

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
June 16, 2021 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:28 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Charles Harvey, and Mr. Lindsey Torbett. 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 May 26, 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 May 31, 2021, there were 62 personnel requisitions in the Civil Service Department and 53 certified eligibility lists in Human Resources, with an average time of around 39 days to forward a list to Human Resources. There were two (2) requests to expand certified eligibility lists, and 22 closed personnel requisitions during the month of May 2021. During the month of May 2021, there was one (1) job analysis and one (1) salary/benefit survey.

Ms. Williams reported 24 candidates were selected by the Mayor in May 2021, which included 16 new hires, six (6) promotions, and two (2) demotions. No candidates declined employment offers during the month May 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. The Appointing Authority requested the special assignments of Margaret Waring to Superintendent, Construction Development, and John Emerson to Crew Supervisor, Electric Distribution, be extended for 90 days. Mr. Harvey moved to extend the special assignments for a period of 90 days, and the motion was seconded by Mr. Brewer. On vote, the motion carried.

Ms. Saucier presented the **Request of the Administration and Departments to Amend Class Specifications for Environmental Technician I, Environmental Services; Environmental Technician II, Environmental Services; and Mechanical Systems Technician, Maintenance of Public Buildings**.

The Department Head requested adding to the Minimum Qualifications for Environmental Technician I and Necessary Special Requirements for Environmental Technician II the following:

“Must obtain Class IV Wastewater Treatment and Collection certifications within five (5) years of hire.” Civil Service concurred with the requested amendment and proposed amending the Minimum Qualifications and Necessary Special Requirements, respectively, to clarify the bachelor’s degree is required because it is a requirement for the Drinking Water Analysis certification. Mr. Brewer moved to amend the classification specification for Environmental Technician I as presented, and Ms. Baker seconded the motion. On vote, the motion carried.

Mr. Harvey moved to amend the classification specification for Environmental Technician II as presented, and Ms. Baker seconded the motion. On vote, the motion carried.

Civil Service received a request from the Assistant Division Director to amend the classification specification for Mechanical Systems Technician to add the position is subject to 24-hour call to improve the department’s response time during emergency after-hours work. Ms. Baker moved to amend the classification specification for Environmental Technician II as presented, and Mr. Harvey seconded the motion.

Ms. Saucier presented the **Request of the Administration and Department to Adopt New Classification and Proposed Classification Specification and Assign Grade for Front Office Team Leader, Customer Service**. Civil Service received a request from the Customer Service Manager, with the approval of the Administration, to create a new classification of Lead Cashier, one (1) position, to replace one (1) of three (3) Customer Accounts Team Leader positions, grade 18, in the Customer Service Department, Finance Division. Civil Service conducted a job audit through discussion with the Department Head and observation of Front Office operations. Civil Service recommended a title change to Front Office Team Leader as being more descriptive of the class, and the Department Head concurred. The Department Head and Civil Service completed a Position Classification Questionnaire. Civil Service also conducted a market salary survey and internal equity analysis to determine the appropriate salary grade recommendation of grade 18 (minimum: \$30,472.00, midpoint: \$36,566.40, maximum: \$45,718.40). Mr. Harvey moved to adopt new classification, Front Office Team Leader, and proposed classification specification, and to assign Front Office Team Leader to Grade 18, effective upon approved funding. Mr. Brewer seconded the motion. On vote, the motion carried.

Ms. Lawson presented the **Report from Rules Sub-Committee**.

Mr. Torbett addressed **Consider for Adoption the Following Proposed Civil Service Rules**. Ms. Lawson stated the proposed amendments were introduced during the May 2021 meeting and were now being presented for final adoption.

Ms. Lawson presented the **Proposed Amendment to Rule VI § 18.4 – Compensation Rate for Exempt Employees**. She stated the proposed language would allow for exempt employees to be compensated at a straight-time rate for overtime worked due to business necessity to perform essential services. Mr. Harvey made a motion to amend Rule VI § 18.4 – Compensation Rate for

Exempt Employees as presented, 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 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. Harvey made a motion to amend Rule VI § 26 – Apprenticeship Pay as presented, and the motion was seconded by Ms. Baker. 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. Mr. Brewer made a motion to amend Rule XI § 4 – Civil, Emergency, and Special Leave, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Mr. Torbett addressed the **Request of the Commission to Discuss Rules Sub-Committee**. After discussion, it was agreed that a rules working group would be more effective than a formal sub-committee of the Commission.

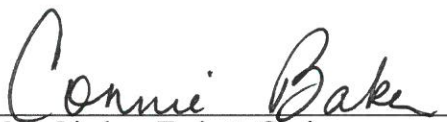
Ms. Lawson presented the **Director’s Report**. She thanked Mr. Torbett for his service as a Commissioner. Ms. Baker presented Mr. Torbett a plaque in appreciation for his more than eight (8) years of service as a Commissioner. Ms. Lawson recognized Mr. Donald Collins, who was nominated by LSU of Alexandria to complete the remainder of Mr. Torbett’s term. She provided a brief update on the classification and compensation study. Ms. Lawson recognized and thanked City employees for their continued hard work.

Under the **New Business (No action will be taken)** agenda item. Ms. Baker requested the July agenda include an item to discuss the report of SSA Consultants.

Mr. Torbett adjourned at 5:36 p.m., following a motion to do so by Mr. Torbett and a second by Ms. Baker; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service


~~Mr. Lindsey Torbett, Chair~~
Ms. Connie Baker