

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Monday, May 23, 2016

The regular monthly meeting of the City Civil Service Commission was held on Monday, April 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, Vice-Chairperson Ronald P. McClain, Commissioner Joseph S. Clark, and Commissioner Cordelia Tullous representing a quorum. Chairperson Craig convened the meeting at 10:12 a.m. The Commission then proceeded by sounding the Commission's docket. Commissioner Tania Tetlow joined the meeting at 11:09 a.m. At 12:17 p.m. Commissioner Tetlow made the motion to go into executive session to discuss matters taken under advisement and pending litigation. The motion was seconded by Commissioner McClain and unanimously approved. At 1:05 p.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Commissioner Tetlow motioned to add an agenda item regarding performance evaluations for the two employees who report to the Civil Service Commission. The motion was seconded by Commissioner McClain and approved unanimously.

Commissioner Tetlow then made a motion to take the Sewerage and Water Board items first. This motion was seconded by Commissioner McClain and approved by all Commissioners.

Elizabeth Robbins representing the Law Department then asked that item 10A Report by Police Department on Public Integrity Investigation Process be moved to immediately following the Sewerage and Water Board items. Commissioner Tetlow made a motion to do so. The motion was seconded by Commissioner Clark and approved unanimously.

The first item to be considered was agenda item #3 a series of requests made by the Administration on behalf of the Sewerage and Water Board. Item #3(a) was a request for Approval for the Department of Civil Service to open all requested registers according to the deadline agreed upon. Shelly Stolp, Personnel Administrator of the Recruitment and Selection Division, stated that of the 45 classifications listed on Sewerage and Water Board's (S&WB) April 29th request, seven had been opened prior to receipt of the request, ten were part of the Facilities Maintenance Series changes pending before the Commission as Item 8 (b), one

was a duplicate listing, one had been reallocated to a job classification that was previously opened and one had been withdrawn. Ms. Stolp stated that draft announcements had been submitted to the Water Board for the remaining positions on the list and that all positions were either open, scheduled to open to applications or the draft announcements were pending the approval of Sewerage and Water Board.

Commissioner McClain then asked when the requests had been received. Ms. Stolp acknowledged that there had been a bottleneck in postings due to staffing changes and the maternity leave of the former Recruitment Division Chief. She stated that 34 of the 45 requested registers were for promotional positions, not new hires, and that provisional promotions could have been made while the requests to open the positions were pending. Personnel Director Lisa Hudson also stated that there had been a lot of turnover in the Recruitment Division which slowed responsiveness and that three of the current Recruitment Division employees had been newly hired in 2015. Commissioner McClain then asked who agreed upon the deadline. Ms. Stolp stated that there was no agreed upon deadline, but that staff would be happy to work on one.

Cedric Grant, Executive Director of the Sewerage and Water Board, stated that Sewerage and Water Board is offering assistance with the hiring process. He stated that the Civil Service Department wants to continue to perform transactional work, but that in the post Hurricane Katrina smaller government environment, government can no longer do the work itself. Government manages the work that is being performed, it does not do the work. Sewerage and Water Board is one of the only departments that still does the work itself. He proposed a pilot program where Sewerage and Water Board performs the transactional work and the Commission monitors that work. He stated that Sewerage and Water Board represents 30% of the City's workforce and that the Commission could make the proposed process work within its rules. He said S&WB believes in and agrees to the Commission's tenants. He stated that delegation is within the Commission's authority to grant similar to the State of Louisiana Civil Service delegating its authority to State agencies. Mr. Grant stated that there are 254 vacancies, 130 employees in DROP eligible to retire in the next five years and 138 other retirement eligible employees. Vacancies include 121 skilled laborers, 53 office and administration positions, 13 paraprofessionals and 67 technical and professional positions. He stated S&WB would provide quarterly reports to the Commission and conduct a one year review and suggest that Commission staff do random reviews. He requested to recruit candidates, screen applicants, develop eligible lists, conduct interviews and background checks and provide more

specific and true job descriptions and announcements. Commissioner McClain then asked if S&WB had the staff to perform this work. Mr. Grant stated that he was prepared to bring on additional staff due to the increased workload.

Director Hudson stated that this was the first time staff had seen the delegation proposal and that the Mayor's April 25th letter only suggested that the change occur if the issues listed in the letter could not be resolved. She also stated that Sharon Judkins who oversees the Water Board's personnel function had only recently joined the Board. She went on to say that Civil Service staff is having issues with the S&WB staff performing basic functions. The idea of delegating even more of those functions to Sewerage and Water Board is an issue and staff would like to get into the details of how that would work. Commissioner Tetlow stated that she thought Director Hudson had been negotiating with S&WB through the Commission's Attorney, Brendan Greene. Ms. Hudson stated that she had not been negotiating. She stated she would have responded differently if she thought her discussions with Mr. Greene were part of a negotiation with Sewerage and Water Board. Commissioner Tetlow pointed out that delegation was in the Mayor's letter. Director Hudson responded that the letter characterized it as something that could be done in the future if Civil Service could not work through the issues listed in the letter. Chairperson Craig asked if Director Hudson had seen the agenda item and if staff had engaged in any discussion with the Sewerage and Water Board about what delegation would look like. Director Hudson replied there had not been discussions with the Water Board and that staff had been busy working through the requests listed in the letter. Commissioner McClain stated that Mr. Grant is offering the Civil Service Department help with staffing challenges. Ms. Hudson stated that Sewerage and Water Board has had recent turnover in their Human Resources division as well and that they just recently hired a person who doesn't know the Civil Service processes yet. Response times are improving because some newly hired Civil Service staff has now been here over a year.

Ms. Sharon Judkins, Deputy of Administration for S&WB, stated that she started working at S&WB on January 1st and met with Civil Service staff in January and Ms. Hudson on January 14th regarding backlogged work. S&WB sent a February 15th letter outlining prioritized requests. On March 10th S&WB submitted a letter asking for follow up. She then reported to Mr. Grant that she could not move the Water Board's work. Mr. Grant then stated that delegation is within the authority of the Commission to grant and submitted letters of support from the Business Council, GNO Inc., and the Sewerage and Water Board members.

Director Hudson stated that Sewerage and Water Board had not filled the jobs that they are directly responsible for staffing. Commissioner Tetlow asked S&WB how many of the vacancies are Laborers under S&WB's authority to hire directly. Stating that it is relevant to S&WB's claim that they can do this work more efficiently than Civil Service staff. Ms. Hudson quoted 121 skilled laborers from a Sewerage and Water Board document. Ms. Judkins disagreed with that number. Director Hudson stated that there are also existing eligible lists available for use, but S&WB had not done so because they were trying to build a case. Commissioner Tetlow asked how old the eligible lists were. She stated that it seems incredibly unlikely that people on a year old register are still available. She added that the requirement to go through a year old register is a huge burden that slows everything down.

Shelly Stolp provided examples of Sewerage and Water Board's lack of action including failure to approve priority drafts, requesting the opening of positions that were already posted since November and failing to promote from an established list for IT Supervisor. Commissioner Tullous asked how S&WB and Civil Service communicate with each other. Ms. Stolp explained the posting process. Ms. Stolp explained that departments submit P1 requisitions when there is vacancy. Commissioner McClain asked if the Civil Service department had received 254 P1s. Ms. Stolp responded that it had not.

Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated that the Commission should look at standards of entry into Sewerage and Water Board and promotion from within. He argued that the problems could be addressed through the Civil Service system.

Commissioner McClain stressed that communication between the departments is important. Director Hudson suggested if the Commission wants to consider delegation, working together with the S&WB to determine what is delegated and when particularly important in light of the recent turnover in the personnel division at Sewerage and Water Board. Commissioner McClain suggested finding ways to work together to move this forward. Director Hudson suggested weekly meetings. Commissioner McClain stated that he needed more. Commissioner Tullous asked what had happened between the January meeting between staff and S&WB and now. Director Hudson explained that the employee who was handling these matters went on maternity leave and that remaining staff was tied up with a large project for Fire Recruit testing. She asked the Commission for a chance to address S&WB's concerns and consider what could be delegated.

Executive Director Grant stated that Civil Service isn't offering anything. Sewerage and Water Board is offering additional support because they have a critical need and can afford to address it. The Civil Service process takes too long and needs to be more flexible.

Ms. Hudson stated that there were things Sewerage and Water Board could have moved on, but failed to do so.

Commissioner McClain stated a solution is needed to getting people onboard. Director Hudson suggested regular meetings. Commissioner McClain stated that regular meetings may not be enough for Mr. Grant. Ms. Hudson stated that in order to delegate to an agency Civil Service staff would need to be sure that they are capable of doing the work. There have been issues that have been communicated to Sewerage and Water Board regarding staff performing some of the work incorrectly. Ms. Judkins disagreed.

Michael Ruffin, Project Manager with the Mayor's Office of Economic Opportunity, stated that he wanted to thank staff for their support and work on item 8(b). He offered support of Sewerage and Water Board having direct hiring. His office is committed to training individuals and connecting them quickly to the available jobs at S&WB. He added that immediate attachment to employment is important in helping to keep ex-offenders from reoffending. He also added that these jobs are career pathways that can help people earn more than they would working in the service industry. Shelly Stolp commented that staff currently works with the Mayor's Office of Economic Opportunity through the STRIVE program.

Director Hudson asked why Sewerage and Water Board had not done more to move people into the jobs that are open and available now. Commissioner McClain also asked about the 1/3 of vacancies that could be filled directly by Sewerage and Water Board. Sharon Judkins stated that the figure is not correct. She did not provide an alternate number. She also stated that all direct hire vacancies had yet not been filled, but that S&WB was currently going through the process to do so. Commissioner McClain asked how S&WB would bring on 300 plus employees. Ms. Judkins stated that S&WB has developed policies and procedures. Commissioner McClain asked if that was in anticipation of taking on additional responsibilities. Ms. Judkins replied yes.

Director Hudson pointed out that S&WB listed Management Development Analyst as a vacancy on their list of Civil Service issues, however there is an open register and a list of over 100 people eligible for hire. Since the two people who are in

charge of Human Resources at the Board are new, there are still things for S&WB to learn before we start talking about the process of delegating.

Commissioner McClain then asked for clarification from Brendan Greene regarding the interpretation of rules that allow for a pilot process for allowing more of S&WB upfront in the hiring process. Mr. Greene stated that he was happy to discuss the rules but that discussions should be privileged communication between attorney and client due to pending litigation.

Commissioner Tetlow stated that the situation is in a standoff. Civil Service doesn't have the resources and staffing it needs to perform work as effectively and efficiently as the public and taxpayers deserve and the City doesn't trust that Civil Service is working as effectively and efficiently as possible to give them enough staff. She suggested that the solution is to see if we divvied up the work and saw how S&WB performs. Civil Service staff could audit that work. Commissioner Tetlow stated she knows that Civil Service staff does not agree, but that the Commission believes the Louisiana Constitution allows for delegation. There is no affirmative rule in the current rules to do that. She suggested a rule be proposed for next month's meeting that would allow the Commission to delegate control over hiring and promotions to an Appointing Authority on vote of the Commission. The ability for S&WB to do that as a pilot program would also be voted on next month as well as the structure of what that would look like. Commissioner Tullous stated that should include conversations between Sewerage and Water Board and Civil Service. Commissioner Tetlow suggested that the program should be limited to two years with an audit process. Director Hudson asked if the department would get auditors. Commissioner Tetlow said no. Shelly Stolp noted that reports necessary to review S&WB transactions are not currently being received. Commissioner Tetlow said the Commission would have the authority within the pilot to yank that authority if it is not working. Commissioner Craig stated that this is also an opportunity to get some real numbers regarding vacancies and that positions outside of the Civil Service hiring process should be filled now. She wants to see significant movement all the way around. Commissioner McClain is hopeful the outcome is something both sides can live with. Start with a memo regarding the proposed delegation process. Shelly Stolp asked if staff should continue with current efforts to fill S&WB vacancies. The Commission responded affirmatively.

Item 3(f) was to be a presentation by the Sewerage and Water Board on Rule IV, Section 9.6 to allow on call pay. Mr. Grant reported that the S&WB and the Commission's attorneys had worked out the on call pay issue. Director Hudson

stated she was not sure what the work out is. She said it was her understanding that a policy was being worked on, but staff had not seen it. Mr. Grant stated that he had proposed one hour of pay for eight hours of standby. It was his understanding that the existing rule was being adhered to because the employees were not able to go elsewhere. Ms. Hudson stated that it was her understanding that S&WB was not going to move forward with the rule change because they were going to present a policy for the review. Brendan Greene reported that he had met with Sewerage and Water Board and he believes that the existing Civil Service Rules provide for On Call Pay, but there are restrictions in the Rules on how that works. The individual cannot be free to move from place to place and cannot be free to pursue his/her own interests. He stated he had asked S&WB's legal counsel, Yolanda Grinstead, for a copy of their on call pay policy, but has not yet received it. Commissioner Tetlow suggested putting the item off since there was nothing to vote on. Director Hudson requested that staff receive a copy of Sewerage and Water Board's policy.

Robert Hagmann stated that in considering this matter it should be noted that on call pay impacts the rate of pay for overtime purposes and that it could be relevant for Police and Fire employees. Commissioner Tetlow stated that the issue at hand is if S&WB's on call policy adheres to the Rule. Mr. Hagmann cited a recent Office of Inspector General report which found that on call pay was prohibited by Civil Service Rules. He suggested that a rule change and pay plan amendment would need to occur to make on call pay permissible.

Commissioner Tetlow instructed Sewerage and Water Board to figure out what it is they are asking the Commission to vote on and the matter would be addressed again next month. She added that they should check with the Police Department regarding any unintended consequences.

Mr. Hagmann then cautioned against a policy that would allow non-exempts to earn far more than their supervisory counterparts as a result of on call pay.

Item #3(e) on the agenda was approval of an amendment to Rule IV, Section 9.7 to raise the overtime limit for Sewerage and Water Board from 416 hours to 750 hours annually. Cedric Grant stated that because of staffing issues Sewerage and Water Board has extreme amounts of overtime. Robert Hagmann stated staff would like to work with the Administration and S&WB on revising the current rule. He questioned the rational of raising the threshold to 750 hours strictly to avoid an audit finding. Commissioner Tetlow questioned why staff was not ready to address the issue. She then moved approval of the Rule amendment. The item

was seconded by Commissioner McClain and all Commission members voted affirmatively. Commissioner Tetlow stated the rule change was just for the Sewerage and Water Board. Director Hudson suggested that for consistency, a rule change should be for the entire City or that exceptions should be made by department to the existing rule. She stated the rationale behind S&WB proposed change had not been investigated due to the workload of the Compensation Division Chief which had recently included implementing merit pay.

Alexandra Norton from the Chief Administrative Officer commented that the rule change had been previously considered by the Commission and changed for Public Safety Agencies. Director Hudson stated that the rule had not been amended for Public Safety. The Commission had only voted for an exception to the Rule in December 2015. Commissioner Tetlow instructed Ms. Norton to determine if the Administration wanted Public Safety to be added to the rule change at the Commission's June meeting.

Item #3(d) was approval of the extension of provisional terms for employees by Sewerage and Water Board. Shelly Stolp stated that the provisional term extension had been granted by the Commission at its January meeting. She stated that this unnecessary request illustrated that the Human Resources staff at S&WB is new and did not know otherwise. Commissioner McClain asked what the difference was between item 3(c) and item 3(d). Ms. Stolp stated that item 3(c) is a request to for the approval of new provisional appointments and 3(d) is a request to extend provisional appointments that have previously been granted. Ms. Judkins stated that if the Commission is saying the extensions are made every January then the item has already been done.

Item 4 on the agenda was a request by the Administration on behalf of the Recovery and Resilient Streets Rebuilding Program for the extension and the creation of new temporary unclassified positions to complete the federal recovery and resilient streets rebuilding program. Cedric Grant stated the recovery is ongoing and that the City and S&WB have received 1.2 billion dollars for joint infrastructure recovery, 150 million for construction and renovation of criminal justice, public safety and recreation facilities, 141 million to create a resilience district in the City, and 100 million in hazard mitigation funding. He stated the projects would run through 2025. He stated the Commission previously approved 99 unclassified positions that have been used to manage the recovery. He stated the recovery program has been extremely successful and that other cities are modeling this program. He asked to extend the existing 99 unclassified positions and approve an additional 149 unclassified positions for project delivery, project

management, grants management, and public outreach including 37 new positions in Sewerage and Water Board. He stated that when the money is gone the positions need to be gone as well.

Robert Hagmann stated that staff is reviewing the 99 current unclassified positions to determine if there is a need for any in house capacity. Commissioner McClain asked if staff was concerned that if the positions were classified a bumping situation would arise when the money ran out. Director Hudson stated that a rule had been created to allow for the appointment of temporary classified employees for a three year period that does not involve layoffs.

Katie Dignan, Project Delivery Unit Manager, stated she is working with staff to create a classified Project Manager job series. Commissioner McClain asked if the 99 unclassified positions had worked. Director Hudson said that the length of time of these temporary appointments, currently at eight or nine years was concerning. The Commission had previously given staff until July to review the existing 99 unclassified positions. Robert Hagmann stated that one of the problems with the 146 positions is that staff did not have information on job descriptions or reporting relationships. Commissioner McClain said that if staff figures out there is a problem with the positions they can ask the Commission to take them back. Katie Dignan stated the information had been recently provided to staff. Commissioner McClain moved approval. The motion was seconded by Commissioner Tetlow. The motion carried unanimously.

Item #10 was a report by the Police Department on the Public Integrity Investigation (PIB) process. Commissioner McClain stated that the Commission was concerned by a long list of extension request for PIB investigations and their impact on promotions. Arlinda Westbrook, the Deputy Superintendent over PIB, stated that the cause for the delay was due a change in policy regarding what is investigated that has led to more investigations. The change is a result of the Federal Consent Decree. Allegations now trigger an open investigation even if the allegation appears to be unfounded. PIB received 358 complaints from January to May of 2016 and 42% of investigations resulted in extension requests. She explained that PIB attempts to expedite open cases for employees who are on eligible lists when promotions are being made. She asked that, before the Commission denies an extension request, they look at the information from the hearing examiner explaining why they granted the extension.

The Commission then returned to their agenda order.

Item #1 was the minutes from the April 18, 2016 meeting. Commissioner Tetlow moved approval of the minutes. Commissioner McClain seconded the motion and the minutes were approved unanimously.

Item 2 (a) was approval of provisional hires for Crime Lab Technicians while regular recruitment proceeds. Alexandra Norton reported this item had been completed and thanked Civil Service staff.

Item 2 (b) was approval for the Department of Civil Service to work with NOPD to develop and provide NOPD weekly reports on officer recruit tracking and processing. Alexandra Norton reported that this had improved but that the Administration wants to continue to work with Civil Service staff and Neogov to set up reports in Excel format.

Item 2 (c) was approval for the Department of Civil Service to provide the detailed reason for recruit applicant denial to both NOPD and the applicant. Amy Trepagnier reported that staff is already providing the applicants with this information. Since receiving this agenda item, staff has programmed the applicant tracking system to allow for automated reporting on this information to be shared with NOPD. She noted that most applicants are rejected for not possessing a valid driver's license. Alexandra Norton asked when that reporting would start. Ms. Trepagnier stated it would begin the Monday following the meeting.

