

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, July 18, 2016

The regular monthly meeting of the City Civil Service Commission was held on Monday, July 18, 2016 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle D. Craig, Commissioner Tania Tetlow and Commissioner Cordelia Tullous representing a quorum. Chairperson Craig convened the meeting at 10:04 a.m. Vice-Chairperson Ronald P. McClain joined the meeting at 10:07 a.m. The Commission then proceeded by sounding the Commission's docket. At 11:07 a.m. on motion of Vice-Chairperson McClain and seconded by Commissioner Tetlow, the Commission voted unanimously to go into executive session.

At 12:24 p.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the June 20, 2016 meeting. Commissioner Tetlow moved to defer approval of the minutes. Commissioner McClain seconded the motion and it was approved unanimously.

Item 2(a) under Classification and Compensation Matters was the creation of the new classification of Chief Monitor of the Office of the Independent Police. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division recommended the creation of the new classification of Chief Monitor at pay grade 95 with a range of \$72,420 to \$110,031. This position is a high level management position serving as third in command and supervising use of force disciplinary hearings and investigation components of the Office of the Independent Police Monitor. Susan Hutson, Independent Police Monitor, spoke in support of the creation of this position stating that the person in this position would respond to officer involved shootings.

Commissioner Tetlow moved approval of the creation of the new classification. Commissioner McClain seconded the motion and it carried unanimously.

Item 2 (b) was a request from Police Recruit Deneil Christian for exception to the Police Education Incentive Special Rate of Pay. Director Hudson

requested that the item no longer be considered due to the resignation of Mr. Christian.

Item #3 (a) under Recruitment and Selection matters was examination announcements #9339-9359. Commissioner Tetlow motioned to approve the announcements. The motion was seconded by Commissioner McClain and approved unanimously.

Item #4 was the ratification of Public Integrity Bureau 60 Day Extension Requests. Chairperson Craig asked if anyone had a comment on the extension requests. No one responded affirmatively. Commissioner McClain motioned to approve the extensions. The motion was seconded by Commissioner Tullous and approved by all Commissioners.

Item #5 (a) under Communications was a report on ADP ongoing issues. Director Hudson stated that at the June meeting staff presented an ongoing issue with using paper correction forms to correct transactions in ADP. The question was posed to the administration who checked with ADP on the matter of if Civil Service staff could approve the transactions directly in ADP as opposed to submitting numerous forms to ADP. Robert Hagmann stated that staff would like direct access to change data fields in ADP. He reported that ADP would not recommend it due to the impact on the system as a result of different data silos. He recommended follow up with ADP to find other efficiencies. He stated staff was also working on modifications to the correction form, but that the process is still an issue because it is more complicated than with the previous system. Roy Guercio from the Finance Department stated that ADP is not designed for the staff to make direct changes. He stated that ADP was only requesting one form to make a retroactive change, but Civil Service staff was requesting a form to correct each transaction that had occurred since the retroactive change up to the current day. He reported that staff and Finance had been working together to update the form. He stated that the forms were necessary because almost all departments are requesting retroactive transactions even though the system is designed to be used in real time. He said departments need to request transactions in advance. He also said that external auditors told him that Civil Service staff making direct changes in the system would potentially trigger an audit finding.

Sam Stoute, of the Classification and Compensation Division, stated that the merit pay increase created an issue with transactions in progress at that time.

He approximated there were fifty of these transactions for NOPD alone. In addition to promotions, temporary pays and reversal of disciplinary action also cause similar issues with retroactivity. He stated that the previous payroll system allowed for direct entry by staff with approval by the appointing authority. He said staff would prefer to have direct access to ADP, but ADP prefers staff not to. Director Hudson stated she would like to contact ADP directly. Commissioner McClain cautioned against multiple points of contact with ADP. Mr. Guercio stated he did not have an issue with Ms. Hudson contacting ADP directly.

Mr. Hagmann noted that Mr. Guercio's team had successfully paid over 2,000 summer employees.

