

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, JUNE 16, 2014

The regular monthly meeting of the City Civil Service Commission was held on Monday, June 16, 2014 at 1340 Poydras Street, Suite 964. Present were Commission Chairman Kevin Wildes, S.J., and Commissioners Joseph S. Clark, Michelle D. Craig, Edward P. Cohn and Ronald P. McClain. The Chairman convened the meeting at 10:02 a.m. and proceeded by sounding the Commission's docket. At 11:46 a.m., on motion of Commissioner Clark and seconded by Commissioner Craig, the Commission voted unanimously to go into executive session to discuss matters taken under advisement and pending litigation. At 12:25 p.m., the Commission completed its executive session and proceeded with the business portion of the meeting.

The first item on the agenda was the minutes of the May 14, 2014 meeting. The minutes were approved unanimously on motion of Commissioner Clark and seconded by Commissioner Craig.

Item #2 on the agenda was the Great Place to Work Initiative. Chairman Wildes addressed the audience and made a three part motion. The first part was to set a July 14, 2014 deadline for the submission of position papers by any group or organization with a position on any of the proposed rule changes which make up this initiative. All position papers are to be submitted to the Director of Civil Service and these papers will be made available to the public. The second part of the motion was to request that the Civil Service Department submit a response to the Administration by July 7, 2014. The final part of the motion was for discussion on the matter to occur at the July 21, 2014 Commission meeting and for a special meeting of the Commission to be held August 25, 2014 to take up the initiative and to vote on the appropriate rule changes. This three part motion was seconded by Commissioner McClain and approved unanimously.

Item #3 on the agenda was Classification and Compensation matters. Item #3(a) was the Civil Service staff report on ICOs within the Police Department. This item was deferred while the Commission is awaiting its attorney's opinion regarding the matter.

Item #3(b) was a request for back pay related to Hurricane Katrina from Mr. Robert Gebrian. Mr. Gebrian addressed the Commission and gave some

background information on the nature of the request. He informed the Commission that there was a declared emergency from August 28 through December 17, 2005. During this emergency, city employees, excluding civilian overtime exempt employees, were paid a fifty percent (50%) base pay premium in addition to their regular pay. He explained that in 2006 Aviation Board staff members petitioned the Civil Service Commission to include exempt employees in this emergency pay. He explained that Dr. Brenda Hatfield, Chief Administrative Officer (CAO) at that time, informed them that it would have to be done for all exempt employees, not just Aviation exempt employees. Mr. Gebrian further explained that he, along with the current Aviation Director, met with former Deputy Mayor, Gregory Etienne, and explained the matter to him. He stated that Mr. Etienne agreed that this group of employees should be compensated and addressed the Commission at the June 20, 2010 Commission meeting and made that commitment to the Commission. Mr. Gebrian explained that the city received that special rate of pay from FEMA, but was later informed by the Finance Department that the FEMA reimbursement did not include that pay. Mr. Gebrian asked for the Administration to address the Commission and the affected employees and explain why the Administration did not keep its commitment. Director Hudson stated that she would invite the Administration to the next meeting to address the matter.

Item #3(c) was a request from the New Orleans Public Library (NOPL) for retroactive temporary pay for Mr. Rodney Smith. Mr. Rodney Smith addressed the Commission requesting retroactive pay from December 8, 2008 through the end of April 2009. He explained that he was a Library Associate I performing the duties of a Library Branch Manager I. Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, explained that staff supports Mr. Smith's request and that the Commission would have to make an exception to their rules. On motion of Commissioner Cohn and seconded by Commissioner Craig, the motion was approved with favorable votes by Chairman Wildes and Commissioners Craig, Cohn, and McClain. Commissioner Clark recused himself.

