

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
August 16, 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. 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; Ms. Toria Banks, Examination Analyst; and Ms. Kimberly Rachal, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources; and Mr. Stacy Auzenne, 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 June 21, 2023** for approval. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of special meeting held July 26, 2023** for approval. Mr. Collins moved to approve the minutes as corrected, 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 June 30, 2023, there were 93 personnel requisitions in the Civil Service Department. Civil Service received 372 applications and transmitted 42 certified eligibility lists to Human Resources during the month of June 2023. Ten personnel requisitions were closed during the month of June 2023.

As of July 31, 2023, there were 79 personnel requisitions in the Civil Service Department. Civil Service received 364 applications and transmitted 38 certified eligibility lists to Human Resources during the month of July 2023. Sixteen personnel requisitions were closed during the month of July 2023.

Ms. Harris reported 11 candidates were selected by the Mayor in June 2023, which included five (5) new hires, three (3) promotions, one (1) transfer, and two (2) demotions. No candidates declined employment offers during the month of June 2023.

Ms. Harris reported 16 candidates were selected by the Mayor in July 2023, which included eight (8) new hires, seven (7) promotions, and one (1) demotion. Two (2) candidates declined employment offers during the month of July 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**.

Ms. Baker addressed **Request to Adopt Classification and Classification Specification, and Assign Pay Grade**.

Civil Service received a request from the Utility Services Department and Utility Division to adopt a new classification, **Utility Line Locator**. This new classification was requested to better reflect the work performed to ensure compliance with the Louisiana Damage Prevention Law through identifying, locating, and marking the location of City-owned underground utilities in order to prevent accidental damage or disruption of service due to construction activities. Ms. Blaisdell moved to adopt new classification and classification specification, Utility Line Locator, and assign to grade 22. Mr. Collins seconded. On vote, the motion carried.

Civil Service received a request from the Customer Field Services Department to adopt a new classification, **Field Services Office Technician**. This new classification was requested after review of the Clerical Specialist, Customer Field Services. Analysis of the position revealed the incumbent assist with utility billing function through maintaining and troubleshooting meter reading collection devices, uploading and downloading meter reading routes, data analysis, and use of field service and CIS software. Civil Service recommended allocation of a new classification, Field Services Office Technician. Mr. Harvey moved to adopt new classification and classification specification, Field Services Office Technician, and assign to grade 28. Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed the **Request to Retitle Classification and Amend Classification Specification, Legal Secretary**. Civil Service recommended amending the classification and retitling the position to Legal Assistant to distinguish the classified position from the unclassified Legal Secretary. Mr. Collins moved to amend the classification specification as presented. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed the **Request for Reallocation**.

Ms. Blaisdell moved to reallocate **Engineering Technician II, Utility Services to Utility Line Locator**. Mr. Collins seconded. On vote, the motion carried.

Mr. Harvey moved to reallocate **Clerical Specialist, Customer Field Services to Field Services Office Technician**. Mr. Collins seconded. On vote, the motion carried.

Ms. Blaisdell moved to reallocate **Clerical Specialist, Legal to Legal Assistant**. Mr. Collins seconded. On vote, the motion carried.

Mr. Collins moved to reallocate **Compensation Analyst, Civil Service to Examination Analyst**. Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed **Request to Advertise and Hire within the Range for Superintendent, Electric Distribution**. Ms. Lawson stated that Civil Service had received a personnel requisition for Superintendent, Electric Distribution. She reported that the position was a grade 34, \$61,859.20 - \$92,809.60. She recommended the Commission authorize advertising and hiring, dependent on the candidate's qualifications, within the range due to the minimum qualifications of "Bachelor's Degree from an accredited college or university in electrical engineering or related field; supplemented by seven (7) years of

progressively responsible supervisory experience in the transmission and distribution of electricity and construction of electric transmission and distribution lines; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and managerial abilities for this position.” Ms. Blaisdell moved to authorize advertising and hiring, dependent on the candidate’s qualifications, Superintendent, Electric Distribution within the range. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed **Request to Amend Classification Specification and Apply Alexandria Civil Service Rule XV and Louisiana State Civil Service Rule 6.16.2.**

Civil Service received a request from the Planning Division to amend the classification specification for **Assistant Director, Planning**. The requested amendment would add additional duties to the Assistant Director, Planning to ensure the City’s compliance with the National Flood Plain Insurance Program, improve resiliency in the Planning Division by increasing the number of certified building officials in the classified service, and clarify the position’s responsibility for serving as a liaison between the contractors and developers and the City’s Utility Division. Mr. Harvey moved to amend the classification specification for Assistant Director, Planning as presented and to apply Alexandria Civil Service Rule XV and Louisiana State Civil Service Rule 6.16.2. Ms. Blaisdell seconded. On vote, the motion carried.

The Director of Civil Service requested to amend the classification specification for **Assistant Director, Civil Service** to reflect the additional duties performed in the areas of classification and compensation and aligning strategic initiatives of department and divisions with civil service rules and regulations. Mr. Collins moved to amend the classification specification for Assistant Director, Civil Service as presented and to apply Alexandria Civil Service Rule XV and Louisiana State Civil Service Rule 6.16.2. Mr. Harvey seconded. On vote, the motion carried.

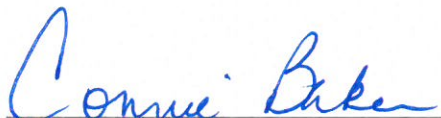
Ms. Lawson presented the **Director’s Report**. Ms. Lawson discussed the pay plan implementation working group. She noted a special entrance rate of \$12 per hour was in place for Refuse Collector.

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

The Commission adjourned at 5:27 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman