

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, October 24, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistant Ted Nass. Mr. Rufus Harris, Board Chair, was not attendance. He listened in by phone during the meeting. However, he did not vote on items for Board consideration.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment as amended to the Pay Plan for the Classified Service to revise numerous class titles;
- B. Approved an amendment to the Personnel Rules of the Classified Service to revise Rule IV, Section 1.2;
- C. Approved a request to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes of Engineer I, Professional; Engineer II, Professional; Engineer III, Professional; Engineer IV, Professional; and Engineer-in-Training;
- D. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- E. Approved a request to extend a Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

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

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of September 14, 2023.

Under Old Business:

- A. The Board approved the Monthly Report for August 2023.

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) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:

Personnel Board Meeting
October 24, 2023

1. Approved the monthly report for September 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 1. Unanimously approved meeting dates of Tuesday, November 14, 2023, 2:00 p.m., and Tuesday, December 19, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 1. None.
- F. Under Director's Report, the Director:
 1. Provided the Board with information on the Updated Job Description Project.

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

November 6, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

/s/ Daniel Martiny

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, OCTOBER 24, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to revise numerous class titles;
 - B. Amend the Personnel Rules of the Classified Service to revise Rule IV, Section 1.2;
 - C. Assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes of Engineer I, Professional; Engineer II, Professional; Engineer III, Professional; Engineer IV, Professional; and Engineer-in-Training;
 - D. Grant a Salary increase in accordance with Personnel Rule IV, Section 2.3(a); and,
 - E. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of September 14, 2023.
- VI. Old Business:
 - A. Approval of the Monthly Report for August 2023.
- VII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, November 14, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, December 19, 2023, 2:00 p.m. (tentative);
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Updated Job Description Project
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL

SUBJECT: RECOMMENDATION TO CHANGE THE CLASS TITLES IN THE PAY PLAN FOR THE CLASSIFIED SERVICE AND TO REMOVE SELECT CLASS TITLES

DATE: OCTOBER 16, 2023

CC: CORRESPONDENCE FILE

Personnel Staff has reviewed all class titles in the Pay Plan for the Classified Service and determined that it is appropriate to update some class titles to more contemporary names. Suzette Jung, Personnel Technician III, prepared the initial draft of suggested revisions. Suggested revisions were reviewed by Personnel Technician III Ashley Jambon, Personnel Technician III Annie Vaughn, Personnel Technician III Glennie Guidry, Personnel Technician II Halie Ducote, and Assistant Director-Personnel Lauren Call. A final list was presented to Personnel Director John Dumas for his review. Mr. Dumas sent the recommended revisions to all Appointing Authority for review and allowed the Appointing Authorities to make additional requests. The recommended title changes are inclusive of the responses received from Appointing Authorities that responded.

The Personnel Department staff believes these class title changes will not only modernize and make our class titles more inclusive, but will assist in recruitment by better reflecting the duties of the classes. It is further recommended that select class titles be eliminated and the class series of Typist Clerk and Data Entry Operator be consolidated into one series. The recommended changes will only change the employees' class title. Pay grade assignments and salary ranges are not being changed. Accordingly, at this time we are requesting the following:

Current Class Titles:

Class Code	Class Title
2342	Automotive Line Foreman
3005	Ceramics Pourer
1008	Clerk I
1009	Clerk II
1010	Clerk III
1271	Data Entry Operator I
1272	Data Entry Operator II
1273	Data Entry Operator III
2638	Drainage Maintenance Foreman
2211	Foreman I
2212	Foreman II
1071	Housing Counselor I
1072	Housing Counselor II
1073	Housing Counselor III
5161	Housing Improvement Counselor I
5162	Housing Improvement Counselor II
5163	Housing Improvement Counselor III
5001	ID/Security System Coordinator
2044	Institutional Housekeeper
2469	Instrument Maintenance Technician
4005	Instrumentman-Junior
4009	Instrumentman-Party Chief
4006	Instrumentman-Senior

3105 Library Page
 2260 Maintenance Repairman
 1401 Personnel Technician I
 1402 Personnel Technician II
 1403 Personnel Technician III
 2411 Road Maintenance Foreman
 4003 Rodman-Chainman
 2670 Sewerage Maintenance Foreman
 2671 Sewerage Maintenance Foreman
 2480 Sign & Marking Foreman
 2450 Telemetry Technician I
 2451 Telemetry Technician II
 2452 Telemetry Technician III
 2220 Tire Shop Foreman
 1446 Training Specialist III
 1101 Typist Clerk I
 1102 Typist Clerk II
 1103 Typist Clerk III
 2731 Waterline Maintenance Foreman
 2734 Waterline Maintenance Foreman

Recommended Changes to Class Titles:

Class Code	Class Title
2342	Automotive Line Supervisor
3005	Ceramics Assistant
2638	Drainage Maintenance Supervisor
2211	Field Supervisor I
2212	Field Supervisor II
5161	Housing Improvement Coordinator I
5162	Housing Improvement Coordinator II
5163	Housing Improvement Coordinator III
1071	Housing Program Coordinator I
1072	Housing Program Coordinator II
1073	Housing Program Coordinator III
2044	Juvenile Detention Housekeeper
2469	Lab Instrumentation Technician
4003	Land Survey Assistant
4009	Land Survey Party Chief
4005	Land Survey Technician I
4006	Land Survey Technician II
3105	Library Assistant
2260	Maintenance Technician
1008	Office Assistant I
1009	Office Assistant II
1010	Office Assistant III
1102	Office Support Specialist II
1103	Office Support Specialist III
1401	Personnel Analyst I
1402	Personnel Analyst II
1403	Personnel Analyst III
5001	Physical Security Specialist
2411	Road Maintenance Supervisor
2450	SCADA System Technician I
2451	SCADA System Technician II
2452	SCADA System Technician III

2670 Sewerage Maintenance Supervisor
 2671 Sewerage Maintenance Supervisor
 2480 Sign & Marking Coordinator
 2220 Tire Shop Supervisor
 1446 Training Administrator
 2731 Waterline Maintenance Supervisor
 2734 Waterline Maintenance Supervisor

Classes to be Removed:

Class Code	Class Title
1271	Data Entry Operator I
1272	Data Entry Operator II
1273	Data Entry Operator III
1101	Typist Clerk I

Upon approval by the Personnel Board and the Parish Council, all employees in the class of Data Entry Operator II and Data Entry Operator III will be reclassified to the Office Support Specialist II and Office Support Specialist III respectively. Permanent civil service employees will retain their permanent status. Probationary civil service employees will be credited with any probationary period service in the Data Entry Operator II or III class. There are currently three (3) employees in the class of Data Entry Operator III and one (1) in the class of Data Entry Operator II with one (1) vacancy in the class of Data Entry Operator II.

The Personnel Department recommends approval of the proposed class title changes, elimination of select class titles, and consolidation of class titles by the Personnel Board.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO AMEND RULE IV, SECTION 1.2 OF THE PERSONNEL RULES FOR THE CLASSIFIED SERVICE
DATE: OCTOBER 13, 2023
CC: CORRESPONDENCE FILE

At the September 27, 2023 Parish Council Meeting, the Council passed Resolution 142900 “directing the Administration to take the necessary steps to include employees with annual eligibility dates from July 16, 2023 through December 16, 2023 to receive any annual increase for which they would have been eligible, but for the cost of living adjustment passed under Resolution No. 142283. This shall be prescribed notwithstanding Personnel Rule IV Section 1.2 (upon concurrence by the Personnel Board) and Executive Pay Plan Rule 18.1.”

A revision to Personnel Rule IV, Section 1.2 is being proposed to allow for employees with eligibility dates 7/16 through 12/16 to receive annual increase they would have been eligible for, but for the Cost-of-Living Adjustments (COLA). Employees with eligibility dates 1/1 through 7/1 received their annual increases then received the COLA regardless of maximum pay for their respective pay grade assignments. If any employee with an eligibility from 7/16 through 12/16 was put at their maximum pay rate by the COLA, then they became ineligible for their annual increase. This created unequal treatment between employees based on eligibility date.

The Personnel Department recommends approval of the provided rule revisions.

**RULE IV
PAY PLAN**

Section 1. APPLICABILITY

- 1.2 The pay of all positions in the classified service shall be determined in accordance with the Pay Plan in effect and in accordance with these rules, regardless of any provisions or appropriations for any different salary rate or mode of payment for any position. No person employed in a classified position shall be paid at less than the minimum rate nor more than the normal maximum rate provided for his class of positions, except as specifically permitted elsewhere in this Rule, or as specifically provided in the Pay Plan.
- (a) For the year 2023, employees with eligibility dates between and including July 16 through December 16 are exempt from the above limitation of being paid more than the normal maximum rate provided for his class of positions; and, for the employees with eligibility dates between and including the dates referenced herein, employees are eligible to receive any annual increase for which they would have been eligible, but for the cost of living adjustment authorized by Resolution No. 142283, adopted on July 12, 2023.
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MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

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

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO CHANGE THE MARKET BASED PAY GRADE ASSIGNED TO THE CLASSES OF ENGINEER-IN-TRAINING, ENGINEER I, PROFESSIONAL, ENGINEER II, PROFESSIONAL, ENGINEER III, PROFESSIONAL, AND ENGINEER IV, PROFESSIONAL

DATE: 10/12/2023

CC: CORRESPONDENCE FILE

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

Director of Engineering, Angela DeSoto, requested the reevaluation of pay grade assignments for the classes of Engineer-in-Training and the Professional Engineer Series due to issues in recruiting a sufficient number of qualified candidates. Public Works Director, Mark Drewes, is in favor of the review. There are multiple positions that have been open for an extended period of time. Based on vacancies, recruitment efforts, inability to attract or to fill vacancies with qualified personnel and labor market pay data, the Personnel Department recommends the placement of Engineer-in-Training and the Professional Engineer Series be assigned to a Market Based Pay Grade. There are currently two (2) vacancies in the class of Engineer-in-Training, three (3) vacancies in the class of Engineer I, Professional, one (1) vacancy in the class of Engineer II, Professional, two (2) vacancies in the class of Engineer III, Professional, and zero (0) vacancies in the class of Engineer IV, Professional. Engineer IV, Professional is being included to maintain internal equity in the series. Below is breakdown of the vacancies by class:

Class Title	Vacancies	Open for application since	Number of active candidates
Engineer-in-Training	2	05/20/2022	1
Engineer I, Professional	3	09/23/2022	0
Engineer II, Professional	1	06/16/2023	0
Engineer III, Professional	2	06/16/2023	1
Engineer IV, Professional	0	N/A	0

The difficulty in recruiting for these classes has been attributed to the inadequate starting rate. Ms. Desoto expressed her concerns about the immediate need to fill the vacancies and that qualified candidates would not apply due to the low salary. Jefferson Parish is competing with other public sector agencies, especially the City of New Orleans who pays \$30,000 more, as well as the private sector, to fill Engineer positions. There is also concern because there are upcoming retirements. The Personnel Department has determined that a market based pay grade reassignment is in order for these positions based upon our findings.

In preparing this recommendation, we have compiled the following comparative pay data from other local jurisdictions as well as using Salarystudy.com in NEOGOV to obtain data from government agencies in surrounding states (TX, MS, AL, FL, GA, AR):

Engineer-in-Training	
Jurisdiction	Starting Pay
Jefferson Parish:	\$42,817
St. Charles Parish:	\$53,745
City BR/Parish EBR:	\$54,687
Plaquemines Parish:	\$52,179
City of New Orleans:	\$74,242
City of Kenner:	\$54,907
City of Shreveport:	\$51,132
LA State Civil Service:	\$47,986
Salarystudy.com:	\$49,716

Engineer I, Professional	
Jurisdiction	Starting Pay
Jefferson Parish:	\$58,260
St. Charles Parish:	N/A
City BR/Parish EBR:	\$66,473
Plaquemines Parish:	N/A
City of New Orleans:	\$88,344
City of Kenner:	N/A
City of Shreveport:	N/A
LA State Civil Service:	\$54,933
Salarystudy.com:	\$67,460

Engineer II, Professional	
Jurisdiction	Starting Pay
Jefferson Parish:	\$61,770
St. Charles Parish:	\$72,431
City BR/Parish EBR:	\$69,795
Plaquemines Parish:	N/A
City of New Orleans:	\$97,575
City of Kenner:	N/A
City of Shreveport:	\$73,476
LA State Civil Service:	\$62,899
Salarystudy.com:	\$70,176

Engineer III, Professional	
Jurisdiction	Starting Pay
Jefferson Parish:	\$75,809
St. Charles Parish:	\$83,967
City BR/Parish EBR:	\$76,950
Plaquemines Parish:	N/A
City of New Orleans:	\$107,770
City of Kenner:	N/A
City of Shreveport:	\$80,517
LA State Civil Service:	\$77,064
Salarystudy.com:	\$75,199

Engineer IV, Professional	
Jurisdiction	Starting Pay
Jefferson Parish:	\$78,617
St. Charles Parish:	\$91,753
City BR/Parish EBR:	\$80,797
Plaquemines Parish:	N/A
City of New Orleans:	\$116,110
City of Kenner:	N/A
City of Shreveport:	N/A
LA State Civil Service:	\$82,451
Salarystudy.com:	\$81,778

While some jurisdictions are comparable to our current starting salary, others that are in close proximity are significantly higher. Accordingly, we are recommending the following Market Based Pay Grade adjustments be made to the Engineer-in-Training and Professional Engineer series:

Current Pay Grade Assignment:

Class	Pay	Annual Salary Range		Base	FLSA
		Normal			

Code	Class Title	Grade	Min. Rate	Max. Rate	Hrs./Wk.	Status
4050	Engineer-in-Training (3)	24	42817	66423	40	E
4051	Engineer I, Professional	35	58260	90380	40	E
4052	Engineer II, Professional	37	61770	95825	40	E
4053	Engineer III, Professional	42	75809	117604	40	E
4054	Engineer IV, Professional	43	78617	121960	40	E

Recommended Market Based Pay Grade Assignment:

Class Code	Class Title	Market Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
4050	Engineer-in-Training (3)	28	48433	75135	40	E
4051	Engineer I, Professional	39	67385	104537	40	E
4052	Engineer II, Professional	41	73001	113248	40	E
4053	Engineer III, Professional	46	87039	135027	40	E
4054	Engineer IV, Professional	47	89847	139382	40	E

The Personnel Department recommends approval of the Market Based Pay Grade reassignment for Engineer-in-Training, Engineer I, Professional, Engineer II, Professional, Engineer III, Professional, and Engineer IV, Professional by the Personnel Board. The Market Based Pay Grade reassignment will be effective the first day of the pay period immediately following approval by the Personnel Board. All current employees below the new minimum rate shall go to the minimum rate; there are only two (2) employees below the new minimum rate.