Item #3(d) was a request from Officer Charles Love to reclassify his injury status from Worker's Compensation to Injured on Duty (IOD). Ms. Stolp explained that Officer Love's injury should have been classified as injured on duty, but because his report of injury was not submitted within the required thirty days, he was placed on worker's compensation. She expressed that staff was in support of reclassifying his injury to IOD. Mr. Donovan Livaccari, representative of the Fraternal Order of Police, spoke in favor of this reclassification. On motion of Commissioner McClain and seconded by Commissioner Clark, the Commission

voted unanimously to reclassify Officer Love's injury from worker's compensation to injured on duty.

Item #3(e) was a request from the New Orleans Recreation Development Commission (NORDC) to revise the Classification and Pay Rates for several NORDC specific Job Classifications. Mr. Victor Richard, Chief Executive Officer of the New Orleans Recreation Development Commission (NORDC), addressed the Commission requesting their support of the proposed reorganization plan. He thanked staff for working with his department to develop this plan. Ms. Stolp informed the Commission that the plan includes a list of new positions and increases for existing positions. She expressed that staff is in support of all the pay rates and additional classifications. She explained that if the plan is approved, staff will continue to work with the department on establishing qualifications for these positions. On motion of Commissioner McClain and seconded by Commissioner Clark, the Commission voted unanimously to approve the request.

Item #3(f) was a request from Public Works and Sewerage and Water Board for hiring Rates on the Engineering Series. Mr. Robert Hagmann, Personnel Administrator, informed the Commission that the City has had problems recruiting professional engineers. He stated that staff was recommending hiring rates that should help in recruiting as well as retaining the needed engineering personnel. Each of the professional engineering classifications is being increased by roughly \$10,000. Mr. Joseph Becker, General Superintendent of the Sewerage and Water Board, and Mr. Mark Jernigan, Director of the Department of Public Works, both expressed challenges in recruiting and retaining professional engineering staff and asked for the Commission's support in approving these hiring rates. On motion of Commissioner Clark and seconded by Commissioner Cohn, the hiring rates were approved unanimously.

Item #4 on the agenda was Recruitment and Selection Matters. Item #4(a) was Examination Announcements #8934 through #8845. On motion of Chairman Wildes and seconded by Commissioner Clark, the announcements were approved unanimously.

Item #4(b) was a request from NOPD to amend the Police Recruit and Police Officer I Announcements and to modify the list of Automatic Disqualifiers. Police Superintendent Ronal Serpas addressed the Commission requesting the approval of two revisions to the Police Recruit and Police Officer I announcements. He requested to modify the list of automatic disqualifiers to bring the drug related disqualifications in line with the FBI standards. He also requested that the minimum requirements be modified to allow individuals with additional categories

of non-active duty military experience or policing experience to qualify without the sixty college credit hours. He expressed that the Police Department would continue to conduct thorough background investigations. Ms. Amy Trepagnier, Personnel Administrator of Recruitment and Selection, informed the Commission that staff had recently received the request and would like the opportunity to look into the request. Mr. Donovan Livaccari, representing the Fraternal Order of Police (FOP), expressed that he was not opposed to the proposed changes in the automatic disqualifiers, but that the department should be careful with lowering standards. He also stated that he was in support of the proposed changes in the educational requirements. Mr. Eric Hessler, representing the Police Association of New Orleans (PANO), stated that he was in full support of the proposed changes based on the superintendent's statements. Commissioner McClain moved to approve all of the Police Superintendent's proposals. The motion was seconded by Commissioner Cohn and approved unanimously.

Item #4(c) was the proposed Police Lieutenant Announcement. Ms. Trepagnier read the minimum qualifications for the proposed Police Lieutenant's announcement. Superintendent Serpas stated that he was in support of the minimum qualifications as listed on the proposed announcement. On motion of Commissioner Craig and seconded by Chairman Wildes, the Police Lieutenant announcement was approved unanimously.

