

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
March 19, 2025, 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: Mr. Donald Collins, Mr. Paul Lafleur, Mr. Charles Harvey, and Ms. Terri Blaisdell. A quorum was present. Staff members present were: Ms. Mildred Price, Director of Civil Service; Ms. Toria Banks, Examination Analyst, and Ms. Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Mr. Stacy Auzenne, serving as Counsel for the Commission.

Ms. Baker read a statement regarding the 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 addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on November 20, 2024**. Mr. Harvey moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on January 15, 2025**. Mr. Collins moved to approve the minutes as presented, and Mr. Lafleur seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on February 19, 2025**. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. Ms. Baker asked that the word spacing be corrected in the second paragraph. On vote, the motion carried unanimously without opposition.

Ms. Banks reported on **filling vacant positions in the classified Civil Service**. As of November 30, 2024, there were 58 personnel requisitions in the Civil Service Department. Civil Service received 267 applications and transmitted 47 certified eligibility lists to Human Resources during the month of November. Sixteen personnel requisitions were closed during November 2024.

Ms. Banks reported that as of December 31, 2024, there were 76 personnel requisitions in the Civil Service Department. Civil Service received 289 applications and transmitted 34 certified eligibility lists to Human Resources during the month of December. Ten personnel requisitions were closed during December 2024.

Ms. Banks reported that as of January 31, 2025, there were 59 personnel requisitions in the Civil Service Department. Civil Service received 308 applications and transmitted 53 certified eligibility lists to Human Resources in January. Fifteen personnel requisitions were closed during January 2025.

Ms. Banks reported that as of February 28, 2025, there were 66 personnel requisitions in the Civil Service Department. Civil Service received 258 applications and transmitted 49 certified eligibility lists to Human Resources in February. Twenty-four personnel requisitions were closed during February 2025.

Ms. Harris reported on the Human Resources report. The Mayor selected sixteen (16) candidates in November, which included seven (7) new hires, six (6) promotions, one (1) transfer, and two (2) demotions. One (1) candidate declined employment offers during November 2024.

Ms. Harris reported the Mayor selected ten (10) candidates in December, which included eight (8) new hires, and two (2) promotions. One (1) candidate declined employment offers during December 2024.

Ms. Harris reported the Mayor selected fifteen (15) candidates in January, which included ten (10) new hires, four (4) promotions, and one (1) transfer. Two (2) candidates declined employment offers during January 2025.

Ms. Harris reported the Mayor selected twenty-four (24) candidates in February, which included fifteen (15) new hires and nine (9) promotions. One (1) candidate declined employment offers during February 2025.

Ms. Price presented the **Report on Special Assignments of classified employees for November, December, January, and February.** Ms. Price stated there is a request to extend one special assignment for February. Ms. Blaisdell moved to extend one (1) special assignment for ninety days. Mr. Collins seconded the motion. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Request to Amend the Classification Specification for Transit Operator, Transit.** Ms. Price stated that Civil Service received a request to amend the classification specification for Transit Operator, Transit in the Public Works Division. She stated the proposed amendment would extend the time for new hires to obtain the passenger endorsement to sixty (60) days. Ms. Price stated that this action does not impact the grade of the classification. Ms. Baker recommended revising the words used in the class specification section relating to difficulty in the City's classifications and specifications. Mr. Harvey moved to amend the classification specification to allow sixty days to obtain the passenger endorsement and revise the class spec. Mr. Lafleur seconded the motion. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Request per Rule V to Adopt New Classification and Classification Specification and Assign Grade for Assistant Superintendent, Sanitation.** Ms. Price stated that Civil Service received a request to create a classification to perform administrative and technical tasks at the managerial level in the Sanitation Department and to serve as a succession role for the Superintendent of the Sanitation Department in the Public Works Division. Ms. Price stated Civil Service has proposed the classification of Assistant Superintendent, Sanitation with a proposed grade of 28. Ms. Price stated the department is recommending removing one equipment operator I and one equipment operator II in the budget to cover the cost for this classification action. After the discussion, Mr. Harvey moved to adopt the new classification and assign grade 28. Ms. Blaisdell seconded the motion. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Request to Amend Classification Specifications in Customer Field Services.** Ms. Price stated that Civil Service received a request to review the necessary qualifications needed for the Utility Service Worker classification in the Customer Field Services Department in the Finance Division. Civil Service collaborated with the department, Human Resources, Gas department, and the Utilities Division leadership to clarify duties and responsibilities. After extensive evaluation and discussion of the necessary duties of the Utility Service Worker classification, the position does not require OQ certification. Utility gas connections and disconnections of gas services will be conducted by the Gas department. Ms. Price stated that as a result, the responsibilities noted in the current specification are amended to remove the tasks associated with gas services. Mr. Harvey moved to accept the proposed amended specification for Utility Service Worker. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the **Request to Amend Classification Specification for Crew Leader and Supervisor, Customer Field Services.** Ms. Price stated the classification specifications are proposed for amendment, adding the requirement to obtain OQ certifications within six (6) months of hire. Ms. Price stated that this recommendation is being proposed to ensure day-to-day operations will not be hindered if the gas department is not available to perform the services needed. The Gas department will be responsible for training and record-keeping for the OQ certification of both classifications. Mr. Lafleur moved to accept the proposed amendments to the Crew Leader, Customer Field Services classification requiring the OQ certification. Mr. Collins seconded. Upon the vote, the motion carried unanimously without opposition. No public comment. Mr. Harvey moved to accept the proposed amendments to the Supervisor, Customer Field Services classification requiring the OQ certification. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Price presented the **Director's Report.** Ms. Price thanked the Commissioners for their dedication and time to serve on the Civil Service Commission board. She stated the attorneys for the appeal of Dalton Thibeaux are in negotiation for a settlement, and Civil Service has requested a copy once complete to close out the file. Ms. Price reminded the Commission about the report provided in November relating to the City's participation in SECO (Students Exploring Career Opportunities). She said various departments participated in the event for high school students at the Riverfront Center. She said the students nominated the Water department and the Alexandria Fire department for the choice award. Ms. Price said that she is thankful for all the efforts of the various departments as this has been an annual event and is looking forward to next year. Ms. Price said the Professional Engineer vacancy in Utilities has been filled, and the Accountant position has been filled. She thanked the Commission for their efforts in approving the increase in salaries to assist with recruitment. Ms. Price said the Civil Service Department is now totally electronic with the ATS system from requisition submission to list transmission to Human Resources. She said Civil Service is looking forward to the progression of the electronic applicant engagement process. Ms. Price reported that Civil Service has provided budget with the classification actions for the upcoming budget. Ms. Price reported that Civil Service participated in recruitment at the career fair in Natchitoches on March 6th and 7th. This career fair was for employees laid off as a result of the International Paper Mill closure. Ms. Price said Civil Service will be in Opelousas on Monday, March 24, 2025, at South LA Community College recruiting. She also stated that Civil Service has begun radio advertising to attract applicants.

throughout the city. Ms. Price stated the Civil Service department is committed to progressing, as well as keeping customer service at the forefront daily. Ms. Price stated that Civil Service received correspondence regarding the ruling from the Ninth JDC on the appeal of Thaddius Morris. Mr. Auzenne discussed the correspondence received and stated that once a date is agreed upon, it will be scheduled.

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

The Commission adjourned at 5:10 p.m. following a motion by Mr. Collins and seconded by Mr. Lafleur.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Chairman