

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, November 18, 2021 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 considered oral arguments in Donya Decou-Snowton, Docket No. 2020-326.

Under Public Comment Period:

- A. (None)

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3;
- B. Approved a proposal as amended to amend the Personnel Rules of the Classified Service to revise Rule VIII, Section 1.3;
- C. Deferred a proposal to amend the Personnel Rules of the Classified Service to revise Rule IX, Section 4.5 and 4.6;
- D. Deferred a proposal to amend the Personnel Rules of the Classified Service to revise Rule IX, Section 2.3, Section 3.2, and Section 18.3(G);
- E. Approved a request to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- F. Approved a proposal to amend proposed revisions to Section 4.03 of the Jefferson Parish Charter for submission to the Charter Review Committee;
- G. Approved a proposal to amend the Pay Plan of the Classified Service to create the classification Assistant Director-Fleet Management in the Department of Fleet Management;
- H. Deferred a proposal to amend the Pay Plan of the Classified Service to create new classifications and eliminate existing classifications in the Department of Water; and,
- I. Deferred a proposal to amend the Rules of Appeal to revise Rule 19.

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 October 11, 2021.

Under Old Business:

- A. The Board approved the monthly report of September 2021.

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 approved the monthly report for October 2021.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, December 16, 2021, 2:00 p.m. and Tuesday, January 18, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Motion was passed to take this item out of order. Item was discussed prior to Item C under Proposals for Board Consideration. Presented the complete findings of the feasibility study of increasing the minimum wage to \$15.01 for the Classified Service of Jefferson Parish in accordance with Council Resolution 138268.
 - 2. Presented Board meeting calendar for 2022.

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

December 1, 2021

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

Personnel Board Meeting
November 18, 2021

MEMORANDUM

Proposals for Board Consideration
Item A.

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE
DATE: NOVEMBER 17, 2021
CC: CORRESPONDENCE FILE

The recommended changes are to no longer require subject-to-call employees to be evaluated during evaluation periods they were not scheduled to work. The Personnel Department recommends approval of the provided Personnel Rules amendments.

RULE XII. PERFORMANCE EVALUATIONS

Section 1. ADMINISTRATION

- 1.3 Each employee serving in a permanent status civil service appointment shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility. This shall be the employee's Annual Performance Evaluation. An employee evaluated as Below Expectations shall not be eligible for the annual pay increase. An employee evaluated as Needs Improvement shall not be eligible for a pay raise until and unless a reevaluation of Meets Expectations or higher is made. Upon a reevaluation of Meets Expectations or higher, an Appointing Authority shall grant an increase to the employee in the amount of two (2) percent as provided under Rule IV, Section 2.1. The overall evaluation (Below Expectations, Needs Improvement, Meets Expectations, Exceeds Expectations, or Substantially Exceeds Expectations) shall be indicated on the pay raise form.

An employee who has been absent from work on any type of leave of absence, paid or unpaid, or Absence Without Leave for the equivalent of one hundred thirty (130) or more working days shall not be evaluated due to insufficient opportunity for observation and shall not be entitled to an Annual Pay Increase for the year. ~~however,~~ A subject-to-call employee who has not been scheduled to work during the evaluation period shall not be evaluated due to insufficient opportunity for observation and shall not be entitled to an Annual Pay Increase for the year. ~~An~~ Appointing Authority may grant an alternative discretionary pay increase under Rule IV, 2.3, subject to applicable provisions governing such increases pursuant to an established department-wide policy, or Parish-wide policy established by the Parish President.

MEMORANDUM

Proposals for Board Consideration
Item B.

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE
DATE: NOVEMBER 17, 2021
CC: CORRESPONDENCE FILE

The recommended changes are to allow more discretion by the Personnel Director to approve working test extensions under limited circumstances. The Personnel Department recommends approval of the provided Personnel Rules amendments.

RULE VIII. WORKING TESTS

Section 1. EMPLOYEES TO SERVE WORKING TEST

- 1.3 Extension of Time: Not later than ten (10) work days prior to the expiration of a working test period, an appointing authority may request the Director to extend the duration of the test; provided that at the time of the announcement the employee was notified that an extension might be required. The Director may approve a request for extension received less than ten (10) work days prior to the expiration of a working test period in the event of a Declared Emergency or Non-Declared Emergency during the period in which the request must be received or in the case of an incident(s) occurring within the last two (2) weeks of the initial working test period. Such requests must be received prior to the date which the employee gains permanent status.

