

**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:

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,

/s/ John G. Dumas

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

Gretna, Louisiana

October 4, 2023

APPROVED:

/s/ Rufus C. Harris III
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, SEPTEMBER 14, 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 amend the FLSA (Fair Labor Standards Act) exemption designation for Head Start Teacher, Assistant and Early Head Start Teacher; and
 - B. 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 August 22, 2023.
- VI. Old Business:
 - A. Approval of the Monthly Report for July 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, October 24, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, November 14, 2023, 2:00 p.m. (tentative);
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Prohibitions Against Political Activities
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: RECOMMENDATION TO APPLY FLSA EXEMPT STATUS TO THE CLASSES OF EARLY HEAD START TEACHER AND HEAD START TEACHER, ASSISTANT IN THE PAY PLAN FOR THE CLASSIFIED SERVICE
DATE: 09/08/2023
CC: CORRESPONDENCE FILE

Personnel Department staff, including Director Dumas, met with Christi Lingoni-Johnson, Director of JeffCAP, and Dr. Vanessa Zimmerman, CAA with responsibility for JeffCAP, to discuss various items concerning the department. Ms. Langoni-Johnson discussed the possibility of changing the schedule of the Head Start staff. Based on that discussion, she sought for the review to FLSA exemption status for Early Head Start Teacher and Head Start Teacher, Assistant to help facilitate that schedule change should she decide to move forward.

Under the Fair Labor Standards Act, employees meeting certain criteria are designated as exempt from overtime compensation. Based upon a review by the Personnel Department, we are recommending that Exemption be applied to the classes of Early Head Start Teacher and Head Start Teacher, Assistant. The exempt status recommendation is based on the Teacher Exemption provided under the Fair Labor Standards Act. The Fair Labor Standards Act states:

Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. Exempt teachers include, but are not limited to, regular academic teachers; kindergarten or nursery school teachers; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal or instrument music teachers. The salary and salary basis requirements do not apply to bona fide teachers. Having a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge includes, by its very nature, exercising discretion and judgment.

Early Head Start Teacher

The job description for Early Head Start Teacher includes the following job tasks, which demonstrates that the primary position function is teaching:

- Plan and implement learning experiences that advance the intellectual and physical development of infants, including improving the readiness of children for school by developing their social emotional development, their perceptual, motor, and physical development, their understanding of language and communication (cooing, crying, etc.)
- Plan and implement learning experiences that advance the intellectual and physical development of toddlers, including improving the readiness of children for school by developing their social emotional development, their perceptual, motor, and physical development, their understanding and use of language and communication, their **problem-solving abilities and their approaches to learning**
- Plan the daily program including schedules, routines, and individual child lesson plans; both indoor and outdoor activities, using the playground as an extension of classroom activities
- Engage children with intentional teaching for specific learning outcomes across developmental domains in accordance with Jeff CAP Head Start B-5 School Readiness Goals

Head Start Teacher, Assistant

The job description for Head Start Teacher, Assistant includes the following job tasks, which demonstrates that the primary position function is teaching:

- Use screening data, parent input, and assessment data and outcomes information in planning daily educational activities to individualize with each child during learning center times and other times for teaching identified concepts
- Participate in teaching on a regular basis, daily
- Participate in instruction and interacts with children in all center activities; demonstrate activities to children
- Implement learning experiences that improve the readiness of children for school by developing their literacy, phonemic, appreciation of books and print awareness, their understanding of language, increased and complex and varied vocabulary, their understanding of early math and science, and problem-solving abilities

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

From:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6708	Early Head Start Teacher	12	25970	40288	35	
6700	Head Start Teacher, Assistant	12	25970	40288	35	

To:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
6708	Early Head Start Teacher	12	25970	40288	35	E
6700	Head Start Teacher, Assistant	12	25970	40288	35	E

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

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEE
DATE: SEPTEMBER 8, 2023
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Sidney Bazley, Director of the Department of Public Works-Water, is requesting that the transient appointment be extended for the following employee:

Employee	Appointed to:	Appointment Expires:	Extension Requested:
Scherrie Joseph	Customer Relations Specialist I	09/25/2023	03/25/2024

The employee is permanent employees who have been appointed to transient positions due to accommodation. The Personnel Department recommends a six-month extension in accordance with the Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the March 2024 Board Meeting.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, August 22, 2023 beginning at 2:00 P.M. in the Jefferson Parish District Attorney's Office Media Room, Jefferson Parish Government Complex, 200 Derbigny Street, Gretna, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, 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 the 2024 Personnel Department Budget;
- B. Canceled a proposal to amend the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and
- C. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), 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 July 18, 2023.

Under Old Business:

- A. The Board approved the June 2023 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 - 1. Unanimously approved six (6) 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 July 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Thursday, September 14, 2023, 2:00 p.m., and Tuesday, October 24, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.

- F. Under Director's Report, the Director:
1. Updated the Board on recent recruitment activity.

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

Respectfully submitted,

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

Gretna, Louisiana

September 5, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

DEPARTMENT OF PERSONNEL
MONTHLY REPORT – JULY 2023

Item VI.

RECRUITMENT AND EXAMINATION DIVISION – Page 1

	<u>JUL-23</u>	<u>JUN-23</u>	<u>JUL-22</u>
Total Applications Received:	622	499	433
Competitive:	502	399	332
Non-Competitive:	117	100	101
Total Applications Rejected:	218	166	163
Competitive:	199	153	150
Non-Competitive:	19	13	13
Total Applications Withdrawn:	183	139	84
Competitive:	160	114	64
Non-Competitive:	23	25	20
Candidates Scheduled for Written Exam:	76	68	48
Candidates Examined - Written Exam:	52	45	37
Candidates Passed Written Exam:	43	32	30
Candidates Failed Written Exam:	9	13	7
Candidates Examined - Rating of T&E:	39	65	43
Candidates Placed on Competitive Eligible List:	97	99	77
Certificates of Eligibility Issued:	18	19	28
Certificates of Eligibility to be Interviewed Issued (GLC):	47	42	31
Pending Testing (Scheduled for upcoming Test):	39	38	19
Pending Review or Waiting for More Information:	42	33	36
Job Interest Cards Completed Online:	26	28	21
ADA Accommodations			
Requested:	1	3	1
Approved:	0	1	0
Denied/Withdrawn:	1	2	3
Pending:	0	0	0
New Postings in NEOGOV:	9	16	12
New Exam Plans in NEOGOV:	2	9	6
Revised Exam Plans in NEOGOV:	7	7	6

RECRUITMENT AND EXAMINATION DIVISION – Page 2

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

- Accountant I-Central Finance Office
- Animal Shelter Manager
- Computer Systems Specialist
- Executive Superintendent
- Food Service Manager
- Juvenile Probation Officer III
- Library Page
- Mental Health Professional I
- Public Works Project Coordinator

Advertisement Source	Total %
College/University Career Services	0.78
Facebook	0.47
Family, Friend, Co-Worker, etc.	14.11
Governmentjobs.com	9.77
Handshake Website	0
Indeed.com	23.41
Jefferson Parish Department other than Personnel	2.17
Jefferson Parish Official Journal	0.16
Jefferson Parish Personnel Department Office	5.27
Jefferson Parish website	35.35
Job Fair	1.4
Library	0.31
Louisiana Workforce Commission website	1.86
Monster.com	0
Newspaper ad	0
Nola.com	0
Television ad	0
Twitter tweet (@JeffParishjobs)	0
WorkNOLA.com	0.93
Unknown	0
Personnel Department Use Only	4.03
Total Percentage	100%

TEST DEVELOPMENT DIVISION

Test Dates: Jul 7, Jul 13, Jul 19, Jul 20, Jul 27

Written Test Administrations:

	JUL 2023		2023 Pass Rate
	No. Passing/ No. Taken	Pass Rate	
Written Tests			
Account Clerks Test	6/6	100%	100%
Account Clerk II-Central Finance Office	6/6	100%	100%
Administrative & Executive Assistant	1/2	50%	86%
Administrative Assistant	1/2	50%	86%
Clerical/Office Skills Test (COST)	1/1	100%	77%
Animal Care Administrative Clerk (6607)	1/1	100%	75%
Clerical/Office Skills Test (COST) & Microsoft Word Skills Test	3/5*	60%	64%
Secretary	2/2	100%	86%
Typist Clerk II	1/2	50%	50%
Typist Clerk III	1/2	50%	64%
Clerical-76	1/1	100%	100%
Customer Relations Specialist I	1/1	100%	100%
Drainage Pump Station Operator II	1/2	50%	33%
Engineering Inspector Series	0/1	0%	63%
Engineering Inspector III	0/1	0%	40%
Foreman I, 3-Part Test	1/1	100%	83%
Juvenile Detention Officer I	1/1	100%	50%
Juvenile Probation Officer	1/1	100%	100%
Library Associate	20/21	95%	95%
Mechanical/Field Skills Test (MFST)-40 (Trades Helper)	0/1	0%	72%
Recreation Center Supervisor, Assistant-ATHLETICS	3/3	100%	76%
Recreation Center Supervisor, Assistant-MAINTENANCE	0/1	0%	89%
Sewerage Treatment Plant Operator	1/1	100%	50%
Water Service Inspector I	2/3	60%	71%
SUMMARY	42/51	82%	77%

*Duplicate applicants (due to simultaneous apps) omitted.

Tests Constructed/Refined & Validated:

Minimum Qualifications (3): Animal Shelter Manager; Assistant Director-Code Compliance & Enforcement; and Planner I.

Ratings of Training & Experience (2): Account Clerk II-Central Finance Office and Payroll Clerk.

Written Tests (0): None.

Miscellaneous/Special Projects: None.

CERTIFICATION DIVISION**APPOINTMENTS**

	<u>JUL-23</u>	<u>JUN-23</u>	<u>JUL-22</u>
Total Appointments to Permanent Positions:	63	59	78
Competitive:	42	44	60
Non-Competitive:	21	15	18
Breakdown of Competitive Appointments:			
Limited Entrance:	2	2	3
Preferred Reemployment:	0	0	0
Promotions:	15	14	24
Reemployment:	0	0	0
Entrance:	14	21	18
Reinstatement:	5	2	7
Transfers:	2	2	6
Demotions:	2	1	0
Reallocations:	2	2	2
Provisional:	3	1	3
Temporary Appointment:	3	12	0
Emergency Appointment:	0	2	1
Updated Job Descriptions:	8	1	38
Requisitions submitted in month:	74	60	149
Unfilled requisitions as of end of month:	411	383	397

SEPARATIONS

Total Permanent Separations:	36	28	37
Competitive:	27	22	26
Non-Competitive:	9	6	11
Breakdown of Separations:			
Dismissals:	4	0	3
Resignations:	23	19	28
Retirements:	6	7	5
Deaths:	0	0	0
Lay-offs:	0	0	1
End of Temporary Appointments:	2	2	1

OTHER DATA

Overall Turnover:	1.7%	1.3%	1.7%
Competitive Turnover:	1.8%	1.4%	1.6%
Non-Competitive Turnover:	1.7%	1.1%	2.1%

July presents an increase in all categories of Turnover.

