

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, JANUARY 12, 2015

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The regular monthly meeting of the City Civil Service Commission was held on Monday, January 12, 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, Vice-Chairman, Edward P. Cohn, and Commissioners Joseph S. Clark and Ronald P. McClain and Tania Tetlow. The Chairman convened the meeting at 10:06 a.m. The Commission then proceeded by sounding the Commission's docket. At 11:04 a.m., on motion of Vice-Chairman Cohn and seconded by Commissioner McClain, the Commission voted unanimously to go into executive session to discuss matters taken under advisement and pending litigation. At 11:55 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 December 15, 2014 Commission meeting. The minutes were approved unanimously on motion of Chairman Craig and seconded by Vice-Chairman Cohn.

Item #2 on the agenda was a request from the City Council to remand the classified Deputy Chief of Staff position to the unclassified service. This item was removed from the agenda at the request of Councilmember Jason Williams.

Item #3 on the agenda was a request from the Police Department to change the minimum qualifications to the Police Recruit Job Announcement. This item was removed at the request of the Police Department.

Item #4 on the agenda was a report from the Police Department on the training of Police Officers. This item was deferred at the request of the Police Department.

Item #5 on the agenda was a request for two additional unclassified Urban Policy Specialist V positions for the Office of Performance and Accountability. Mr. Robert Hagmann, Personnel Administrator, informed the Commission that staff conducted a review of the job duties and responsibilities of these positions. Employees in these positions would design and implement additional NOLA STAT programs on behalf of Mayor Landrieu's initiative. In accordance with Rule III, Section 7 relative to adding additional positions to the unclassified service, Mr. Hagmann informed the Commission that staff is in support of the

two additional unclassified positions. Chairman Craig made a motion to approve the two additional unclassified positions. The motion was seconded by Commissioner Tetlow and approved unanimously.

Item #6 on the agenda was Classification and Compensation Matters. Item #6(a) was a request from the Department of Safety and Permits to appeal the job study decision relative to Ms. Gilda Theriot and Ms. Elizabeth Ballard, both Senior Office Support Specialists. Ms. Jennifer Cecil, Deputy Director of Safety and Permits, addressed the Commission informing them that she is appealing staff's decision to deny the approval of Administrative Support Specialist I positions to Ms. Theriot and Ms. Ballard because they do not report to an appointing authority. Ms. Cecil stated that there was no mention of reporting to an appointing authority on the Administrative Support Specialist I class description; however, there was mention of a director and administrator. She felt that both Ms. Theriot and Ms. Ballard would meet the requirements because they would assist the Chief Plan Reviewer and the Chief Zoning Administrator. Mr. Samuel Stoute, Management Development Specialist II in the Classification and Compensation Division, gave some background information on the clerical job series. He explained that the highest level position within that job series is the Senior Office Support Specialist and that the next job series is the Administrative Support Specialist series, of which there are three positions. He further explained that the job specification for the Senior Office Support Specialist position was developed as a result of clarifying which job position can promote into the Administrative Support Specialist series. Mr. Stoute explained that progression to the Administrative Support Specialist series is based on serving as the assistant to a department head or directing at least four or more subordinates. After more discussion on this matter, Commissioner McClain moved to deny the request based on staff's recommendation and asked that staff continue to work with the department on this matter. The motion was seconded by Vice-Chairman Cohn and approved unanimously.

Item #6(b) was a request from CAO for an exception to Rule IV, Section 9.7(a) and 9.10 related to 2014 overtime limitations. Mr. Hagmann informed the Commission that the Chief Administrative Office requested an advance approval to allow employees in selected departments permission to exceed eight hours of overtime per week in accordance with Rule IV, Section 9.7. They also requested an exception to Rule IV, Section 9.10, which mandates that overtime be restricted to 416 hours of overtime in a calendar year. After reviewing CAO's request, staff recommended a qualified approval of Rule IV, Section

9.7(a) and Rule IV, 9.10. Mr. Hagmann also informed the Commission that staff plans to introduce rule changes to revise Civil Service overtime rules to be more consistent with best practices. Mr. Andrew Kopplin, Chief Administrative Officer, explained that they are trying to offer the Police Department as much overtime as possible in order to put more officers on the streets until more officers can be hired. Mr. Nicholas Felton, President of Firefighters Association, explained that the Fire Department is in a similar situation with being understaffed and asked if this request would cover the Fire Department. Mr. Kopplin stated that he would work on the matter with Mr. Felton and Commission staff. On motion of Commissioner McClain and seconded by Commissioner Cohn, CAO's request for an exception to Rule IV, Section 9.7(a) and Rule IV, Section 9.10 were approved unanimously.

Item #7 on the agenda was Recruitment and Selection Matters. Item #7(a) was the approval of the extension of Provisional Appointments in accordance with Rule VI, Section 5.3(a). Director Hudson explained that provisional appointments are approved for a period of one year and need Commission approval for periods longer than one year. She informed the Commission that there are currently 325 employees serving in provisional appointments. She stated that 79 of the 325 appointments are employees serving in provisional appointment where regular examinations are not administered. The remaining 246 appointments are in positions where staff was unable to administer regular examinations due to understaffing. On motion of Commissioner McClain and seconded by Commissioner Tetlow, the extension of provisional appointments was approved unanimously.

Item #7(b) was examination announcements #9030 through #9039. On motion of Commissioner Tetlow and seconded by Commissioner McClain, the announcements were approved unanimously.

Item #8 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 Vice-Chairman Cohn and seconded by Commissioner McClain.


Item #9 on the agenda was Communications. Item #9(a) was an update on the status of Fire Fighters Association regarding New Orleans Fire Department employees working out of class. Director Hudson explained that at the Commission's request, she sent a letter to the administration requesting the conversion of the requested data from pdf to Excel format. She explained that an

email response was received from Ms. Sharonda Williams, City Attorney, stating that the data had already been provided in pdf format and that the Fire Department's staff was unable to export the data into Excel format. Ms. Williams' letter also suggested that it is the administration's understanding of Civil Service rules that these employees should not be eligible to receive payment for working out of class. Mr. Nicholas Felton, President of the Fire Fighters Association, requested a copy of Ms. Williams' email. Ms. Alexandra Norton, a Service and Innovation Manager, informed the Commission that the administration is offering assistance in converting the data into Excel format. Ms. Norton stated that legal representation was needed to address the back pay matter and requested that Civil Service and the city attorney have a discussion on the matter. Director Hudson expressed that more data would be needed to cover the period from the initial request to the present.

Item #9(b) was a report on ADP ongoing issues. Mr. Roy Guercio, Comptroller, reported that they are working on the pay raises for the \$10.10 minimum wage increase and the five percent for Police Officers.

Item #9(c) was a report on Integrity Control Officers (ICO) within the Police Department. Director Hudson informed the Commission that there was nothing to report on this matter.

With no other communications to consider, on motion of Vice-Chairman Cohn and seconded by Commissioner McClain, the Commission voted unanimously to adjourn the meeting at 12:58 p.m.


Michelle D. Craig, Chairman


Joseph S. Clark, Commissioner


Ronald P. McClain, Commissioner


Tania Tetlow, Commissioner