

**Minutes of the Regular Monthly Meeting of the  
Alexandria Civil Service Commission  
January 15, 2020 at 4:30 p.m.  
City Council Chambers, 1<sup>st</sup> Floor City Hall  
915 3<sup>rd</sup> Street, Alexandria, LA 71301**

The meeting was called to order by Chairman Lindsey Torbett at 4:31 p.m. A moment of silence was observed and the Pledge of Allegiance recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Mr. Charles Harvey and Dr. Henry Robertson. Absent: Mr. Michael Brewer. A quorum was present. Staff members present were: Ms. Candice Saucier, Assistant Director of Civil Service, and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources; Charles Jones, Assistant Director of Human Resources; Mr. Steven Oxenhandler, Attorney; and Ms. Deirdre Fuller, counsel for the Commission.

Chairman 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 welcomed Deirdre Fuller as the newly appointed Counsel to the Commission. He stated she had assisted the Commission as Conflict Counsel and that he was pleased to have her in this role. The other Commissioners joined in welcoming Ms. Fuller.

Mr. Torbett presented the **minutes of the previous regular meeting** held November 20, 2019 for approval. A motion to approve the minutes was made by Dr. Robertson, seconded by Mr. Harvey. On vote, the motion carried.

Ms. Saucier and Ms. Monza Williams, Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Saucier stated this report covered from November 7<sup>th</sup> through December 31<sup>st</sup> and in future, Civil Service would close out its report at the end of the month to coincide with Human Resources reports. She reported the Civil Service Department was processing 26 personnel requisitions and provided 29 certified lists to Human Resources, with an average turnaround of 16.4 days. Additional certification had been requested for four lists, and 10 personnel requisitions were closed. Ms. Saucier reported there were no classification actions to report for December, however some were in process. Ms. Williams reported nine candidates were selected by the Mayor in November, which included five new hires and four promotions. No candidates declined employment offers. She also reported seven candidates were selected by the Mayor in December, which included four new hires and three promotions. No candidates declined employment offers.

Mr. Torbett addressed agenda item **Request to Extend 3 Classified Employee's Special Assignments**. Ms. Saucier asked the Commission to extend three special assignments 90 days. Mr. Harvey made a motion to extend the three employees' special assignments 90 days and motion was seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Administration to Amend the**

**Classification Specifications to Reflect Exempt Status for Assistant Manager, Transit and Customer Services Supervisor, Customer Service.** Ms. Saucier stated the Administration requested these amendments, as shown on the comment form. Ms. Williams stated a number of classes were reviewed by Division Directors, Department Heads and Steven Oxenhandler to determine proper assignment of Exempt or Non-Exempt status. Mr. Oxenhandler stated he was pleased with how the City, both Civil Service and Human Resources, approached this issue. He explained that qualifying for Exempt status meant the employee would not get overtime for hours worked over 40 per week. He stated that the job duties dictated the status and that Assistant Manager, Transit qualified for the Administrative Exemption. He also stated Customer Services Supervisor, who managed employees, qualified for the Executive Exemption. He stated these previously Non-Exempt classes should be Exempt, in his opinion. Ms. Baker asked if any positions were classified as Exempt that made less than the new salary threshold and Ms. Saucier replied there were not. Ms. Baker made a motion to amend the classification specifications for Assistant Manager Transit and Customer Services Supervisor to reflect Exempt status. Dr. Robertson seconded the motion; and on vote, it carried.

Ms. Saucier presented the **Director's Report**. She reported the posting for Director Civil Service closed December 17, 2019 and requested the Personnel Committee notify her when they would like to review applications. There was discussion concerning the screening and interviewing process. She also stated the Rules Sub-Committee was scheduled to meet January 23, 2020 and any recommended rule revisions would be presented to the Commission. Ms. Saucier stated the Compression Market Adjustment was being updated and would be forwarded to the Administration for consideration. She also asked the Commissioners to consider what types of information they would like presented in the monthly reports.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Mr. Torbett adjourned at 4:55 p.m., following a motion to do so by Mr. Harvey and a second by Ms. Baker; on vote, the motion carried.

  
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Ms. Candice Saucier  
Civil Service Assistant Director

  
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Ms. Connie Baker, Vice-Chair