

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
January 20, 2021 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:31 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Mr. Michael Brewer, Mr. Charles Harvey, and Mr. Lindsey Torbett; Commissioner Ms. Terri Blaisdell was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Examination Analyst; and Ms. Candice Saucier, Compensation Analyst. Also present were: Mr. Charles Jones, Assistant Director of Human Resources, and Ms. Deirdre Fuller, Counsel for the Commission.

Chair Torbett read a statement regarding rights of the public to comment on matters on the agenda prior to action being taken on them, as required by the Louisiana Revised Statutes.

Mr. Torbett presented the **minutes of regular meeting held November 18, 2020** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Baker. On vote, the motion carried.

Ms. Lawson and Mr. Charles Jones, Assistant Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Lawson stated the Commission's packets included two (2) reports. The first report covered the month of November 2020. As of November 30, 2020, there were 39 requisitions in the Civil Service Department and 40 certified lists in Human Resources, with an average turnaround of 35.07 days. There were four (4) requests to expand certified eligibility lists, and 14 personnel requisitions were closed during the month of November 2020.

As of December 30, 2020, there were 55 personnel requisitions in the Civil Service Department and 34 certified eligibility lists in Human Resources, with an average turnaround of 30.46 days. There were three (3) requests to expand certified eligibility lists, and 13 personnel requisitions were closed during the month of December 2020.

Mr. Jones reported 15 candidates were selected by the Mayor in November 2020, which included nine (9) new hires and six (6) promotions. During the month of December 2020, the Mayor selected 14 candidates, which included six (6) new hires and eight (8) promotions. No candidates declined employment offers during the months of November and December 2020.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted the Commission had two (2) reports, which covered the months of November and December 2020. There were 11 classified employees specially assigned in December 2020, and four (4) of the special assignments ended prior to the January 2021 regular meeting. The Appointing Authority requested the special assignment of Frederick Cleveland to Leak Survey Tech, Gas, be extended for 90 days. Mr. Harvey moved to extend Mr. Cleveland's special assignment for a period of 90 days, and the motion was seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Administration and Civil Service to Amend Class Specifications**. Ms. Saucier presented the request to amend Equipment Operator III. Civil Service requested that the necessary special requirements for the Water Department be amended to allow up to 45 days from appointment to obtain the HAZMAT endorsement in order to help with recruitment. The department head and division head concurred with the amendment. Mr. Brewer moved to amend the class specification with adjusted necessary special requirements for Equipment Operator III, Water; Ms. Baker seconded. On vote, the motion carried.

Ms. Saucier presented the request to amend Stock Clerk, Central Warehouse. The Administration and Civil Service requested the physical requirements on the class specification be amended to accurately reflect the weight of materials moved and remove functions no longer performed by the class. Mr. Harvey stated he did not see reflected on the supporting documents where administration had indicated they concur with the changes, although the signature was present by the HR director. He stated, he does agree with the changes as long as administration is in support of the changes. Ms. Saucier clarified that administration does agree and is in support of the change. Ms. Baker moved to amend the class specification for Stock Clerk; Mr. Brewer seconded. On vote, the motion carried.

Agenda item 9(c), amendment of Cathodic Protection Technician, Gas was tabled.

Ms. Lawson provided an **Update on Request for Proposal for Engagement of a Consultant to Perform Compensation Study and Matters Related Thereto**. She stated the RFP was issued and responses were due February 5th. She noted several consultants had submitted questions. Mr. Torbett requested Civil Service and the Administration evaluate and rank the proposals prior to presenting to the Commission.

Ms. Lawson presented the **Director's Report**. She began with a 2020 overview of the Civil Service Department's activities. Ms. Mildred Price discussed recruiting, examinations, and qualifying. She stated despite COVID-19, Civil Service was able to establish protocol to administer exams safely. Civil Service attended 10 recruitment events, received 2,182 applications, administered 105 performance tests and written examinations, and developed 23 examinations. As a result, in 2020, there were 212 certified lists sent to HR and 136 selections for hire and/or closed requisitions.

Ms. Saucier discussed classification and compensation.

Ms. Lawson outlined appeals, hearings, and investigations during 2020.

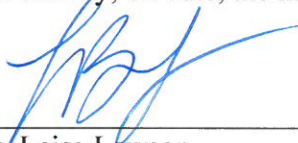
Ms. Lawson discussed proposed 2021 goals and requested the Commission identify priorities. She recommended developing a strategic plan for the department outlining objectives and enabling better stakeholder service. She stated she had spoken with other civil service systems throughout the state and reviewed best practices. Ms. Lawson also discussed an alternative to the

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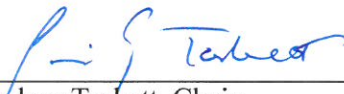
Ms. Lawson discussed proposed 2021 goals and requested the Commission identify priorities. She recommended developing a strategic plan for the department outlining objectives and enabling better stakeholder service. She stated she had spoken with other civil service systems throughout the state and reviewed best practices. Ms. Lawson also discussed an alternative to the Commission's meeting schedule and committees. Ms. Fuller reminded the Commission that Zoom remains an option for meetings at this time.

Under the **New Business (No action will be taken)** agenda item, Mr. Harvey asked whether employees would receive raises during the 2021-22 fiscal year. The administration did not yet have a response. Ms. Baker asked if a survey had been conducted asking employees their opinion on how Civil Service was serving them. Ms. Saucier replied the new Administration had conducted an employee survey in 2019 and questions were asked regarding Civil Service, but those responses had not been forwarded to Civil Service as yet.

Mr. Torbett adjourned at 5:08 p.m., following a motion to do so by Ms. Baker and a second by Mr. Harvey; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Mr. Lindsey Torbett, Chair