

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
FRIDAY, JANUARY 19, 2024

The regular monthly meeting of the City Civil Service Commission was held on Friday, January 19, 2024 at 1300 Perdido Street, City Council Chambers, New Orleans, LA 70112. Ms. Doddie Smith, Personnel Administrator of the Management Services Division called the roll. Present were Chairperson Brittney Richardson, Vice-Chairperson John Korn, and Commissioner Andrew Monteverde. Chairperson Richardson convened the meeting at 10:10 a.m. The Commission then proceeded with the docket. At 11:23 a.m. on the motion of Commissioner Korn and the second of Commissioner Monteverde, the Commission voted unanimously to enter the executive session.

At 11:55 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the December 18, 2023 meeting. Commissioner Korn moved to approve the minutes. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #2 was the ratification of Public Integrity Bureau (PIB) Extension Requests. Commissioner Richardson called for public comment. There being none, Commissioner Monteverde motioned to approve the extension requests. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #3a under Rule Amendments was an amendment to Rule IV, Section 9.7 regarding overtime usage. Personnel Director Amy Trepagnier stated that the amendment was introduced at the last Commission meeting. This amendment is expected to remedy the standing item where departments come before the Commission and report on overtime usage that exceeds 750-hours. Presently, the rule requires that departments report the need to exceed overtime usage in advance. Departments have faced difficulty making the requests to the Commission in advance. The amendment proposes that Civil Service staff perform bi-annual audits of overtime usage in excess of 750-hours per calendar year and report any irregularities in that usage to the Commission. Commissioner Korn moved to

approve the amendment. The motion was seconded by Commissioner Monteverde, and it was approved unanimously.

Item #3b was an amendment to Rule IV, Section 2.8(c) to update a reference to another Rule. Director Trepagnier stated this amendment was introduced at the last meeting. The amendment is a correction to the Pay Equity Adjustment rule, which references the prescriptive period for back pay claims that was previously in Section 14 of Rule IV but has been moved Section 16 of Rule IV. Commissioner Richardson moved to approve the amendment. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #3c was an introduction of an amendment to Rule VIII, Section 1.5(c) relative to annual leave use and Section 1.6 relative to annual leave at separation. Director Trepagnier said that currently the Rules require new employees to complete twenty-six consecutive weeks of service before they are permitted to use their accumulated annual leave. Civil Service staff is proposing that the number of consecutive weeks of service be lowered to eight. Director Trepagnier noted that this would allow the person to accrue and use two days of leave after eight weeks. The amendment will promote a better work-life balance for new employees. Civil Service staff has received feedback from the Chief Administrative Office, which expressed no issue with the amendment. The proposed amendment will lie over until the next meeting.

Item #3d was an introduction of an amendment to Rule II, Section 4.18 relative to the date of issuance of disciplinary appeal decisions. Civil Service Executive Counsel Christina Carroll explained that all decisions of the Civil Service Commission will be considered final on the date of notification of the disposition from the Department of Civil Service. This will align the Commission's practices with those of the State courts. The proposed amendment will lie over until the next meeting.

Item #4a under Classification and Compensation Matters was a request from the City Council for a pay grade change to Council Utilities Regulatory Office (CURO) Deputy Chief of Staff. Personnel Administrator Robert Hagmann stated based on added supervisory functions that will be assigned to this position (e.g., supervision of the CURO staff attorney and future legal staff) staff is proposing to increase the pay grade for this classification from pay grade 102 to 104. Staff is also recommending a corresponding pay policy to guarantee that the affected employee receives a 5% increase in pay. Commissioner Korn moved to approve the pay grade

change. The motion was seconded by Commissioner Monteverde, and it was approved unanimously.

Item #4b was a request from the Department of Safety and Permits for a pay grade change to Zoning Administrator. Mr. Hagmann stated that this would be a change in from grade 86 to 90. He explained that this grade increase reflects the additional programmatic and supervisory functions that have recently been added to this division of Safety and Permits. Staff is also recommending a corresponding pay policy which guarantees a 10% pay increase for the current incumbent. Commissioner Monteverde moved to approve the change in pay grade. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #4c was a request from the Fire Department to create the new civilian classification of Fire Training Instructor. Commissioner Monteverde requested that this item be deferred to later in the meeting.

Item #4d was a request from the New Orleans Aviation Board to create the new classification of Airport Custodial Supervisor. Mr. Hagmann stated this classification will provide oversight of the work of contractual 24-hour janitorial staff at the airport. This position will be non-exempt with a hiring rate of \$48,665. Commissioner Korn moved to approve the creation of the new classification. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #4e was a request to create a new executive retention special rate of pay. Mr. Hagmann reminded the Commission of the request made by Councilmember JP Morrell and CURO Chief of Staff Erin Spears to address the need to retain employees in their key positions. Mr. Hagmann explained that executive level positions require a high learning curve and a tremendous amount of institutional knowledge. He agreed that it would be a major detriment to the department to lose an employee in a senior level position. Staff is recommending a new special rate of pay which enables appointing authorities to request up to 25% (20 steps) above an employee's present base salary if that employee is in a pay grade of 102 or above. In conjunction with this incentive, staff is also recommending a 10% increase in the maximum salary of senior level classifications with a pay grade of 102 or above to accommodate the special rates of pay.

Commissioner Richardson asked what an appointing authority would be required to submit to request the special rate of pay. Mr. Hagmann responded that a written memo of justification explaining in detail the needs of the organization and an examination of the relevant labor market with examples of pay rates for similar

positions would be expected. Director Trepagnier commended Mr. Hagmann and his staff for their development of a flexible pay tool that also meets the requirements of a uniform pay plan. She added that appointing authorities are allowed to use any percentage up to 25% within the pay range. Commissioner Monteverde moved to approve the new special rate of pay. The motion was seconded by Commissioner Korn and approved unanimously.

Item #4f was a request from the Sewerage and Water Board for an exception to Rule IV, Section 9.7(a) relative to individuals exceeding overtime limits. Director Trepagnier stated that this is the last time a request like this would appear before the Commission now that the Commission has approved Item #3a under Rule Amendments regarding overtime usage. Commissioner Monteverde moved to approve the exception to the Rule. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #5a under Recruitment and Selection Matters was the approval of examination announcements 10960-10982. Director Trepagnier pointed out that the Commission's previously created position of Crime Lab Deputy Director has been posted to the Civil Service jobs page. Commissioner Korn moved to approve the examination announcements. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #5b was the approval of provisional appointments in accordance with Rule VI, Section 5.3(a). Director Trepagnier stated that this is a matter brought to the Commission routinely every January. Civil Service Rule VI, Section 5.3 states that Civil Service staff can authorize provisional appointments, but provisional appointments in excess of one year require approval by the Commission. Director Trepagnier explained that provisional appointments occur when there is no eligible list in existence, but that individuals are still required to meet the minimum qualifications to be hired. Until such time as the appointment process can be completed, staff is requesting the approval of the extension of 65 current provisional appointments. Commissioner Monteverde moved to approve the provisional appointments. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #5c was a request from the Sewerage and Water Board for an exception to Rule V, Section 9.16 relative to the completion of a certified substance abuse program. Director Trepagnier explained that Civil Service rules require that if a department chooses to retain an employee who has tested positive, the employee must attend a

certified rehabilitation program. Civil Service has been using the State of Louisiana's Department of Health and Hospitals (DHH) list as a guide for what constitutes a certified rehabilitation program is for over fifteen years. Due to turnover at the Sewerage and Water Board, a miscommunication took place between the S&WB staff and their employee assistance provider resulting in an employee completing a rehabilitation program at a facility not on the DHH list. Civil Service staff provided the Commission with information regarding the 12-week substance rehabilitation program the employee completed. Staff supports approval of S&WB's request for the Commission to accept this certificate of completion in lieu of a program on the DHH list. Director Trepagnier also added that Civil Service staff has communicated with staff at Sewerage and Water Board, and they are now aware that moving forward, an employee must complete rehab through a provider on the certified list. Commissioner Korn motioned to approve the exception. The motion was seconded by Commissioner Monteverde and approved unanimously.

The Commission then returned to Item #4c. Item #4c was a request from the Fire Department to create the new civilian classification of Fire Training Instructor. Fire Superintendent Roman Nelson stated that he and New Orleans Fire Fighters Association President Aaron Mischler are in agreement regarding the request for the new classification. Chief Nelson and Mr. Mischler asked that the Civil Service staff amend the qualifications to allow applicants to obtain the required certifications during the probationary period. Director Trepagnier asked if the timeline to obtain the certifications is reasonable. Chief Nelson responded that he and Mr. Mischler expect most candidates will be from NOFD or a local fire department and will already have the certifications, but if the applicant does not, a year would be sufficient. Director Trepagnier stated she had no objection to these amendments. Commissioner Korn moved to approve the new civilian classification. The motion was seconded by Commissioner Richardson and approved unanimously.

Director Trepagnier stated there is an off-agenda item request from Cynthia Connick with the New Orleans Building Corporation for a temporary double-fill of her unclassified CEO position. Ms. Connick is retiring and in anticipation of her retirement, she is asking that the Commission approve a temporary six-month overlap of the position to facilitate the training of her successor. Director Trepagnier stated that the Commission would first need to vote to add the item to the agenda before approving the request. Commissioner Monteverde moved to approve the additional item being added to the agenda. Commissioner Korn seconded the motion, and it was approved unanimously. Commissioner Korn then moved to

approve the request. The motion was seconded by Commissioner Monteverde and approved unanimously.

Commissioner Monteverde moved to adjourn the meeting at 12:25 p.m. Commissioner Richardson seconded the motion, and it was approved unanimously.



[Brittney Richardson \(Apr 21, 2024 09:57 CDT\)](#)

Brittney Richardson, Chairperson

J H Korn

[J H Korn \(Apr 22, 2024 21:44 CDT\)](#)

John Korn, Vice-Chairperson



[Andrew Monteverde \(Apr 19, 2024 10:46 CDT\)](#)

Andrew Monteverde, Commissioner