

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
February 21, 2024 at 4:30 p.m.**

The meeting was called to order by Mr. Donald Collins at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Terri Blaisdell, Mr. Donald Collins, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; and Ms. Toria Banks, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources, and Ms. Misty Antoon, Counsel for the Commission.

Mr. Collins 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. Collins presented the **minutes of regular meeting held January 24, 2024** for approval. Ms. Blaisdell moved to approve the minutes as presented, and Mr. Harvey 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, 2024, there were 78 personnel requisitions in the Civil Service Department. Civil Service received 354 applications and transmitted 48 certified eligibility lists to Human Resources during the month of January 2024. Fifteen personnel requisitions were closed during the month of January 2024.

Ms. Harris reported fifteen candidates were selected by the Mayor in January 2024, which included twelve (12) new hires and three (3) promotions. Two candidates declined employment offers during the month of January 2024.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. There were no extensions of Special Assignments at this time.

Mr. Collins addressed **Requests per Rule V § 7**, pertaining to Customer Service and Customer Field Services Department.

Ms. Lawson stated the proposed actions would increase organizational efficiency and flexibility in the Customer Service Department. The actions would also clarify titling in the Classification Plan, reduce impact of vacancies, and improve service delivery. The cost of the proposed actions would eliminate one (1) budgeted, but vacant Customer Service Representative. The net budget impact would be an increase of \$4,676.67 in salary costs, in addition to the reduction in fringe benefits due to elimination of a position.

Ms. Karolyn Surgent, Customer Service Manager, addressed the Commission. She stated the proposed changes would improve organizational flexibility and efficiency. Ms. Harris concurred with the proposed actions.

Mr. Harvey moved to adopt a new classification, classification specification, and assigned a grade for Customer Service Specialist. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to adopt a new classification, classification specification, and assigned a grade for Customer Service Team Leader. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to reallocate Utility Billing Specialist, Customer Service to Customer Service Specialist, contingent upon approved funding. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey recused himself from the Request to Reallocate Customer Accounts Representative, Customer Service to Customer Service Specialist. The agenda item was tabled due to the lack of quorum present.

Mr. Harvey moved to reallocate Administrative Secretary, Customer Service to Administrative Assistant, Customer Service, contingent upon approved funding. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to reallocate Front Office Team Leader, Customer Service to Customer Service Team Leader, Customer Service, contingent upon approved funding. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to reallocate Customer Account Team Leader Customer Service to Customer Service Team Leader, Customer Service, contingent upon approved funding. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to amend classification specification for Utility Service Worker, Customer Field Services. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Mr. Harvey moved to reallocate Meter Reader, Customer Field Services to Utility Service Worker, Customer Field Services, contingent upon approved funding. Ms. Blaisdell seconded. Following public comment, on vote, the motion carried.

Request per Civil Service to Advertise and Hire within the Range: Utility Service Worker, Customer Field Services. Ms. Lawson stated Civil Service recommends advertising and hiring Utility Service Worker within the range. She noted on January 18, 2023, the Commission authorized advertising and hiring Meter Reader, Customer Field Services, grade 14 within the range in order to be competitive with Bermex. Meter Reader has been advertised at the maximum of grade 14 since that time. She stated this has resulted in Utility Service Worker, grade 16, being advertised at a lower rate than Meter Reader, grade 14. She discussed the urgency of the request due to Bermex notifying the City of its intent to terminate the contract for meter reading services. As a result, the City is urgently working to

fill vacancies in Customer Field Services. Mr. Harvey moved to authorize to advertise and hire within the range and Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Collins addressed **Request per Rule V§7, Pertaining to Transit Department**. Civil Service received a request to review several positions in Transit after the Federal Transit Agency's triennial review. The recommended action for approval will improve compliance with FTA, LDEQ, ADA, other federal and state rules, City policies, procedures, and internal controls. In addition, the proposed actions will improve service delivery, reduce overtime paid from the General Fund due to vacancies in the Transit Department, as well as clarify roles and responsibilities and increase resiliency. She stated the cost of the proposed action would be offset by reducing the number of budgeted full-time Transit Operators positions by two.

Ms. Blaisdell moved to adopt a new classification, classification specification, and assigned a grade for Supervisor, Transit Maintenance. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Blaisdell moved to reallocate Supervisor, Fleet Maintenance Transit to Supervisor, Transit Maintenance, contingent upon approved funding. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Blaisdell moved to amend classification specification and reassign grade for Assistant Manager, Transit, contingent upon approved funding. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Blaisdell moved to amend classification specification and reassign grade for Transit Operator, Transit, contingent upon approved funding. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Blaisdell moved to amend classification specification and reassign grade for Transit Shift Supervisor, Transit, contingent upon approved funding. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Mr. Collins addressed **Request to Amend Classification Specification, and Retitle the Position of Community Services Representative**. Ms. Lawson stated Civil Service recommends amending the classification specification and retitling the Community Service Representative position to Guest Service Representative. The proposed action would clarify titling in the classification plan through reserving the use of Customer Service titling for positions in the Customer Service Department. Mr. Harvey moved to amend the classification specification and retitle the position of Community Services Representative to Guest Services Representative. Ms. Blaisdell seconded the motion. Following public comment, on vote, the motion carried.

Mr. Collins addressed **Request per Rule V§7, Pertaining to Zoo Department**. Civil Service received a request from Administration to amend the classification specification for Zoo Media Specialist, Zoo following the accreditation site inspection form the Association of Zoos and Aquariums (AZA). Amendment was requested to broaden the position into a citywide media

relations position to be housed in and funded through the elimination of a budgeted, but vacant position in Community Services Division. Ms. Lawson stated the proposed action would allow the City to address the AZA's feedback regarding animal care staffing. Civil Service also recommends reallocating the Customer Service Representative, Zoo to Guest Service Representative. This proposed action would clarify titling in the Classification Plan by reserving customer service titles for positions in the Customer Service Department.

Ms. Blaisdell moved to reallocate Customer Service Representative, Zoo to Guest Services Representative. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification, retitle and reallocate Zoo Media Specialist, Zoo to Media Specialist. Mr. Harvey seconded. Following public comment, on vote, the motion carried.

Ms. Lawson presented the **Report from Pay Plan Working Group**. She stated she hopes to provide an update at the March meeting.

Ms. Lawson presented the **Director's Report**. Ms. Lawson thanked the commissioners for all that they do. She informed the commissioners that Mr. Brewer has resigned, but will continue to serve until his replacement is selected. Ms. Lawson stated she is awaiting to hear back from Mr. Auzenne regarding the outcome of Thaddius Morris appeal status. Ms. Lawson stated an appeal date for Cindy Ducote has not been set yet.

Ms. Blaisdell moved to add **Set Appeal Hearing of Cindy Ducote (Civil Service Docket 2023-02)** to the agenda. Mr. Harvey seconded the motion. Following public comment, on roll call vote, the motion carried unanimously.

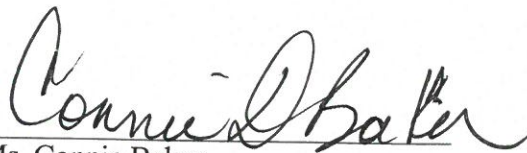
Ms. Blaisdell moved to set the appeal hearing of Cindy Ducote for April 24, 2024, at 3:00 p.m. Mr. Harvey seconded. On vote, the motion carried.

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

The Commission adjourned at 5:30 p.m., following a motion by Mr. Harvey and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman