

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
February 15, 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 was: Ms. Leisa Lawson, Director of Civil Service. Also present were: Ms. Lisa Harris, Director of Human Resources; Ms. Misty Antoon, Counsel for the Commission; 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 January 18, 2023** for approval. A motion to approve the minutes as presented was made by Mr. Brewer, 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 January 31, 2023, there were 61 personnel requisitions in the Civil Service Department, of which four (4) had been in Civil Service for more than one (1) year. Civil Service received 218 applications and transmitted 15 certified eligibility lists to Human Resources during the month of January 2023. Eight (8) personnel requisitions were closed during the month of January 2023.

Following a motion by Mr. Collins and seconded by Mr. Harvey, the Commission unanimously voted to amend the agenda to add **Request per Division Director to Advertise and Hire Professional Engineer, Utilities Above the Minimum** to the agenda.

Ms. Baker addressed agenda item **Request per Division Director to Advertise and Hire Professional Engineer, Utilities Above the Minimum**. Mr. Marcotte stated the Administration discussed requesting to advertise and hire above the minimum for Professional Engineer, Utilities at the Commission's next meeting. He indicated that hiring a Professional Engineer at the maximum of the pay range would be more cost effective than continuing to contract out engineering services. Ms. Lawson noted the position has been advertised since 2019. She also discussed the current pay range and the pay range in the Segal Pay Plan. Mr. Collins moved to approve the request to advertise and hire Professional Engineer up to the maximum of the current pay range and to authorize advertising and hiring up to the maximum of the Segal Pay Plan, once the Segal Pay Plan is effective. The motion was seconded by Mr. Brewer. On vote, the motion carried.

Ms. Harris reported eight (8) candidates were selected by the Mayor in January 2023, which included seven (7) new hires and one (1) promotion. No candidates declined employment offers during the month of January 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. 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. Baker addressed the **Request per Civil Service and Administration to Realign Incumbent Employees in Career Progression Groups: Meter Reader, Customer Field Services; Crew Leader, Customer Field Services; Supervisor, Customer Field Services; and Electric Line Worker, Senior, Electric Distribution**.

Ms. Lawson stated the realignment is requested to address compression issues resulting from advertising and hiring Meter Reader and Electric Line Worker, Senior above the minimum.

Ms. Blaisdell moved to realign incumbent Meter Readers, Customer Field Services as presented, contingent upon approved funding. Mr. Harvey seconded. On vote, the motion carried.

Mr. Brewer moved to realign the incumbent Crew Leader, Customer Field Services as presented, contingent upon approved funding. Mr. Collins seconded. On vote, the motion carried.

Mr. Harvey moved to realign the incumbent Supervisor, Customer Field Services as presented, contingent upon approved funding. Mr. Collins seconded. On vote, the motion carried.

Ms. Blaisdell moved to realign incumbent Electric Line Workers, Senior, Electric Distribution as presented, contingent upon approved funding. Mr. Harvey seconded. On vote, the motion carried.

Ms. Lawson presented the **Requests per Department and Division to Advertise and Hire Above the Minimum: Engineering Technician II, Utility Services**. She noted that Civil Service concurred in the request. Mr. Marcotte stated the position is a utility line locator. Ms. Lawson discussed the Segal Pay Plan, the importance of regular review of classification specifications, and the City's pay rules. She noted the rate would be dependent on the hire's qualifications. Ms. Lawson and Ms. Harris discussed the Louisiana State Civil Service Rules and Regulations regarding pay practices. Mr. Collins moved to approve the request to advertise and hire above the minimum for Engineering Technician II, Utility Services. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson presented **Per Rule III § 1.13, Director's Report Regarding Request of Appointing Authority to Extend Working Test Period and Request for Commission Approval**. The Commission discussed tabling the agenda item and placing it on the March agenda along with a properly noticed executive session. Mr. Collins moved to table the agenda item, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed agenda item **Consider for Adoption 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 introduced at the Commission's January 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 and bringing the Alexandria Civil Service Rules and Regulations in line with current CDC guidelines. Ms. Blaisdell moved to adopt the proposed amendment to Rule XI § 11 – Special Leave Related to the Covid-19 Health Pandemic, and the motion was seconded by Mr. Collins. On vote, the motion carried.

Ms. Baker addressed agenda item **Consider for Introduction the Following Proposed Amendments to the Civil Service Rules: Rule I § 1.15 – “Classified Employee”, Rule I § 1.93 – “Working Test Period”, and Rule IX – Working Test**. Ms. Lawson noted the proposed amendment was for introduction only, with final adoption to be considered at the Commission's March regular meeting. She stated the proposed amendment is designed to remove ambiguity in the current rule; allow in limited circumstances and with the approval of the Director of Civil Service, the working test to be extended for a period of up to two (2) years; and require that employees be provided performance feedback during the working test period. Ms. Harris noted that certain positions require more than six (6) months to effectively evaluate an employee's performance. Ms. Antoon and Ms. Lawson stated that the proposed amendment would not apply to appointments to positions which occur prior to adoption of the rule amendment. Ms. Blaisdell moved to introduce the proposed amendments to the Civil Service Rules: Rule I § 1.15 – “Classified Employee”, Rule I § 1.93 – “Working Test Period”, and Rule IX – Working Test. Mr. Harvey seconded. On vote, the motion carried.

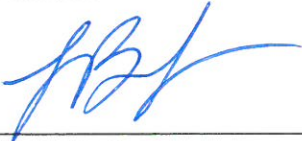
Ms. Lawson presented the **Director's Report**. She thanked the Commissioners for their service to the City. Ms. Lawson recognized the Civil Service Department team and stated that Ms. Price and Ms. Banks were not in attendance due to participating in Southern University's career fair, which was held earlier in the day.

Ms. Lawson reported Civil Service was testing for Meter Reader. She stated there was a large increase in the number of applications received following the Commission's action to increase the advertising and appointment rate. She recognized the individual who photographed the Meter Reader announcement and posted it on Facebook, resulting in over 100 shares of the Facebook post. She reported the Appointing Authority had selected an incumbent employee to fill the Transit Analyst position and that Civil Service had transmitted an eligibility list for Electric Line Worker, Senior.

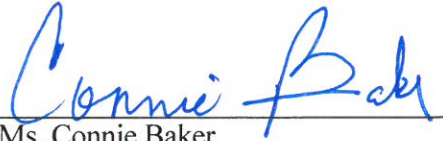
Ms. Lawson reported that Civil Service and the Administration were in discussion regarding implementation of the Segal Pay Plan and addressing compression. She also discussed upcoming job fairs that Civil Service will attend.

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

The Commission adjourned at 6:01 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman