

Ms. Connie Baker
Chairman
Nominated by: Southern University

Mr. Michael Brewer
Vice-Chairman
Nominated by: Alexandria Bar
Association



Mr. Charles Harvey
Elected Employee Representative

Ms. Terri Blaisdell
Nominated by Louisiana College

Mr. Donald Collins
Nominated by: LSU of Alexandria

Alexandria Civil Service Commission

City of Alexandria Civil Service Commission Agenda Regular Meeting October 20, 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. Pledge of Allegiance
3. Swear in Ms. Connie Baker, Nominated by Southern University
4. Roll Call
5. Public Comments Announcement
6. Approval of Minutes of Regular Meeting Held September 15, 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 Administration and Department to Adopt New Classification and Proposed Classification Specification and Assign Grade:
 - a. Applications Analyst, Management Information Systems, Proposed Grade 28
 - b. Applications Support Specialist, Management Information Systems, Proposed Grade 24
10. Request per Department to Amend Classification Specifications:
 - a. Customer Service Representative, Customer Service
 - b. Customer Accounts Representative, Customer Service
 - c. Customer Account Team Leader, Customer Service
 - d. Administrative Secretary, Customer Service
 - e. Accounting Technician, Customer Service
 - f. Accountant, Customer Service



- g. Utility Billing Specialist, Customer Service
 - h. Assistant Customer Service Manager, Customer Service
 - i. Customer Service Manager, Customer Service
 - j. Supervisor, Customer Field Service
 - k. Crew Leader, Customer Field Service
 - l. Meter Reader, Customer Field Service
 - m. Utility Service Worker, Customer Field Service
 - n. Clerical Specialist, Customer Field Service
11. Request to Abolish the Following Unfilled, Obsolete Classification:
- a. Computer Operator I, Management Information Systems
12. Director's Report
13. New Business (No action will be taken)
14. 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.