

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
MONDAY, FEBRUARY 18, 2013

The regular monthly meeting of the City Civil Service Commission was held on Monday, February 18, 2013 at 1340 Poydras Street, Suite 900. Present were Chairman Kevin W. Wildes, S.J., Commissioners Joseph S. Clark, Amy L. Glovinsky and Debra S. Neveu. Absent was Vice-Chairman Dana M. Douglas. The Chairman convened the meeting at 10:08 a.m. The Commission completed the Docket portion of the meeting at 11:05 a.m. and began their recess. The Business Meeting convened at 11:44 a.m.

The first item on the agenda was the minutes of the December 17, 2012 meeting. The minutes were approved unanimously on motion of Commissioner Glovinsky and seconded by Commissioner Clark.

Item #2 on the agenda was a request from the Police Association of New Orleans to address issues regarding Integrity Control Officers within the Police Department. Mr. Eric Hessler, representing the Police Association of New Orleans (PANO), reminded the Commission that he addressed them in October 2012 on behalf of six Integrity Control Officers (ICOs) and requested that they conduct an investigation concerning what was believed to be a violation of the Home Rule Charter. He stated that the Commission declined to take action at that meeting and that he again addressed them at the November 2012 meeting requesting that they reconsider the denial. At that meeting, the Commission agreed to take the matter under consideration. Mr. Hessler stated that he had not received an answer from the Commission and asked if a decision had been rendered. Director Hudson then addressed the Commission stating that she had received a request from attorney Brett Prendergast asking that she, in accordance with Civil Service rules, conduct an investigation of the individuals working out of their job classifications. She explained that as a result of this request, she sent out questionnaires to the individuals reporting as ICOs and that she is awaiting their responses. Chairman Wildes asked Director Hudson to consolidate the two requests and submit her findings and recommendations to the Commission.

Item #3 on the agenda was a request from the Fraternal Order of Police to address the Commission regarding provisional appointments at the Police Department in conjunction with promotional registers and future promotional testing.

Mr. Donovan Livaccari, representing the Fraternal Order of Police (FOP), informed the Commission that there has not been any funding for promotional examinations within the New Orleans Police Department (NOPD) since 2009. He stated that currently there is no promotional register for Police Sergeant or Police Captain. He further stated that there is a list for Police Lieutenant and that there are vacancies for this position, however, promotions are not being made from the list. Mr. Livaccari urged the Commission to encourage the City Council to fund promotional testing for the New Orleans Police Department and to also encourage the Police Department to make promotions from the Police Lieutenant's list that is currently available. Mr. Raymond Burkhart, representing FOP, also asked the Commission to work with the administration and the council to get the funding for Police promotional examinations to ensure the department has the best leadership for the citizens of this city. Mr. Eric Hessler, representing the Police Association of New Orleans (PANO), expressed his agreement with the concerns of the Fraternal Order of Police (FOP).

Item #4 on the agenda was Classification and Compensation matters. Item #4 (a) was a request from New Orleans Traffic Court to request an Unclassified Comptroller position. Judge Robert Jones, Traffic Court Judge, addressed the Commission by first giving background information on Traffic Court. He explained that there is a vacancy in Traffic Court for its Chief Financial Officer position, which was originally created in February 2012 and later vacated in October 2012. Judge Jones stated that the position was filled in the unclassified service and made reference to all judicial appointments being in the unclassified service. Commissioner Glovinsky asked for the authority characterizing the position as a judicial appointment. Judge Jones stated that all judicial appointments are unclassified, however, it is questioned whether or not this position would be a judicial appointment. He informed the Commission that there is an ordinance that has been introduced to the Council by Councilmember Guidry that is being debated on the structure of Traffic Court and the fact that this position falls under the direction of the Judicial Administrator, which is an unclassified position. Mr. Hagmann explained that staff is in agreement with a position being created, however, based on the duties and responsibilities of the position, as well as the November 2011 Inspector General's performance review of Traffic Court, staff recommends the use of the current classified position of Finance Operations Manager. Mr. Hagmann explained that Traffic Court would be allowed to hire above the minimum salary for a new employee, based on the candidate having superior qualifications. After some discussion of Councilmember Guidry's

ordinance, Commissioner Glovinsky moved to accept staff's recommendation to approve the classified position of Finance Operations Manager. The motion was seconded by Commissioner Clark and was approved unanimously.

Item #4 (b) was a request from CAO's Office of ITI for a salary increase for 311 positions. Director Hudson explained to the Commission that this has been a recurring item on the agenda and that it has been deferred each time. She asked for Commission approval to remove this item from the agenda until something concrete is submitted by ITI. The Commission approved Director Hudson's request to remove this item from the agenda.

Item #4 (c) was a status report on a survey related to Rule IV, Section 9.8 on emergency overtime pay. Mr. Robert Hagmann, Personnel Administrator, addressed the Commission reminding them that staff proposed an amendment to this rule at the December Commission meeting and that staff was asked to review how other jurisdictions handle emergency overtime. He explained that staff sent out surveys to state and local participants that share similar emergency weather events as New Orleans. Some of the participants are: the parishes of East Baton Rouge, Jefferson, Lafourche, Plaquemines and St. Tammany, as well as national participants, such as, Miami, Houston, and Tampa. He explained that the preliminary findings indicate that the pay practices are diverse. Mr. Hagmann stated that staff hopes to present a quick history and background of emergency pay rule changes as well as a summary of the survey results at the March Commission meeting. He stated that staff would have an update on the proposed rule change based upon what staff believes to be best practices. Chairman Wildes asked if staff could submit the findings and recommendations to the Commission in advance.

Item #4 (d) was the proposed amendment to Rule VIII, Section 10 related to the Family Medical Leave Act (FMLA). Mr. Hagmann explained that staff introduced an amendment to this rule at the December Commission meeting. He explained that the amendment is in keeping with changes to federal law and asked for Commission approval. On motion of Commissioner Glovinsky and seconded by Commissioner Neveu, the rule amendment was approved unanimously.

Item #4 (e) was the proposed amendment to Rule XIII related to Veteran's Preference. Mr. Hagmann explained that this rule amendment was introduced at the December Commission meeting and that it is in keeping with Article X, Section 10 of the Louisiana State Constitution. Staff asked for Commission approval of this rule amendment. The rule amendment was approved unanimously on motion of Commissioner Neveu and seconded by Commissioner Glovinsky.

Item #5 on the agenda was Recruitment matters. Item #5(a) was approval of the Extension of Provisional Appointments in accordance with Rule VI, Section 5.3(a). Director Hudson explained that provisional appointments are granted when Civil Service is unable to administer an examination and that these appointments are good for one year unless they are extended by the Commission. She informed the Commission that there are currently 55 employees serving in provisional appointments where regular examinations are not administered and 111 employees in provisional appointments where regular examinations are administered. She explained that the Commission approves the extension of provisional appointments annually and asked that these extensions be approved. On motion of Commissioner Neveu and seconded by Commissioner Clark, the extension of provisional appointments was approved unanimously.

Item #5 (b) was an amendment to Rule V, Section 2.5 related to posting job announcements. Director Hudson informed the Commission that the current rule requires the department to post announcements on a bulletin board in or near the office. She informed them that since the department relocated, there are not enough bulletin boards to post all of the announcements. Director Hudson asked for approval to amend the rule to allow the department to use other means of posting that are accessible to the public, such as on the Department's website. On motion of Commissioner Glovinsky and seconded by Commissioner Neveu, the amendment to Rule V, Section 2.5 was approved unanimously.

Item #5 (c) was Examination Announcements #8800 through #8805. On motion of Commissioner Neveu, seconded by Commissioner Clark, the announcements were approved unanimously.

Item #6 on the agenda was the Public Integrity Bureau 60-day extension requests. The Hearing Officer's recommendations on these requests were approved unanimously on motion of Commissioner Glovinsky and seconded by Commissioner Neveu.

Item #7 on the agenda was an amendment to the Civil Service Commission Procedures related to the location of Commission meetings. Director Hudson explained that, due to the department's relocation, this amendment is to update the location of the Commission meetings in its procedures. The Commission

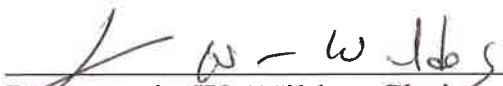
voted unanimously to approve the amendment to the procedures on motion of Commissioner Glovinsky and seconded by Commissioner Clark.

Item #8 on the agenda was Communications. Item #8 (a) was an update on ADP Payroll/Human Resources conversion and outsourcing project. Director Hudson informed the Commission that staff has continued to work on this project with the administration two to three times a week and that the conversion is expected to be completed in August.

Item #8 (b) was an update from staff on the OIG compensatory time policy. Director Hudson reported that Civil Service had received boxes of information from the Inspector General's office regarding their compensatory time program. She informed the Commission that staff is continuing to sort through the information and hopes to have a report at the next Commission meeting. She also informed the Commission that a copy of the report would be provided to them in advance.

Item #8 (c) was a report from staff on the relocation of the Civil Service Department. Director Hudson reported that the relocation of the Civil Service Department has presented a lot of challenges. She informed them that the Recruitment Division is working without the necessary electrical and network connections, but that the City is working on hiring an electrician to set up the needed electrical outlets.

Director Hudson noted that there were no other communications to consider. On motion of Commissioner Glovinsky, seconded by Commissioner Clark, the Commission voted unanimously to adjourn the meeting at 12:35 p.m.

  
Rev. Kevin W. Wildes, Chairman

  
Joseph S. Clark, Commissioner



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Amy L. Glovinsky, Commissioner



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Debra S. Neveu, Commissioner