Item 2 (d) was approval for the Department of Civil Service to delegate the agility test for NOPD recruits and laterals to NOPD. Alexandra Norton stated it was her understanding that this delegation was agreed to by Civil Service Staff. Director Hudson stated that staff had not agreed to the delegation of the agility to NOPD. Amy Trepagnier stated that there had been ongoing talks about the delegation, but that staff viewed the agility as part of the certification process for Police Recruit. Commissioner McClain stated that the rule requires Civil Service to certify. Commissioner Tetlow stated that the rule does not require Civil Service to watch the testing take place. Ms. Trepagnier stated that if staff was not present staff would not know if the testing was being performed up to staff's standards. Director Hudson stated that Civil Service was not the cause of delays in the agility testing process. NOPD's inability to find someone on staff to administer it more frequently had led to delays. Ms. Hudson stated staff was offering to be trained to administer the agility events themselves as an alternative.

Commissioner McClain stated that staff should be more clear as to who agreed to what. Director Hudson stated the confusion came from discussions with the Commission's attorney who does not represent staff's opinion.

Item 2 (e) is approval to require the Department of Civil Service to provide the Commission monthly reports on the performance standards of the NOPD psychologists regarding exam scheduling and report completion and delivery. Amy Trepagnier stated that she was aware that NOPD views the psychological screening as a choke point in the hiring process. Staff does not share that opinion. Staff is happy to provide the commission with the information so that everyone is clear how long the process takes. Alexandra Norton stated that NOPD had yet to see the current psychologist meet the deadlines and performance standards in the current contract. There are more psychologists available to build capacity and staff should hold the psychologist accountable. The Administration wants turnaround times that are managed and adhered to. Amy Trepagnier stated there is a difference in opinion as to whether the psychologist is meeting those goals, so there is no problem with providing the information to the Commission every month. Director Hudson stated that the contract specifies 5 days and on average the psychologist takes 7 days to produce results. Ms. Norton suggested adding this reporting as an agenda item. Commissioner Tetlow suggested starting with the report and seeing how it goes. She stated that the Administration is saying the psychologist is late. Staff is saying she is not and when she is there is a reason for it. The administration is asking for accountability. Staff is offering reports to prove that accountability.

Brendan Greene offered that the reports would contain information on each stage of the process and if the timeline had been met. If it hadn't an explanation as to why would be offered.

Amy Trepagnier stated that staff is already tracking the information regarding the different steps in the psychological process. Commissioner McClain stated that the contract enumerates a five day deadline. Mr. Greene clarified that the five days was triggered by completion of the assessment which is not inclusive of time spent by applicants gathering documentation on prior psychological treatment.

Item 5 (a) was approval of Librarian III descriptions and minimum qualification revisions recommended by the Library. Commissioner Clark recused himself from voting on any Library matters.

Lisa Hudson reported that staff asked the Library to submit copies of these requests and the Library failed to submit the information. Alexandra Norton stated there has been correspondence on some of the issues. Chairperson Craig asked Library representatives if that was true. Shelly Stolp stated that staff only had the request for item 5 (c). Ms. Norton stated there was a request made regarding item 5 (a) and the request was denied. Shelly Stolp stated that the Library never requested to open the position. Chairperson Craig asked if the Library had submitted that request. Ms. Veleaka Jordan, Library Personnel, stated that the Library had not submitted the request. She stated that they were told that they could not request to open it because staff and the Library did not agree on the qualifications. Chairperson Craig asked who told Ms. Jordan that they could not open it. Ms. Jordan responded it was Ms. Stolp. Ms. Stolp stated that staff had just opened three other positions to applications and had followed the same procedure. Ms. Stolp stated Librarian III had been open to applications at the end of 2015, but the Library's candidate did not qualify. Ms. Stolp advised in early 2016 that the candidate still would not meet the qualifications so it did not make sense to repost it at that time. Ms. Stolp stated she had never received a request to change the minimum qualifications for Librarian III. Ms. Jordan stated that was not correct. She stated the request on the agenda was in reference to an active list for Librarian III. Ms. Stolp advised that the position could not be reposted since there was an active eligible list. Ms. Jordan stated that Ms. Stolp is referencing another, more recent matter regarding a temporary pay request.

