

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
March 16, 2023 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:31 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Donald Collins, and Mr. Charles Harvey. Mr. Michael Brewer was absent. 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; Ms. Misty Antoon, Counsel for the Commission; Ms. Kay Michiels, Chief Administrative Officer; and Mr. Michael Caffery, Deputy Chief Administrative Officer.

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 February 15, 2023** for approval. A motion to approve the minutes as presented was made by Mr. Collins, 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 February 28, 2023, there were 60 personnel requisitions in the Civil Service Department. Civil Service received 132 applications and transmitted 25 certified eligibility lists to Human Resources during the month of February 2023. Fifteen personnel requisitions were closed during the month of February 2023.

Ms. Harris reported 18 candidates were selected by the Mayor in February 2023, which included 11 new hires, four (4) promotions, two (2) transfers, and one (1) demotion. One candidate declined an employment offer during the month of February 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. The Appointing Authority requested to extend two (2) special assignments for a period of 90 days. Mr. Harvey moved to extend the special assignments for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Price presented the **Report Regarding Recruiting Activities**.

Ms. Baker addressed the **Request per Rule V § 7 to Adopt New Classifications and Classification Specifications and Assign Grades: Human Resources Specialist, Proposed Grade 26, and Human Resources Business Partner, Proposed Grade 28**.

Civil Service received a request from the Administration to allocate two new positions, Human Resources Specialist and Human Resources Business Partner; reallocate Assistant Director, Human Resources (one budgeted position – one incumbent employee) to Human Resources Specialist; and amend the classification specification for Personnel Analyst (four budgeted positions – three incumbent employees), as part of a reorganization. The Human

Resources Department has six (6) budgeted, classified positions: one (1) Assistant Director, Human Resources; four (4) Personnel Analysts; and one (1) Clerical Specialist. The reorganization would include the following budgeted positions: one (1) Human Resources Specialist; one (1) Human Resource Business Partner; three (3) Personnel Analysts; and one (1) Clerical Specialist. Civil Service completed a Job Description Questionnaire with the Director of Human Resources for the Human Resources Specialist and Human Resources Business Partner positions to define the duties and responsibilities of the classes. Civil Service also conducted a point factor evaluation to determine internal equity and the appropriate salary grade recommendations.

Ms. Harris reported the reorganization is designed to provide a more strategic approach to the human resources, improve service delivery, clarify roles and responsibilities of positions in the department, better allocate the department's limited headcount, and increase the department's resiliency. She noted during her prior tenure as Director of Human Resources, the department functioned well without an Assistant Director from 2016-2019. She also noted that the Human Resources Department staff is professional, works independently, and does not require an intermediate level of day-to-day supervision. Ms. Harris stated the proposed reorganization would make better use of the department's limited headcount and allow the Human Resources Department to better serve employees, departments, and divisions.

The Administration recognized the need for a new position, Human Resources Specialist. The Human Resources Specialist would be responsible for administration, operation, and maintenance of the City's drug and alcohol testing, mandatory federal and state training, and benefits programs. This proposed position is needed to ensure compliance with federal and state reporting requirements, ensure maintenance of funding, and reduce the risk of fines.

The Administration requested to reallocate Assistant Director, Human Resources to Human Resources Specialist. The new Human Resources Specialist position will absorb many of the non-supervisory duties of the Assistant Director, Human Resources, including administration of the drug and alcohol testing program, management of workers' compensation administrative duties, administration of state-mandated training programs, and ensuring compliance with the Affordable Care Act and other federal and state laws and regulations. There would be no impact on the incumbent employee's salary.

The Administration recognized the need for a new position, Human Resources Business Partner. This new position would be responsible for new duties to the Human Resources Department, including formulating partnerships across human resources functions to deliver value-added service to management and employees that reflects the initiatives of the City; improving workplace culture, analyzing trends and metrics, providing guidance and input on workforce planning, and working with the Civil Service Department to maintain market competitiveness from a total compensation standpoint.

Mr. Harvey reported he received several calls from a lot of employees regarding the proposed reorganization. He stated he had to deal with employees and that he represents employees.

Ms. Antoon advised Mr. Harvey that as a Commissioner, he is a member of a quasi-judicial body and cannot advocate for one side.

Ms. Harris noted that the proposed reorganization had been vetted by the Mayor and Chief Administrative Officer, as shown in the comment form included in the Commission's packet. The proposed reorganization was the result of study and researching other organization to determine the best structure and best practices. Ms. Harris stated the Administration would not present the reorganization to the Commission without determining that it would enable the Human Resources Department to better serve the City.

Mr. Harvey moved to adopt new classifications and classification specifications and assign grades: Human Resources Specialist, Grade 26, and Human Resources Business Partner, Grade 28. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Request per Rule V § 7 to Reallocate Assistant Director, Human Resources to Human Resources Specialist, Human Resources**. Mr. Harvey moved to allow public comment on the agenda item, and Mr. Collins seconded. On vote, the motion carried.

Mr. Charles Jones provided public comment. He thanked the Commission for allowing him the opportunity to speak. He acknowledged the proposed reorganization would have no impact on his salary; however, he perceived the reorganization as a demotion. He said the Human Resources Department staff rely on him, looking to him for assistance and guidance. Mr. Jones asked the Commission to consider the effect the proposed Human Resources Department reorganization would have on his career.

Ms. Harris stated the reorganization is designed to improve the Human Resources Department. She reminded the Commission that under the Civil Service Rules, the personnel action would be a reallocation, not a demotion. She said the proposed reorganization addressed the structure of the department and positions necessary to achieve departmental objectives, not individuals. She also reminded the Commission that under the Civil Service Rules, the proposed action would be a reallocation, not a demotion.

Ms. Baker asked whether the proposed reallocation is an adverse employment action. Ms. Antoon advised the personnel action would be a reallocation. Ms. Antoon further advised that a reallocation of the Assistant Director, Human Resources to Human Resources Specialist would not be an adverse employment action. She also noted that there would be no change in salary.

Mr. Harvey requested to meet with Human Resources Department staff. Ms. Antoon advised that Mr. Harvey's request was inappropriate. He stated that he wanted to find out more information regarding the request for reorganization and that he did not want to ask his questions at the meeting. Ms. Harris further objected to Mr. Harvey's request, noting that it would make the request about the people, rather than the structure. Ms. Baker also noted there is no need for the Civil Service Commission or individual Commissioners to investigate

the Appointing Authority's request to restructure a department, as there is nothing to investigate.

Mr. Harvey moved to table the agenda item until the Commission's April 2023 regular meeting, and Mr. Collins seconded. On vote, the motion carried.

Ms. Baker requested Ms. Antoon provide a memorandum regarding the Commission's role.

Ms. Baker addressed the **Request per Rule V § 7 to Amend Classification Specification for Personnel Analyst, Human Resources**. The proposed amendment would revise the classification to reflect the current duties of the position and remove duties that are the responsibility of the Civil Service Department. There would be no impact on the incumbent Personnel Analysts' salaries. Mr. Collins moved to amend the classification specification as presented, and Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed **Consider for Adoption 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. Baker addressed agenda item **Consider for Adoption 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 amendments were introduced at the February regular meeting and were now being considered for final adoption. Ms. Antoon recommended removing the word "probationary" from the proposed amendment to Rule I § 1.15. Mr. Collins moved to adopt the proposed amendments; and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Candice Saucier asked to comment. Ms. Blaisdell moved to reverse the Commission's action to allow for public comment, and Mr. Harvey seconded. On vote, the motion carried. Ms. Saucier asked for clarification on the proposed rule.

Ms. Baker requested that the Appointing Authority present on the City's performance evaluation system.

Following public hearing, Ms. Blaisdell moved to adopt the proposed amendments to Rule I § 1.15 – "Classified Employee" as modified; and the proposed amendments to Rule I § 1.93 – "Working Test Period" and Rule IX – Working Test, as introduced at the Commission's February regular meeting. Mr. Harvey seconded. On vote, the motion carried.

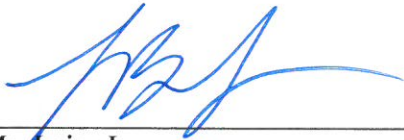
Ms. Baker addressed agenda item **Consider for Introduction the Following Proposed Amendment to the Civil Service Rules: Rule XII § 1.5 – Non-Disciplinary Removals**. Ms. Lawson noted the proposed amendment is for introduction only, with final adoption to be considered at the April regular meeting of the Commission. She stated the proposed rule is based on Louisiana State Civil Service Rule 12.6(a)(2) and would allow for non-disciplinary removal of an employee when he has a pattern of absenteeism, receives written notice that his attendance must improve, and he incurs seven or more unscheduled absences

in a 26-week period. Ms. Lawson stated the proposed rule would also require the Appointing Authority to provide written notice each time the employee incurs a sixth unscheduled absence. Ms. Blaisdell moved to introduce the proposed amendment to Rule XII § 1.5 – Non-disciplinary removals; Mr. Collins seconded. On vote, the motion carried.

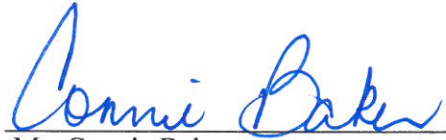
Ms. Lawson presented the **Director's Report**. She reported that Department had received an appeal. Ms. Lawson stated she anticipated the Civil Service Department's new Examination Analyst would start next month. She also reported that the City had filled one of the Electric Line Worker, Senior vacancies.

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

The Commission adjourned at 6:15 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson  
Director of Civil Service



Ms. Connie Baker  
Chairman