CLASSIFICATION AND PAY DIVISION – Page 1

	<u>JUL-23</u>	<u>JUN-23</u>	<u>JUL-22</u>
Salary Increases Granted:	163	149	138
Salary Increases Disapproved:	6	6	7
Fines:	0	1	1
Suspensions:	9	9	3
Leave with Pay Granted:	1	5	0
Leave without Pay Granted:	75	75	102
AWOL:	61	73	55
Parental Leave:	7	9	1
FMLA Requests:	30	50	31

JOB CLASSIFICATION STUDIES:

Completed: Secretary – Water

Pending:

CPQ's sent out: Payroll Officer, Payroll Officer, Assistant, and Payroll Clerk-Central Payroll Office
Computer Network Specialist - EIS
Administrative Assistant - Water
Typist Clerk II – Jeff CAP

CPQ's received: Administrative Assistant – Citizens' Affairs

CPQ's assigned: None

Disposition(s): Secretary – Water – incorrectly classified; reclassified to Administrative Assistant

PAY GRADE REASSIGNMENTS:

Completed: None

Pending: Safety Program Manager – Human Resource Management

Assigned: None

Disposition(s): None

JOB INCUMBENT REALLOCATIONS:

Pay Plan:

FOOTNOTE NO.:

1. Code Compliance Inspector I (5135) to Code Compliance Inspector II (5136)
Personnel Technician I (1401) to Personnel Technician II (1402)

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
Updating DP10s and DP11Rs to reflect COLA

JUDICIAL REPORT

Appeals Received during July:	4
Appeals Pending:	8
Appealed to 5 th Circuit during July:	0
Appeals pending before 5 th Circuit:	0
Appealed to Louisiana Supreme Court during July:	0
Appeals pending before Louisiana Supreme Court:	0
Appealed to the US Supreme Court during July:	0
Appeals pending before the US Supreme Court:	0

July-23		VACANCY REPORT
Department #	Department Name	Vacancies
0010-301	Council District 1	3
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
0010-310	Research & Budget	2
0021	Parish Attorney	2
0040	Parish President	2
0061	Accounting	5
0064	Purchasing	1
0065	General Services	11
0067	Human Resource Management	2
0068	Planning	3
0069	Planning Advisory Board	1
0110	Building Permits	21
0112	Code Compliance and Enforcement	9
0119	Community Justice Agency	1
0130	Fire	1
0140	Emergency Management	1
1010	JeffCAP	41
1020	JeffCAP	6
1060	JeffCAP	6
1172	Community Development	9
1174	Community Development	1
1176	Community Development	1
1187	Community Development	5
1230	Community Development	2
1255	Emergency Management	1
1280	American Job Center	13
1290	Miscellaneous Grants	2
2150	Juvenile Services	1
2151	Juvenile Services	21
2152	Juvenile Services	10
2200	JPAWS	4
2450	Library	2
2451	Library	17
2452	Library	3
2453	Library	4
2454	Library	1
2530	Recreation	2
2531	Recreation	26
2532	Recreation	4
2533	Recreation	5
2534	Recreation	35
2615	Alario Center	11
2616	Recreation	1
2631	Lasalle	2
2650	Lafreniere	1
2651	Lafreniere	4
2652	Lafreniere	1
2662	Recreation	2
2920	Fire	1

2921	Fire	16
2922	Fire	4
3000	Streets	2
3002	Streets	20
3003	Streets	14
3005	Traffic Engineering	7
3050	Parkways	2
3051	Parkways	7
3052	Parkways	3
3110	Engineering – Street Lighting	4
3270	Drainage	11
3301	Drainage	42
3302	Drainage	53
3500	Environmental	2
3562	Inspector General	3
3640	Environmental	1
3850	Sewerage	6
3851	Sewerage	28
3852	Sewerage	16
3900	Water	7
3901	Water	13
3902	Water	31
3903	Water	5
3907	Water	37
3910	Water	3
3950	Fleet Management	13
3951	Telecommunications	1
3952	EIS	4
3956	Fleet Management	3
3957	Engineering	11
3958	Environmental	2
3959	EIS	1
3960	Engineering	1
3966	Engineering	3
3969	Capital Projects	1
3971	Telecommunications	2
3974	Ecosystems	1
3976	Public Works	7
	Total	703

Hires by Date Report

For records between **07/01/23** and **07/31/23**

77 records found.

<u>Department</u>	<u>Req. Title</u>	<u>Last Name</u>	<u>First Name</u>	<u>Start</u>	<u>Offer Amount</u>	<u>Appt. Type</u>
Jefferson Community Actions Program 0330	Community Services Counselor (1091)	Spain-Fairley	Christina	7/24/2023	\$49,268.00	Demotion
Jefferson Protection and Animal Welfare Service	Humane Officer (6612)	Henderson	DeJuan	7/29/2023	\$58,273.00	Demotion
Electronic Information System Management	Information Technology Security Analyst	Barras	Bryce	7/15/2023	\$70,193.00	Entrance
Environmental Affairs 3958	Environmental Quality Specialist	Pestoff	William	7/15/2023	\$40,009.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Brown	Darrick	7/29/2023	\$24,948.00	Entrance
Streets - East Bank 3002	Laborer (2200)	Cage	Jethro	7/1/2023	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Lightell	Leola	7/29/2023	\$25,970.00	Entrance
Emergency Management 0140	Emergency Management Coordinator II	Baudoin	Kyle	7/8/2023	\$41,413.00	Entrance
Human Resource Management 0067	Human Resource Manager (1460)	Guter	Myesha	7/15/2023	\$48,433.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Penisson	Jade	7/1/2023	\$27,374.00	Entrance
American Job Center 1280	Federal Programs Vocational Counselor I	Fazande	Tyrien	7/29/2023	\$25,970.00	Entrance
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Smith	Lesone	7/15/2023	\$14,389.00	Entrance
Water - Quality Lab 3903	Water Quality Scientist I-Chemistry	Denicola	Darryl	7/15/2023	\$35,797.00	Entrance
Parkways - West Bank 3052	Laborer (2200)	Smith	Jared	7/1/2023	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Attendant I (6601)	Decuir	Avione	7/15/2023	\$27,374.00	Entrance
Building Permits 0110	BUILDING PLAN REVIEWER I (5106)	Ridgley	Damon	7/15/2023	\$38,605.00	Entrance
Water - Distribution 3902	Truck Driver II	Carter	Luis	7/29/2023	\$27,374.00	Entrance
Jefferson Community Actions Program 0330	Community Services Counselor	McKay	Matthew	7/15/2023	\$30,182.00	Entrance
Drainage - West Bank 3302	Laborer (2200)	Dominick	Jordan	7/1/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Boudreaux	Christopher	7/15/2023	\$26,195.00	Entrance
Sewerage - West Bank 3852	Laborer (2200)	Robinson	Richard	7/15/2023	\$24,948.00	Entrance
Jefferson Protection and Animal Welfare Service	Animal Care Administrative Clerk	Ragusa	Natalie	7/15/2023	\$25,970.00	Entrance
General Services 0065	Laborer (2200)	Holmes	Marlon	7/1/2023	\$24,948.00	Entrance
Water - Distribution 3902	Laborer (2200)	Williams	Noah	7/15/2023	\$24,948.00	Entrance
Central Garage 3950	Automotive Mechanic (2336)	Nixon	Blaine	7/15/2023	\$37,201.00	Entrance
Streets - East Bank 3002	Laborer	Montegut	Ronald	7/15/2023	\$24,948.00	Entrance
Parks and Recreation - Playgrounds 2534	Groundskeeper	Winzy Jr	Corey	7/29/2023	\$26,195.00	Entrance
Water - Utilities 3907	Customer Relations Specialist I (1289)	Foucher	Brandice	7/15/2023	\$24,066.00	Entrance