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)
DATE: OCTOBER 13, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

On October 2, 2023, a request was received from Jeb Tate, Director of EIS, to grant a pay increase in association with Personnel Rule IV, Section 2.3(a). Mr. Tate is planning to appoint Ms. Terri Hart to the position of Typist Clerk III. The effective date of the requested increase would be November 4, 2023.

Ms. Hart is scheduled to start as a Typist Clerk III on October 21, 2023. Her previous relevant work experience includes assisting customers with issues related to a mobile banking app over the telephone, creates Information Technology work tickets, and is proficient in using Microsoft Teams as an internal communication platform. She also has experience as an administrative professional in Human Resources, managing related responsibilities for a private company.

We are actively recruiting for 12 Typist Clerk III vacancies actively throughout the Parish. There are currently only 4 candidates on the list. The position in EIS has been vacant since September 23, 2022. Ms. Hart is well qualified and the EIS Department Appointing Authority believes she will be an asset to their department.

Mr. Tate is requesting a 15% increase on her starting salary. If granted, Ms. Hart's salary will be \$29,866 annually. This request is being done in accordance with Personnel Rule IV, Section 2.3(a) which states:

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

Due to Ms. Hart's probationary employee status as of November 4, 2023, Board approval is required for such increases.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENTS
DATE: OCTOBER 17, 2023
CC: EMPLOYEE'S FILE – SCOTT HEW; EMPLOYEE'S FILE – DANIEL MCCABE; CORRESPONDENCE FILE

Angela Desoto, Director, Department of Engineering is requesting that the transient appointments of Daniel McCabe and Scott Hew be extended for an additional six months.

Daniel McCabe was hired to a transient College Intern (Technical Engineering) position on May 20, 2023. The appointment will expire on November 20, 2023. If approved, the extension will expire on May 20, 2024.

Scott Hew was hired to a transient College Intern (Technical Engineering) position on June 17, 2023. The appointment will expire on December 17, 2023. If approved, the extension will expire on June 17, 2024.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, September 14, 2023 beginning at 2:02 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment to the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation for Head Start Teacher, Assistant and Early Head Start Teacher; and
- B. Approved a request to extend Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

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

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of August 22, 2023.

Under Old Business:

- A. The Board approved the Monthly Report for July 2023.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
1. Deferred the monthly report for August 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
1. Unanimously approved meeting dates of Tuesday, October 24, 2023, 2:00 p.m., and Tuesday, November 14, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
1. None.
- F. Under Director's Report, the Director:

Personnel Board Meeting
September 14, 2023

1. Provided the Board with a copy of the Prohibitions Against Political Activities memo. The memo was sent to all Classified employees.

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

October 4, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – AUGUST 2023

Item VI.

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>AUG-23</u>	<u>JUL-23</u>	<u>AUG-22</u>
Total Applications Received:	677	622	505
Competitive:	530	502	408
Non-Competitive:	147	117	97
Total Applications Rejected:	225	218	183
Competitive:	204	199	169
Non-Competitive:	21	19	14
Total Applications Withdrawn:	193	183	90
Competitive:	158	160	67
Non-Competitive:	35	23	23
Candidates Scheduled for Written Exam:	81	76	41
Candidates Examined - Written Exam:	55	52	24
Candidates Passed Written Exam:	46	43	18
Candidates Failed Written Exam:	9	9	6
Candidates Examined - Rating of T&E:	60	39	44
Candidates Placed on Competitive Eligible List:	134	97	88
Certificates of Eligibility Issued:	27	18	23
Certificates of Eligibility to be Interviewed Issued (GLC):	61	47	40
Pending Testing (Scheduled for upcoming Test):	46	39	39
Pending Review or Waiting for More Information:	27	42	92
Job Interest Cards Completed Online:	44	26	45
ADA Accommodations			
Requested:	4	1	4
Approved:	1	0	0
Denied/Withdrawn:	2	1	3
Pending:	1	0	1
New Postings in NEOGOV:	13	9	24
New Exam Plans in NEOGOV:	5	2	12
Revised Exam Plans in NEOGOV:	8	7	12

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Assistant Director-Code Compliance & Enforcement
- Assistant Director-JeffCAP
- Child Care Worker
- Customer Relations Specialist III
- Drainage Pump Station Superintendent III
- Fire Training Center Training Officer
- Information Specialist
- Librarian I/Senior Associate – Grand Isle
- Librarian IV
- Planner I
- Public Works Project Coordinator – Public Utilities
- Recreation Special Program Supervisor – Leisure Services
- Utility Inventory Clerk I

Advertisement Source	Total %
College/University Career Services	0.97
Facebook	2.48
Family, Friend, Co-Worker, etc.	18.9
Governmentjobs.com	7.86
Handshake Website	0
Indeed.com	16.69
Jefferson Parish Department other than Personnel	1.52
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	4.97
Jefferson Parish website	31.31
Job Fair	2.34
Library	0.97
Louisiana Workforce Commission website	1.79
Monster.com	0
Newspaper ad	0.83
Nola.com	0.14
Television ad	0.14
Twitter tweet (@JeffParishjobs)	0.14
WorkNOLA.com	1.38
Unknown	0
Personnel Department Use Only	7.59
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Aug 10, Aug 17, Aug 25, Aug 31

Written Test Administrations:

	AUG 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Clerical/Office Skills Test (COST)	3/3	100%	80%
Animal Care Administrative Clerk	1/1	100%	77%
Clerk II	2/2	100%	100%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	5/5	100%	68%
Typist Clerk II	1/1	100%	53%
Typist Clerk III	4/4	100%	72%
Clerical-76	3/3	100%	100%
Customer Relations Specialist I	3/3	100%	100%
Code Compliance Inspector I	2/2	100%	100%
Drainage Pump Station Operator I	1/1	100%	86%
Drainage Pump Station Operator II	1/1	100%	50%
Engineering Inspector Series	2/3	67%	64%
Engineering Inspector III	2/3	67%	50%
Juvenile Detention Officer I	1/1	100%	60%
Juvenile Probation Officer	3/4	75%	90%
Library Associate	13/13	100%	97%
Library Page (2 Parts): OST-Filing & RAI Arithmetic	7/14	50%	50%
Mechanical Skills-53	1/1	100%	50%
Mechanical/Field Skills Test (MFST)-40 (Trades Helper)	2/3	67%	71%
Personnel Assistant	1/1	100%	60%
Sewerage Lift Station Inspector	2/2	100%	100%
Sewerage Treatment Plant Operator	0/2	0%	42%
Water Purification Operator	1/1	100%	79%
Water Service Inspector I	0/1	0%	63%
SUMMARY:	48/61	79%	75%

Tests Constructed/Refined & Validated:

Minimum Qualifications (8): Assistant Director-Community Development; Assistant Director-JeffCAP; Building Plan Reviewer I; Customer Relations Specialist III; Engineering Division Supervisor, N.P.; Planner II; Purchasing Specialist I; and Telemetry Technician I.

Ratings of Training & Experience (2): Child Care Worker and Welder.

Written Tests (0): None.

