Minutes of the Regular Meeting
Alexandria Civil Service Commission
October 21, 2026 at 4:30 p.m.

The meeting was called to order by Mr. Donald Collins at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Donald Collins, Mr. Paul Lafleur, and Mr. Charles Harvey. A quorum was present. Staff members present were Ms. Mildred Price, Director of Civil Service, and Ms. Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Ms. Misty Antoon, Counsel for the Commission.

A moment of silence was observed.

Mr. Collins 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.

Mr. Collins addressed the agenda item: **Approval of Minutes of the Regular Meeting Held on September 16, 2026.** Mr. Lafleur moved to approve the minutes as presented, and Mr. Harvey seconded. On a vote, the motion carried unanimously, with no opposition and no public comment.

Ms. Price reported on **filling vacant positions in the classified Civil Service.** As of September 30, 2026, there were 72 personnel requisitions in the Civil Service Department. Civil Service received 190 applications and transmitted 34 certified eligibility lists to Human Resources during the month of September. There were 9 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report**. The Mayor selected thirteen (13) candidates in September, which included seven (7) new hires and six (6) promotions. There were no applicants who declined employment in September.

Ms. Price presented the **Report on Special Assignments of classified employees for September.** Ms. Price stated the administration has requested an extension for special assignment for an additional 90 days. Mr. Harvey moved to extend the special assignments. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Request to Amend the Community Center Attendant classification.** Ms. Price stated that Civil Service received a request regarding the Community Center Attendant specification. The proposed amendments remove the driver's license requirement, as the department head stated driving is not an essential function of the position. Also, the amendments remove the duties associated with collecting money and operating a cash register. The proposed amendments have been updated to reflect the current duties and qualifications for the classification. A Director's amendment was completed with the proposed changes to enable recruitment for the position per Civil Service Rule III: 1.13. Mr. Harvey moved to approved the amendment. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Amend the classification specification for Equipment Operator III, Streets.** Ms. Price stated that Civil Service received a request to amend the Equipment Operator III classification in the Streets Department. The amendment specifies that a Louisiana Class A commercial driver's license with no manual transmission restrictions is required for Equipment Operator III positions in the Streets Department at the time of appointment. Mr. Harvey moved to amend the classification specification. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Amend the classification specification for Superintendent, Water Operations.** Ms. Price stated that, after reviewing the classification specification, the Utilities Division Director confirmed that the minimum qualifications should be updated. A bachelor's degree is preferred, not required, for this classification. Applicants must possess Class IV certifications in Water Production and Distribution as well as Class IV in Wastewater Collection and Treatment at the time of appointment. Ms. Price stated the classification specification also includes a retitle of Administrator, Water and Wastewater Operations. The title is appropriate for the duties of the position. Ms. Price stated that the proposed amendments have no fiscal impact. Mr. Lafleur moved to approve the proposed amendments. Mr. Harvey seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Amend the classification specification for Assistant Director, Public Works.** Ms. Price stated the proposed amendments remove the duties relating to Parks & Recreation. She stated the department has been moved to the Community Services division. Ms. Price stated the proposed amendment is also to update the minimum qualifications. A bachelor's degree is preferred, not required for this classification. Mr. Harvey moved to approve the proposed amendments. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Reallocate Maintenance Worker Senior, Streets to Equipment Operator I, Streets.** Ms. Price stated the proposed Commission action is to reallocate the position in streets. The current functions of the position is essentially the same as Equipment Operator I. The Division stated the reallocation of Maintenance Worker Senior to Equipment Operator I would help the operations of the department, and all incumbents possess the required Class D license. Ms. Price stated finance/budget has approved the proposed action. Mr. Lafleur moved to approve the proposed commission action. Mr. Harvey seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Adopt a new classification specification of CDL Instructor, Public Works**. Ms. Price stated Civil Service received a request from the Public Works Division to create a new classification to instruct and administer the City of Alexandria CDL program. The leadership in Public Works requested that the classification be placed in the Administration of Public Works.

She stated the instructor would provide services available to all City employees to obtain required endorsements for current CDL holders and instruction as well as preparation to obtain a CDL license. Ms. Price stated the program is an essential benefit in recruitment as well as a key component in accessibility for classifications within the City to obtain a CDL license. Civil Service proposes the adoption of a new single classification of Commercial Driver's License Instructor, grade 28. Finance/ budget has approved moving forward with adopting the classification, with recruitment to begin after major budget amendment. Mr. Harvey moved to adopt the new classification. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price presented the Director's Report.
Ms. Price stated Civil Service participated in APD National Night Out at the Zoo. The event was well attended. She stated that Civil Service will be participating in job fairs at LSUA and LCU this month. Ms. Price provided an update on the hiring of the Electrical and Instrumentation Technician in the Gas department. She stated the position has been vacant for almost a year and has been filled. Finance/budget has approved to address internal equity.

Ms. Price reminded Commissioners that annual training is due by December 31, 2026.

There was no discussion under New Business (no action will be taken) on the agenda item.
The Commission adjourned at 4:49 p.m. following a motion by Mr. Lafleur and seconded by Mr. Harvey.

Ms. Mildred Price
Director of Civil Service

Mr. Donald Collins
Vice Chairman