

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

The meeting was called to order by Ms. Connie Baker at 4:25 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, and Mr. Donald Collins. Mr. Michael Brewer and Mr. Charles Harvey 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.

Ms. Fuller swore in Mr. Donald Collins.

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 addressed agenda item **Election of Chairman to Finish Unexpired Term of H. Lindsey Torbett**. Ms. Blaisdell moved that Ms. Baker be elected chairman, and Mr. Collins seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of regular meeting held June 16, 2021** for approval. A motion to approve the minutes was made by Ms. Blaisdell, seconded by Mr. Collins. On vote, the motion carried.

Ms. Lawson and Ms. Monza Williams reported on **filling vacant positions in the classified civil service**. As of June 30, 2021, there were 70 personnel requisitions in Civil Service and 46 certified eligibility lists in Human Resources. In June, it took an average of 37 days to forward a list to Human Resources. There were four (4) requests to expand eligibility lists, and 35 personnel requisitions were closed. With respect to classification, there was one (1) new allocation, eight (8) class specification created or amended, and one (1) salary survey completed.

Ms. Williams reported 36 candidates were selected by the Mayor in June 2021, which included 31 new hires, four (4) promotions, and one (1) transfers. No candidates declined employment offers during the month of June 2021.

Ms. Baker commended both Civil Service and Human Resources for their work to fill vacancies.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted the special assignment report was shorter than in recent months and that three (3) of the assignments shown would roll off of the report soon. The Appointing Authority requested the special assignments of Melynda Gremillion to Director of Planning, and Donald Diggs to Pipe Layer, Water, be extended for 90 days. Ms. Lawson noted Mr. Diggs' special assignment was inadvertently left off the request to extend at last month's meeting. Ms. Blaisdell moved to extend the special assignments for a period of 90 days, and the motion

was seconded by Mr. Collins. On vote, the motion carried.

Ms. Saucier presented the **Request of Departments to Amend Class Specifications for Zoo Keeper I, Zoo; Zoo Keeper II, Zoo; Equipment Operator II, Utility Services; Superintendent, Water; Superintendent, Wastewater; and Supervisor, Water Production.**

Dr. Max Lakes, Zoo Director, requested amendment of the Zoo Keeper I and Zoo Keeper II class specifications to ensure the staff have the necessary qualifications to perform at the level required for the City of Alexandria Zoo to continue to meet and maintain the Association of Zoos and Aquariums (AZA) Accreditation Standards. Ms. Saucier stated the amendments for Zoo Keeper I and Zoo Keeper II included under the Minimum Qualifications increasing the educational and experience requirements. Dr. Lakes explained the amendments would benefit the Alexandria Zoo in maintaining accreditation and answered Commissioners' questions. Ms. Blaisdell moved to amend the class specification for Zoo Keeper I, Zoo as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Blaisdell moved to amend the class specification for Zoo Keeper II, Zoo as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Civil Service received a request from the Superintendent, Utility Services to amend the Necessary Special Requirements for Equipment Operator II, Utility Services. The requested amendment will allow up to five (5) months post appointment for a new hire to obtain the required commercial driver's license. The amendment is desired to assist with recruiting efforts as both Equipment Operator II positions in the Utility Services Department were currently vacant, with one position has been advertised since 2019. Ms. Blaisdell moved to amend the class specification for Equipment Operator II, Utility Services as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Civil Service received a request from the Superintendent, Water Operations to amend the class specifications for Superintendent, Water; Superintendent, Wastewater; and Supervisor, Water Production to reflect the required Class D driver's license. The Superintendent, Water Operations also requested the minimum qualifications for Superintendent, Water be revised to indicate Class IV Certifications in Water Treatment, Production, and Distribution are required. Ms. Blaisdell moved to amend the class specification for Superintendent, Water as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Blaisdell moved to amend the class specification for Superintendent, Wastewater as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Blaisdell moved to amend the class specification for Supervisor, Water Production as presented; Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Baker addressed **Request per Administration to Advertise and Hire Above the Minimum for Electric Line Worker, Sr., Electric Distribution and to Realign Pay of Incumbent Employees**. Ms. Lawson discussed the number of vacancies in the Electric Distribution Department and their impact on both daily and storm operations. She noted the department's staffing levels generally require the use of a contractor to provide two (2) crews to meet daily operations at a cost of around \$30,000 per week. Ms. Lawson also shared salary survey information for senior electric line workers from Ruston and Lafayette. The minimums of the pay grades for the comparable positions in Ruston and Lafayette were higher than the maximum of the City's grade 23. Ms. Blaisdell moved to table the agenda item, and Mr. Collins seconded. On vote, the motion carried. Ms. Baker requested that Ms. Lawson work with the Commissioners to schedule a meeting as quickly as possible to consider the agenda item.

Ms. Baker presented the **Report of SSA Consultants**. Ms. Baker stated Dr. Christel Slaughter of SSA Consultants provided her on the evaluation of the Director of Civil Service. Dr. Slaughter reported that Civil Service and Human Resources are working well with each other. Dr. Slaughter made the following recommendations: 1) the Commission continue to monitor the relationship and work of the Civil Service and Human Resources Departments; 2) the Director of Civil Service attend leadership training; and 3) Dr. Slaughter perform a status check before the end of the year. Ms. Blaisdell moved to accept Dr. Slaughter's recommendations. Mr. Collins seconded the motion. On vote, the motion carried.

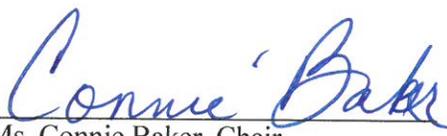
Ms. Lawson presented the **Director's Report**. She referred to the Summary Report of Active Employees, which detailed filled and unfilled positions. Ms. Lawson stated she would check with the Commissioners on their availability to meet earlier than the scheduled August 18, 2021 meeting. She reported the Civil Service Department had participated in job fairs with some success in turning booth visits into applications. She also reported Civil Service was advertising on additional websites in hopes of expanding the applicant pool. Ms. Lawson stated she was reviewing online applicant tracking systems with the goal of moving to a more user-friendly platform.

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

Ms. Baker adjourned at 5:07 p.m., following a motion to do so by Ms. Blaisdell and a second by Mr. Collins; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker, Chair