

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
July 20, 2022 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:32 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. Candice Saucier, Compensation Analyst; and Ms. LaKisha Dotson Valentine, Personnel Technician. Also present were: Ms. Monza Williams, Director of Human Resources, and 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 May 18, 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 May 31, 2022, there were 60 personnel requisitions in the Civil Service Department and 43 certified eligibility lists in Human Resources, with an average time of 31 days to forward a list to Human Resources. There were two (2) requests to expand certified eligibility lists, and 15 personnel requisitions were closed during the month of May 2022.

As of June 30, 2022, there were 64 personnel requisitions in the Civil Service Department and 39 certified eligibility lists in Human Resources, with an average time of 34 days to forward a list to Human Resources. There were no requests to expand certified eligibility lists, and seven (7) personnel requisitions were closed during the month of June 2022.

Ms. Williams reported 20 candidates were selected by the Mayor in May 2022, which included 12 new hires, three (3) promotions, and five (5) provisional appointments. One (1) candidate declined an employment offer during the month of May 2022.

Ms. Williams reported 20 candidates were selected by the Mayor in June 2022, which included 10 new hires, five (5) promotions, four (4) provisional appointments, and one (1) demotion. No candidates declined employment offers during the month of June 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were 18 special assignments in effect during the months of May and June 2022, which included three (3) special assignments that had ended due to the employees' promotions to the position to which they were specially assigned. The Appointing Authority requested to extend nine (9) 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 Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Request per Department to Amend Classification Specification for Equipment Operator III, Water**. The Supervisor, Water Production informed Civil Service that the Water Department's chlorine truck requires a Class B commercial driver's license because it is a straight vehicle and its weight does not exceed 26,000 pounds. The Superintendent, Water Operations confirmed the specifications of the chlorine truck. The amendment was requested to remove the Necessary Special Requirement that Water Department must possess a valid CDL-A and will be required to obtain a valid State of Louisiana Class A commercial driver's license at time of appointment. The proposed amendment would not alter the Necessary Special Requirement that Water Department must obtain a HAZMAT endorsement within 45 days of appointment. There would be no impact to the grade of this classification. Mr. Harvey moved to amend the classification specification for Equipment Operator III, Water as presented; Mr. Collins seconded. On vote, the motion carried.

Ms. Lawson presented the **Request per Administration, Department, and Civil Service to Reallocate Meter Reader, Customer Field Service, Grade 14, to Utility Service Worker, Grade 16**. She noted there was an error in the agenda and that the item should reflect job correcting three (3) Meter Readers to Utility Service Worker. The job correction was requested to improve the department's operations and efficiency in light of the meter reading contract with Bermex. The job correction is also requested to increase the department's resiliency in light of the turnover in the Utility Service Worker and Meter Reader positions through increasing the number of Utility Service Workers available to maintain and service electric, gas, and water meters. The job correction of three (3) Meter Readers, Grade 14, to Utility Service Worker, Grade 16, would have an annualized salary impact of \$293.28. Ms. Baker requested that the Commission be provided with a signed comment form reflecting the job correction language. Mr. Harvey moved to job correct three (3) Meter Readers to Utility Service Worker; Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Appoint Personnel Sub-Committee**. She stated a revision in the language to Performance Evaluation Sub-Committee was appropriate since the purpose of the committee was to conduct an annual evaluation of the Civil Service Director. Ms. Blaisdell moved to revise the committee's name accordingly. Mr. Harvey seconded. On vote, the motion carried. Following discussion, Ms. Blaisdell moved to appoint Ms. Baker, Mr. Harvey, and Ms. Monza Williams as Human Resources Director to the Performance Evaluation Committee. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Discuss Template for Director's Evaluation**. She requested the City's evaluation template in electronic format. She stated each Commissioner would prepare his/her rating prior to the next scheduled meeting and submit electronically. The Performance Evaluation Committee would review the ratings and develop one overall rating.

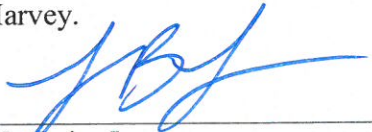
Ms. Lawson presented the **Director's Report**. She praised the classified employees' resiliency during the ransomware attack and particularly thanked the Information Systems and Accounting departments.

She reported the contract with PeopleAdmin ended and implementation of NeoGov was delayed. Therefore, Civil Service was utilizing paper applications and requisitions currently.

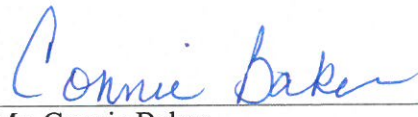
Ms. Lawson congratulated Mr. Harvey on his reelection as the employee member of the Commission.

Under the **New Business (No action will be taken)** agenda item, Ms. Saucier stated her attorney requested that Ms. Saucier's appeal hearings be set for the Commission's August 17, 2022 meeting, if execution of the settlement documents failed. No action was taken by the Commission.

The Commission adjourned at 5:15 p.m. following a motion by Ms. Blaisdell and second by Mr. Harvey.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman