

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
March 24, 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, Ms. Terri Blaisdell, Mr. Charles Harvey, and Mr. Lindsey Torbett; Commissioner Mr. Michael Brewer 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: Mayor Jeffrey Hall; Ms. Monza Williams, 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 January 20, 2021** 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 Ms. Monza Williams reported on **filling vacant positions in the classified civil service**. As of January 31, 2021, there were 75 personnel requisitions in the Civil Service Department and 39 certified eligibility lists in Human Resources, with an average time of 12.8 days to forward a list to Human Resources. There was one (1) request to expand certified eligibility lists, and five (5) personnel requisitions were closed during the month of January 2021.

As of February 28, 2021, there were 74 requisitions in the Civil Service Department and 36 certified lists in Human Resources, with an average turnaround of 19.5 days. There were two (2) requests to expand certified eligibility lists, and eight (8) personnel requisitions were closed during the month of February 2021. There were four (4) class specs revised in January, with two (2) approved by the Commission and participation in Gallagher Benchmark Salary Survey in February.

Ms. Williams reported 6 candidates were selected by the Mayor in January 2021, which included five (5) new hires and one (1) promotion. During the month of February 2021, the Mayor selected 10 candidates, which included five (5) new hire, one (1) promotion, two (2) transfers, one (1) provisional appointment, and one (1) demotion. No candidates declined employment offers during the months of January and February 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. There were nine (9) classified employees specially assigned in February 2021. Of the special assignments shown, Civil Service was advertising for one (1) position and testing for one (1) position. Three (3) positions had certified eligibility lists in Human Resources. The Appointing Authority requested the special assignments of Margaret Waring to Superintendent, Construction Development; Ebony McGinnis to Customer Accounts Team Leader, Customer Service; Taylor Welch to Crew Supervisor, Water; Donald Diggs to Pipe

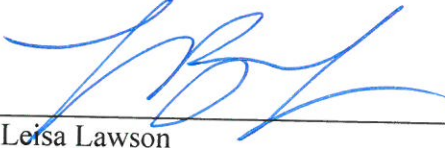
Layer, Water; and Casey Barnes to Senior Buyer, Purchasing, be extended for 90 days. Ms. Baker moved to extend the special assignments for a period of 90 days, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

Ms. Lawson **Discussed Responses to the RFP for a Consultant to Perform Compensation Study and Matters Related Thereto.** She provided an overview of the responses to the RFP. The Mayor discussed the need for a compensation study for the classified service. The Commission requested the Civil Service Department and Administration raters provide a summary of their comments on the top ranked proposals. The Commission stated its intention to select a consultant during its April 2021 meeting.


Ms. Lawson presented the **Director's Report.** She thanked the Mayor for attending the meeting and sharing with the Commission the need for a compensation study for the classified service. She recognized the work done by the classified employees during Winter Storms Uri and Viola. Ms. Lawson stated Civil Service received a grievance from an employee and would work with the Administration to resolve the grievance without bringing it to the Commission. Ms. Lawson discussed several issues and rules that will be reviewed by the Rules Sub-Committee. The Mayor announced the proposed 2021-22 fiscal year budget includes a two percent (2%) across-the-board increase for all City employees. The employee engagement survey recommended the City review compensation, including benefits. In response, the Mayor announced the proposed 2021-22 fiscal year budget also adjusts the health insurance premium to an 85% employer contribution, 15% employee split. The Mayor also commended the classified service for its work throughout the pandemic and multiple natural disasters. He also noted that no services were dropped over the past year.

Under the **New Business (No action will be taken)** agenda item, Ms. Baker stated the Commission was appreciative of the collaboration between the Administration and Civil Service.

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



Ms. Leisa Lawson
Director of Civil Service



Mr. Lindsey Torbett, Chair