Miscellaneous/Special Projects: None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>AUG-23</u>	<u>JUL-23</u>	<u>AUG-22</u>
Total Appointments to Permanent Positions:	59	63	82
Competitive:	45	42	60
Non-Competitive:	14	21	22
Breakdown of Competitive Appointments:			
Limited Entrance:	3	2	2
Preferred Reemployment:	0	0	0
Promotions:	13	15	21
Reemployment:	0	0	0
Entrance:	6	14	17
Reinstatement:	6	5	4
Transfers:	7	2	14
Demotions:	1	2	0
Reallocations:	9	2	2
Provisional:	1	3	4
Temporary Appointment:	3	3	2
Emergency Appointment:	1	0	0
Updated Job Descriptions:	11	8	6
Requisitions submitted in month:	123	74	140
Unfilled requisitions as of end of month:	432	411	407

SEPARATIONS

Total Permanent Separations:	38	36	41
Competitive:	22	27	30
Non-Competitive:	16	9	11
Breakdown of Separations:			
Dismissals:	4	4	4
Resignations:	23	23	30
Retirements:	11	6	7
Deaths:	0	0	0
Lay-offs:	0	0	0
End of Temporary Appointments:	3	2	3

OTHER DATA

Overall Turnover:	1.8%	1.7%	1.9%
Competitive Turnover:	1.4%	1.8%	1.9%
Non-Competitive Turnover:	3.3%	1.7%	2.1%

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

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>AUG-23</u>	<u>JUL-23</u>	<u>AUG-22</u>
Salary Increases Granted:	179	163	159
Salary Increases Disapproved:	14	6	3
Fines:	0	0	0
Suspensions:	9	9	7
Leave with Pay Granted:	2	1	1
Leave without Pay Granted:	77	75	88
AWOL:	55	61	59
Parental Leave:	3	7	8
FMLA Requests:	40	30	51

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance)

CPQ's received: Administrative Assistant - Water

CPQ's assigned: Administrative Assistant – Citizens' Affairs
Computer Network Specialist - EIS
Typist Clerk II – Jeff CAP

Disposition(s): Executive Assistant – Library (Addendum to previous job study) – incorrectly classified;
correct classification Executive Superintendent

PAY GRADE REASSIGNMENTS:

Completed: Safety Program Manager – Human Resource Management - WITHDRAWN

Pending: Engineer-In-Training, Engineer, Professional Series – Engineering

Assigned: None

Disposition(s): Safety Program Manager – Human Resource Management – withdrawn by the department

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Animal Care Attendant I (6601) to Animal Care Attendant II (6602) - 2 positions
Engineering Inspector I (4034) to Engineering Inspector II (4035)
GIS Analyst I (4041) to GIS Analyst II (4042)
Waterline Maintenance Technician I (2735) to Waterline Maintenance Technician II (2736) - 2 positions
7. Water Purification Operator (2761) to Water Purification Operator-Class I (2762)
Water Purification Operator-Class I (2762) to Water Purification Operator-Class II (2763)

CLASSIFICATION AND PAY DIVISION – Page 2

Personnel Rule 3.3.1: None

Other: None

MISCELLANEOUS/SPECIAL PROJECTS:

Pay Survey(s): City of Baton Rouge/Parish of East Baton Rouge

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
Sitting in on project demonstrations for a new ERP system

JUDICIAL REPORT

Appeals Received during August:	2
Appeals Pending:	4
Appealed to 5 th Circuit during August:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during August:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during August:	0
Appeals pending before the US Supreme Court:	0

August-23		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	3	
0010-302	Council District 2	1	
0010-303	Council District 3	1	
0010-304	Council District 4	1	
0010-305	Council District 5	2	
0010-306	Council Division A	2	
0010-307	Council Division B	1	
0010-310	Research & Budget	2	
0021	Parish Attorney	2	
0040	Parish President	1	
0061	Accounting	7	
0064	Purchasing	2	
0065	General Services	13	
0067	Human Resource Management	1	
0068	Planning	4	
0069	Planning Advisory Board	1	
0081	General Services	1	
0110	Building Permits	22	
0112	Code Compliance and Enforcement	10	
0119	Community Justice Agency	1	
0130	Fire	1	
0140	Emergency Management	1	
1010	JeffCAP	41	
1020	JeffCAP	3	
1060	JeffCAP	6	
1172	Community Development	11	
1174	Community Development	1	
1176	Community Development	1	
1187	Community Development	5	
1230	Community Development	2	
1255	Emergency Management	1	
1280	American Job Center	14	
1290	Miscellaneous Grants	2	
2150	Juvenile Services	1	
2151	Juvenile Services	21	
2152	Juvenile Services	10	
2200	JPAWS	6	
2450	Library	3	
2451	Library	37	
2452	Library	2	
2453	Library	5	
2454	Library	1	
2530	Recreation	4	
2531	Recreation	22	
2532	Recreation	4	
2533	Recreation	6	
2534	Recreation	38	
2615	Alario Center	11	
2616	Recreation	1	
2631	Lasalle	3	
2650	Lafreniere	1	
2651	Lafreniere	4	
2652	Lafreniere	1	

2662	Recreation	2
2920	Fire	1
2921	Fire	19
2922	Fire	3
3000	Streets	2
3002	Streets	20
3003	Streets	18
3005	Traffic Engineering	7
3050	Parkways	2
3051	Parkways	6
3052	Parkways	4
3110	Engineering – Street Lighting	4
3270	Drainage	10
3301	Drainage	42
3302	Drainage	44
3500	Environmental	2
3562	Inspector General	3
3850	Sewerage	4
3851	Sewerage	23
3852	Sewerage	17
3900	Water	9
3901	Water	14
3902	Water	36
3903	Water	4
3907	Water	38
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	12
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3965	Fleet Management	1
3966	Engineering	3
3969	Capital Projects	1
3971	Telecommunications	1
3974	Ecosystems	1
3976	Public Works	7
	Total	738

Hires by Date Report

For records between 08/01/23 and 08/31/23

75 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Jefferson Protection and Animal Welfare Service	Animal Care Attendant II	Lewis	Elbert	8/29/2023	\$44,644.00	Demotion
Jefferson Community Actions Programs	Assistant Director-JeffCAP (6715)	Green-Jupiter	Genika	8/12/2023		Emergency
Telecommunications 3971	Computer Systems Specialist	Bode	Parker	8/5/2023	\$41,413.00	Entrance
Jefferson Community Actions Programs	CUSTODIAN	Vaughn	Kisha	8/12/2023	\$21,829.00	Entrance
Parks and Recreation	Groundskeeper	Kelly Jr.	Kendale	8/26/2023	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER	Glover Jr	Jonathan	8/26/2023	\$26,195.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Perrier	Yamil	8/12/2023	\$24,948.00	Entrance
Parks and Recreation	GROUNDSKEEPER (2354)	Brown	Taurean	8/12/2023	\$24,948.00	Entrance
General Services 0065	Laborer (2200)	Stewart	Jordan	8/26/2023	\$24,948.00	Entrance
Building Permits 0110	Permit Technician (5104)	Marchese	Travis	8/12/2023	\$27,374.00	Entrance
Water - Distribution 3902	Truck Driver II	Perry	Jesse	8/12/2023	\$27,374.00	Entrance
Water - Distribution 3902	Truck Driver II	Simmons	Talamentche	8/12/2023	\$27,374.00	Entrance
Jefferson Community Actions Programs	Typist Clerk II (1102)	Davis	Alexander	8/12/2023	\$21,829.00	Entrance
Parks and Recreation	TYPIST CLERK III	Williams	Tawan	8/26/2023	\$25,970.00	Entrance
Water - Quality Lab 3903	Water Quality Scientist I- Biology	Chae	Yoomi	8/12/2023	\$35,797.00	Entrance
Code Compliance & Enforcement 0112	Code Compliance Inspector I (5135)	Gudan	David	8/12/2023	\$28,778.00	Entrance
Parks and Recreation	FOREMAN I	Behne	James	8/26/2023	\$42,818.00	Limited Entrance
Purchasing 0064	Administrative Assistant	Caronia	Lisa	8/12/2023	\$41,093.00	Limited Entrance
Community Development Programs	Administrative-Management Specialist IV	Florence	Darcell	8/26/2023	\$81,885.00	Limited Entrance
Community Development Programs	Administrative Management Specialist II	BISHOP	TOBY	8/26/2023	\$42,404.00	Promotional
Drainage - East Bank 3301	Drainage Pump Station Operator II	Preis Jr	Richard	8/26/2023	\$43,536.00	Promotional
Drainage - West Bank 3302	Drainage Pump Station Operator II	Albarado	Corey	8/26/2023	\$46,822.00	Promotional
Environmental Affairs - Solid Waste	Environmental Inspector (5056)	Laieke	Zelda	8/26/2023	\$70,735.00	Promotional
Environmental Affairs 3958	Environmental Quality Supervisor	Adams	Alexander	8/12/2023	\$61,680.00	Promotional
Sewerage - East Bank 3851	Equipment Operator IV	Stage	Lawrence	8/26/2023	\$41,612.00	Promotional
Drainage - East Bank 3301	Equipment Operator IV	Batiste	Annette	8/26/2023	\$40,009.00	Promotional
Drainage - East Bank 3301	Laborer, Semi-Skilled	Daniels	Raymond	8/26/2023	\$28,880.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate (3151)	Pagoaga	Laura	8/12/2023	\$58,290.00	Promotional
General Services 0065	Property Manager, Assistant (1246)	Tilquit	Micheal	8/5/2023	\$45,161.00	Promotional
Sewerage 3850	Public Works Business Manager	Jones	Tiera	8/26/2023	\$75,996.00	Promotional
Human Resource Management 0067	Safety Program Manager	Braswell	John	8/26/2023	\$68,725.00	Promotional
Sewerage - West Bank 3852	Sewerage Maintenance Foreman	Chambers	Tramaine	8/12/2023	\$42,197.00	Promotional
Water - Treatment Plant 3901	Water Purification Superintendent I	Foltz	Jason	8/12/2023	\$61,669.00	Promotional

