

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Monday, February 17, 2020

The regular monthly meeting of the City Civil Service Commission was held on Monday, February 17, 2019 at 1300 Perdido Street, City Council Chambers. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig, Commissioner Brittney Richardson, Commissioner John Korn, and Commissioner Mark Surprenant. Chairperson Craig convened the meeting at 10:18 a.m. At 11:14 a.m. on the motion of Commissioner Korn and the second of Commissioner Richardson, the Commission voted unanimously to go into executive session.

At 11:53 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was a request for approval of the January 27, 2020 minutes. Commissioner Richardson motioned to accept the minutes. Commissioner Korn seconded the motion and it was approved by all Commissioners with the exception of Commissioner Surprenant who abstained because he was not in attendance at the January 27th meeting.

Item #2 was the approval of a written waiver regarding the conflict of interest of the Executive Counsel. Christina Carroll, Executive Counsel, exited the meeting. Sunni Lebeouf, City Attorney, asked the Commission to defer the item until after Mardi Gras. She stated the city's public safety team would like to offer comment but were unable to attend due to current emergencies and other activities. Commissioner Surprenant motioned to defer the item. Commissioner Korn seconded the motion and it was approved unanimously.

Item #3 was a report on Delegation of Authority to the Sewerage and Water Board (S&WB). This item was skipped while Ms. Carroll returned to the meeting. It was revisited after item #4. Christina Carroll reported she had met with a S&WB Human Resources representative who informed her that S&WB Human Resources would be holding training on Class and Pay forms to try to eliminate errors. She noted that staff had requested a report of all employees and an overtime report. The "all employee" report had been received, but did not contain all of the information requested. The overtime

report has not been received. Amy Trepagnier, Deputy Personnel Director, stated that a vacancy report had also been requested. She noted the last report had been received several months ago. Commissioner Craig noted the importance of receiving this report in focusing staff's efforts to assist S&WB.

Item #4 was featured jobs with the city of New Orleans. Shelly Stolp, Personnel Administrator over the Recruitment and Selection Division, provided information on current vacancies for Building Inspector, Electrician Assistant, and Auditor Assistant.

Item #5 was a Pay Disparity Report by SSA Consultants. Director Hudson stated that staff had been instructed by the City Council to conduct a Pay Disparity Study to ensure equal pay for equal work and to determine if there is a significant wage gap based on race and/or gender. She noted that feedback had been provided by the committee formed to oversee the project as well as the Equal Pay Advisory Committee which was established by the City Council.

Christel Slaughter, CEO of SSA Consultants, provided information on the background and methodology of the study. She noted that a multiple regression analysis had been performed. She stated that the strong Civil Service pay step system and promotion system accounts for 97% of the differences in pay. Once the job codes and placement in steps is accounted for, there was no statistically significant disparity between groups. Grades and steps account for 97% of the difference in hourly rates between employees. Cody Saucier, representing SSA Consultants, then presented data on the city workforce. He noted that employee demographics mirrored the demographics of the city's residents. He further stated that in uncontrolled pay ratios, the city is faring better than the national average. He also provided data on the race and sex breakdowns in each of the city's departments. Ms. Slaughter recommended developing clear policies and procedures in placing employees into grades and steps in the unclassified service to continue to minimize pay disparities. She recommended a partnership between Civil Service and the city to develop recruitment strategies to encourage diversity. She also recommended a taskforce to monitor progress and developing a tool kit for managers for making hiring decisions. Commissioner Surprenant asked Ms. Slaughter how she would assess the city's performance against state and nationwide data.

Ms. Slaughter responded that the results as compared to other municipalities and states are extremely positive. The regression analysis shows that your procedures for bringing people in have consistency. That is something to be proud of. Commissioner Surprenant asked if it would be fair to say we are in a top tier from a state and national standpoint. Ms. Slaughter responded that she would support that.

Item #6(a) under Classification and Compensation Matters was a request from the Sewerage and Water Board for reconsideration of the Commission's denial of the creation of the Unclassified Chief Audit Executive. This item was deferred at the request of Sewerage and Water Board.

Item #6(b) was a request from the Sewerage and Water Board to create the new job classification of Environmental Enforcement Technician Supervisor. This item was deferred at the request of Sewerage and Water Board.

