

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, FEBRUARY 9, 2015

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The regular monthly meeting of the City Civil Service Commission was held on Monday, February 9, 2015 at 1340 Poydras Street, Suite 964. Ms. Germaine Bartholomew, Personnel Administrator of Management Services, called the roll. Present were Commission Chairman, Michelle D. Craig and Commissioners Joseph S. Clark and Ronald P. McClain and Tania Tetlow. The Chairman convened the meeting at 10:09 a.m. The Commission then proceeded by sounding the Commission's docket. At 10:21 a.m., on motion of Commissioner McClain and seconded by Commissioner Tetlow, the Commission voted unanimously to go into executive session to discuss matters taken under advisement and pending litigation. At 11:08 a.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 January 12, 2015 Commission meeting. The minutes were approved unanimously on motion of Commissioner Clark and seconded by Commissioner McClain.

Item #2(a) on the agenda was a request from the Police Department to change the minimum qualifications to the Police Recruit Job Announcement. Police Chief Michael Harrison addressed the Commission asking that the requirement of 60 hours of college credits be eliminated from the Police Recruit job announcement. Chief Harrison stated that he believes that this requirement is preventing the department from hiring a number of individuals who would make good police officers. He informed the Commission that one thousand candidates were rejected in 2014 due to this requirement and he believes that eliminating it would help the department to enhance its efforts to grow the police force. Ms. Amy Trepagnier, Personnel Administrator of the Recruitment Division, informed the Commission that staff was in support of the Chief's request and would defer to the Chief regarding minimum qualifications on the announcement. She informed the Commission that a panel interview was added to the examination process and she believes that it will help in the selection of the best candidates for the position.

Mr. Donovan Livaccari, attorney representing the Fraternal Order of Police (FOP), expressed support for the elimination of college for the sole purpose of

increasing the applicant pool, but would oppose anything that would be perceived as softening the hiring criteria. Mr. Cassanova, a retired member of the New Orleans Police Department; Mr. Eric Hessler, attorney representing the Police Association of New Orleans; Mr. Coleman Ridley, Managing Director of the Business Council of New Orleans and the River Region; Mr. Simon Hargrove, representative of the Black Organization of Police; and Ms. Melanie Talia of the Police and Justice Foundation, all addressed the Commission in support of eliminating the college education requirement. Mr. Claude Schlesinger addressed the Commission regarding higher salaries and incentives for police officers. Mr. Randolph Scott, representing the Concerned Classified City Employees, spoke in opposition to the elimination to this requirement. Commissioner Tetlow recommended adding "level of education, job experience, or military experience," to number three under the "Kind of Examination" section of the announcement. Commissioner McClain moved to approve Chief Harrison's request to remove the education requirement and to add the language recommended by Commissioner Tetlow. The motion was seconded by Commissioner Tetlow and approved unanimously.

Item #2(b) on the agenda was a request from the Police Department to create a new unclassified position of Deputy Chief of Staff in the Office of the Superintendent. Chief Harrison addressed the Commission asking for the approval of a new unclassified position of Deputy Chief of Staff. Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, referred to Civil Service Rule III, Section 7.1 regarding adding positions to the unclassified service. Ms. Stolp stated that, after reviewing the questionnaire that was filled out by the Police Department, staff determined that it would be appropriate to use the position of Management Development Specialist II which is in the classified service. Chief Harrison expressed that the person in this position would report to him and the Chief of Staff and would work with the Chief and Deputy Chiefs to oversee the day-to-day operations and make and implement policies. He also stated that this person would also be expected to speak on his behalf and would be trusted with the most sensitive information. Mr. Andrew Kopplin, Chief Administrative Officer, addressed the Commission in support of creating a new unclassified position. Mr. Livaccari opposed the approval of this unclassified position. Commissioner Tetlow moved to approve the request for a new unclassified position. The motion was seconded by Commissioner McClain. The motion was approved by a vote of three to one, with Chairman Craig and Commissioners McClain and Tetlow voting in favor of the motion and Commissioner Clark opposing the motion.

Item #2(c) on the agenda was a request from the Police Department to create three new classified Civilian Recruiter positions within the Public Information Office. Chief Harrison again addressed the Commission requesting the approval of three classified recruiter positions. He explained that these positions would handle basic recruitment duties and would free up time of commissioned police officers who currently handle these responsibilities. Ms. Shelly Stolp informed the Commission that staff reviewed the job duties and responsibilities and the minimum qualifications that were submitted by the Police Department, and determined that the positions should be allocated at the Management Development Analyst II (MDA2) level. Director Hudson explained that a subsequent request was submitted for a Management Development Specialist I (MDS1) position and that the difference between the two positions is that the MDA2 is an hourly position and the MDS1 is an exempt level position. Ms. Stolp explained that the duties submitted by the Police Department are not exempt level duties. Ms. Alexandra Norton, a Service and Innovation Manager, addressed the Commission on behalf of the Administration explaining that the original request was for a Management Development Specialist II (MDS2) position. She expressed the Administration's willingness to compromise and amend their original request to the MDS1 position. Mr. Livaccari spoke in support of the additional positions, but felt that the positions should be at a non-exempt level. After more discussion on the level of duties of the positions in question, Ms. Norton stated that they would be willing to accept the Management Development Analyst II position, although, they did not believe it was the appropriate position.

Item #3 on the agenda was a report from the Police Department on the training of Police Officers. Police Commander Richard Williams, Commander of the Education, Training and Recruitment Division, addressed the Commission giving them an overview of police training within the Police Department. He reported that the Police Department is responsible for providing basic academy and field training as well as continuing education and training to all members of the New Orleans Police Department. As a part of training, new Police Recruits receive over 880 hours of training. After completing basic academy training, they are required to participate in sixteen weeks of field training, with an experienced officer, before being promoted to the Police Officer I position. All officers are required to receive 64 hours of in-service training annually. He also explained that a part of the training program includes scenario based training in which the exercises are taken out of the classroom and brought into the

environment where the officers' skills are tested in real-life situations. Commander Williams expressed that the training and improvements will help to achieve the requirements of the consent decree and work through the criticisms of the federal monitors. It would also re-establish a value system for the Police Department and the Police Academy. Commissioner McClain thanked Commander Williams for the report and asked that he report back to them periodically on police training.

Item #4 on the agenda was Classification and Compensation Matters. Item #4(a) was a request from the Administration to amend Rule IV, Section 2.5 (b) on merit increases to include employees who have been in provisional appointments for one or more years and amendments to Rule XI on the performance evaluation system. Director Hudson informed the Commissioners that the amendments to Rule XI on the performance evaluation system were being deferred. Mr. Robert Hagmann, Personnel Administrator, explained that the proposed change to Rule IV, Section 2.5 (b) would allow employees who are in active status, including provisional appointments, who have at least twelve months of service to be eligible for the merit pay increases that are currently provided by the rules. Director Hudson added that the changes would be effective on the next payroll period following May 1, 2015. Commissioner McClain made a motion to approve the Administration's request to amend Rule IV, Section 2.5 (b). The motion was seconded by Commissioner Clark and approved unanimously. Director Hudson explained that the rule amendments would have to go to the City Council.

Item #5 on the agenda was Recruitment and Selection Matters. Item #5(a) was examination announcements #9040 through #9056. On motion of Commissioner Tetlow and seconded by Commissioner Clark, the announcements were approved unanimously.

Item #6 on the agenda was the Ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Police Sergeant Eric Berger addressed the Commission asking that they deny the PIB extension request on his case (PIB #2014-0793-C). He felt that there was no real basis for the extension and that the investigation could have been done in the original sixty (60) days that are allowed for investigations. He further stated that he took and passed the Police Lieutenant examination and that an extension would prohibit him from being promoted. Mr. Shawn Lindsay, Attorney in the City's Law Department, explained that PIB extensions are routinely granted and that the appellant would

not be prejudiced by the extension. He further stated that if the extension request is denied, it is likely that there would not be enough time to complete the investigation. Commissioner McClain moved to grant Sergeant Berger's request to deny the PIB extension. The motion was seconded by Commissioner Clark. The motion was approved by a vote of three to one, with Chairman Craig and Commissioners McClain and Clark voting in favor of the motion and Commissioner Tetlow voting in opposition the motion. The Hearing Officer's recommendations on the remaining requests were approved unanimously on motion of Chairman Craig and seconded by Commissioner Clark.

Item #7 on the agenda was Communications. Item #7(a) was an update on the status of the Fire Fighters Association's request regarding New Orleans Fire Department employees working out of class. Director Hudson informed the Commission that staff received some of the requested data in a format that could be used and that Mr. Hagmann was working with the data for years 2012 and 2013 while awaiting the remaining data for 2014. She expressed that staff would be ready to make a recommendation at the March Commission meeting. Ms. Sharonda Williams, City Attorney, informed the Commission that Chief McConnell sent a letter to them, directed to Director Hudson informing them that the City is reviewing the data to determine if the payments can be made prospectively for dual assignments. She also stated that the City does not believe that there has been a violation of the rules or that back pay is appropriate under the rules. Mr. Terrell Hampton, Secretary-Treasurer of the New Orleans Fire Fighters Association Local 632, expressed concern with the length of time it is taking to resolve this matter and also with the City's opposition to granting retroactive pay.

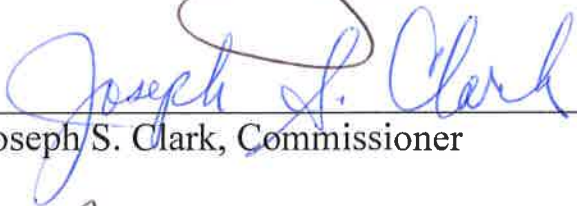
Item #7(b) was a report on ADP ongoing issues. Director Hudson reported that there was success with the \$10.10 pay increase and the five percent Police Pay increase but there were still a few issues. Ms. Stolp agreed and added that staff has still been seeing other issues with the system. Director Hudson informed the Commission that staff met with Mr. Norman Foster, Director of Finance, Mr. Roy Guercio, Comptroller with the Finance Department and representatives of the Fire Department at a Payroll Governance Committee meeting on February 6, 2015. She expressed concern with an issue where an employee worked for the Police Department for two weeks without approval from the Civil Service Department. In addition to that, the employee received a payroll check (manual check) through an A-Line system while in terminated status. She explained that Civil Service was left out of the process and as a result the

employee received an erroneous check. Director Hudson stated that staff, along with Mr. Foster and Mr. Guercio are working together on a process for these manual check approvals.

With no other communications to consider, on motion of Commissioner Tetlow and seconded by Commissioner McClain, the Commission voted unanimously to adjourn the meeting at 1:28 p.m.



Michelle D. Craig, Chairman



Joseph S. Clark, Commissioner



Ronald P. McClain, Commissioner



Tania Tetlow, Commissioner