The appointing authority shall submit the request in writing and, at the time of submission, send a copy to the employee. No extension shall be allowed which would cause the test period to be longer than one (1) year.

- 1.4 Failure by the appointing authority to give the ten (10) working days² notice to the Director and a copy thereof to the employee shall have the same force and effect as a satisfactory report unless an extension is approved by the Director as outlined above in Section 1.3.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD **Proposals for Board Consideration
Item E (1).**
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: NOVEMBER 9, 2021
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

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

Employee	Appointed to:	Appointment Expires:
Anica Matthews	Typist Clerk III	12/03/2021
Shantrell Berniard	Federal Program Coordinator	12/08/2021
Denise Williams	Clerk I	12/14/2021
Dannielle Small	Community Services Program Coordinator	01/06/2022
Dario Gomez	Community Services Program Coordinator	01/06/2022
Karina Mateo	Community Services Program Coordinator	01/06/2022
Guadalupe Scherer	Community Services Program Coordinator	01/17/2022
Barbara Ray	Community Services Program Coordinator	01/31/2022

Matthews, Berniard, and Williams are permanent employees who have been appointed to transient positions to assist with the Emergency Rental Assistance Program. Small, Gomez, Mateo, Scherer, and Ray are temporary transients designated to the Emergency Rental Assistance Program. The Personnel Department recommends a six month extension in accordance with Rule VII, Section 5.3. If an additional extension is necessary for Matthews, Berniard, and Williams, the Board can revisit at the May or June Board Meeting.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD **Proposals for Board Consideration
Item E (2).**
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: NOVEMBER 3, 2021
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:
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	12/20/2021
Sharon McDowell	Typist Clerk III - PC 6567-001	12/20/2021
Frederick Carreras	Alario Center Operations Manager - PC 61078-001	12/20/2021
Ryan Favret	Recreation Special Program Supervisor - PC 3498-001	12/20/2021
Thomas Perlic	Recreation Special Program Supervisor - PC 7360-001	12/20/2021
Deirdre Cummings	Executive Assistant - PC 61077-001	12/20/2021
John Nunez	Foreman II - PC 3325-001	12/20/2021
Kyle Manning	Groundskeeper - PC 3424-001	1/5/2022
Brett Livaudais	Recreation Center Supervisor, Assistant - PC 3367-001	12/20/2021
Michael Griffin	Groundskeeper - PC 3388-001	1/8/2022
Peter Dale	Security Officer - PC 61080-001	12/20/2021

The employees are permanent employees who have been appointed to transient positions due to Covid related budget constraints at the Alario Center and Lasalle Park. 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 May or June Board Meeting.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD **Proposals for Board Consideration
Item E (3).**

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS

DATE: NOVEMBER 10, 2021

CC: EMPLOYEE'S FILE – SHANE WELCH; CORRESPONDENCE FILE

Mitchell Theriot, Director, Department of Drainage is requesting that the transient appointment of Shane Welch be extended for an additional six months. Shane Welch was hired to a transient College Intern (Technical Engineering) position on July 3, 2021. The appointment will expire on January 3, 2022. If approved, the extension will expire on July 3, 2022.

MEMORANDUM

**Proposals for Board Consideration
Item E (4).**

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: NOVEMBER 3, 2021
CC: EMPLOYEE'S FILE – TERENCE GAINES; CORRESPONDENCE FILE

Jeb Tate, Director, Department of Electronic Information Systems is requesting that the transient appointment of Terence Gaines be extended for an additional six months. Terence Gaines was hired to a transient College Intern (Technical Non-Engineering) position on July 3, 2021. The appointment will expire on January 3, 2022. If approved, the extension will expire on July 3, 2022.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD **Proposals for Board Consideration
Item E (5).**

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS

DATE: NOVEMBER 3, 2021

CC: EMPLOYEE'S FILE – JARED ARNOLD; CORRESPONDENCE FILE

Angela Desoto, Director, Department of Engineering is requesting that the transient appointment of Jared Arnold be extended for an additional six months. Jared Arnold was hired to a transient College Intern (Technical Engineering) position on June 26, 2021. The appointment will expire on December 26, 2021. If approved, the extension will expire on June 26, 2022.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD **Proposals for Board Consideration
Item E (6).**

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS

DATE: NOVEMBER 3, 2021

CC: EMPLOYEE'S FILE – DWIGHT RIXNER; CORRESPONDENCE FILE

Sharon Wegner, Director, Department of Workforce Connection is requesting that the transient appointment of Dwight Rixner be extended for an additional six months. Dwight Rixner was hired to a transient Groundskeeper position on July 17, 2021. The appointment will expire on January 17, 2022. If approved, the extension will expire on July 17, 2022.

JEFFERSON PARISH PERSONNEL**Recommended Charter Changes from the Personnel Department and Personnel Board****Section 4.03 - Personnel Administration**

- (A) It shall be the policy of the parish to employ those persons best qualified to perform the functions of the parish and to foster effective career service in parish employment. All appointments and promotions in the service of the parish and of each of its departments, offices, agencies, and special districts shall be made on the basis of merit and fitness, which shall be determined, insofar as practicable, by competitive test except that the following shall not be subject to the provisions of Section 4.03, **or any rules adopted pursuant thereto** regarding appointment, promotion, **discipline** and dismissal:
- (1) The Parish President.
 - (2) The directors of departments and heads of principal offices **appointed by the Parish President or the Parish Council. provided that the The** procedures prescribed in Section 4.03 E(2) shall apply to the appointment of the Personnel Director.
 - (3) The Parish Clerk.
 - (4) Members of boards and other unpaid bodies who are not parish employees.
 - (5) Organizations and their employees and other persons who are engaged by the parish on a contractual basis.
 - (6) The Parish Attorney and **his** legal assistants **to the Parish Attorney.**
 - (7) The Inspector General and **his** assistants **to the Inspector General.**
 - (8) **Employees hired to work directly in the office of the Parish President or a Parish Council member.**
- (B) (1) The appointment, **promotion, discipline,** and dismissal of employees in the service of the elected officials subject to this Charter shall be made by the elected officials rather than the Parish President, but, nevertheless, shall be subject to the provisions of this Section 4.03.
- (2) The appointment, promotion, **discipline,** and dismissal of employees in the service of the Inspector General shall be made by the Inspector General rather than the Parish President, but, nevertheless, shall be subject to the provisions of this Section 4.03.
- (C) There shall be a personnel department consisting of a Personnel Director, who shall be the executive head of the department, and a Personnel Board, which shall be policy making and quasi-judicial in nature.
- (1) The Personnel Director shall be appointed, **disciplined, or dismissed** by the Personnel Board. The Personnel Director shall be qualified by special training and experience in public personnel administration and shall be responsible to the Board for the administration of the personnel system for the parish, including all parish departments, offices, agencies, and special districts in accordance with personnel rules adopted pursuant to this section.
 - (2) The Personnel Board shall be appointed by the Parish President as provided below and shall consist of three electors of Jefferson Parish, who hold no other public office or position in the parish and are known to be in sympathy with merit principles of public personnel administration. The first members shall be appointed for terms of two, four, and six years, respectively. Thereafter the appointments shall be for six-year terms. One member shall be appointed by the President with the approval of the Council. One member shall be appointed by the President from a list of three persons submitted by the President of Tulane University. One member shall be appointed by the President from a list of three persons submitted by the President of Loyola University of the South. The presidents shall make such nominations within 30 days after any vacancy occurs, and appointments shall be made by the Parish President within 30 days after nominations have been submitted. Should the President fail to appoint within 30 days, the first named nominee shall automatically become a member of the Board. Whenever the term of a Board member expires or there is a vacancy in an unexpired term, the Parish President shall make an appointment in the same manner as the original appointment was made. A member of the Board may be removed for cause after notice by the President and public hearing by the

Council. Members of the Board may be paid a per diem allowance and may be reimbursed for necessary expenses incurred in official duties as may be determined and approved by the Council.

