

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
January 18, 2023 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Donald Collins, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; and Ms. Toria Banks, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources; Ms. Misty Antoon, Counsel for the Commission; Mr. David Johnson, Director of Finance; and Mr. Michael Marcotte, Director of Utilities.

Ms. Baker 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.

Ms. Baker presented the **minutes of regular meeting held November 16, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, and Mr. Brewer seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of special meeting held November 28, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Collins, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of special meeting held December 14, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, and Mr. Collins seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of November 30, 2022, there were 84 personnel requisitions in the Civil Service Department and 27 certified eligibility lists in Human Resources, with an average time of 45 days to forward a list to Human Resources. There was one (1) request to expand a certified eligibility list, and 11 personnel requisitions were closed during the month of November 2022.

As of December 31, 2022, there were 73 personnel requisitions in the Civil Service Department and 35 certified eligibility lists in Human Resources, with an average time of 17 days to forward a list to Human Resources. There were no requests to expand a certified eligibility list, and 11 personnel requisitions were closed during the month of December 2022.

Ms. Harris reported 17 candidates were selected by the Mayor in November 2022, which included six (6) new hires, two (2) promotions, two (2) transfers, five (5) provisional appointments, and two (2) demotions. No candidates declined employment offers during the month of November 2022.

Ms. Harris reported 11 candidates were selected by the Mayor in December 2022, which included four (4) new hires and seven (7) promotions. No candidates declined employment offers during the month of December 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were nine (9) special assignments shown on the December 2022 report. The Appointing Authority requested to extend one (1) special assignments for a period of 90 days. Mr. Harvey moved to extend the special assignment for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Requests per Department, Administration, and Civil Service to Advertise and Hire Above the Minimum: Transit Analyst, Transit; Meter Reader, Customer Field Services; and Electric Line Worker, Senior, Electric Distribution**.

Civil Service received a request from the Administration to advertise and hire above the minimum rate of pay for Transit Analyst, Transit, one (1) vacancy. Transit Analyst has been advertised since May 4, 2022. An increase in the advertising and hiring rate is recommended to assist with attracting qualified candidates. Ms. Lawson recommended an increase in the hiring and advertising rate up to the third quartile of the range. Ms. Baker requested the Director and Administration provide a report should a candidate be hired within the range. Mr. Brewer moved to approve the request, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

Civil Service received a request from the Administration to advertise and hire above the minimum rate of pay for Meter Reader, Customer Field Services, eight (8) vacancies. The request is due to the number of meter reader vacancies in addition to Bermex hiring meter readers at \$16.00 to \$18.00 per hour, depending on experience. Mr. Johnson and Mr. Marcotte discussed issues with meter reading and responded to questions regarding the Bermex contract. Ms. Lawson recommended advertising and hiring at \$17.99 per hour, the maximum of the current pay grade. Mr. Harvey moved to approve the request, and the motion was seconded by Mr. Collins. On vote, the motion carried.

Civil Service received a request from the Administration to advertise and hire at the maximum rate of pay for the Electric Line Worker, Senior, Electric Distribution, Utilities Division, five (5) vacancies. The Administration also requested to realign the pay of incumbent employees. The request is due to the following reasons: 1) length of time positions have been vacant without attracting qualified applicants; 2) the number of vacancies; 3) the cost of using contractors due to the vacancies; 4) the number of senior line workers necessary to lead contract crews, particularly following storms; and 5) to expedite advertising in anticipation of implementation of the new pay plan. Ms. Lawson recommended advertising and hiring at the maximum of the current pay grade, which she noted would be less than the minimum of the pay plan developed by Segal. Mr. Harvey moved to approve the request, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Requests per Department and Division to Amend Classification Specification, Superintendent, Traffic**. Civil Service received a request

from the Public Works Division regarding amendment of the Superintendent, Traffic classification specification. The Division informed Civil Service that the International Municipal Signal Association (IMSA) recently undertook a lengthy overhaul of its certification programs. The overhaul resulted in a more than year-long period where IMSA did not offer the Sign and Marking I and II and Signal Technician I certifications. IMSA will not offer level I certifications until June 2023, and level II certifications until November 2023. The amendment is requested to remove the requirement an applicant possess a Sign and Marking II certification at the time of appointment. The proposed amendment would require the Sign and Marking II certification to be obtained within one (1) year of appointment. Mr. Brewer moved to amend the classification specification as presented, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

Ms. Baker addressed agenda item **Consider for Introduction the Following Proposed Amendment to the Civil Service Rules: Rule XI § 11 – Special Leave Related to the Covid-19 Health Pandemic**. Ms. Lawson noted the proposed amendment was for introduction only, with final adoption to be considered at the Commission's February regular meeting. She stated the proposed amendment would bring the Civil Service Rules in line with the Louisiana State Civil Service Rules, while maintaining flexibility in the event the Governor declared Covid-19 to be a public health emergency. Ms. Harris stated the proposed amendment would also bring the Alexandria Civil Service Rules and Regulations in line with current CDC guidelines. Mr. Collins moved to introduce the proposed amendment to Rule XI § 11 – Special Leave Related to the Covid-19 Health Pandemic, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Baker requested a **Motion to Recess for Executive Session to Conduct the Annual Performance Evaluation of the Civil Service Director**. Mr. Brewer moved to recess for executive session; Mr. Collins seconded. On roll call vote, the motion carried unanimously.

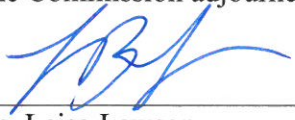
Mr. Collins moved to exit executive session; Ms. Blaisdell seconded. On roll call vote, the motion carried unanimously.

Ms. Blaisdell moved to approve the Director's evaluation; Mr. Collins seconded. On roll call vote, the motion carried unanimously.

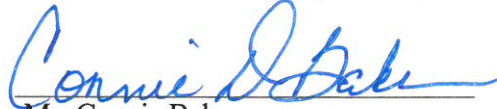
Ms. Lawson presented the **Director's Report**. She welcomed the new administration along with new counsel for the Commission, Misty Antoon. She discussed the classification and compensation study and noted that Civil Service was working with the new administration regarding implementation. She reported that all job postings are now on NEOGOV. She also discussed the Department's participation in upcoming job fairs.

There was no discussion under the **New Business (No action will be taken)** agenda item.

The Commission adjourned following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman