/2022	\$41,150.00	Provisional
Water	Customer Relations Coordinator	Graham Caples	Nikita	3/26/2022	\$32,223.00	Provisional
Transit	Administrative-Management Specialist III	Miller	Joanna	3/12/2022	\$56,492.00	Provisional
Central Garage	Automotive Mechanic, Senior	Usea	Don	3/26/2022	\$37,087.00	Reallocation
Sewerage	Sewerage Treatment Plant Operator-Class II	Brown	Dwayne	3/12/2022	\$40,312.00	Reallocation
Water	Utility Billing Collector II (1282)	Ditcharo	Angie	3/12/2022	\$23,988.00	Reallocation
Property Maintenance Zoning/Quality of Life	Property Maintenance/Zoning Inspector II	Flemings	Ingra	3/5/2022	\$33,314.00	Reinstatement
Parks and Recreation	Recreation Center Supervisor, Assistant	Yee	Katsun	3/26/2022	\$35,986.00	Reinstatement
Parks and Recreation	Foreman I	Watkins	Sidney	3/12/2022	\$46,641.00	Transfer
Workforce Development Board	Accountant I (1)	Zhou	Fang	3/12/2022	\$39,061.00	Transfer

Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Hunter	Megan	3/12/2022	\$29,680.00	Transfer
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Robertson	Lanette	3/12/2022	\$29,680.00	Transfer
Library	Library Associate (3150)	Constant	Clayton	3/26/2022	\$30,217.00	Transfer
Library	Library Associate (3150)	Caluda	Nicholas	3/26/2022	\$33,314.00	Transfer
Parks and Recreation	Recreation Special Program Supervisor	Joseph	Tiffany	3/12/2022	\$43,065.00	Transfer
Engineering	College Intern-Technical Engineering	Robicheaux Jr	Darrell	3/26/2022		Transient
Parks and Recreation	Park Manager (3046)	Nocito	Wayne	3/5/2022	\$28,744.00	Updated Job Description
Parkways	Typist Clerk III (1103)	Ball	Jessica	3/26/2022	\$38,297.00	Updated Job Description
Public Works	Executive Assistant (1018)	Guimbellot	Jane	3/26/2022		Updated Job Description

JEFFERSON PARISH PERSONNEL DEPARTMENT



2021

ANNUAL REPORT

PERSONNEL DEPARTMENT

2021 ANNUAL REPORT

YEAR AT A GLANCE

The year 2021 continued the Covid years where everyone adjusted to new normals including the Personnel Department. The year continued with mask mandates, telework, quarantines, social distancing, and a two-week shutdown due to Hurricane Ida. The Parish as a whole continued to reimagine how to best serve our citizens. Employees of Jefferson Parish were eligible to receive salary increases associated with the annual performance review.

The Personnel Department operated on a budget of \$1,596,953.00. The Personnel Department staff consisted of three (3) Personnel Board members and twenty-one (21) classified employees including a Personnel Director, an Assistant Director-Personnel, an Administrative-Management Specialist I, an Executive Assistant, three Personnel Assistant, two Personnel Board Special Assistant, one Personnel Technician I, five Personnel Technician II, four Personnel Technician III, and two Typist Clerk III. During the year we restructured our file room; and, as a result two employees were promoted within the department. Two employees were promoted to other departments. One new employee was hired as a Personnel Technician I and one new employee was hired as a Personnel Assistant.

Mission: The Personnel Department (Personnel Board and Staff) is responsible for the personnel functions provided in Section 4.03 of the Charter including policy and rule making; job classification; salary and rules administration; recruitment; employment testing; applicant certification; and employee appeals for positions in the Parish Classified Service. The Personnel Department provides the Departments of Jefferson Parish with qualified candidates for employment in positions of public service and guidance as to the principles and merits of civil service employment.

Vision: The Personnel Department strives to serve the public by providing the means by which the general public and current employees can learn of, apply for, and fairly compete for Parish employment opportunities. The Personnel Department further seeks to enable the Departments of Jefferson Parish to make informed decisions regarding civil service employment and assist in the appointment of qualified candidates for those Department's positions.

Recruitment & Examination

Applications

(Breakdown of annual applications activity and disposition)

	Competitive Classes	Non-Competitive Classes	Total
Accepted	1602	805	2407
Rejected	2027	177	2204
Withdrawn	506	115	621
Total Received	4135	1097	5232

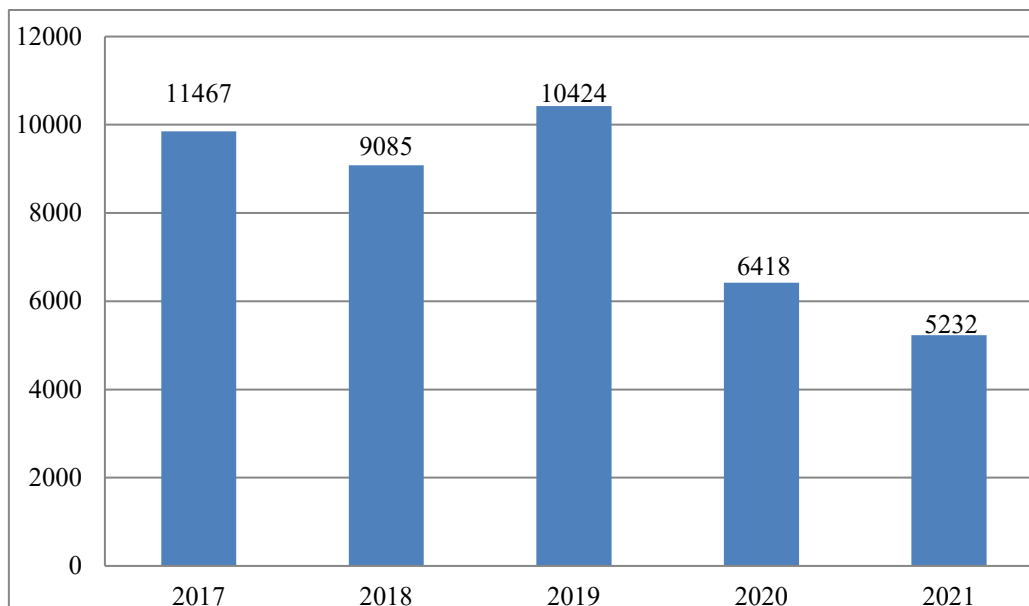
Applications continued to be down this year due to the Covid-19 pandemic. Among competitive classes, most rejections were due to lack of experience and/or training considered necessary based on job-related factors of skills, knowledge, and abilities at the time of appointment.

Postcards were filed by 631 persons who wished to be notified when classes which were not currently posted for receipt of applications were announced.

Applications for Five Year Period

		2017	2018	2019	2020	2021
Accepted	Competitive	2027	1786	2665	1745	1602
	Non-Competitive	2554	2419	1867	1113	805
	Total	4581	4205	4532	2858	2407
Rejected	Competitive	3669	3252	4237	2538	2027
	Non-Competitive	341	367	354	277	177
	Total	4010	3619	4591	2815	2204
Withdrawn	Competitive	1015	1053	988	598	506
	Non-Competitive	247	208	313	147	115
	Total	1262	1261	1301	745	621
Total Received		9853	9085	10424	6418	5232

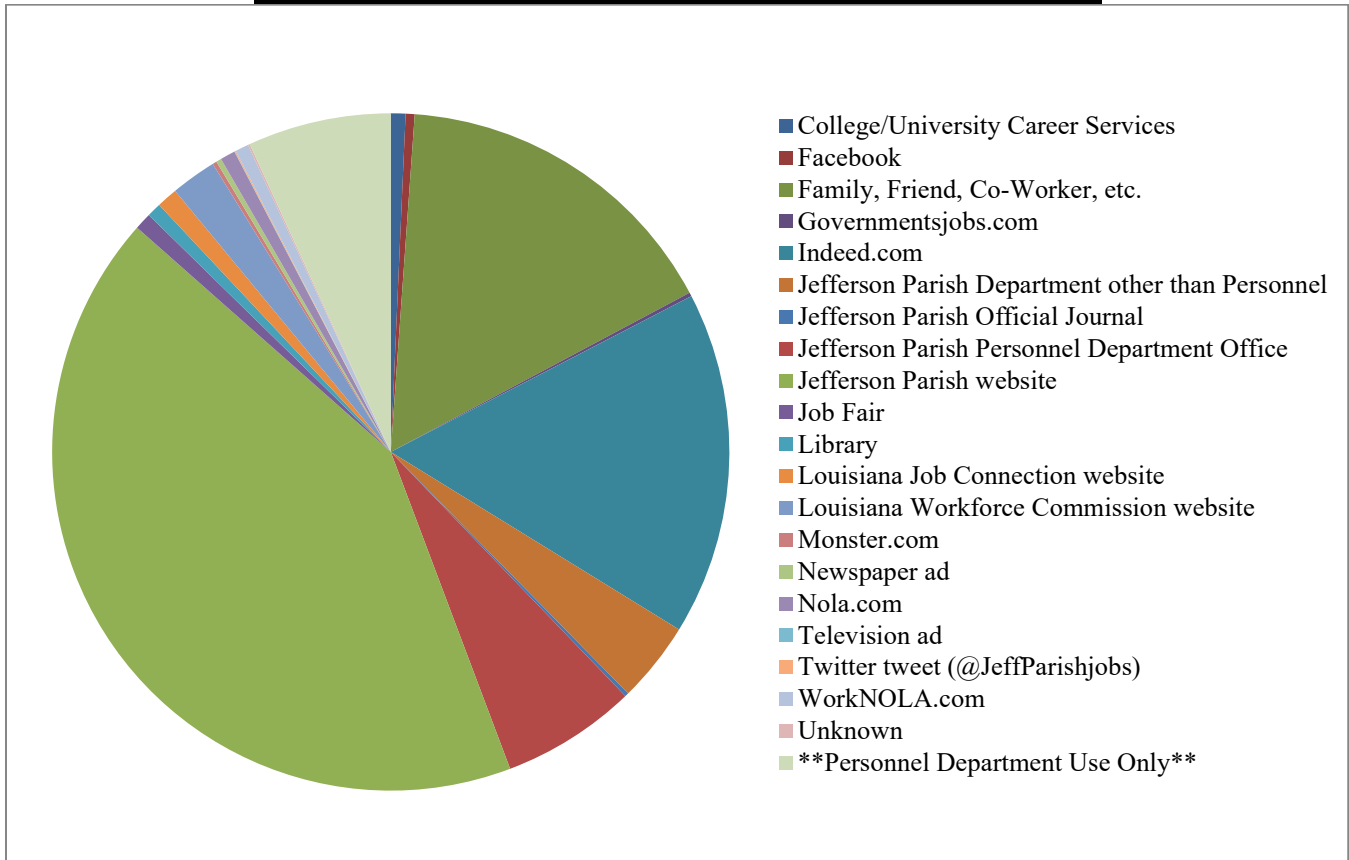
TOTAL APPLICATIONS



Application by Advertisement Source

Source	Total Percent
College/University Career Services	0.70
Facebook	0.43
Family, Friend, Co-Worker, etc.	16.08
Governmentjobs.com	0.18
Indeed.com	16.40
Jefferson Parish Department other than Personnel	3.85
Jefferson Parish Official Journal	0.18
Jefferson Parish Personnel Department Office	6.45
Jefferson Parish website	42.26
Job Fair	0.81
Library	0.68
Louisiana Job Connection website	1.00
Louisiana Workforce Commission website	2.18
Monster.com	0.20
Newspaper ad	0.25
Nola.com	0.72
Television ad	0.02
Twitter tweet (@JeffParishjobs)	0.05
WorkNOLA.com	0.64
Unknown	0.09
Personnel Department Use Only	6.84
Total:	100%

APPLICATIONS BY ADVERTISEMENT SOURCE



Job Fairs

The Department participated in one job fair at the Alario Center sponsored by Jeff CAP, Community Development, and Workforce Connections due to the pandemic. Jobs were advertised on various platforms including the departmental Facebook page, the Jefferson Parish Government Facebook page, NOLA.com, The Advocate Newspaper, WorkNOLA.com, Governmentjobs.com, Handshake, etc.

Examinations

(Candidates reviewed and qualified under examination announcements)

	Competitive Classes	Non-Competitive Classes	Total
No. Applicants Examined	1102	N/A	1102
No. Announcements	183	16	199
No. Classes	128	9	137
No. Candidates Qualified	1014	200	1214

Included were 452 non-competitive applicants who were deemed eligible to receive “Certificates of Eligibility To Be Interviewed” for selected non-competitive classes (i.e. Laborer, Custodian, and Groundskeeper.)

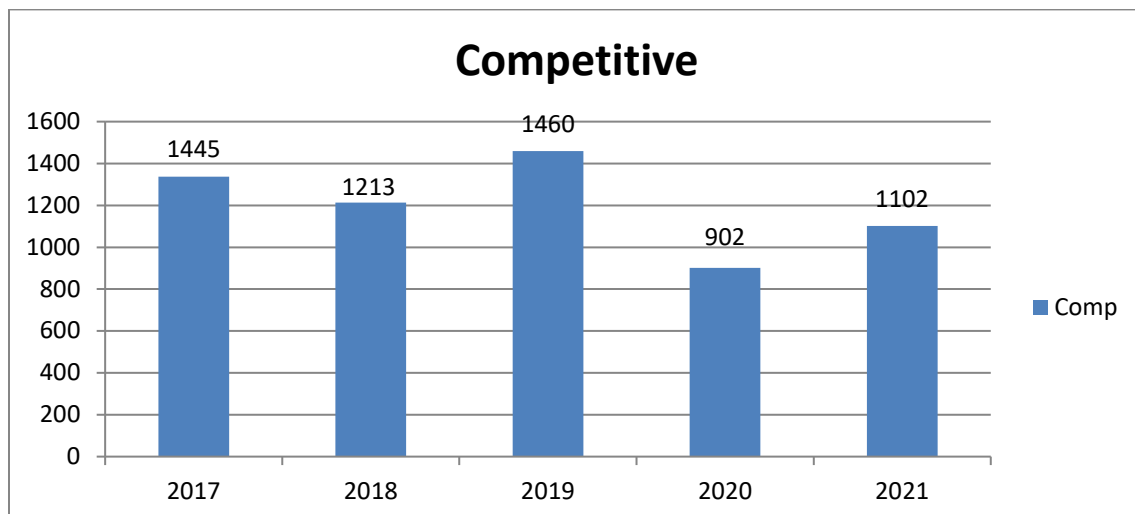
In 2021, 83 new exam plans were created, and 116 exam plans were revised.

A total of 698 applicants were scheduled for written tests, 112 applicants failed to qualify on the written tests and 169 applicants failed to appear for the written tests. 19 applicants were pending testing at the end of the year.

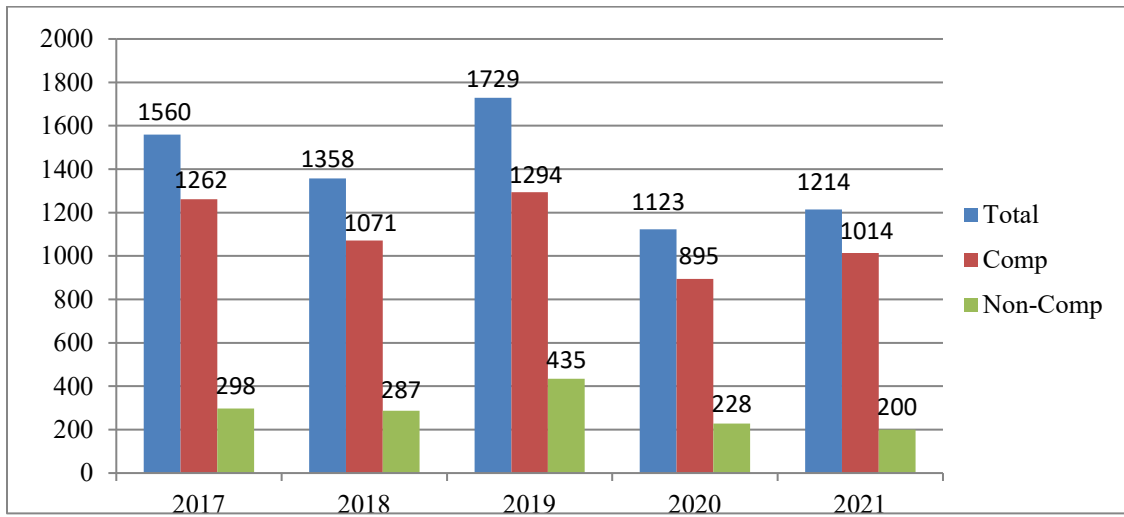
Examinations over a Five Year Period

		2017	2018	2019	2020	2021
No. Persons Examined	Competitive	1337	1213	1460	902	1102
No. Persons Qualified	Competitive	1262	1071	1294	895	1014
	Non-Competitive	298	287	435	228	200
Total		1560	1358	1729	1123	1214

PERSONS EXAMINED



PERSONS QUALIFIED



Americans with Disabilities Act

Seven (7) non-routine accommodations for testing were requested in 2021, zero (0) were granted.

Certifications and Appointments

Appointments

	Competitive Classes	Non-Competitive Classes	Total
Permanent	491	142	633

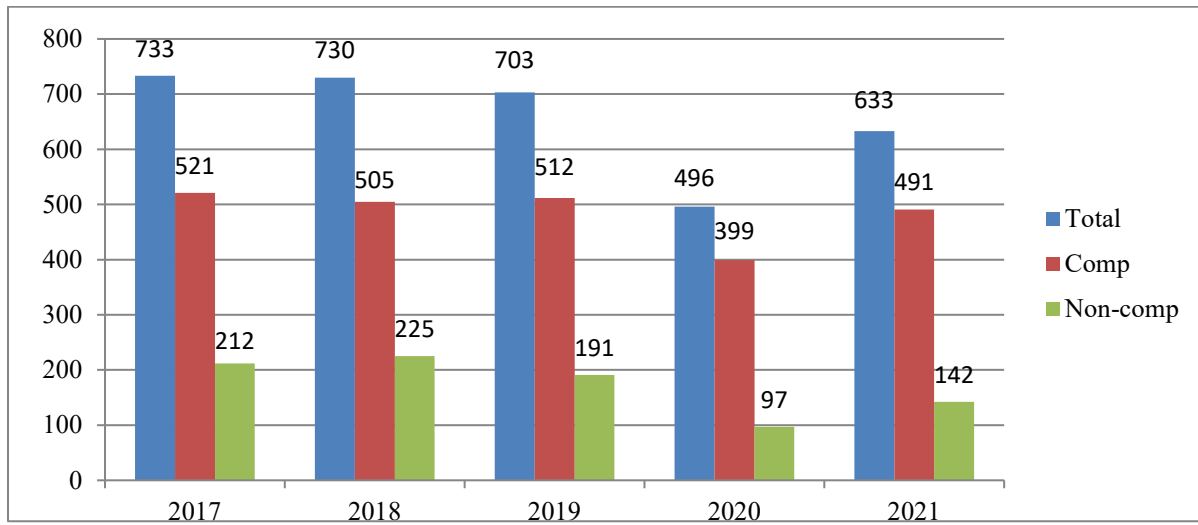
Total appointments included 207 promotions of current employees to competitive positions.

Appointments – Five Year History

		2017	2018	2019	2020	2021
Permanent	Competitive	521	505	512	399	491
	Non-Competitive	212	225	191	97	142
Non-Permanent	All	74	101	105	90	57
Total Appointments		807	831	808	586	690

Non-Permanent appointments include fifty-two (52) temporary appointments and five (5) emergency appointments.

TOTAL PERMANENT APPOINTMENTS



Provisional Appointments

In addition to the total permanent appointments for 2021, there were fifteen (15) positions which were filled with provisional appointments. At the beginning of the new year, one (1) of those positions was still filled provisionally.

Provisional Appointments – Five Year History

(Temporary appointments of qualified candidates pending the establishment of a class register)

	2017	2018	2019	2020	2021
Total	21	10	17	10	15

Reallocations

Starting Classification to New Classification	2021
Animal Care Attendant I (6601) to Animal Care Attendant II (6602)	4
Automotive Mechanic (2336) to Automotive Mechanic, Senior (2337)	1
Building Inspector I (5101) to Building Inspector II (5102)	2
Building Plan Reviewer I (5106) to Building Plan Reviewer II (5107)	1
Clerk I (1008) to Clerk II (1009)	1
Engineering Inspector I (4034) to Engineering Inspector II (4035)	1
Juvenile Detention Officer I (6541) to Juvenile Detention Officer II (6542)	3
Juvenile Probation Officer I (6551) to Juvenile Probation Officer II (6552)	2
Mechanical Inspector I (5121) to Mechanical Inspector II (5123)	2
Mental Health Professional I (6555) to Mental Health Professional II (6556)	1
Personnel Technician I (1401) to Personnel Technician II (1402)	1
Plumbing Inspector I (5131) to Plumbing Inspector II (5132)	2
Property Maintenance/Zoning Inspector I (5135) to Property Maintenance/Zoning Inspector II (5136)	1
Sewerage Treatment Plant Operator (2661) to Sewerage Treatment Plant Operator-Class I (2662)	2
Sewerage Treatment Plant Operator-Class I (2662) to Sewerage Treatment Plant Operator-Class II (2663)	1
Sewerage Treatment Plant Operator-Class II (2663) to Sewerage Treatment Plant Operator-Class III (2664)	2
Sewerage Treatment Plant Operator-Class III (2664) to Sewerage Treatment Plant Operator-Class IV (2665)	3
Sign Technician I (2472) to Sign Technician II (2475)	2
Signal Technician I (2461) to Signal Technician II (2462)	2
Utility Billing Clerk I (1286) to Utility Billing Clerk II (1287)	3
Utility Billing Collector I (1281) to Utility Billing Collector II (1282)	3
Utility Inventory Clerk I (1221) to Utility Inventory Clerk II (1222)	1
Water Purification Operator-Class III (2764) to Water Purification Operator-Class IV (2765)	1
Total Reallocations	42

Reallocation – Five Year History

	2017	2018	2019	2020	2021
Total	33	36	33	19	42

Separations by Cause

	Competitive Classes	Non-Competitive Classes	Total
Layoff	0	0	0
Resigned	155	96	251
Dismissed	28	21	49
Retired	68	5	73
Death	6	0	6
End of Temporary	6	5	11
Total	263	127	390

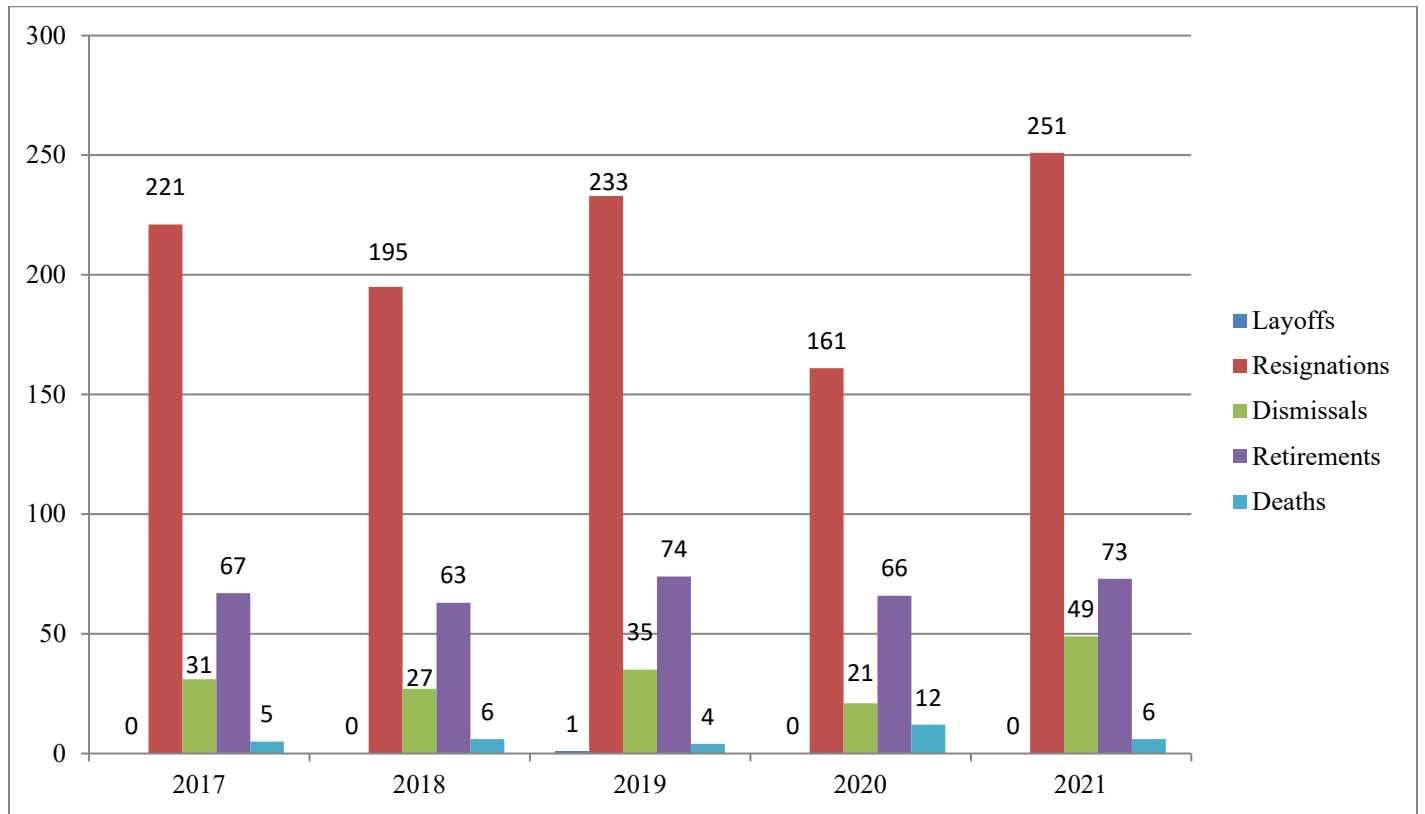
There were 379 separations from permanent positions, which reflects an increase as compared to 2020.

Separations – Five Year History

		2017	2018	2019	2020	2021
Layoff	Competitive	0	0	1	0	0
	Non-Competitive	0	0	0	0	0
	Total	0	0	1	0	0
Resignations	Competitive	143	136	161	103	155
	Non-Competitive	78	59	72	58	96
	Total	221	195	233	161	251
Dismissal	Competitive	24	20	21	11	28
	Non-Competitive	7	7	14	10	21
	Total	31	27	35	21	49
Retirement	Competitive	53	54	64	58	68
	Non-Competitive	14	9	10	8	5
	Total	67	63	74	66	73
Death	Competitive	4	2	3	11	6
	Non-Competitive	1	4	1	1	0
	Total	5	6	4	12	6
Permanent Positions Separations		324	291	347	260	379
End of Temporary	Competitive	6	7	5	15	6
	Non-Competitive	1	11	9	6	5
	Total	7	18	14	21	11
TOTAL SEPARATIONS		331	309	361	281	390

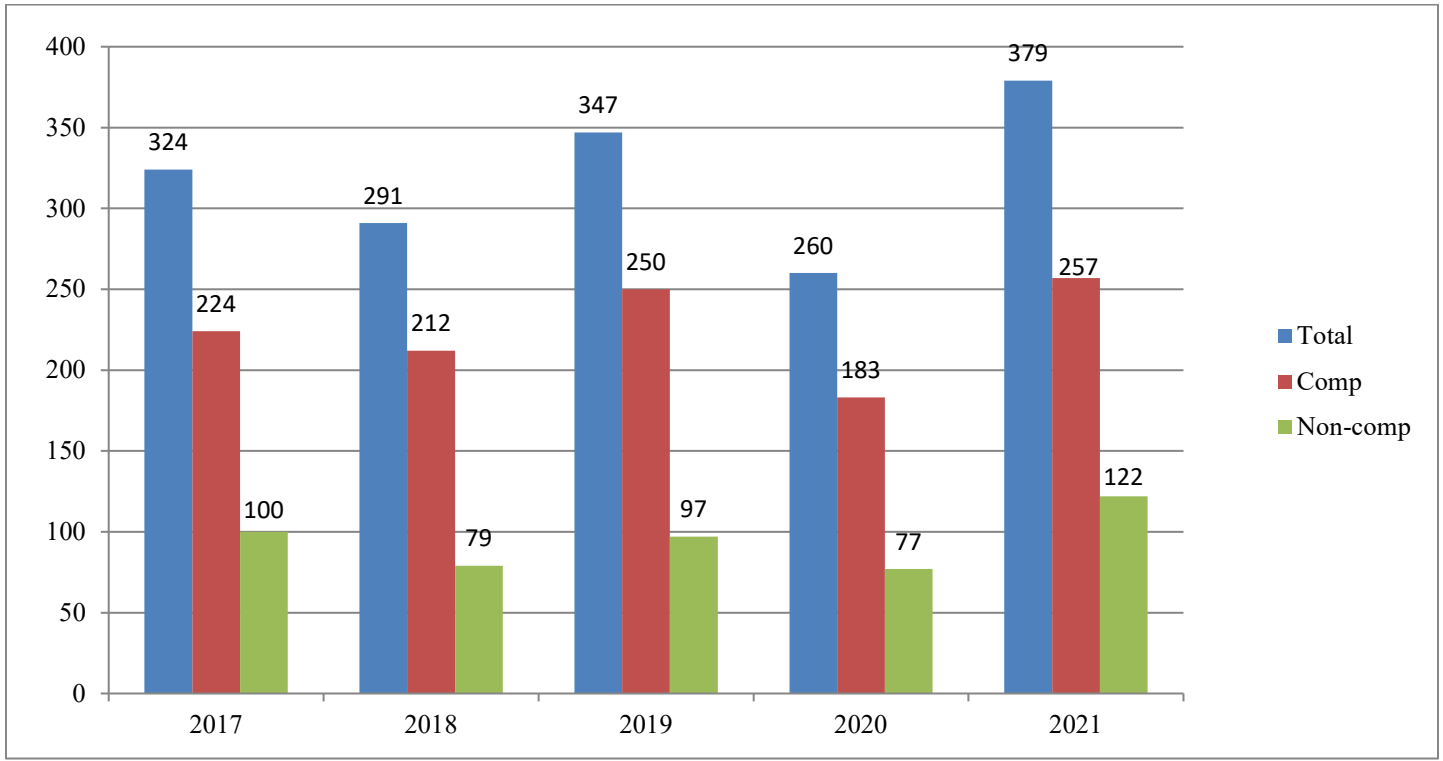
SEPARATIONS BY REASON

(Excluding End of Temporary Appointments)



SEPARATIONS

(Five year history excluding End of Temporary Appointments)



Turnover Data

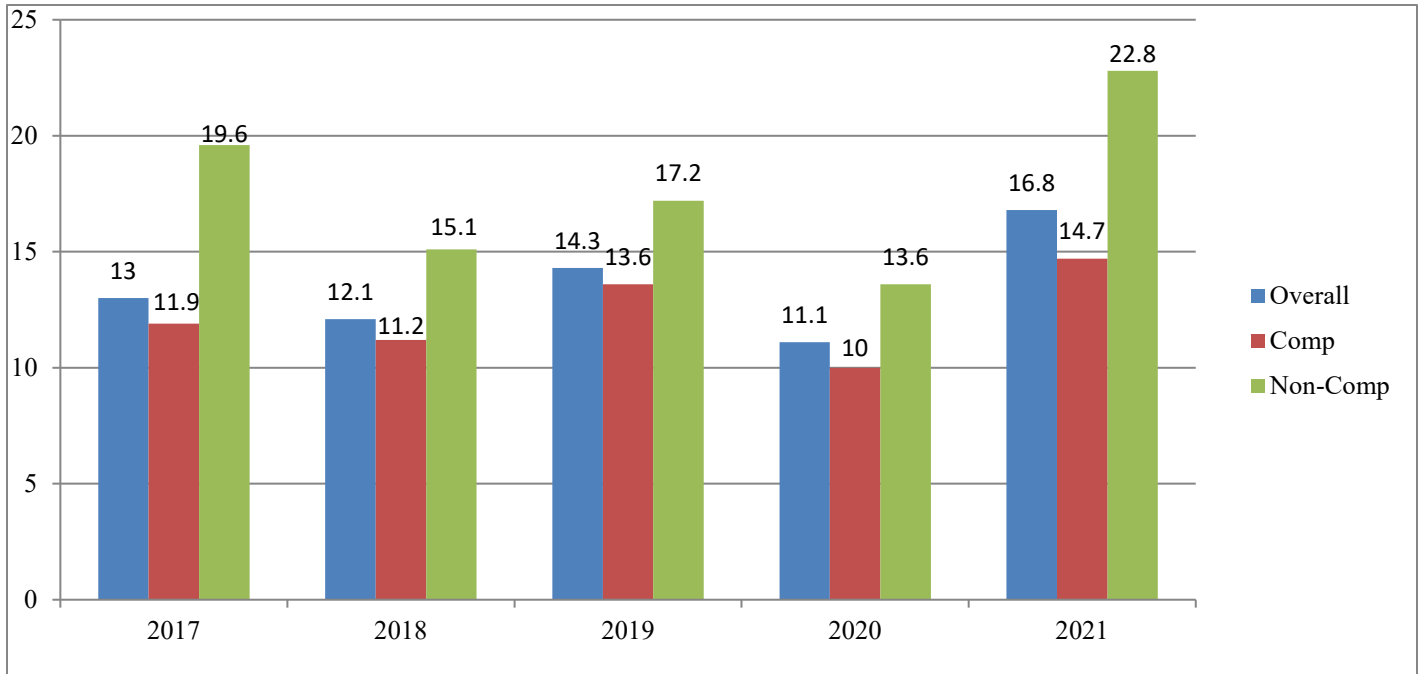
Turnover data based on separations

	Competitive	Non-Competitive	Total
Annual	14.7%	22.8%	16.80%
Monthly Average	1.2%	1.9%	1.4%
Highest Monthly	1.6% (Aug)	3.3% (Jun)	2.0% (Jun)
Lowest Monthly	0.7% (Feb)	0.8% (Apr)	0.8% (Apr)

Turnover – Five Year History

		2017	2018	2019	2020	2021
TOTAL TURNOVER		13%	12.1%	14.3%	11.1%	16.8%
Annual	Competitive	11.9%	11.2%	13.6%	10.0%	14.7%
	Non-Competitive	19.6%	15.1%	17.2%	13.6%	22.8%
Highest Month	Competitive	1.4% (Jan)	1.3% (Mar)	1.8% (Jul)	1.3% (Jul)	1.6% (Aug)
	Non-Competitive	3.0% (Sept)	2.3% (Oct)	2.7% (Apr)	2.0% (Oct)	3.3% (Jun)
Lowest Month	Competitive	0.4% (Oct)	0.5% (Nov)	0.7% (Nov)	0.4% (Apr)	0.7% (Apr)
	Non-Competitive	0.7% (Jul)	0.4% (Dec)	0.5% (Sept)	0.5% (Nov)	0.8% (Apr)

ANNUAL TURNOVER PERCENTAGE



DISTRIBUTION OF CLASSIFIED EMPLOYEES (12/31/2021)

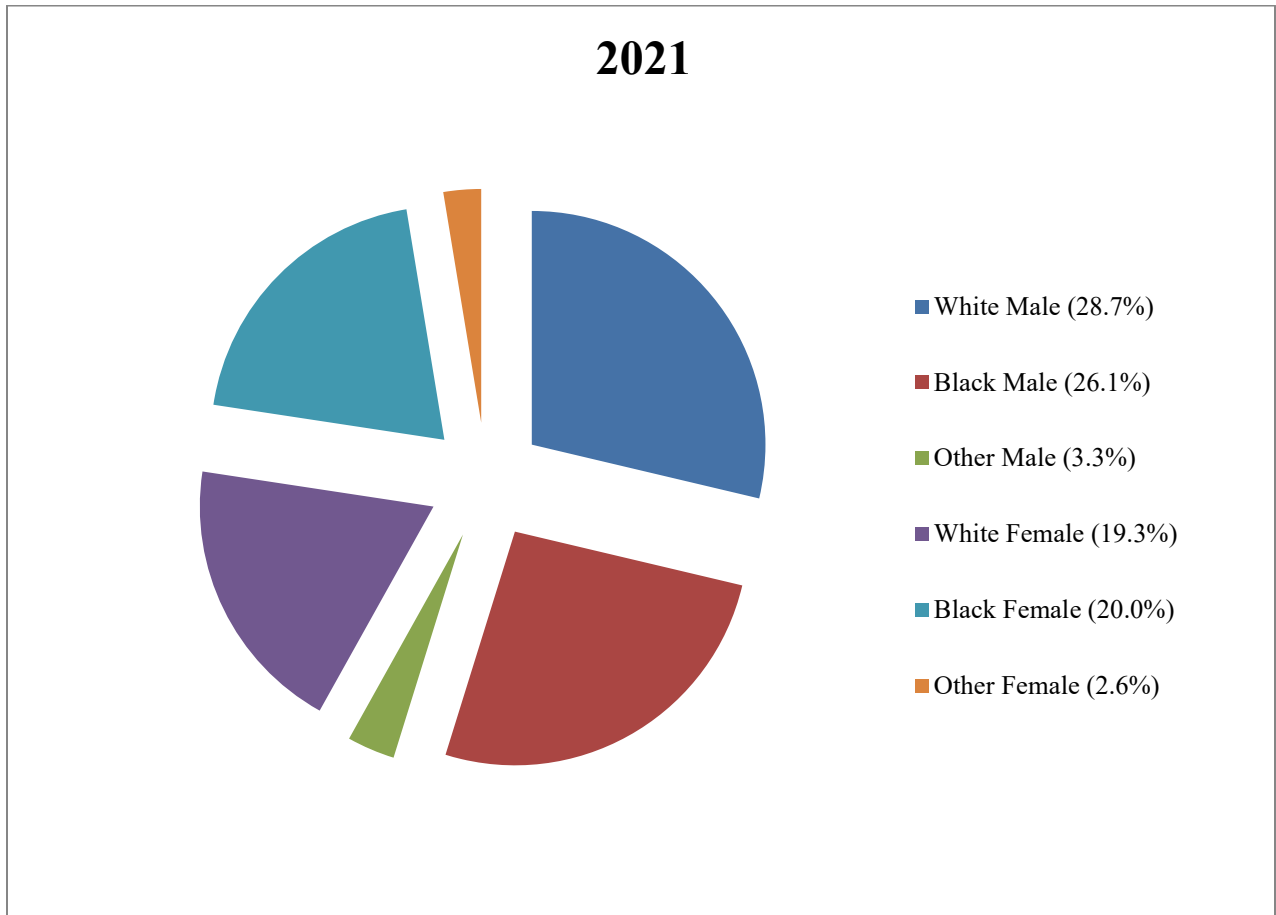
Permanent/ Limited Term	Probationary Original Entrance	Provisional	Transient Not to exceed 6 months
2110	116	1	15



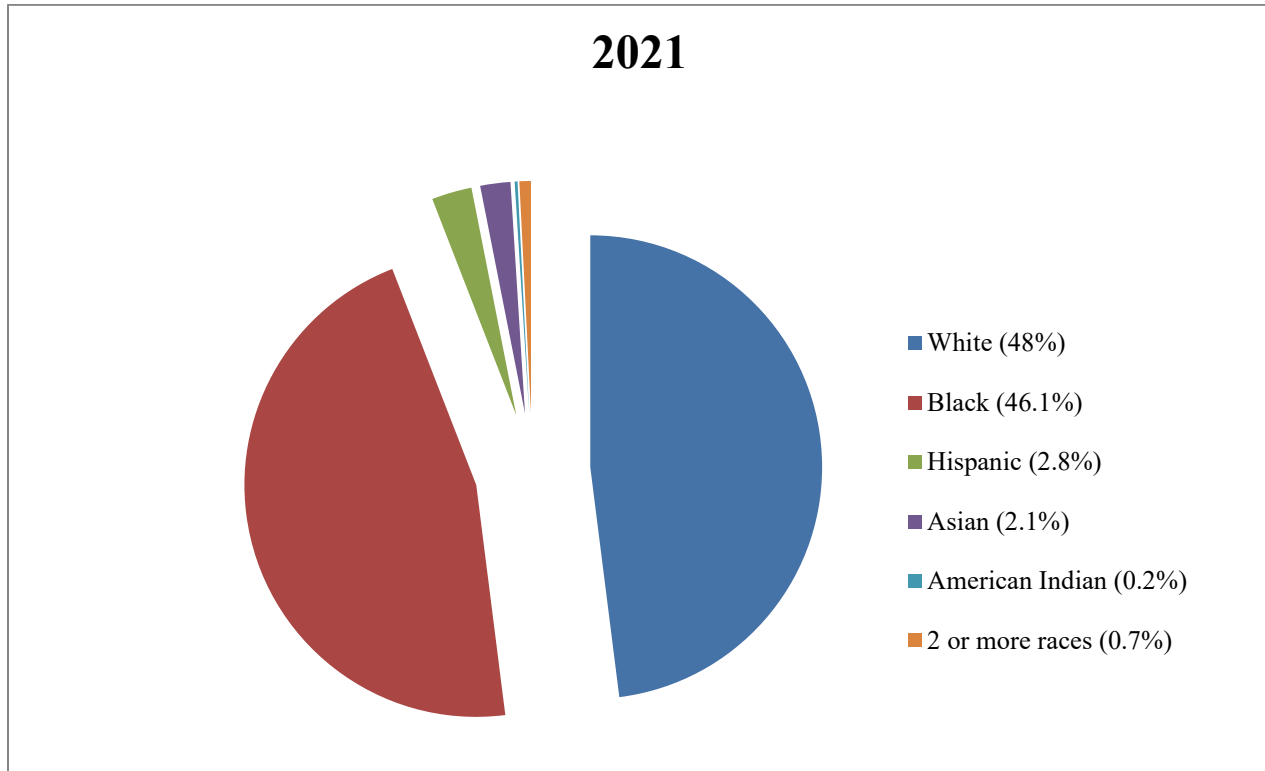
EMPLOYEE DISTRIBUTION (SEX/RACE)

	White Male	Black Male	Other Male	White Female	Black Female	Other Female	Total Male	Total Female
<u>2021</u>								
Total	644	586	74	432	448	58	1304	938
Percentage	28.7%	26.1%	3.3%	19.3%	20.0%	2.6%	58.2%	41.8%
<u>2020</u>								
Total	664	634	76	460	481	54	1374	995
Percentage	28.0%	26.8%	3.2%	19.4%	20.3%	2.3%	58.0%	42.0%
<u>2019</u>								
Total	698	640	68	478	482	54	1406	1014
Percentage	28.8%	26.5%	2.8%	19.8%	19.9%	2.2%	58.1%	41.9%
<u>2018</u>								
Total	710	639	69	496	465	44	1418	1005
Percentage	29.3%	26.4%	2.8%	20.5%	19.2%	1.8%	58.5%	41.5%
<u>2017</u>								
Total	703	638	68	490	465	47	1409	1002
Percentage	29.2%	26.5%	2.8%	20.3%	19.3%	1.9%	58.4%	41.6%

