

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
FRIDAY, MARCH 3, 2023

The regular monthly meeting of the City Civil Service Commission was held on Friday, January 20, 2023 at 1340 Poydras Street, Suite 900, 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, Commissioner Mark Surprenant, and Commissioner Ruth White Davis. Commissioner Richardson convened the meeting at 10:30 a.m. The Commission then proceeded with the docket. At 10:33 a.m. on the motion of Commissioner Korn and the second of Commissioner Davis, the Commission voted unanimously to go into executive session. At 11:12 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes for January 20, 2023. Commissioner Korn motioned to approve the minutes. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #2 was the ratification of Public Integrity Bureau (PIB) extension requests. Commissioner Richardson called for public comment. There being none, Commissioner Surprenant moved for approval. The motion was seconded by Commissioner Korn and approved unanimously.

Item #3a under Classification and Compensation Matters was a request from the City Council for hiring rates for commissioned police classifications. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, noted that the Council has asked the Commission to revisit the recommendations of the Police Pay Committee convened in July of 2022. He noted that since the original proposal, staff has made changes based on the recent approval of 5% pay increases for Police in 2023, 2024 and 2025. It is a nine-step plan based upon what is being done in other major jurisdictions. The plan is from 2024 to 2031. The first adjustment is 11.25% for non-exempt Police classifications and 5% increases for Captain and Major. After the last 5% increase in 2025, the plan continues with six yearly 2.5% adjustments. This plan would make our pay regionally and nationally competitive. Commissioner Richardson asked how the Commission's approval of recent police pay proposals would impact this plan. Personnel Director Amy Trepagnier explained that the proposed initial increases have been reduced due to the recent 5% pay increases. The Administration, Commission and Council have agreed to increase Police pay by 5% in 2024 and 2025 which is more than the 2.5% staff had

proposed for those years in this plan. Commissioner Korn noted that while the 5% increases have already been approved, the Council has requested that the Commission consider the July 2022 proposal. He suggested submitting exactly what was submitted in July because that is what the Council asked for. Director Trepagnier noted that if we send the Council the July proposal it would walk back the increases for 2024 and 2025. Commissioner Korn suggested sending the July proposal to comply with the letter of what the Council has requested as well as the amended proposal for Council consideration. Commissioner Korn then motioned to submit both the July 2022 proposal and the current proposal as an attachment to the Council. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #3b was a request from NOPD for hiring rates for Police Academy Administrator and Police Academy Legal Instructor. Mr. Hagmann stated that staff is recommending a 22.5% increase for Police Academy Administrator to \$109k. This position requires a PhD, so there is a small applicant pool. The hiring rate is needed to fill the position. Staff is recommending an 18.75% increase to \$102k for the Police Academy Legal Instructor position. This hiring rate is based on the pay for the highest-level classified attorney. A person with both a legal and law enforcement background is needed for this position. Director Trepagnier noted these positions are related to the federal consent decree and both have been vacant for some time. NOPD has tried unsuccessfully to fill them. Commissioner Korn moved for approval. The motion was seconded by Commissioner Davis and approved unanimously.

Item #3c was a request from NOPD for hiring rates and a new classification for the Social Services Worker and Social Worker job series. Mr. Hagmann noted that NOPD is working to fill several social services positions but has had difficulty filling these positions due to the nature of this work. Staff is also recommending the creation of a new classification for licensed master social workers or licensed clinical social workers. Commissioner Surprenant moved for approval. The motion was seconded by Commissioner Davis and approved unanimously.

Item #3d was a request from NOPD for title changes for the DNA job series. Mr. Hagmann stated the new Crime Lab Director has requested to change the names of the current series from DNA Intern, DNA Analyst I, and DNA Analyst II to DNA Analyst I, DNA Analyst II, and DNA Analyst III. Commissioner Davis moved for approval. The motion was seconded by Commissioner Korn and approved unanimously.

Item #3e was a request from NOPD for a title change for Police Community Services Specialist. Mr. Hagmann stated this proposed change uses the dormant classification of Police Community Services Specialist and reinvents it as Police Investigative Specialist Trainee. This position would be an entry level opportunity for people who want to assist NOPD in a civilian capacity. Director Trepagnier stated NOPD is hiring 25 people to help reduce the burden on officers by providing supplemental investigative assistance in the field and in various units. This provides a pathway to train people to perform this work who do not have previous experience in this area. Commissioner Surprenant moved to approve the request for the title change. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #3f was a request from NOPD for a special rate of pay for Police Recruiters. Mr. Hagmann stated NOPD is seeking to incentivize employees in the classifications of Management Development Analyst I and II who recruit Police Officers. There are three points for the incentives: \$500 for every 25 recruit applicants who take the entrance exam, \$500 for each person recruited who is hired as a Police Recruit, \$500 for each person who is recruited who graduates from the police academy. Director Trepagnier stated staff would like to come back to the Commission six months after implementation to report on the effectiveness of the program. Commissioner Davis noted concern with the premise of paying people an additional amount just to do the job they were hired to do. Director Trepagnier noted that NOPD has had difficulty with filling these positions so this should help with recruiting individuals to perform this work. Commissioner Richardson noted that this is not permitted in higher education. Commissioner Korn stated they are being incentivized for actual academy graduates. Director Trepagnier noted NOPD is trying to recruit a better applicant pool. Commissioner Korn motioned to approve the request for the special rate of pay. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #3g was a request from the Sewerage and Water Board (S&WB) to create a new classification of Automated Metering Infrastructure (AMI) Supervisor. Mr. Hagmann stated that right now meter reading is being done manually. S&WB is moving to an automated system. The person in this position would serve as the point person to oversee technology and maintenance. This position is non-exempt because it is a working supervisor. Commissioner Surprenant asked if Sewerage and Water Board fully supports this recommendation and if they are in agreement with the position. Director Trepagnier noted S&WB sent an email to Mr. Hagmann approving the position and thanking him for his hard work. Commissioner Surprenant moved to approve the request for the special rate of pay. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #3h was a request from the Sewerage and Water Board for hiring rates for the Safety Coordinator job series. Mr. Hagmann explained that in November of 2022 the Commission approved this new job series as requested by S&WB. It was not approved by the City Council until January of 2023, so the positions missed out on the service-wide 5% pay increase that happened in the interim. He stated that staff is recommending the restoration of the five percent increase for this job series. Commissioner Surprenant moved to approve the request. Commissioner Richardson seconded the motion, and it was approved unanimously.

Item #3i was a request from the Finance Department for new classifications for the Revenue Field Agent job series. Mr. Hagmann stated based on a review of the work performed in this job series we are creating non-exempt promotional opportunities. Individuals in the Revenue Field Agent job series attend special events such as festivals on weekends and evenings to collect tax revenues. Commissioner Davis moved to approve the request. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #3j was a request from the Finance Department for hiring rates for the classifications of Revenue Collector, Treasury Bureau Chief, and Purchasing Administrator. Mr. Hagmann stated that in January a hiring rate was approved for Comptroller, as a result the Finance Department is seeking parity increases for these top management positions that lead financial bureaus. Norman White, Director of Finance, stated he supports the recommendation and provided information regarding the duties of each bureau. Commissioner Davis moved to approve the request. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #3k was a request from the Aviation Board for hiring rates for Airport Maintenance and related job classifications. Mr. Hagmann stated the Aviation Board has had difficulty recruiting for trades classifications. The proposed rates are at the midpoint of the pay range. Commissioner Surprenant moved to approve the request. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #4a under Recruitment and Selection Matters was the approval of examination announcements 10792-10813. Commissioner Davis motioned to accept the announcements. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #5 was a report relative to staff approval of an EMS pay equity request. Director Trepagnier stated the Civil Service Rules permit staff to make an individual pay


equity adjustment up to 5% and then report it to the Commission. Due to a rule change relative to merit pay, Mr. Keller was making less than a less tenured employee who had been promoted to the same position after him.

Director Trepagnier stated that staff had received a request from Councilmember Joe Giarrusso to add an item to the agenda relative to recently passed special pay incentives for Police Officers. Commissioner Surprenant motioned to add the item to the agenda. Commissioner Korn seconded the motion, and it was approved by all Commissioners.

Director Trepagnier stated that in March of 2022 the Commission had approved special lump sum pay incentives for police officers pending the receipt of a favorable opinion from the Attorney General relative to a gratuitous donation issue. To provide value to the public, the incentives required an officer to stay one year from the effective date in order to receive the emolument. A favorable Attorney General's opinion was received, and the City Council approved the incentives in July. There was some question as to if the effective date would be March or July. Typically, the Council date is used. The Commission sought the advice of the Attorney General regarding if using the March Commission approval date would cause an issue with the public purpose relative to gratuitous donation law. The Attorney General advised that as written the effective date would be the date of Council approval in July, but advised that the Commission and Council could amend the language to indicate a different effective date.

Director Trepagnier stated that Councilmember Giarrusso is requesting that the Commission amend the special rate of pay to make it clear that the intent was for the year wait period to begin on March 11, 2022, the date of Commission approval. The request is also being made for the other incentive plans for EMS, Juvenile Detention and Automotive Mechanics. Christina Carroll, Executive Counsel for the Commission, noted she did not think a change from a 12-month period to a nine-month period would create a gratuitous donation issue. Commissioner Surprenant stated that as a lawyer he would agree with Ms. Carroll. Commissioner Surprenant motioned approve the request. Commissioner Korn seconded the motion, and it was approved by all Commissioners.

Commissioner Korn moved for adjournment at 12:01 p.m. The motion was seconded by Commissioner Surprenant and approved unanimously.


Brittny Richardson, Chairperson



John Korn, Vice-Chairperson



Mark Surprenant, Commissioner



Ruth White Davis, Commissioner