Water 3900	Public Works Project Coordinator	Augustine	Rudolph	8/12/2023	\$60,220.00	Promotional
Jefferson Community Actions Programs	Head Start Social Services Coordinator, Assistant	Ainey	Rita	8/12/2023	\$66,696.00	Promotional
Jefferson Community Actions Programs	Assistant Director-JeffCAP (6715)	Green-Jupiter	Genika	8/26/2023	\$65,384.00	Provisional
Jefferson Protection and Animal Welfare Service	Animal Care Attendant II	Conner Jr	Cedrick	8/12/2023	\$33,273.00	Reallocation
Jefferson Protection and Animal Welfare Service	Animal Care Attendant II (6602)	Bailey	Gabriel	8/26/2023	\$33,273.00	Reallocation
Engineering 3957	Engineering Inspector II (4035)	Limjucu	Logan	8/12/2023	\$34,940.00	Reallocation
Engineering 3957	GIS Analyst II	Williams	David	8/12/2023	\$39,816.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator-Class I	Hebert Jr	Timmie	8/12/2023	\$43,797.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator-Class II	Ekinia	Tristan	8/12/2023	\$50,294.00	Reallocation
Water - Distribution 3902	Waterline Maintenance Technician II	Stack	Kedrick	8/12/2023	\$51,119.00	Reallocation
Water - Distribution 3902	Waterline Maintenance Technician II	Frazier	Jessie	8/12/2023	\$45,701.00	Reallocation
Water - Distribution 3902	Waterline Maintenance Technician II	Lewis III	Samuel	8/26/2023	\$54,107.00	Reallocation
Sewerage 3850	Payroll Clerk (1204)	Gaddis	Betty	8/12/2023	\$49,220.00	Reinstatement
Central Garage 3950	Automotive Mechanic, Senior	Whittenberger	Alec	8/26/2023	\$46,010.00	Reinstatement
Parks and Recreation	GROUNDSKEEPER (2354)	Riordan	Robert	8/26/2023	\$26,195.00	Reinstatement
Accounting 0061	Payroll Clerk-Central Payroll Office	Bertucci	Courtney	8/19/2023	\$41,807.00	Reinstatement
Parkways - East Bank 3051	Equipment Operator IV-Large Loaders	White Jr	Ricky	8/26/2023	\$59,074.00	Reinstatement
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Tuckson	Jarvik	8/12/2023		Reinstatement
Juvenile Services - Detention 2151	Juvenile Detention Officer II	Stewart	Larin	8/26/2023		Reinstatement
Parks and Recreation	Recreation Center Supervisor, Assistant	Hodgins	James	8/12/2023	\$0.00	Reinstatement
Parish Council 0010	Clerk (Council)	Preston	Connie	8/5/2023	\$54,199.00	SNCLT
Parks and Recreation	GROUNDSKEEPER (2354)	Chapman	Jamal	8/26/2023	\$29,042.00	Transfer
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Allen	Mytaya	8/26/2023	\$73,110.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Davis	Davyn	8/26/2023	\$48,580.00	Transfer
Library - Libraries 2451	Librarian I/Senior Associate (3151)	Gautro	Trisha	8/26/2023	\$55,139.00	Transfer
Library - Libraries 2451	Library Associate (3150)	Cognevich	Christie	8/26/2023	\$31,728.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Martinez	Jacob	8/26/2023	\$51,277.00	Transfer
Parks and Recreation	Recreation Center Supervisor	Perone	Alexander	8/26/2023	\$53,841.00	Transfer
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Gilmore-Hebert	Jeanette	8/26/2023	\$61,902.00	Transfer
Emergency Management - Public Health 1255	Administrative-Management Specialist II	Steward	Ga'Lisa	8/12/2023		Transient
Parks and Recreation	College Intern-General	Lacava	Joseph	8/26/2023		Transient
Jefferson Community Actions Programs	Accountant II (1211)	Watkins	Sharita	8/26/2023	\$43,065.00	Updated Job Description
Jefferson Community Actions Programs	Administrative Assistant	Ferguson	Tachel	8/26/2023	\$55,817.00	Updated Job Description
Jefferson Community Actions Programs	Administrative Assistant (1015)	Dumas	Yvonne	8/12/2023	\$71,447.00	Updated Job Description
Jefferson Community Actions Programs	Community Services Supervisor	Walker	Rena	8/19/2023	\$55,498.00	Updated Job Description
Central Garage 3950	Data Entry Operator II	Smith	Aaylia	8/12/2023	\$24,067.00	Updated Job Description
Jefferson Community Actions Programs	Federal Programs Coordinator-RSVP	Lemoine	Zachary	8/26/2023	\$39,816.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Calvert - McKenzie	Gloria	8/12/2023	\$82,789.00	Updated Job Description

Jefferson Community Actions Programs	Head Start Teaching Supervisor	East-Cambeilh	Rosalind	8/12/2023	\$79,004.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Mitchell	Lisa	8/12/2023	\$82,789.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Administrator (Birth to Five)	Rabathaly	Rochelle	8/26/2023	\$108,999.00	Updated Job Description
Jefferson Community Actions Programs	Head Start Teaching Supervisor	Gilmore-Hebert	Jeanette	8/12/2023	\$61,902.00	Updated Job Description

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – SEPTEMBER

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>SEPT-23</u>	<u>AUG-23</u>	<u>SEPT-22</u>
Total Applications Received:	493	677	403
Competitive:	390	530	331
Non-Competitive:	103	147	72
 Total Applications Rejected:	 150	 225	 127
Competitive:	134	204	123
Non-Competitive:	16	21	4
 Total Applications Withdrawn:	 108	 193	 100
Competitive:	85	158	83
Non-Competitive:	23	35	17
 Candidates Scheduled for Written Exam:	 114	 81	 105
Candidates Examined - Written Exam:	74	55	92
Candidates Passed Written Exam:	54	46	74
Candidates Failed Written Exam:	20	9	18
Candidates Examined - Rating of T&E:	43	60	46
Candidates Placed on Competitive Eligible List:	107	134	102
Certificates of Eligibility Issued:	16	27	23
Certificates of Eligibility to be Interviewed Issued (GLC):	43	61	21
 Pending Testing (Scheduled for upcoming Test):	 44	 46	 32
Pending Review or Waiting for More Information:	50	27	43
Job Interest Cards Completed Online:	33	44	44
 ADA Accommodations			
Requested:	2	4	1
Approved:	0	1	0
Denied/Withdrawn:	2	2	1
Pending:	1	1	0
 New Postings in NEOGOV:	 19	 13	 17
New Exam Plans in NEOGOV:	5	5	7
Revised Exam Plans in NEOGOV:	14	8	10

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant II – Central Finance Office
- Administrative-Management Specialist II – Health Promotion Supervisor
- Animal Care Attendant Supervisor
- Animal Care Specialist
- Assistant Director-Accounting
- Assistant Director-Community Development
- Automotive Line Foreman
- Building Inspector I
- Community Service Program Coordinator - ERAP
- Engineering Division Supervisor – N.P.
- Institutional Housekeeper
- Parkways Maintenance Superintendent I
- Permit Technician
- Planner II
- Pump Equipment Operator
- Purchasing Specialist I
- Recreation Center Supervisor
- SCADA System Dispatcher
- Waterline Maintenance Technician I

Advertisement Source	Total %
College/University Career Services	2.19
Facebook	0.55
Family, Friend, Co-Worker, etc.	16.82
Governmentjobs.com	10.24
Handshake Website	0.18
Indeed.com	13.89
Jefferson Parish Department other than Personnel	4.94
Jefferson Parish Official Journal	0
Jefferson Parish Personnel Department Office	5.85
Jefferson Parish website	29.8
Job Fair	1.83
Library	1.83
Louisiana Workforce Commission website	1.65
Monster.com	0
Newspaper ad	0
Nola.com	0.37
Television ad	0
Twitter tweet (@JeffParishjobs)	0.37
WorkNOLA.com	0.55
Unknown	0.55
Personnel Department Use Only	8.41
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Sep 7, Sep 13, Sep 20, Sep 26

Written Test Administrations:

	SEP 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Account Clerks Test	4/5	80%	92%
Account Clerk II-Central Finance Office	4/5	80%	91%
Clerical/Office Skills Test (COST)	5/7	71%	78%
Clerk II	4/5	80%	86%
Clerk III	1/2	50%	75%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	7/8*	88%	71%
Secretary	2/2	100%	88%
Typist Clerk II	1/2	50%	53%
Typist Clerk III	5/5	100%	78%
Code Compliance Inspector I	2/3	67%	88%
Drainage Pump Station Operator I	4/4	100%	91%
Engineering Inspector Series	2/2	100%	69%
Engineering Inspector III	2/2	100%	60%
Juvenile Detention Officer I	2/2	100%	71%
Juvenile Probation Officer	2/2	100%	92%
Library Associate	2/2	100%	97%
Library Page	2/6	33%	45%
Maintenance Repairman	1/1	100%	57%
Mechanical Skills Test-53 (Sign Technician I)	1/1	100%	55%
Mechanical/Field Skills Test-40 (Trades Helper)	3/4	75%	72%
Recreation Center Supervisor, Assistant-Athletics	1/2	50%	74%
Sewerage Lift Station Inspector I	0/1	0%	88%
Sewerage Treatment Plant Operator	2/2	100%	50%
Water Service Inspector I	1/2	50%	60%
SUMMARY:	41/54	76%	74%

*Duplicate applicants (due to simultaneous apps) omitted.

Tests Constructed/Refined & Validated:

Minimum Qualifications (1): Assistant Director-Accounting.

Ratings of Training & Experience (6): Accountant I-Central Finance Officer; Customer Relations Specialist III; Librarian III; Librarian IV; Planner I; and Purchasing Specialist II.

Written Tests (0): None.

Miscellaneous/Special Projects:

Conducted worksite inspections at the GGB and Yenni locations for HR Dept.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>SEPT-23</u>	<u>AUG-23</u>	<u>SEPT-22</u>
Total Appointments to Permanent Positions:	79	59	64
Competitive:	53	45	45
Non-Competitive:	26	14	19
Breakdown of Competitive Appointments:			
Limited Entrance:	1	3	0
Preferred Reemployment:	0	0	0
Promotions:	17	13	19
Reemployment:	0	0	0
Entrance:	21	6	10
Reinstatement:	9	6	5
Transfers:	1	7	3
Demotions:	0	1	0
Reallocations:	4	9	8
Provisional:	4	1	0
Temporary Appointment:	1	3	4
Emergency Appointment:	0	1	1
Updated Job Descriptions:	8	11	6
Requisitions submitted in month:	111	123	133
Unfilled requisitions as of end of month:	440	432	427

SEPARATIONS

Total Permanent Separations:	22	38	29
Competitive:	17	22	24
Non-Competitive:	5	16	5
Breakdown of Separations:			
Dismissals:	6	4	4
Resignations:	13	23	22
Retirements:	3	11	2
Deaths:	0	0	1
Lay-offs:	0	0	0
End of Temporary Appointments:	2	3	1

OTHER DATA

Overall Turnover:	1.1%	1.8%	1.4%
Competitive Turnover:	1.1%	1.4%	1.5%
Non-Competitive Turnover:	0.9%	3.3%	0.9%

September presents a decrease in all categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>SEPT-23</u>	<u>AUG-23</u>	<u>SEPT-22</u>
Salary Increases Granted:	126	179	160
Salary Increases Disapproved:	6	14	5
Fines:	0	0	1
Suspensions:	11	9	5
Leave with Pay Granted:	1	2	0
Leave without Pay Granted:	71	77	100
AWOL:	65	55	73
Parental Leave:	5	3	7
FMLA Requests:	37	40	39

JOB CLASSIFICATION STUDIES:

Completed: None

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Recreation Center Supervisor, Assistant (Maintenance) - Recreation
Public Works Business Manager – Public Works
Public Works Business Manager, Assistant – Public Works

CPQ's received: Administrative Assistant - Water

CPQ's assigned: Administrative Assistant – Citizens' Affairs
Computer Network Specialist - EIS
Typist Clerk II – Jeff CAP

Disposition(s): None

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: None

Assigned: Engineer-In-Training, Engineer, Professional Series – Engineering

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Waterline Maintenance Technician I (2735) to Waterline Maintenance Technician II (2736) – 2 positions
7. Water Purification Operator-Class II (2763) to Water Purification Operator-Class III (2764)
9. Sewerage Treatment Plant Operator-Class II (2663) to Sewerage Treatment Plant Operator-Class III (2664)

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 – 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
Sitting in on project demonstrations for a new ERP system

JUDICIAL REPORT

Appeals Received during September:	0
Appeals Pending:	3
Appealed to 5 th Circuit during September:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during September:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during September:	0
Appeals pending before the US Supreme Court:	0