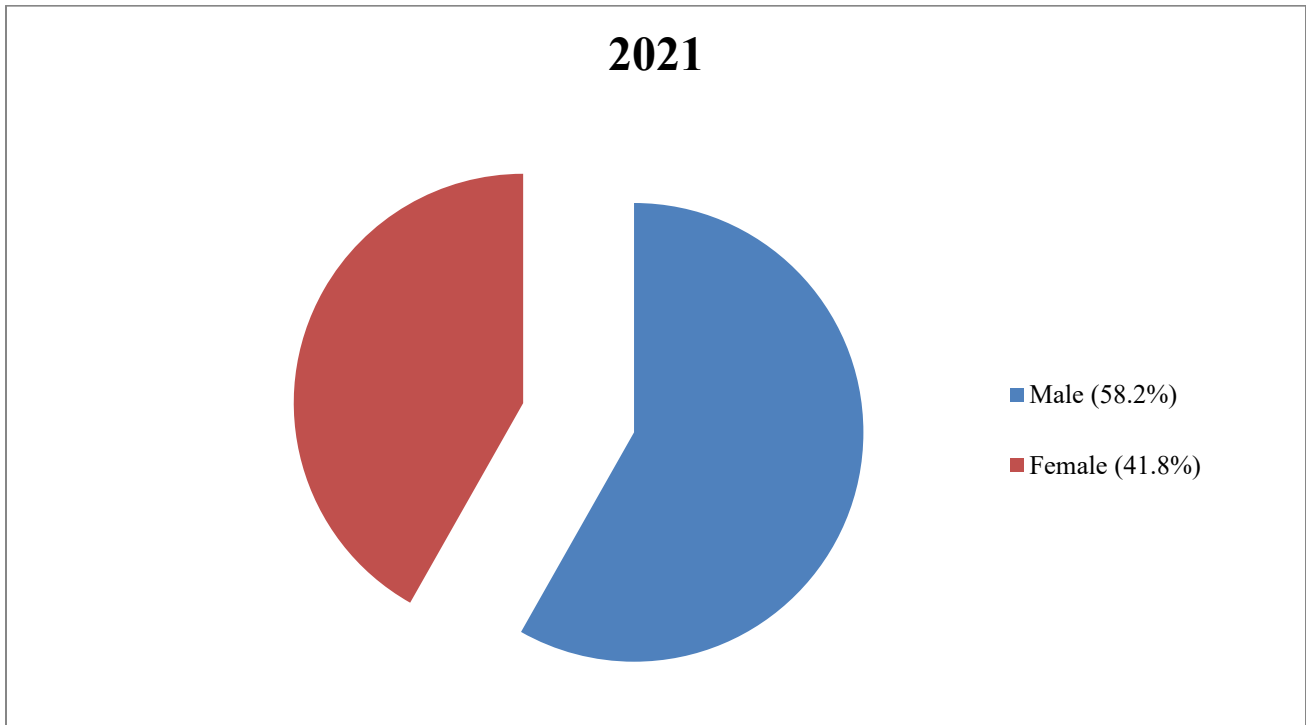
SEX/RACE DISTRIBUTION



RACE DISTRIBUTION



SEX DISTRIBUTION



Leave Data

Military Leave with Pay and Leave without Pay

<u>Leave</u>	<u>2021</u>
Military Leave with Pay	12
Leave without Pay	1204

Military Leave with Pay and Leave without Pay – Five Year History

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Military	15	11	12	13	12
Leave without Pay	1108	927	1175	1101	1204
Total	1123	938	1187	1114	1216

Family Medical Leave Act Data

During the year a total of 135 employees Family Medical Leave usage reports were received by the Personnel Department. A breakdown of the reasons for the requests includes:

<u>Reason</u>	<u>2021</u>
Birth of a Child	60
Care of a Family Member	46
Serious Health Condition	236
Adoption/Foster Care	0
Qualifying Military-related Exigency	0
Care of a Covered Servicemember	0

Other Transaction Data

<u>Other Specific Actions</u>	<u>2021</u>
Suspensions	64
Fines	11
Salary Increases Granted	2297
Salary Increases Denied	87
Demotions	1

Salary Increases - A Five Year History

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total	2152	2422	2312	2401	2297

Disciplinary Actions – A Five Year History

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Suspensions	48	44	72	45	64
Fines	10	6	4	3	11
Salary Increase Denied	86	68	68	61	87
Demotions	4	4	7	5	1

Employees Transferred – A Five Year History

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Transfers	78	67	100	63	60

Classification and Pay

Completed Job Studies:

Automotive Maintenance Superintendent – Fleet Management
Buyer I, Buyer II, Buyer III, and Typist Clerk III – Purchasing
Engineer III, Professional - Water
Engineering Inspector II (5 positions) – Streets
Executive Assistant – Emergency Management
Executive Assistant – Fleet Management
Executive Assistant – Juvenile Services
Executive Assistant - Water
Housing Improvement Counselor III – Community Development
Typist Clerk III - Fire

Withdrawn Job Studies:

Administrative Assistant – Animal Shelter
Engineering Inspector III – Public Works

Pending Job Studies at year's end:

Automotive Line Superintendent – Fleet Management
Clerk III – Water
Payroll Officer; Payroll Officer, Assistant; and Payroll Clerk-
Central Payroll Officer
Sign Designer – Engineering

Changes to Pay Plan:

Class Title amended: Animal Control Officer to Humane Officer,
Animal Control Officer-Chief to Humane Officer-Chief,
Landfill Engineer to Landfill Operations Manager,

Pay Grade assignment revised:

New Classifications created: Assistant Director-Accounting,
Assistant Director-Engineering, Assistant Director-Fleet
Management, Customer Relations Specialist I, Customer
Relations Specialist II, Customer Relations Specialist III,
Customer Relations Coordinator, Customer Relations
Supervisor, Public Works Special Project Coordinator,
Purchasing Coordinator, Utility Services Manager, and Utility
Services Superintendent

Classes Deleted: Accounting Operation Manager (once vacant),
Humane Officer (6615), Utility Billing Clerk I (once vacant),
Utility Billing Collector I (once vacant), Utility Billing Clerk II
(once vacant), Utility Billing Collector II (once vacant), Utility
Billing Clerk III (once vacant), Utility Billing Collector III (once
vacant), Utility Billing Supervisor (once vacant), Utility Billing
Collection Supervisor (once vacant), Utility Billing
Superintendent, Assistant (once vacant), and Utility Billing
Superintendent (once vacant)

Classes assigned to a Market Based Pay Grade: Assistant Director-
Planning, Licensed Practical Nurse, Planner III, and Registered
Nurse

Classes designated with a Special Hiring Rate (newly or at a higher
rate) due to the Affordable Care Act included Account Clerk I;
Amusement Ride Operator; Animal Care Attendant I;
Automotive Mechanic Trainee; Bridge Tender; Ceramics
Pourer; Chemical Control Sprayer I; Chemical Control Sprayer
II; Child Care Worker; Clerk I; Clerk II; Complaints Investigator

I; Cook I; Cook II; Custodial Worker Supervisor; Custodian; Data Entry Operator I; Data Entry Operator II; Dispatcher; Equipment Operator I; Games Official; Groundskeeper; Institutional Housekeeper; Instrumentman-Junior; Juvenile Detention Home Security Guard; Laborer; Laborer, Lead Worker; Laborer, Semi-Skilled; Laborer, Semi-Skilled Lead Worker; Landfill Monitor/Clerk; Library Page; Library Technician; Park Ranger; Receptionist; Recreation Specialist; Recreation Worker; Rodman-Chainman; SCADA System Dispatcher; Security Officer; Shipping & Receiving/Stock Clerk; Sign Technician I; Stenographer Clerk I; Stenographer Clerk II; Student Worker; Trades Helper; Truck Driver I; Typist Clerk I; Typist Clerk II; Utility Billing Clerk I; Utility Billing Collector I; Utility Inventory Clerk I; Utility Inventory Clerk II; Water Purification Operator-Helper; and Water Service Inspector I

Personnel Rules Amendments:

Rule I, Section 13
Rule I, Section 72
Rule II, Section 4.1
Rule II, Section 8
Rule III, Section 2.1
Rule IV, Section 2.1
Rule IV, Section 5.3
Rule IV, Section 5.9
Rule IV, Section 6.1
Rule IV, Section 10
Rule VI, Section 8.1(10)
Rule VII, Section 4.5
Rule VII, Section 5.3
Rule VIII, Section 1
Rule IX, Section 4.6
Rule IX, Section 9.3
Rule IX, Section 11
Rule IX, Section 12
Rule XII, Section 1.3

Rules of Appeal Amendments:

Rule 3
Rule 5
Rule 27

Minimum Qualification Revisions:

3

Special Projects:

Recommended revisions to Section 4.03 of the Jefferson Parish Charter
Class Specification Written/Amended
Participated in Pay Surveys
Updating Class specifications in Neogov with current minimum qualifications

Special Leave Requests:

7

TEST DEVELOPMENT

Tests Constructed and Validated*: Account Clerk III
Accountant I
Accountant I-Central Finance Office
Accountant II-Central Finance Officer
Administrative-Management Specialist III – Community
Development Public Services
Animal Care Attendant Supervisor
Animal Care Specialist
Community Services Counselor
Community Services Supervisor
Computer Systems Specialist
Drainage Pump Station Superintendent II
Emergency Management Coordinator II
Environmental Quality Technician II
Executive Assistant
Facilities Reservation Coordinator
Federal Programs Coordinator, Assistant-Housing
Federal Program Counselor
GIS Operator I
Head Start Teacher/Advisor – Exceptionalities Advisor
Juvenile Detention Officer II
Licensed Practical Nurse
Property Maintenance/Zoning Inspector III
Recreation Administrator
Recreation Zone Manager – Ree Alario Center
Utility Billing Superintendent
**Includes Ratings of Training & Experience (T&Es) and Written Exams.*

Minimum Qualifications Developed/Revised: 92

Special Projects: Creation and implementation of computer-based version of the post-test survey, HR workplace inspections, Test archives & inventory project

Written Tests Administered: 29 tests, 223 administrations

Test Title:	2021		
	No. Passing Applicants	No. Applicants Tested	Pass Rate
Account Clerk III	8	12	67%
Administrative & Executive Assistant	43	57	75%
Clerical Skills I (Clerk I, Receptionist, Shipping & Receiving Stock Clerk, & Utility Inventory Clerk I)	12	13	92%
Clerical/Office Skills Test (Clerk III, Typist Clerk II & III, Secretary, Clerk-Council, HR Specialist)	80	99	81%
Clerical-76 (Utility Billing Clerk/Collector I & II)	13	14	93%
Drainage Pump Station Operator I	19	23	83%
Drainage Pump Station Operator II	4	5	80%
Engineering Inspector I & II	2	3	67%
Field Supervision Foreman (Automotive Line Foreman)	9	9	100%
Field Supervision Foreman + Form Completion (Drng & Road Maint Foreman)	5	5	100%
Field Supervision Foreman + Form Completion, vB (Waterline Maint Foreman)	11	14	79%
Field Supervision Superintendent + Form Completion (Drng, Road, & Parkways Maint Supt)	20	22	91%
Foreman I	6	8	75%
Foreman II	19	19	100%
Juvenile Detention Officer I	2	2	100%
Library Associate	19	20	95%
Maintenance Repairman	4	4	100%
Mechanical/Field Skills Test-40 (Trades Helper)	25	32	78%
Mechanical/Field Skills Test-53 (Sign Technician I)	5	5	100%
Microsoft Word Skills Test (Typist Clerk II & III, Secretary, Clerk-Council, HR Specialist)	55	85	65%
Personnel Technician I	4	6	67%
Princ. of Early Childhood Education (Head Start Teacher & Asst.)	14	16	88%
Pump Equipment Mechanic	10	10	100%
Recreation Center Supervisor, Asst. (Athletics)	18	21	86%
Recreation Center Supervisor, Asst. (Maintenance)	9	14	64%
Sewerage Lift Station Inspector	11	12	92%
Sewerage Treatment Plant Operator	2	3	67%
Water Purification Operator	19	21	90%
Water Service Inspector I	27	40	68%
Summary:	475	594	80%

PERSONNEL BOARD APPEALS

Total appeals unresolved 2019 and carried forward to 2021:	2
<u>Decisions/Dispositions:</u>	
Dismissed for Technical Reasons/Procedural Reasons:	0
Withdrawn/Settled:	0
Decisions in favor of the Appointing Authority:	2
Decisions in favor of the Appellant:	0
Decisions for Modified Action:	0
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Total Decisions/Dispositions:	2
Appealed to the Fifth Circuit	2
Decisions Affirmed by Fifth Circuit:	1
Decisions Reversed by Fifth Circuit:	0
Fifth Circuit Appeals Withdrawn/Dismissed:	0
Pending in Fifth Circuit:	1
Appealed to Louisiana Supreme Court:	1
Pending in Louisiana Supreme Court:	1
Total appeals unresolved from 2019 and carried forward to 2022:	2
Appeals unresolved in 2020 and carried forward to 2021:	9
<u>Decisions/Dispositions:</u>	
Dismissed for Technical Reasons/Procedural Reasons:	1
Withdrawn/Settled:	1
Decisions in favor of the Appointing Authority:	6
Decisions in favor of the Appellant:	0
Decisions for Modified Action:	0
Decisions for Modified Action:	0
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Total Decisions/Dispositions:	8
Appealed to the Fifth Circuit	1
Decisions Affirmed by Fifth Circuit:	0
Decisions Reversed by Fifth Circuit:	0
Fifth Circuit Appeals Withdrawn/Dismissed:	0
Pending in Fifth Circuit:	1
Total appeals unresolved from 2020 and carried forward to 2022:	2
Appeals filed in 2021:	48
<u>Decisions/Dispositions:</u>	
Dismissed for Technical/Procedural Reasons:	3
Withdrawn/Settled:	8
Decisions for Appointing Authority:	2
Decisions for Appellant:	0
Decisions for Modified Action:	0
<hr/>	
Total Decisions/Dispositions:	14
Appealed to Fifth Circuit	2
Decisions Affirmed by Fifth Circuit:	0
Decisions Reversed by Fifth Circuit:	0
Decisions Remanded by Fifth Circuit:	1
Fifth Circuit Appeals Withdrawn/Dismissed:	0
Pending in Fifth Circuit:	1
Appeals unresolved from 2021 and carried forward to 2022:	36

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
MAY 17, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF APRIL 20, 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, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7;
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, hearing continued to September 7;
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, scheduled for hearing before Fifth Circuit Court on September 7;
8. 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, order issued on April 5;
9. Docket No. 2022-001, Alfred J. Maggio vs. Department of Public Works-Traffic Engineering, scheduled for hearing on March 29, hearing continued to April 26, order issued on May 10;

10. Docket No. 2022-002, Timothy Gautreau Jr. vs. Department of Emergency Management, scheduled for hearing on April 13, hearing continued to April 21, appeal withdrawn by appellant on April 12;
11. Docket No. 2022-003, Marion Denise Voisin vs. Department of Public Works-Water, scheduled for hearing on June 7;
12. Docket No. 2022-004, Cassandra McCoy Swims vs. Department of Public Works-Water, scheduled for hearing on June 7.

APPEALS RECEIVED SUBSEQUENT TO APRIL 20, 2022:

1. Docket No. 2022-005, Brandon Calmette vs. Department of Public Works-Streets, permanent employee, suspended.

May 9, 2022

OFFICIAL NOTICE

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

TUESDAY, MAY 17, 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:

- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- 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(f) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- Amend the Pay Plan for the Classified Service to revise the class title and pay grade for the class of Property Maintenance/Zoning Enforcement Manager; and,
- Request to cancel lists in accordance with Personnel Rule VI, Section 6.4.

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 and La. R.S. 42:17 (10) to discuss confidential details of the pending audit by the Office of the Inspector General. 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.