- (D) The duties of the Personnel Director shall include but shall not be restricted to the following:
- (1) To develop and, upon adoption, to administer a position classification plan which shall provide for the classification of all positions on the basis of the duties and responsibilities of each position. The classification plan shall be submitted to the Personnel Board, and it shall become effective upon approval by the Personnel Board after public hearing.
 - (2) To develop and, upon adoption, to administer a **salary pay** plan for all positions in the parish **classified** service. Such **salary pay** plan shall be submitted to the Personnel Board, which, after public hearing, shall submit it, together with such amendments as it deems necessary, to the Council through the Parish President. The plan shall become effective upon approval by the Council.
 - (3) To prepare personnel rules to carry out the provisions of this section. These rules shall be submitted to the Personnel Board which, after public hearing, shall make such amendments as it deems necessary and shall submit the proposed rules to the Council through the Parish President. These rules shall become effective upon approval by the Council. Such rules shall apply to all parish departments, offices, agencies, and special districts and shall provide for:
 - (a) Policies and procedures for the administration of the classification plan.
 - (b) Policies and procedures for the administration of the **salary pay** plan.
 - (c) Policies and methods for holding competitive tests to determine the merit and fitness of candidates for original appointment and promotion.
 - (d) The establishment and maintenance of lists of persons eligible for appointment by reason of successful participation in competitive tests and procedures for the certification of persons from the eligible lists for filling vacancies.
 - (e) The procedure for lay-off, suspension, demotion, and dismissal of employees, which shall provide for public hearings before the Personnel Board in cases of demotion or dismissal of permanent employees.
 - (f) Hours of work, attendance regulations, and sick and vacation leave.
 - (g) Prohibition against political activity of **classified** employees and assessment for political purposes.
 - (h) A retirement system for parish employees which shall take into account any existing system or systems.
 - (i) Other policies, practices, and procedures necessary to the administration of the parish personnel system.
- (E) The Personnel Board shall review the classification plan, the pay plan, and the rules as provided in Section 4.03D and in addition thereto shall:
- (1) Hold hearings on dismissals, demotions, and other disciplinary matters **of classified personnel** as may be provided in the rules. The decisions of the Personnel Board in these matters shall be final.
 - (2) Examine candidates and select a qualified person for the position of Personnel Director whenever there is a vacancy in the position.
 - (3) Make any investigation it deems desirable concerning personnel management in the parish service and report its findings to the Council through the Parish President.
 - (4) Perform such other policy making or quasi-judicial duties as may be required under the rules developed pursuant to this section.
- (F) ~~Any person holding a full-time position subject to this section when this Charter takes effect, who served in that position at the time the Charter was adopted by the electors of the parish, and at least one year prior thereto, shall continue in his position without competitive test but shall be subject in all other respects to this section.~~

MEMORANDUM

**Proposals for Board Consideration
Item G.**

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION AND PAY DIVISION
SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ADD THE CLASS OF ASSISTANT DIRECTOR-FLEET MANAGEMENT (2345)
DATE: 11/09/2021
CC: CORRESPONDENCE FILE

Mr. Bruce Vosbein requested a position allocation study. Mr. Vosbein is an Automotive Maintenance Superintendent in the Department of Fleet Management. He completed a Comprehensive Position Questionnaire (CPQ) for the work he is required to perform in his position, which was reviewed by the Personnel Department. A job study meeting was also conducted where he provided additional information regarding his duties and responsibilities.

Based on the review of the existing job description, the submitted CPQ, a comparison to the work performed by other positions, and an evaluation conducted in the Archer Evaluation System, the Department of Personnel has determined that Mr. Vosbein is incorrectly classified as an Automotive Maintenance Superintendent. However, the current Pay Plan does not have a class title that is appropriate for the work being performed by Mr. Vosbein. We are recommending a new class title of Assistant Director-Fleet Management be created for the responsibilities required of Mr. Vosbein's position.

The Archer evaluation for the class of Assistant Director-Fleet Management put the overall point total at 765, with a responsibility valuation of 1.24998. This makes the recommended pay grade for the new class of Assistant Director-Fleet Management a pay grade 30. Hours of work will be 40 hours per week, and will be Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Assistant Director-Fleet Management has been prepared and is included with this report.

The recommendation to be placed in the pay plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk	FLSA Status
			Normal Min. Rate	Max. Rate		
2345	Assistant Director-Fleet Management	30	51240	79491	40	E

We are recommending the following minimum qualification requirements (MQRs):

Assistant Director-Fleet Management

Current employment and permanent civil service status with Jefferson Parish and at least five (5) years of experience working in the Department of Fleet Management at or above the level of Automotive Line Superintendent.

The Personnel Department recommends approval of the addition of the class of Assistant Director-Fleet Management (2345) by the Personnel Board.