Item #4(d) was a request from Ms. Kathleen LaFrance to appeal staff's review of minimum qualifications. Ms. Amy Trepagnier informed the Commission that this item was related to the minimum qualifications for the Utility Senior Services Manager (Human Resources) position at the Sewerage and Water Board. She explained that at least two of the six years of human resources experience that is required on the job announcement must have been in a supervisory capacity over other employees performing human resources functions. She further explained that Ms. LaFrance did not state that she had supervisory experience on her application materials. Ms. Trepagnier stated that after Ms. LaFrance attempted to submit a revised application, her supervisor during the time in question was contacted. The supervisor stated that Ms. LaFrance did not supervise at that time. Ms. LaFrance then addressed the Commission, stating that she worked under the Revenue Administrator assisting with training, time cards, personnel issues, disciplinary actions as well as signing time sheets. After more discussion on the matter, Commissioner Cohn moved to support staff's recommendation. On second by Commissioner McClain, the motion was approved unanimously.

Item #5 on the agenda was the ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. The Hearing Officer's recommendations on these requests

were approved unanimously on motion of Commissioner Cohn and seconded by Commissioner Clark.

Item #6a on the agenda was an update on status of establishing a Citywide Compensatory Time Policy. Mr. Hagmann informed the Commission that staff met with all the stakeholders and that staff is in the process of finalizing a potential rule change.

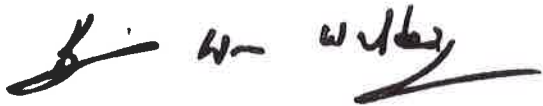
Item #6b on the agenda was an update on the status of the Fire Fighters Association's request regarding New Orleans Fire Department employees working out of class. Mr. Hagmann informed the Commission that the Fire Department was having a difficult time getting staff the information that was requested. Mr. Roman Nelson, Deputy Superintendent of Planning, addressed the Commission, confirming that the Fire Department has not provided the requested data to Civil Service because they are having problems with the data format. Mr. Nicholas Felton, President of the Fire Fighters Association, expressed concern with the length of time that it is taking the Fire Department to submit this information. Mr. Felton stated that he would speak to Chief McConnell to offer help to expedite getting this information to Civil Service.

Item #6c on the agenda was an update on the Investigation of Fire Department pay practices as it relates to Holiday Pay and Leave Accrual. Mr. Hagmann stated that this item is related to item #6a and that he will report on this item at the next meeting.

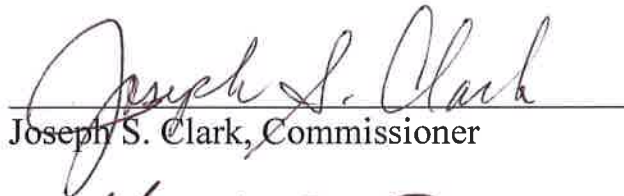
Item #6d on the agenda was a report on the ADP Implementation process. Ms. Shelly Stolp informed the Commission that staff is continuing to have issues with the ADP system, including employees being paid at a double rate, employees receiving longevity increases which are not due them and employees being made permanent who should not be permanent. Mr. Norman Foster, Director of Finance, explained to the Commission that the transition to the new payroll system had been made and that the first administrative payroll went well. He explained that there are some issues and that those issues are being worked through. He explained that the Police Department had the biggest challenge with their first payroll and that they are still running parallel systems. He informed the Commission that there was a plan in place to pay employees who were not paid correctly. Approximately eighty pay cards were issued for police payroll and a smaller number were issued for administrative payroll. Mr. Foster explained that the administration is continuing to work through these issues with the Civil Service Department. Director Hudson expressed some concern with retroactive pay processing. She explained that this process in the ADP system will create a large volume of work and that staff is going to need more employees to accommodate this large volume. After further discussion on retroactive pay processing, Mr. Foster stated that the administration is going to create a payroll

governance council to deal with some of the issues. This council would consist of representatives from the Department of Finance, the Chief Administrative Office, Civil Service, Police, Fire and maybe two other departments.

With no other communications to consider, on motion of Commissioner Craig and seconded by Commissioner McClain, the meeting was adjourned at 2:04 p.m.



Rev. Kevin W. Wildes, Chairman



Joseph S. Clark, Commissioner



Michelle D. Craig, Commissioner



Rabbi Edward Paul Cohn, Commissioner



Ronald P. McClain, Commissioner