

Ms. Connie Baker
Chairman
Nominated by: Southern University

Mr. Donald Collins
Vice-Chairman
Nominated by: LSU of Alexandria



Mr. Charles Harvey
Elected Employee Member

Ms. Terri Blaisdell
Nominated by Louisiana Christian
University

Mr. Michael Brewer
Nominated by: Alexandria Bar Association

Alexandria Civil Service Commission

City of Alexandria Civil Service Commission Agenda Regular Meeting February 21, 2024 at 4:30 p.m. City Council Chambers 915 3rd St. Alexandria, LA 71301

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments Announcement
5. Approval of Minutes of Regular Meeting Held January 24, 2023
6. Report on Filling Vacant Positions in Classified Civil Service
 - a. By Civil Service Staff
 - b. By Human Resources
7. Report on Special Assignments of Classified Employees
8. Requests per Rule V § 7, Pertaining to Customer Service and Customer Field Services Department to:
 - a. Adopt New Classification and Classification Specification and Assign Grade: Customer Service Specialist
 - b. Adopt New Classification and Classification Specification and Assign Grade: Customer Service Team Leader
 - c. Reallocate Utility Billing Specialist, Customer Service to Customer Service Specialist
 - d. Reallocate Customer Accounts Representative, Customer Service to Customer Service Specialist
 - e. Reallocate Administrative Secretary, Customer Service to Administrative Assistant, Customer Service
 - f. Reallocate Front Office Team Leader to Customer Service Team Leader
 - g. Reallocate Customer Accounts Team Leader to Customer Service Team Leader
 - h. Amend Classification Specification: Utility Service Worker
 - i. Reallocate Meter Reader to Utility Service Worker



9. Request per Civil Service to Advertise and Hire within the Range: Utility Service Worker, Customer Field Services
10. Requests per Rule V § 7, Pertaining to Transit Department:
 - a. Adopt New Classification and Classification Specification and Assign Grade: Supervisor, Transit Maintenance
 - b. Reallocate Supervisor, Fleet Maintenance, Transit to Supervisor, Transit Maintenance
 - c. Amend Classification Specification and Reassign Grade: Assistant Manager, Transit
 - d. Amend Classification Specification and Reassign Grade: Transit Operator
 - e. Amend Classification Specification and Reassign Grade: Transit Shift Supervisor
11. Request to Amend Classification Specification and Retitle Position: Community Services Representative
12. Requests per Rule V § 7, Pertaining to Zoo Department:
 - a. Reallocate Customer Services Representative, Zoo to Guest Services Representative
 - b. Amend Classification Specification and Retitle Position: Zoo Media Specialist
13. Report from Pay Plan Working Group
14. Director's Report
15. New Business (No action will be taken)
16. Adjourn

“Any classified employee may participate at any meeting that he chooses to do so. Specifically, the right of the classified employee shall not be altered, modified, or limited by any policies or directives of the employee's supervisor, department head, division head, and member of the administration, and/or the Appointing Authority. The classified employee is free to voice any concerns that fall within the jurisdiction of the Commission. However, should the employee wish to lodge a complaint or grievance, he must comply with Rule II § 1.10.” Alexandria Civil Service Rule II § 1.4.