

Mr. H. Lindsey Torbett  
Chairman  
Nominated By: LSU of Alexandria

Ms. Connie D. Baker,  
Vice-Chairman  
Nominated By: Southern University



Mr. Charles R. Harvey,  
Elected Employee Representative

Ms. Terri Blaisdell  
Nominated By: Louisiana College

Mr. Michael Brewer  
Nominated By: Alexandria Bar  
Association

## Alexandria Civil Service Commission

### City of Alexandria Civil Service Commission Agenda Regular Meeting June 16, 2021 at 4:30 p.m.

#### City Council Chambers

915 3rd St.

Alexandria, LA 71301

**\*Precautions required – a mask is required to enter meeting room.**

1. Call to Order
2. Observe Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Public Comments Announcement
6. Approval of Minutes of Regular Meeting Held May 26, 2021
7. Report on Filling Vacant Positions in Classified Civil Service
  - a. By Civil Service Staff
  - b. By Human Resources
8. Report on Special Assignments of Classified Employees
  - a. Request to Extend Special Assignments
9. Request per Department and Administration to Amend Class Specifications:
  - a. Environmental Technician I, Environmental Services
  - b. Environmental Technician II, Environmental Services
  - c. Mechanical Systems Technician, Maintenance of Public Buildings
10. Request per Administration and Department to Adopt New Classification and Proposed Classification Specification and Assign Grade:
  - a. Front Office Team Leader, Customer Service, Proposed Grade 18
11. To hear from Rules Sub-Committee



12. Consider Adoption of the Following Civil Service Rules and Any Amendments Recommended by the Commission:

- a. Rule VI § 18.4 – Compensation Rate for Exempt Employees
- b. Rule VI § 26 – Apprentice Pay Progression
- c. Rule XI § 4 – Civil, Emergency, or Special Leave

13. Request per Commission to Discuss Rules Sub-Committee

- a. Appoint Rules Sub-Committee

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.