Item #5(b) was a report on Civil Service budget and staffing. Director Hudson reported that the Department had just lost another analyst. She reported that the candidate for psychometrician had declined the job. Director Hudson stated that staff submitted a budget reduced by 5% as instructed by the administration and then made a budget offer for the 5%. She proceeded to go over the budget offers. The first was a restoration of the 5%. She stated that if the 5% is not restored it would trigger a layoff of two employees. The second was for three positions to staff a Human Resources Accountability and Compliance Section. The third request was for a computer lab for walk in testing for Police Recruit and other tests. The fourth was for job fair fees. A request for funding for office furniture was the fifth offer. She stated a capital budget request for additional office space had also been submitted, but it was suggested that different furniture would help to better utilize the existing space. Item six was a request to increase the allotment for departmental hearing examiners and court reporters. Request seven was for monies for a contract for an employee handbook and a procedures manual. A contract for conversion of employment records from micro fiche and paper files was item number eight. Request nine was for funding for the employee representative elections for both the Civil Service Commission Employee and Retirement Board. Item ten was to send two employees to the Neogov conference. Budget request number eleven was for outside counsel for the Great Place to Work litigation. Twelve was for testing personnel. Thirteen is for Fire Deputy and Division Chief testing. Police Sergeant and Captain test administration were requests fourteen and fifteen.

Director Hudson reported that Richard Carter, Personnel Administrator over Test Development and Validation was scheduled to retire at the end of the month, but has agreed to come back part time to train his replacement.

Nick Felton, President of the New Orleans Firefighters Association (Local #632), asked the Commission to get involved in the budgetary process to help the department get the resources it needs. Commissioner McClain stated the Commission was concerned with staff's resources and had decided to be more assertive in supporting the staff's budget requests.

Item #5 (c) was a report on the Comprehensive Classification and Salary Study. Director Hudson reported that the selection committee had reviewed and ranked the two responses to the request for proposals (RFP) at a meeting on July 7<sup>th</sup>. The two respondents were SSA Consultants and Management Advisor Group International. The third respondent, Archer Company, had been rejected from the process due to failure to properly complete the Disadvantaged Business Enterprise (DBE) forms. Three members of the committee voted for SSA Consultants and two selected Management Advisor Group International. However, after it was revealed that SSA's price quote was 1.2 million dollars and Management Advisor Group International's quote was \$188,000, one committee member changed his vote and both vendors were essentially tied. It was decided to ask both companies to make a presentation and to try to negotiate the price with SSA.

Commissioner McClain asked about timelines, but since Ms. Hudson was not the committee chair, she stated she did not have that information.

Item #5 (d) was a report on the status of Fire Captain Promotions. Director Hudson stated that by rule, since there was an eligible list for Fire Captain, the 40 plus provisional appointments to that classification should cease. Staff had notified Fire Superintendent Timothy McConnell that he was required to remove the provisional appointments and make appointments from the eligible list. Chief McConnell had notified Director Hudson that he anticipated making the appointments by the end of the week prior to the Commission meeting. However, at the time of the meeting the promotions had not been made. Director Hudson had requested an update the Friday prior to the meeting but Superintendent McConnell had not responded. Chairperson Craig indicated that if Superintendent McConnell did not take action by the next meeting the issue would appear as an agenda item.

Nick Felton stated that Superintendent McConnell had failed to indicate how promotions would be made from the list. He stated that people who failed the examination were still working as Captains. Mr. Felton stated that rule should be enforced today. He stated the list had been issued in April. Commissioner McClain moved that the Commission write a letter to the Superintendent asking for a timeline for the completion of the forty promotions. Commissioner Tullous seconded the motion and it was approved unanimously.

Tommy Meagher stated that the City is exposing itself to liability by allowing unqualified people to act in these positions for over a year.

Commissioner Tetlow moved to go back into executive session to discuss a personnel matter at 1:09 p.m. The motion was seconded by Commissioner Tullous and approved unanimously.



Michelle Craig, Chairperson



Ronald McClain, Vice Chairperson



Tania Tetlow, Commissioner