Code Compliance & Enforcement 0112	Typist Clerk III (1103)	Foucher	Brandice	7/29/2023	\$25,970.00	Entrance
Juvenile Services - Detention 2151	Mental Health Professional I-Clinical	Ledet	Keisha	7/15/2023	\$46,412.00	Limited Entrance
Juvenile Services - Probation 2152	Juvenile Probation Officer I	Kawas	Ricardo	7/29/2023	\$44,818.00	Limited Entrance
Water 3900	Administrative Assistant (1015)	WILLIAMS	VENUS	7/29/2023	\$56,909.00	Promotional
Juvenile Services - Probation 2152	Mental Health Professional I (6555)	Canale	Cheryl	7/1/2023	\$48,547.00	Promotional
Streets - West Bank 3003	Equipment Operator IV	Smith II	Larry	7/29/2023	\$50,739.00	Promotional
Engineering - Traffic Engineering 3005	Sign Technician III	Cochran JR.	David	7/15/2023	\$36,564.00	Promotional
Water - Distribution 3902	Waterline Maintenance Foreman (2731)	Bazile	Carlton	7/30/2023	\$38,919.00	Promotional
Parkways 3050	Administrative Assistant	Ball	Jessica	7/1/2023	\$44,334.00	Promotional
Sewerage - West Bank 3852	Pump Equipment Mechanic (2610)	Johnson	Sean	7/1/2023	\$35,797.00	Promotional
Water - Treatment Plant 3901	Laborer, Semi-Skilled	Clark	Reginald	7/29/2023	\$31,769.00	Promotional
Engineering - Warehouse 3966	Warehouse Supervisor II (2353)	Chauvin Jr	Albert	7/1/2023	\$38,605.00	Promotional
Juvenile Services 2150	Administrative Management Specialist III	Jerome-Tobin	Krista	7/1/2023	\$68,663.00	Promotional
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Johnson	John	7/15/2023	\$28,880.00	Promotional
Library 2450	Librarian V	Gradolf	Jessica	7/29/2023	\$66,101.00	Promotional
Water - Treatment Plant 3901	Water Purification Operator-Helper (2760)	Gonzales	Antonio	7/29/2023	\$31,769.00	Promotional
Parkways 3050	Secretary (1115)	Antoine	Loaletha	7/29/2023	\$33,752.00	Promotional
Streets - West Bank 3003	Laborer, Semi-Skilled (2201)	Mack	Kendrick	7/15/2023	\$29,211.00	Promotional
Water - Treatment Plant 3901	Water Purification Operator-Helper (2760)	Kerlec III	Philip	7/29/2023	\$38,919.00	Promotional
Code Compliance & Enforcement 0112	Code Compliance Inspector I (5135)	Jackson	Ashley	7/29/2023	\$32,501.00	Promotional
Drainage 3270	Engineer I, Professional	Tibo II	Mark	7/1/2023	\$63,254.00	Promotional
Engineering 3957	Engineer III, Professional	Joseph	Chanen	7/15/2023	\$112,274.00	Promotional
Engineering 3957	Engineering Division Supervisor - N.P.	Calecas	Michael	7/1/2023	\$72,821.00	Promotional
Engineering 3957	Executive Superintendent (1020)	Thomas	Archelle	7/15/2023	\$49,781.00	Provisional
Water 3900	Public Works Project Coordinator	Augustine	Rudolph	7/15/2023	\$60,220.00	Provisional
Jefferson Protection and Animal Welfare Service	Animal Shelter Manager (6620)	Neal	Shannon	7/29/2023	\$60,980.00	Provisional
Code Compliance & Enforcement 0112	Code Compliance Inspector II (5136)	Mouney	Lisa	7/1/2023	\$33,314.00	Reallocation
Personnel 0066	Personnel Technician II	Ferrier	Naomi	7/15/2023	\$40,009.00	Reallocation
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Scott	Jack	7/15/2023	\$57,018.00	Reinstatement
General Services - Corrections 8120	Mechanical Systems Operator I (2031)	London	Charles	7/29/2023	\$50,125.00	Reinstatement
Juvenile Services - Detention 2151	Juvenile Detention Officer I (6541)	Ysrayl	Yshayahu	7/1/2023	\$33,165.00	Reinstatement
Engineering - Traffic Engineering 3005	Laborer (2) (2200)	Murphy	Andrew	7/1/2023	\$30,217.00	Reinstatement
Drainage 3270	GIS Analyst II	Breaux	Gregory	7/15/2023	\$82,273.00	Reinstatement
Parks and Recreation 2530	Information Specialist	Duronslet	Brianna	7/1/2023	\$0.00	Reinstatement
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Parker	Cory	7/1/2023	\$47,479.00	Transfer
Parks and Recreation - Parc des Familles	Groundskeeper (2354)	Cennett	Jeremiah	7/1/2023	\$26,195.00	Transfer
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Washington	Kalvin	7/29/2023	\$33,314.00	Transfer
Parks and Recreation - Playgrounds 2534	Recreation Center Supervisor, Assistant	Melancon	Brandon	7/29/2023	\$30,217.00	Transfer
American Job Center 1280	Clerk I (1008)	Wilson	Arrow	7/1/2023		Transient

Parks and Recreation 2530	Building Maintenance Supervisor	Loyola	Rebecca	7/1/2023		Transient
Parks and Recreation - Playgrounds 2534	Groundskeeper (2354)	Johnson Jr.	Alexzaye	7/1/2023		Transient
Streets - East Bank 3002	Administrative Assistant	Chavers	Denise	7/15/2023	\$69,127.00	Updated Job Description
Streets - West Bank 3003	Administrative Assistant	Wilson	Kim	7/15/2023	\$54,659.00	Updated Job Description
Library 2450	Executive Assistant	Lunkin	Irene	7/29/2023	\$89,529.00	Updated Job Description
Library 2450	Typist Clerk III	Alciatore	Deborah	7/29/2023	\$34,802.00	Updated Job Description
Library - Marketing 2454	Administrative Management Specialist III	Smith	William	7/29/2023	\$68,132.00	Updated Job Description
Accounting 0061	Accountant II-Central Finance Office	Ochoa	Javier	7/15/2023	\$60,111.00	Updated Job Description
Accounting 0061	Accountant II-Central Finance Office	Burckel	Carmen	7/15/2023	\$52,346.00	Updated Job Description
Library 2450	Clerk III (1010)	Romain	Tracy	7/29/2023	\$40,218.00	Updated Job Description

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
SEPTEMBER 14, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF AUGUST 22, 2023:

1. Docket No. 2023-007, Lashawn P. Camese vs. Department of Public Works-Water, scheduled for hearing on August 15, 2023, order issued on August 24, 2023;
2. Docket No. 2023-008, Armand Bellanger, Jr. vs. Department of Public Works-Drainage, scheduled for hearing on September 6, 2023, order issued on September 7, 2023;
3. Docket No. 2023-009, Eric P. Marks vs. Department of Public Works-Drainage, scheduled for hearing on August 29, 2023, order issued on September 1, 2023;
4. Docket No. 2023-011, Cassandra Swims vs. Department of Public Works-Water, scheduled for hearing on September 21, 2023;
5. Docket No. 2023-012, Rochelle Rabathaly vs. Department of Jefferson Community Action Programs, scheduled for hearing on September 28, 2023;
6. Docket No. 2023-013, Jennifer Walker vs. Department of Parks and Recreation, scheduled for hearing on October 11, 2023;
7. Docket No. 2023-014, Chloe Bristow vs. Department of Public Works-Engineering, scheduled for hearing on October 25, 2023;
8. Docket No. 2023-015, Jessica Laurendine vs. Department of Parks and Recreation, order issued on August 24, 2023.

APPEALS RECEIVED SUBSEQUENT TO AUGUST 22, 2023:

September 11, 2023

OFFICIAL NOTICE

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

THURSDAY, SEPTEMBER 14, 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 amend the FLSA (Fair Labor Standards Act) exemption designation for Head Start Teacher, Assistant and Early Head Start Teacher; 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.