Item #6(c) was a request from Muby Maqbool to address the Civil Service Commission regarding Pay Disparity between Sewerage and Water Board Classified and Unclassified Employees and Pay Disparity among Classified 35 hour per week engineering employees and 40 hours per week engineering employees. Mr. Maqbool, a Sewerage and Water Board employee, stated that a classified Inspector was making \$38,000 and moved to the unclassified service and is now earning \$87,000 doing the same job. He stated he managed the largest construction program in the history of the city, yet his salary was in the \$80,000s. The unclassified person running JIRR funded by FEMA was making \$125,000. This has to stop. We are violating civil service laws, state laws, and federal laws. He urged the Commission to take note of these disparities. He stated that this has been going on for over four years. One engineer is working 35 hours and one is working 40 hours a week for the same pay. The pay changes. He stated he works 40 hours a week and noted former employees who worked 35 hours a week. The Commission can wipe out the disparity with one ruling. Director Hudson stated that regarding the unclassified and classified issue, in the past Mr. Maqbool provided specific names and classes, now he is referencing the whole system which takes time to look at. We have requested that the unclassified employees at S&WB complete questionnaires and that is taking time to get back. Regarding the 35/40 hour issue, we can investigate that further. Mr. Maqbool then mentioned an auditor who was making \$150 per

hour. He stated that the employees at S&WB had not received a merit increase in four years, but the Director had received a \$30,000 raise. Mr. Maqbool asked for a May deadline on looking into the classified/unclassified pay disparities. Ms. Hudson noted that the difficulty is that the actual duties need to be compared and those come from S&WB. Commissioner Craig suggested that Director Hudson and Mr. Maqbool meet regarding exactly what information is needed.

Item #6(d) was a request from Fire Fighters Union for Equity Adjustment for Firefighters relative to the recent Pay Plan Implementation. Director Hudson stated that the Fire Union had requested to defer this item.

Item 6(e) was a request from the Firefighters Association for retroactive emergency pay for Tropical Storm Nate. Director Hudson stated that the Fire Union had requested to defer this item.

Item #6(f) was a request from Fire Department to appeal the Civil Service Department's determination relative to the 911 Liaison Supervisor job classification. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated that staff agrees with creating a new job classification, but disagrees with Fire regarding placing the position at the level of Fire Deputy Chief. He stated that in 2016 all emergency communications functions were outsourced to the Orleans Parish Communications District (OPCD). This outsourcing diminished the role of the former Fire Alarm Communications Supervisor which had formerly been at the level of Fire Deputy Chief. The position went from overseeing a staff of twenty to a liaison role responsible for protocols and compliance. The same managerial oversight no longer exists. A Fire Deputy Chief oversees all Fire Districts and operations and oversees all Fire District Chiefs on any given day. This position does not match up to those responsibilities. Additionally, the qualifications are different. The Deputy Chief requires a degree in Fire Technology. This position does not. It can be a civilian. Part of why Fire is so adamant is that the person in this role has been there for many years and is a subject matter expert, but that should not skew the requirements of the job. Mr. Hagmann then noted that the level proposed by staff was consistent with the level used in other jurisdictions. Discussion on the structure in Fairfax County, VA then followed. Mr. Hagmann noted that the position was placed at Fire Lieutenant, a first line supervisor, in the other jurisdictions staff looked at. He noted that the set up in New Orleans was fairly unique because the other places that had outsourced this function had

also regionalized it. Mr. Hagmann stated that the position currently sits at the level of Fire District Chief the base pay for which is \$49,889 without longevity, state supplemental pay, or millage. Ms. Carroll stated that the current incumbent makes \$81,985 with supplemental pay and longevity. With the new class her pay would go to \$89,406, a 10% pay increase.

Chief Roman Nelson, representing NOFD, stated it is a difficult comparison to other jurisdictions since what we are doing here is so unique. After Hurricane Katrina all dispatchers from Police, Fire and EMS co-located. In 2016 they consolidated these functions. He noted that the operations chief for OPCD was brought in from Fairfax. NOFD has always been limited by the rank structure of the Fire Department. He provided information on the creation of the Fire Division Chief job classification. He stated that prior to consolidation there was a Fire Alarm Supervisor, Assistant Fire Alarm Supervisor, four Senior Dispatchers and 24 Dispatchers. Chief Newsome was put into the Assistant Fire Alarm Supervisor to make this work. The Liaisons make sure the policies and procedures of NOFD are met and act as subject matter experts. This position supervises those positions and acts as the Communications Chief. Staff's recommendation is based on the rank structure and supervisory requirements. It does not allow the leeway to pay the proper compensation for the position. Ms. Newsome will supervise four people. There are current Division Chiefs that only supervise one person. The scope of the job should determine the pay. Chief Newsome accomplishes the duties of several people in the Fairfax structure. She has to deal with the other Division Chiefs regularly. She should be at the level of the prior Fire Alarm Communications Supervisor. Staff is arguing that because she supervises fewer people than the previous position it is less responsible. The position has more responsibility and is broader in scope because she has to work in this new consolidated call center and make sure the Fire policies and procedures are followed. Ms. Newsome's skill set is irreplaceable, so in the future the job skill may be diminished when the structure is established. Right now that skill set is needed. Commissioner Surprenant asked if the Fire Department should instead be creating something that looks to the future. He asked if rearranging it when we have another person is contrary to what we should be doing. Chief Nelson responded that once the model is built the next person may not have the knowledge Chief Newsome has. Director Hudson stated that most of the duties that were the Fire Alarm Supervisor's duties are no longer there. They took those duties and it is now 911 Communications. The responsibility for the people who are dispatching is with 911

Communications, it is no longer with the Fire Department. The position is not as responsible as it was because you are no longer responsible for dispatching. Chief Nelson responded that the Liaisons will not be observers they will be subject matter experts the dispatchers can turn to when they need help. The scenario is more complex because they are working with outside entities. Mr. Hagmann stated that the job is not at the level of Deputy or Division Chief. Director Hudson stated it is about assigning the job duties to the appropriate grade in the pay plan. Chief Nelson stated that EMS and Police have positions similar to Ms. Newsome's. They are both using higher level positions for this purpose and they do not supervise anyone. Mr. Hagmann stated that staff did not allocate Police rank at Communications. Commissioner Surprenant stated we are trying to build a model. It is more reasonable to start at the level recommended by staff. They can continue to evaluate and monitor this and if it warrants something higher we go to that. You don't know yet if the salary is attractive. Director Hudson stated that it may be possible to do hiring above the minimum in order to supplement the salary. Commissioner Richardson noted we should be looking at the position and not the person.

Aaron Mischler, representing the New Orleans Firefighters Association, stated that Chief Newsome has a very specialized skillset. Fire Dispatchers stay on the call for the duration of the fire. The unique knowledge she possesses would put her in the same realm of Deputy Chief.

Commissioner Surprenant motioned to approve the position proposed by staff. Commissioner Richardson seconded the motion and it was approved unanimously.

Item #6(g) was a recommendation from the city administration to amend the classified Pay Plan to increase the grade and salary of Police Captain and Police Major. This item was deferred.

Item #6(h) was a recommendation from the City Administration to Amend the Classified Pay Plan for Special Rates of Pay relative to the Police Integrity Division and the Police Academy. This item was deferred.

Item #7(a) under Recruitment and Selection Matters was the approval of examination announcements. Commissioner Surprenant moved to approve announcements 10280-10289. Commissioner Korn seconded the motion and it was approved unanimously.

Item #8(a) under Rule Amendments was a request from the Administration to amend Rule VI, Section 6.1 and Rule VII, Section 1.2 and Section 2.9. This item was deferred.

Item #8(b) was a request from the Civil Service Staff to introduce an amendment to Rule VI, Section 6.1 and Rule VII, Section 2.9. This item was deferred.

Item #8(c) was a request from the Civil Service Staff to create a new Rule VI, Section 3.6 relative to establishing a formal selection process. This item was deferred.

Item #8(d) was a request to amend Rule IV, Section 2.5 relative to Merit Increases. This item was deferred.

Item #9 was the ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Commissioner Craig called for public comment. There being none, Commissioner Surprenant moved for approval. The motion was seconded by Commissioner Richardson and approved unanimously.

Item #10 under Communications was the Director's Report. Director Hudson stated due to the cyber-attack, staff does not have access to emails prior to January 3rd, printing to the network printer, access to software, and scoring software for Police Recruit. She noted staff was currently hand scoring the test. Staff does not have access to group files and databases, and has limited ability to make regular purchases and pay vendors. She stated that the ITI Director is trying to give support and noted that LaTonya Mason from ITI had been very helpful to the department.

Director Hudson then reported on Fire Recruit testing. She noted that the first class starts on March 15, 2020. She then indicated when each step of the process occurred and how many applicants had passed each step.

Director Hudson stated that there was a request from the Police Department and the Sanitation Department to add an item to extend the Performance planning deadline due to the cyber-attack. Commissioner Korn motioned to add the item to the agenda. Commissioner Surprenant seconded the motion and it was approved unanimously. Dante Bidwell, representing NOPD, stated that NOPD had suffered a serious loss in software and hardware. It

lost approximately 500 devices, so some people do not have the devices to complete the performance planning. He asked for the performance planning and evaluation dates to be pushed back by a minimum of one month. Director Hudson noted that Sanitation had made a similar request to extend the deadlines due to Mardi Gras. She stated she was in agreement with extending the planning deadline to March 31st, but would rather wait to work with the administration on extending the rating deadline. Commissioner Craig noted the Commission's willingness to work with departments. Commissioner Korn motioned to approve the request to extend the planning deadline to March 31st for Police and Sanitation. Commissioner Richardson seconded the motion and it was approved unanimously.

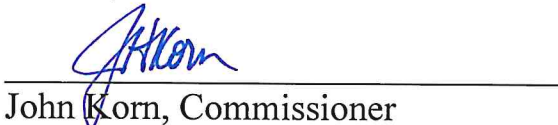
Commissioner Richardson moved for adjournment at 1:54 p.m. The motion was seconded by Commissioner Korn and approved unanimously.



Michelle Craig, Chairperson



Brittney Richardson, Commissioner



John Korn, Commissioner



Mark Surprenant, Commissioner