September-23		VACANCY REPORT	
Department #	Department Name	Vacancies	
0010-301	Council District 1	3	
0010-302	Council District 2	1	
0010-303	Council District 3	1	
0010-304	Council District 4	1	
0010-305	Council District 5	2	
0010-306	Council Division A	2	
0010-307	Council Division B	1	
0010-310	Research & Budget	2	
0021	Parish Attorney	2	
0040	Parish President	1	
0061	Accounting	8	
0062	Budget	1	
0064	Purchasing	2	
0065	General Services	12	
0067	Human Resource Management	1	
0068	Planning	4	
0069	Planning Advisory Board	1	
0081	General Services	1	
0110	Building Permits	23	
0112	Code Compliance and Enforcement	8	
0119	Community Justice Agency	1	
0130	Fire	1	
0140	Emergency Management	1	
1010	JeffCAP	53	
1020	JeffCAP	3	
1060	JeffCAP	5	
1172	Community Development	12	
1174	Community Development	1	
1176	Community Development	1	
1187	Community Development	5	
1230	Community Development	2	
1255	Emergency Management	1	
1280	American Job Center	18	
1290	Miscellaneous Grants	2	
2150	Juvenile Services	1	
2151	Juvenile Services	23	
2152	Juvenile Services	11	
2200	JPAWS	7	
2450	Library	2	
2451	Library	33	
2452	Library	1	
2453	Library	4	
2454	Library	1	
2530	Recreation	3	
2531	Recreation	24	
2532	Recreation	5	
2533	Recreation	6	
2534	Recreation	36	
2615	Alario Center	11	
2631	Lasalle	2	
2650	Lafreniere	1	
2651	Lafreniere	5	
2652	Lafreniere	1	

2662	Recreation	2
2920	Fire	2
2921	Fire	20
2922	Fire	3
3000	Streets	2
3002	Streets	23
3003	Streets	16
3005	Traffic Engineering	8
3050	Parkways	2
3051	Parkways	5
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	10
3301	Drainage	54
3302	Drainage	4
3500	Environmental	2
3562	Inspector General	1
3850	Sewerage	3
3851	Sewerage	26
3852	Sewerage	20
3900	Water	8
3901	Water	14
3902	Water	40
3903	Water	4
3907	Water	41
3910	Water	3
3950	Fleet Management	16
3951	Telecommunications	1
3952	EIS	6
3956	Fleet Management	3
3957	Engineering	14
3958	Environmental	3
3959	EIS	1
3960	Engineering	1
3965	Fleet Management	1
3966	Engineering	4
3969	Capital Projects	1
3971	Telecommunications	1
3974	Ecosystems	1
3976	Public Works	9
	Total	742

Hires by Date Report

For records between **09/01/23** and **09/30/23**

92 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>
Accounting 0061	Accountant I-Central Finance Office	Le	Linh	9/23/2023	\$50,665.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Martin	Marti	9/9/2023	\$25,970.00	Entrance
Parks and Recreation	CLERK II	Chenevert	Nellie	9/23/2023	\$21,829.00	Entrance
Code Compliance & Enforcement 0112	Code Compliance Inspector I (5135)	Robinson	Kandice	9/9/2023	\$28,778.00	Entrance
Code Compliance & Enforcement 0112	Code Compliance Inspector I (5135)	Alexander	Nicholas	9/9/2023	\$28,778.00	Entrance
Code Compliance & Enforcement 0112	Code Compliance Inspector I (5135)	Bonnette	Ronald	9/9/2023	\$28,778.00	Entrance
Jefferson Community Actions Programs	Early Head Start Teacher (6708)	Hunter	Megan	9/23/2023	\$29,680.00	Entrance
Jefferson Community Actions Programs	Food Service Manager	XXXXX	XXXXX	9/23/2023	\$36,098.00	Entrance
Parks and Recreation	Groundskeeper	Edwards	Tyler	9/23/2023	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Rhea	Jaaron	9/23/2023	\$24,948.00	Entrance
Parks and Recreation	Groundskeeper (2354)	Singleton	Shelia	9/23/2023	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2) (2200)	Bailey	Donovan	9/9/2023	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Marshall	Nicholas	9/9/2023	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Barone	Dominic	9/23/2023	\$24,948.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Chatman	Darius	9/9/2023	\$26,195.00	Entrance
Drainage - East Bank 3301	Laborer (2200)	Ingram	Larry	9/23/2023	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Martin	Wade	9/9/2023	\$24,948.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Thomas	Joseph	9/9/2023	\$24,948.00	Entrance
Parkways - West Bank 3052	Laborer (2200)	Hurst	Cornelius	9/23/2023	\$24,948.00	Entrance
Sewerage - East Bank 3851	Laborer (2200)	Lathers	Datwain	9/23/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Butler	Alton	9/9/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	WILLIAMS	SEAN	9/9/2023	\$24,948.00	Entrance
Water - Treatment Plant 3901	Laborer (2200)	Joseph III	Edward	9/23/2023	\$24,948.00	Entrance
Parkways - East Bank 3051	Laborer, Semi-Skilled	Conerly-Williams	Marcus	9/9/2023	\$24,948.00	Entrance
Library - Libraries 2451	Library Associate	Bennett	Emily	9/9/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate	Vosberg	Rachel	9/9/2023	\$28,778.00	Entrance
Library - Libraries 2451	Library Associate (3150)	Tran	Kyle	9/23/2023	\$28,778.00	Entrance
Jefferson Community Actions Programs	Licensed Practical Nurse	Alvarez	Thela	9/9/2023	\$37,201.00	Entrance
Jefferson Community Actions Programs	Licensed Practical Nurse	Payton	Roylette	9/23/2023	\$37,201.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Hanemann	David	9/9/2023		Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Louis	Jonas	9/9/2023	\$14,389.00	Entrance
Parks and Recreation	Recreation Center Supervisor, Assistant	Powell	Emanuel	9/23/2023	\$14,389.00	Entrance
Engineering - Traffic Engineering 3005	Sign Technician I (2472)	Austin	Daniel	9/9/2023	\$28,778.00	Entrance
Library - IT 2452	Training Specialist II (1442)	Bindewald	David	9/23/2023	\$42,817.00	Entrance

