

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
May 18, 2022 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:29 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, 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. Candice Saucier, Compensation Analyst. Also present were: Ms. Monza Williams, Director of Human Resources, Ms. Deirdre Fuller, Counsel for the Commission.

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 April 20, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, seconded by Mr. Collins. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of April 30, 2022, there were 52 personnel requisitions in the Civil Service Department and 47 certified eligibility lists in Human Resources, with an average time of 33 days to forward a list to Human Resources. There were two (2) requests to expand certified eligibility lists, and 20 personnel requisitions were closed during the month of April 2022.

Ms. Williams reported 20 candidates were selected by the Mayor in April 2022, which included eight (8) new hires and 12 promotions. Four (4) candidates declined employment offers during the month of April 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were 14 special assignments in effect during the month of April 2022, which included three (3) classified employees specially assigned to unclassified positions and one (1) that had ended due to the employee's promotion to the position to which he was specially assigned. The Appointing Authority requested to extend six (6) 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 Mr. Brewer. On vote, the motion carried.

Ms. Lawson presented the **Request per Department to Amend Classification Specifications for Crew Leader, Parks Maintenance**. Civil Service received a request from the Interim Community Service Director to amend the classification specification for Crew Leader, Parks and Recreation. The amendment was requested to remove "bucket truck" from the inclusive list of equipment operated because those duties are no longer required; remove the State of Louisiana class B commercial driver's license requirement because the position's duties do not require operating any vehicle requiring a class B commercial driver's license; revise the driver's license to a valid Louisiana Class D driver's license; and allow an incumbent 60 days to obtain the required Class

D license. Mr. Harvey moved to amend the classification specification for Crew Leader, Parks Maintenance as presented; Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Consider for Adoption the Following Proposed Amendments to the Civil Service Rule XI § 7.1 – Holidays**. The proposed amendment would add Juneteenth to the list of observed holidays. Mr. Harvey moved to adopt the proposed amendment to Rule XI § 7.1 – Holidays; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed agenda items **Set Appeal of Candice Saucier (Docket No. 2021-03)** and **Set Appeal of Candice Saucier (Docket No. 2022-02)**. Mr. Brewer moved that the appeals of Candice Saucier (Docket Nos. 2021-03, 2022-02) be set for July 20, 2022, at 3:00 p.m.; Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Request per Commissioner Harvey to Discuss Act 295 of the 2011 Regular Session’s Requirement for Annual Evaluation of the Civil Service Director**. Ms. Baker requested that Ms. Saucier’s appeals be heard prior to the evaluation of the Civil Service Director. Mr. Collins made a motion to appoint a personnel committee and discuss the Commission’s internal evaluation process at the June 2022 regular meeting. Ms. Blaisdell seconded. On vote, the motion carried.

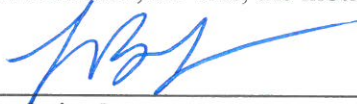
Ms. Lawson presented the **Director’s Report**. She informed the Commission that the Appointing Authority selected Ms. Price to fill the vacant Assistant Director of Civil Service position. Ms. Lawson reported the city was providing feedback on Segal’s draft classification structure. She also reported the Mayor signed the contract with NEOGOV. She stated the Civil Service Department was working to ensure a smooth transition of the online application process to NEOGOV.

Ms. Lawson stated the employee representative election is scheduled for Wednesday, August 3, 2022, as required by the Civil Service Rules. The Civil Service Department has reserved two (2) voting machines for the election.

Ms. Lawson recognized National Police Week and thanked Mr. Collins, Chief of Police at LSU of Alexandria, and Sgt. Mark Tigner, Alexandria Police Department, for their service. Ms. Baker, on behalf of the Commission, also thanked Mr. Collins and Sgt. Tigner for their service. Sgt. Tigner stated that it was also National Emergency Services Week. Ms. Lawson and Ms. Baker also thanked emergency medical responders for their service.

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

Ms. Baker adjourned at 5:03 p.m., following a motion to do so by Mr. Collins and a second by Ms. Blaisdell; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman