

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
April 21, 2021 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:27 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Charles Harvey, and Mr. Lindsey Torbett; Commissioner Ms. Connie Baker 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; Susan Broussard, Chief of Staff; Ken Nolley, Internal Auditor; 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 March 24, 2021** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson and Ms. Monza Williams reported on **filling vacant positions in the classified civil service**. As of March 31, 2021, there were 80 personnel requisitions in the Civil Service Department and 50 certified eligibility lists in Human Resources, with an average time of just over 26 days to forward a list to Human Resources. There were five (5) requests to expand certified eligibility lists, and 14 closed personnel requisitions during the month of March 2021. Ms. Lawson noted the rate of applications has slowed during the early part of 2021. During the month of March 2021, there were two (2) job analyses conducted and five (5) class specifications created or revised.

Ms. Williams reported 15 candidates were selected by the Mayor in March 2021, which included seven (7) new hires, seven (7) promotions, and one (1) provisional appointment. No candidates declined employment offers during the month March 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. There were seven (7) classified employees specially assigned in March 2021. Of the special assignments shown, Civil Service was advertising for one (1) position and testing for one (1) position. The Appointing Authority requested the special assignment of Melynda Gremillion to Director of Planning, be extended for 90 days. Mr. Harvey moved to extend the special assignment for a period of 90 days, and the motion was seconded by Mr. Brewer. On vote, the motion carried.

Ms. Saucier addressed the **Administration's Request to Amend Class Specifications for Kennel Technician, Animal Shelter**. A job audit was conducted by Civil Service and proposed amendments, as requested by the department head, added the following duties: "Assists with inventory of supplies and reports needed supplies to supervisor. Occasionally operates a city

vehicle to pick up supplies from City warehouse, pet supply stores, and other vendors; transports animals to vet clinics, and in a state declared emergency transports animals from mass shelters as needed.” Mr. Harvey moved to amend the spec as proposed, and Mr. Brewer seconded the motion. On vote, the motion carried.

Ms. Saucier addressed the **Administration’s Request to Amend Class Specifications for Assistant Director, Finance**. The Administration requested an amendment to remove from the Minimum Qualifications the requirement “Must have passed the CPA exam”. Civil Service concurred and proposed amending to clarify training or experience cannot substitute for the required degree. Mr. Harvey moved to amend the spec as proposed, and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Saucier addressed the **Administration’s Request to Amend Class Specifications for Customer Services, Supervisor, Customer Service**. The proposed amendments included revising the classification title to Assistant Manager, Customer Service and added “Serves as acting Manager in the absence of the Customer Services Manager”. Mr. Brewer moved to amend the spec as proposed, and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Saucier addressed the **Administration’s Request to Adopt New Classifications and Proposed Classification Specifications and Assign Grade for Superintendent, Water, proposed grade 33, and Superintendent, Wastewater, proposed grade 33**. The Administration requested re-adopting these classes previously in the Classification Plan to benefit operations of the Water and Wastewater Departments and to assist with succession planning. The division director recommended using the prior specs and Civil Service recommended assigning both classes to grade 33, as previously assigned. It was noted that these classes are currently budgeted and clarified that the adoption of these classes would not remove the Superintendent, Water Operations class. Mr. Harvey moved to adopt Superintendent, Water as proposed, and Ms. Blaisdell seconded the motion. On vote the motion carried.

Mr. Brewer moved to adopt Superintendent, Wastewater as proposed, and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Saucier addressed the **Administration’s Request to Adopt New Classifications and Proposed Classification Specifications and Assign Grade for Call Center Supervisor, Customer Service, proposed grade 21**. The department head requested a new class to replace one (1) of four (4) Customer Accounts Team Leader positions and supervise utility call center staff. A Position Classification Questionnaire was completed and a market salary survey conducted. Mr. Harvey moved to adopt Call Center Supervisor as proposed, effective upon approved funding, and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Lawson presented the **Consideration of a Resolution Authorizing the Alexandria Civil Service Commission to Enter into a Professional Services Agreement with Vermillion Analytics for Consulting Services**. Ms. Lawson stated that after discussion with the

Administration, she is proposing to hire Dr. Jenelle Doucet of Vermilion Analytics as a consultant. Dr. Doucet was formerly compensation analyst, civil service business partner, and interim director with the Lafayette Civil Service Department. The scope of services for Vermilion Analytics would include qualifying for Assistant Director, Civil Service due to the desire to have an examination process that was not only objective, but also perceived as fair and objective by all applicants. Ms. Lawson noted the intent to fully staff the Civil Service Department prior to the classification and compensation study and any training provided to staff on maintaining of the classification and pay plans. Mr. Harvey moved to adopt the resolution authorizing the Commission to enter into a professional services agreement with Vermilion Analytics for consulting services, and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Mayor Hall, Ms. Broussard, Mr. Nolley, and Ms. Williams reported on the **2019-2020 Employee Engagement Study**.

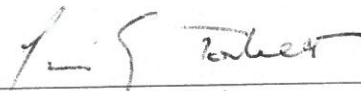
Mr. Torbett addressed **Selection of Consultant to Perform Classification and Compensation Study**. Ms. Lawson reported raters from the Administration and Civil Service ranked Segal as the top proposal overall due to their methodology, Louisiana experience, flexibility, implementation options, plan maintenance, and training for staff. After discussion, Mr. Harvey moved to accept Segal's proposal for a Classification and Compensation Study, and Mr. Brewer seconded the motion. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. She thanked the Mayor and Administration for presenting the results of the employee engagement study. She reported that Civil Service and the Administration were able to amicably resolve an employee grievance without bringing the matter to the Commission. Ms. Lawson also reported Civil Service received an appeal of disciplinary action.

There were no items discussed under the **New Business (No action will be taken)** agenda item.

Mr. Torbett adjourned at 5:26 p.m., following a motion to do so by Mr. Harvey and a second by Ms. Blaisdell; on vote, the motion carried.

  
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Ms. Leisa Lawson  
Director of Civil Service

  
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Mr. Lindsey Torbett, Chair