

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
May 26, 2021 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:32 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners Ms. Terri Blaisdell, Mr. Charles Harvey, and Mr. Lindsey Torbett; Commissioners Ms. Connie Baker and Mr. Michael Brewer were 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: 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 April 21, 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 April 30, 2021, there were 85 personnel requisitions in the Civil Service Department and 49 certified eligibility lists in Human Resources, with an average time of around 37 days to forward a list to Human Resources. There were six (6) requests to expand certified eligibility lists, and 19 closed personnel requisitions during the month of April 2021. Ms. Lawson noted the rate of applications has slowed during the early part of 2021. During the month of April 2021, there were three new classification allocations and three classification specification amendments, as outlined in the April minutes, and two salary surveys completed.

Ms. Williams reported 23 candidates were selected by the Mayor in April 2021, which included 12 new hires, seven (7) promotions, two (2) transfers, and two (2) provisional appointments. No candidates declined employment offers during the month April 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted a number of the special assignments shown on the April 2021 report have ended. The Appointing Authority requested the special assignment of Alex Settles to Fleet Maintenance Supervisor, Transit, 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 Ms. Blaisdell. On vote, the motion carried.

Ms. Saucier presented the **Administration's Request to Amend Class Specifications for Equipment Operator II, Code Enforcement, and Superintendent, Construction Development**.

The Administration requested an amendment for Equipment Operator II to add the Necessary Special Requirement for the Code Enforcement Department to allow up to five (5) months for a

new hire to obtain a Louisiana Class B commercial driver's license with Air Brakes endorsement. Ms. Blaisdell moved to amend the classification specification for Equipment Operator II as proposed, and Mr. Harvey seconded the motion. On vote, the motion carried.

The proposed amendment for Superintendent, Construction Development revised the Necessary Special Requirement to possess specified certifications to "Must obtain and maintain the Certified Building Official certification and Certified Stormwater Inspector certification within one (1) year of hire." Ms. Blaisdell moved to amend the classification specification for Superintendent, Construction Development as proposed, and Mr. Harvey seconded the motion. On vote, the motion carried.

Mr. Torbett addressed **Request per Administration and Civil Service to Introduce for Consideration the Following Proposed Civil Service Rules**. Ms. Lawson stated the proposed amendments were being introduced for consideration to be placed on the Commission's June 2021 agenda for final adoption.

Ms. Fuller led a discussion regarding the Rules Sub-Committee and the need for clarity and flexibility in its operations. Additional discussion included the need to define the Rules Sub-Committee's purpose, composition, and process.

Ms. Lawson presented the **Proposed Amendment to Rule VI § 18.4 – Compensation Rate for Exempt Employees**. She stated the proposed language is based on the Louisiana State Civil Service rule on overtime compensation for exempt employees, which allows for exempt employees to be compensated for overtime worked. Mr. Harvey made a motion to introduce the proposed revision to Rule VI § 18.4 – Compensation Rate for Exempt Employees, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Proposed Amendment to Rule VI § 26 – Apprenticeship Pay**. She stated the proposed language is taken from the Lafayette Civil Service rule on apprenticeships. The proposed amendment would allow for apprenticeships where employees participate in a formal, documented training program, in addition to where statute or regulation requires certification, and completion of the program is required for continued employment. The amendment would also allow for an employee in an apprenticeship to petition the Commission for an extension of the apprenticeship period in limited circumstances. Ms. Blaisdell made a motion to introduce the proposed revision to Rule VI § 26 – Apprenticeship Pay, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

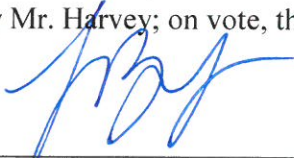
Ms. Lawson presented the **Proposed Amendment to Rule XI § 4 – Civil, Emergency, and Special Leave**. She stated the proposed language is based on the Louisiana State Civil Service rule that allows for up to four (4) hours of leave for Covid-19 vaccination. This amendment is intended to encourage employees to get vaccinated and to get booster shots, once available. Ms. Blaisdell made a motion to introduce the proposed revision to Rule XI § 4 – Civil, Emergency, and Special Leave, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

Mr. Torbett addressed agenda item, **Set Appeal of Ronald Duncan, (Docket No. 2021-01)**. Ms. Lawson stated all parties to the appeal and conflict counsel for the Commission were available for regular meeting scheduled for June 16, 2021. Mr. Harvey moved that the Appeal of Ronald Duncan be set for June 16, 2021, at 4:00 p.m., and Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. She provided an update on the classification and compensation study. She reported Assistant Director, Civil Service was being advertised. She also stated the Civil Service Department is evaluating a transition to a business partner model. She noted the department currently splits civil service functions, with an analyst assigned to handle a particular function for the entire classified service. The business partner model would involve analysts assigned to handle all civil service functions for particular divisions. Ms. Lawson stated the department is continuing to assess ways to better serve its stakeholders.

Under the **New Business (No action will be taken)** agenda item, Mr. Torbett announced that he would resign from the Commission following the June 2021 regular meeting.

Mr. Torbett adjourned at 5:22 p.m., following a motion to do so by Ms. Blaisdell and a second by Mr. Harvey; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Mr. Lindsey Torbett, Chair