

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
February 16, 2022 at 4:30 p.m.**

The meeting was called to order by Mr. Michael Brewer at 4:32 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Terri Blaisdell, Mr. Michael Brewer, and Mr. Charles Harvey; Ms. Connie Baker arrived at 4:40 p.m.; Mr. Donald Collins was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service, and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources, Ms. Deirdre Fuller, Counsel for the Commission.

Mr. Brewer 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. Brewer presented the **minutes of regular meeting held November 17, 2021** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of November 30, 2021, there were 51 personnel requisitions in the Civil Service Department and 41 certified eligibility lists in Human Resources, with an average time of 36 days to forward a list to Human Resources. There was one (1) request to expand a certified eligibility list, and 23 personnel requisitions were closed during the month of November 2021.

As of December 31, 2021, there were 48 personnel requisitions in the Civil Service Department and 30 certified eligibility lists in Human Resources, with an average time of 57 days to forward a list to Human Resources. There were six (6) requests to expand certified eligibility lists, and 24 personnel requisitions were closed during the month of December 2021.

As of January 31, 2022, there were 49 personnel requisitions in the Civil Service Department and 42 certified eligibility lists in Human Resources, with an average time of under 99 days to forward a list to Human Resources. There were no requests to expand certified eligibility lists, and 6 personnel requisitions were closed during the month of January 2022.

Ms. Lawson noted the report included personnel requisitions that were open for 537 days, 219 days, 205 days, 268 days, and 165 days, resulting in the higher numbers than generally reported.

Ms. Williams reported 23 candidates were selected by the Mayor in November 2021, which included 16 new hires, 4 promotions, two (2) transfers, one (1) demotion, and (1) candidate declined an employment offer during the month of November 2021.

Ms. Williams reported 27 candidates were selected by the Mayor in December 2021, which included 16 new hires, 10 promotions, and one (1) provisional appointment. Four (4) candidates declined employment offers during the month of December 2021.

Ms. Williams reported eight (8) candidates were selected by the Mayor in January 2022, which included four (4) new hires, two (2) promotions, and two (2) provisional appointments. Three (3) candidates declined employment offers during the month of January 2022. Mr. Harvey asked whether candidates provided reasons for declining employment. Ms. Williams stated she would provide the information to Mr. Harvey upon confirmation from HR staff.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. At this time, the Appointing Authority requested that seven (7) special assignments be extended for a period of 90 days. Mr. Brewer moved to extend the special assignments for a period of 90 days, and the motion was seconded by Mr. Harvey. On vote, the motion carried.

Ms. Lawson presented the **Request to Abolish the Unfilled, Obsolete Classification, Computer Operator I**. The Information Systems Manager indicated the position is obsolete when completing the job description questionnaire for the classification and compensation study. Mr. Brewer moved to abolish Computer Operator I from the classification plan, and Mr. Harvey seconded. On vote, the motion carried.

Ms. Lawson presented the **Request to Amend Classification Specifications for Superintendent, Water and Superintendent, Wastewater**. Civil Service received a request from the Superintendent of Water Operations to amend the classification specifications to allow a person appointed to Superintendent, Water or Superintendent, Wastewater time to obtain the required certifications. The amendment was requested to assist in recruiting efforts and to allow for legacy training prior to the anticipated retirement of the Superintendent, Water Operations. Ms. Lawson noted the proposed amendments resulted from several months of collaboration between the department, administration, and civil service on vacancies and succession planning. The proposed amendments were modeled on Lafayette's comparable positions, which allow time to obtain the required certifications.

Mr. Brewer moved to amend the classification specification for Superintendent, Water as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Harvey moved to amend the classification specification for Superintendent, Wastewater as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Request to Introduce for Consideration the Following Proposed Civil Service Rules**. Ms. Lawson noted the proposed amendments were for introduction only.

Ms. Lawson presented the **Proposed Amendment to Rule XI § 1.4 – Maximum Accrual**. She stated the proposed language would double the amount of annual leave an employee is currently allowed to carry over. Mr. Harvey made a motion to introduce the proposed revision to Rule XI §

1.4 – Maximum Accrual, and the motion was seconded by Mr. Brewer. On vote, the motion carried.

Ms. Lawson presented the **Proposed Amendment to Rule XI § 2.7 – Payment Upon Termination**. She stated the proposed amendment addresses payment of sick leave when an employee separates from service. Mr. Harvey explained the rule would allow employees who are 100% of their retirement benefit to be paid their full sick leave upon retirement. Ms. Baker asked about use of sick leave to increase an employee’s retirement benefit. Ms. Fuller noted the proposed amendment was vetted through the rules working group with the guidance of Mr. Harvey prior to presenting the proposed language to the Commission. Ms. Fuller further explained the rule would be applicable to a small group of employees who are at 100% of their retirement benefit. Ms. Williams stated she would share additional information regarding the retirement system prior to the March 2022 regular meeting. Mr. Harvey made a motion to introduce the proposed revision to Rule XI § 2.7 – Payment Upon Termination, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

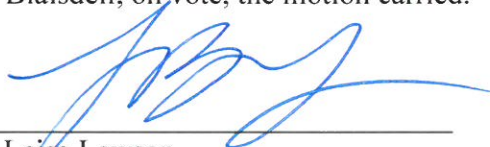
Ms. Lawson presented the **Director’s Report**. She provided an update on the classification and compensation study. She stated the department had attended several job fairs in February 2022. Ms. Lawson also noted that she and several department heads have had ongoing discussions with CLTCC regarding training and recruitment.

Ms. Lawson stated the department would host a recruiting and retention event specifically for city employees during the benefits fair scheduled for March. She noted that she, Ms. Williams, and Information Systems Manager were in the process of evaluating a new online applicant tracking system. Ms. Lawson shared feedback from applicants regarding difficulties with the current system.

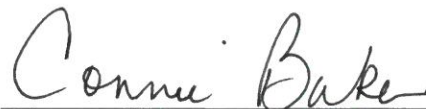
Ms. Lawson informed the Commission that there is one pending appeal and that she had recused herself from it. She stated the Commission’s conflict counsel would be in contact with the Commission regarding scheduling the appeal. Ms. Lawson reiterated that she was recused in response to Mr. Harvey’s question regarding scheduling the appeal.

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

Mr. Brewer adjourned at 5:17 p.m., following a motion to do so by Mr. Brewer and a second by Ms. Blaisdell; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman