

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
FRIDAY, OCTOBER 11, 2024

The regular monthly meeting of the City Civil Service Commission was held on Friday, October 11, 2024 in the Civil Service Department Conference Room, 1340 Poydras Street, 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. Commissioner Richardson convened the meeting at 10:30 a.m. The Commission then proceeded with the docket. At 10:54 a.m. on the motion of Commissioner Monteverde and the second of Commissioner Korn, the Commission voted unanimously to go into executive session.

At 11:38 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes for June 26, 2024 and September 13, 2024. Commissioner Korn motioned 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 Monteverde moved to approve the extension requests. The motion was seconded by Commissioner Korn and approved unanimously.

Item #3a under Rule Amendments was a proposed amendment to Section 1 A and C of the Civil Service Commission's Procedures for the Conduct of Business Meetings.

Director Trepagnier stated that the proposed amendment will provide updates to information about the location of Commission meetings, the Commission's ability to make changes to the location of the meeting as needed, and where to find additional information regarding Commission meetings. Approval of the proposed amendment will be considered at the next meeting.

Item #4b under Classification and Compensation Matters was a request from the Sewerage and Water Board to create the new classification of Utility Chief Information Officer. Robert Hagmann, Personnel Administrator of the Classification and Compensation Division, stated that the job classification was formerly a Utilities Services Administrator. The Sewerage and Water Board is now requesting an upgrade to the classification based on the expansion of its IT programs and the

oversight responsibilities of the new meter systems. The position will involve oversight of the new smart meter reading program, the installation of the new enterprise software, and the replacement of contractual staff with in-house staff. The Board's intent to conduct a national search for a candidate necessitates a flexible hiring rate of \$125k to \$195k, consistent with rates of the American Water Works Association. Commissioner Korn motioned to approve the request. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #4a was a request from the Sewerage and Water Board to create a new Special Rate of Pay for automotive staff to perform automotive and commercial vehicle inspections. Mr. Hagmann stated that the 5% special rate of pay is intended to incentivize automotive staff to perform vehicle inspections for the purposes of issuing brake tags to their in-house fleet of public vehicles, as well as ensuring the safety of employees that may operate the public vehicles. Commissioner Richardson asked if the automotive staff would receive training to perform the duties. Mr. Hagmann answered that there is a state training course offered, and once an employee completes the course, they can receive their certification from the City's Office of Motor Vehicles. Commissioner Monteverde moved to approve the request. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #4c was a request from the Department of Safety and Permits to create a new Permit Analyst job series. Mr. Hagmann stated this request is a part of a consultant's recommendation for how to improve the operations of the Department of Safety and Permits. This new job series will parallel the Management Development series, but because of the nature of the work, the classifications will be non-exempt. The entry classification will be a Permit Technician I with a hiring rate of \$49,000, and there will be two promotional opportunities with hiring rates starting at \$56,000 and \$59,000 respectively. The supervisor position would have a hiring rate of \$65,000 annually. Commissioner Korn motioned to approve the request. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #4d was a request from the Chief Administrative Office to create the new classification of Lead Information Technology Specialist (CAO-ITI) and for hiring rates for supervisory Information Technology job classifications. Mr. Hagmann stated that the new classification is meant to perform as the senior project manager. The incumbent would have functional supervisory responsibilities over projects, but they would not have direct supervision over lower-level ITI employees. Staff is also recommending hiring rates for ITI's higher level positions. The hiring rate

adjustments are intended to incentivize employees to accept promotions that will involve attending to administrative and supervisory matters, in addition to IT issues. Many of the supervisory positions will have their hiring rates adjusted to reflect a 10% pay increase, except for the manager who will receive a 12.5% pay increase. Commissioner Monteverde moved to approve the request. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #5 under Recruitment and Selection Matters was a request for the approval of examination announcements. Commissioner Korn motioned to approve the announcements 11163-11181. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #6 was a report on overtime usage. Mr. Hagmann explained that the Civil Service Rules now require Civil Service Department staff to perform bi-annual audits on overtime usage. Through an audit performed for the first half of 2024, staff discovered that a total of 476 employees exceeded 750 hours a year, or 375 hours in the 6-month period. Among these, 315 employees were from the Sewerage and Water Board, compared to 161 City employees. Mr. Hagmann stated that the audit focused on safety and productivity. There is concern that working over 10 hours of overtime a week could impact productivity and safety. Currently, staff plans to notify departments to review their overtime protocols and determine if their excessive usage of overtime was warranted.

A recent payroll audit in Fort Worth found that in many instances of excessive overtime usage, reporting errors were made. Commissioner Richardson asked if supervisors were required to approve the time. Director Trepagnier responded that they were. Director Trepagnier stated that Mr. Hagmann was working to better understand how the overtime was being used. Commissioner Monteverde noted that excessive overtime usage for public safety workers can be attributed to the expectation that workers complete reports at the end of their tour of duty and the responsibility to respond to emergencies if their relief is not yet present. Commissioner Korn suggested that an additional column be created to show the percentage of employees from a department's total staff exceeding overtime usage. No action was required by the Commission.

On the motion of Commissioner Korn, and the second of Commissioner Monteverde, the Commission unanimously voted to add an off-agenda item. Commissioner Richardson stated that the search for a court reporter has not been successful, and the Commission will be looking at other options for recruitment.