Streets - West Bank 3003	Truck Driver II (2362)	Sonia	Dwayne	9/9/2023	\$27,374.00	Entrance
Streets - West Bank 3003	Truck Driver II (2362)	Parker Jr	Wayne	9/23/2023	\$27,374.00	Entrance
Building Permits 0110	Typist Clerk III (1103)	Calmes	Dorene	9/23/2023	\$25,970.00	Entrance
Water - Treatment Plant 3901	Water Purification Operator (2761)	Jacobs	Jordan	9/9/2023	\$34,394.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Davis	Eric	9/9/2023	\$24,948.00	Entrance
Jefferson Community Actions Programs	Assistant Director-JeffCAP (6715)	Green-Jupiter	Genika	9/23/2023	\$65,384.00	Entrance
Sewerage - East Bank 3851	Sewerage Lift Station Inspector (2655)	Dennis	Jerel	9/9/2023	\$37,587.00	Limited Entrance
Drainage - East Bank 3301	Laborer (2200)	Wilcox	James	9/9/2023	\$34,467.00	Limited Entrance
Drainage - West Bank 3302	Truck Driver II (2362)	Miles III	Augustus	9/9/2023	\$42,466.00	Limited Entrance
Street 3000	Engineering Inspector III (4036)	Robinson	Keon	9/9/2023	\$48,716.00	Promotional
Library 2450	Executive Superintendent	Lunkin	Irene	9/9/2023	\$94,005.00	Promotional
Juvenile Services - Probation 2152	Juvenile Probation Officer III (6553)	Ronquille	Erin	9/23/2023	\$65,137.00	Promotional
Juvenile Services - Probation 2152	Juvenile Probation Officer III (6553)	Cutno	Cassandra	9/23/2023	\$62,595.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate	Zelenka	Christin	9/23/2023	\$41,658.00	Promotional
Library - Libraries 2451	Librarian I/Senior Associate- Grand Isle	Willingham	Chad	9/23/2023	\$37,252.00	Promotional
General Services 0065	Mechanical Systems Operator II	Cheremie	Jason	9/9/2023	\$53,685.00	Promotional
Library 2450	Payroll Clerk (1204)	Alciatore	Deborah	9/23/2023	\$36,542.00	Promotional
Planning 0068	Planner I	Pickens	Arrington	9/9/2023	\$38,605.00	Promotional
Library - Maintenance 2453	Property Manager	Peart	Richard	9/9/2023	\$73,508.00	Promotional
Engineering 3957	Public Works Project Coordinator (SP3)	Gardner	Leslie	9/9/2023	\$71,529.00	Promotional
Parks and Recreation	Recreation Center Supervisor, Assistant	Avrard	Corey	9/9/2023	\$28,880.00	Promotional
Building Permits 0110	Secretary (1115)	Lumzy	Yasmenda	9/23/2023	\$39,097.00	Promotional
Sewerage - West Bank 3852	Sewerage Lift Station Inspector (2655)	Williams	Demi	9/23/2023	\$39,667.00	Promotional
Streets - East Bank 3002	Truck Driver II (2362)	Brown	Raynard	9/9/2023	\$30,324.00	Promotional
Parkways 3050	Typist Clerk III	Frazier	Jasmine	9/23/2023	\$30,614.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Specialist (6617)	Neal	Paul	9/23/2023	\$34,980.00	Promotional
Water 3900	Engineering Inspector III (4036)	Junior	Corey	9/23/2023	\$79,531.00	Promotional
Jefferson Protection and Animal Welfare Service	Animal Care Specialist	Neal	Paul	9/9/2023	\$34,980.00	Provisional
Community Development Programs	Community Services Program Coordinator	Bailey	Faith	9/23/2023	\$39,061.00	Provisional
Water 3900	Engineering Inspector III (4036)	Junior	Corey	9/9/2023	\$79,531.00	Provisional
Juvenile Services - Detention 2151	Institutional Housekeeper (2044)	Boudreaux	Jamie	9/23/2023	\$30,324.00	Provisional
Parks and Recreation	Recreation Center Supervisor (3051)	Lore	Andrew	9/23/2023	\$45,280.00	Provisional
Sewerage - West Bank 3852	Sewerage Treatment Plant Operator-Class III	Loupe	Jude	9/9/2023	\$64,416.00	Reallocation
Water - Treatment Plant 3901	Water Purification Operator - Class III	Nguyen	Linh	9/9/2023	\$48,547.00	Reallocation
Water - Distribution 3902	Waterline Maintenance Technician II	Jones	Randy	9/9/2023	\$42,908.00	Reallocation
Sewerage 3850	Administrative Assistant (1015)	Joyner	Cindy	9/9/2023	\$50,283.00	Reinstatement

Jefferson Protection and Animal Welfare Service	Animal Care Attendant II	Thibodeaux	Brittany	9/9/2023	\$46,071.00	Reinstatement
Jefferson Community Actions Programs	Child Care Worker	Paschall	Ravan	9/23/2023	\$19,647.00	Reinstatement
Jefferson Community Actions Programs	Head Start Teacher, Assistant (6700)	Brown	Mariah	9/23/2023	\$34,358.00	Reinstatement
General Services - Surplus Property	Foreman I (2211) (on-call)	Lemoine	Michael	9/9/2023		Reinstatement
General Services 0065	Property Manager, Assistant (1246)	Carreras Jr.	Frederick	9/9/2023	\$65,317.00	Reinstatement
Parks and Recreation	Recreation Center Supervisor, Assistant	Ponthieux	Timothy	9/9/2023	\$28,778.00	Reinstatement
Code Compliance & Enforcement 0112	TYPIST CLERK III (1103)	Williams	Channon	9/23/2023	\$31,691.00	Reinstatement
Parkways 3050	Typist Clerk III (1103)	Rogers	Draionne	9/9/2023	\$30,001.00	Reinstatement
Water 3900	Engineering Inspector III (4038)	Junior	Corey	9/23/2023	\$79,531.00	Special Pay Provision 3
Parks and Recreation	Groundskeeper (2354)	Taylor	Elaine	9/9/2023	\$26,195.00	Transfer
Parks and Recreation	Groundskeeper (2354)	Boudreaux	Christopher	9/9/2023	\$26,195.00	Transfer
Engineering 3957	Engineering Inspector III (4036)	Rivera	Ricardo	9/23/2023	\$56,296.00	Transfer
Parks and Recreation	Groundskeeper	Green Jr	Alex	9/9/2023	\$36,708.00	Transfer
Parks and Recreation	Recreation Area Coordinator	Joseph	Tiffany	9/2/2023		Transient
Jefferson Community Actions Programs	Administrative-Management Specialist II	Smith	LaTasha	9/9/2023	\$39,466.00	Updated Job Description
Jefferson Community Actions Programs	Administrative-Management Specialist II	Trosclair	Monica	9/9/2023	\$42,906.00	Updated Job Description
Jefferson Community Actions Programs	Administrative-Management Specialist III	Walker	BeTrice	9/9/2023	\$55,457.00	Updated Job Description
Building Permits 0110	Assistant Director-Building Permits	Chetta	Tramone	9/23/2023	\$99,002.00	Updated Job Description
Jefferson Community Actions Programs	Maintenance Repairman (2260)	Davis	Windell	9/30/2023	\$46,190.00	Updated Job Description
Jefferson Community Actions Programs	Property Manager (1247)	Kennedy	Kraig	9/9/2023	\$56,291.00	Updated Job Description
Streets - West Bank 3003	Road Maintenance Foreman (2411)	Perrin	Michael	9/2/2023	\$53,383.00	Updated Job Description
Water - Utilities 3907	Utility Services Superintendent (1299)	Rogers	Rodney	9/23/2023	\$66,025.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
OCTOBER 24, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF SEPTEMBER 14, 2023:

1. Docket No. 2023-011, Cassandra Swims vs. Department of Public Works-Water, scheduled for hearing on September 21, 2023, order issued on September 22, 2023;
2. Docket No. 2023-012, Rochelle Rabathaly vs. Department of Jefferson Community Action Programs, scheduled for hearing on September 28, 2023, order issued on October 2, 2023;
3. Docket No. 2023-013, Jennifer Walker vs. Department of Parks and Recreation, scheduled for hearing on October 11, 2023, hearing continued to November 29, 2023;
4. Docket No. 2023-014, Chloe Bristow vs. Department of Public Works-Engineering, scheduled for hearing on October 25, 2023;
5. Docket No. 2023-016, Molly Brackin-Bernard vs. Department of Planning, scheduled for hearing on December 5, 2023.

APPEALS RECEIVED SUBSEQUENT TO SEPTEMBER 14, 2023:

October 18, 2023

OFFICIAL NOTICE

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

THURSDAY, OCTOBER 24, 2023 – 2:00 P.M.

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

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

- Amend the Pay Plan for the Classified Service to revise numerous class titles;
- Amend the Personnel Rules of the Classified Service to revise Rule IV, Section 1.2;
- Assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the classes of Engineer I, Professional; Engineer II, Professional; Engineer III, Professional; Engineer IV, Professional; and Engineering-in-Training;
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

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

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: ADA@jeffparish.net.

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.