Director Hudson stated that these are the kinds of issues that are usually escalated to the Personnel Director before they reach the Commission's agenda. She would like the opportunity to go back and work with the Library to resolve these issues. Ms. Trepagnier asked what the proposed changes to the qualifications for Librarian III were.

Ms. Norton stated that communication and unclear processes are a common theme. She stated the Human Resources personnel should not need to be experts in Civil Service processes in order to make hires. Ms. Hudson stated that the Human Resources personnel in City government usually are experts in Civil Service processes, but the person at Library had just started.

Ms. Norton stated she would like to go back to staff with these issues and try to resolve them before it bubbled up to Ms. Hudson's level. Commissioner McClain stated staff should be making the Director aware of issues like these. There seems to be some communication issues relative to whether or not a request was made. Ms. Hudson stated she had her staff ask the Library for copies of the request, so

that she could address them. The Library did not provide copies of the requests, so she was unable to resolve the issues. Commissioners Craig and McClain both urged better communication between the departments and Civil Service staff.

Item #6 was a request to allow Lieutenant Christian Hart and others similarly situated to address the Commission regarding attempts to obtain benefits as provided by Rule IV, Section 8.3. This item was deferred.

Item #7 (a-c) were proposed amendments to Rule IV Section 2.5, Rule II and Rule III Section 6. These agenda items were deferred.

Commissioner Tetlow left the meeting following Item #7.

Item #8 (a) under Classification and Compensation Matters was the creation of an Auditor position for the Office of Independent Police Monitor with an entrance rate of \$65,569. Ursula Price, the Deputy Police Monitor and Robert Hagmann both spoke in support of the proposed classification. Commissioner McClain moved approval. The motion was seconded by Commissioner Tullous and was approved unanimously.

Item #8 (b) was the approval of classification changes for Facilities Maintenance Reorganization. Robert Hagmann stated that the changes were at the request of the Mayor's Office of Workforce Development in conjunction with the Sewerage and Water Board. Staff recommended title changes and changes to the minimum qualifications to facilitate the career track at facilities maintenance. He stated these changes would assist in building in house capacity in the skilled trades at Sewerage and Water Board. Commissioner McClain moved approval. The motion was seconded by Chairperson Craig and the motion carried unanimously.

Item #9 (a) under Recruitment and Selection Matters was the approval of examination announcements 9293-9317. Commissioner Tullous moved approval. The motion was seconded by Commissioner McClain and was approved unanimously.

Item 9 (d) status report on use of Remote Assessment Center Raters. This idea was first investigated by Civil Service staff in 2014 when it was first proposed by Chief McConnell. Richard Carter, Personnel Administrator over the Test Development and Validation Unit reported that the feedback regarding the idea of remote rates supported the idea but questioned the logistics. Staff recently met with Chief McConnell and Alexandra Norton on this matter. Staff's largest concern is would

people be willing to donate their time to stay in their own jurisdiction and rate remotely. Mr. Carter asked people serving as on location raters if they were willing to do that and they said no. Chairperson Craig suggested making it mandatory. That was also Chief McConnell's solution. Staff agreed to pilot remote rating with the Deputy Fire Chief test. The last budget request for this test was for \$8,000. This may save around \$3,000.

Gary Savelle, president of Fire Chief's Association of New Orleans stated that even though they do not feel this is a best practice, there has not been a Deputy Chief's test in 16 years. If this is what it takes to get one, so be it.

Alexandra Norton stated that the Administration is very interested in this concept working because they would like to hold these tests a lot more frequently.

Item #10 on the agenda was the Ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Commissioner McClain moved that all of the recommendations of the hearing officer for 60-day extensions be approved. This motion was seconded by Commissioner Tullous and approved unanimously.

Item #11 (a) under Communications was a report on ADP ongoing issues. This communication was deferred.

Under Item #11 (b) Report on Civil Service Budget and Staffing was a request for hiring rates for Psychometrician positions. Civil Service staff requested a hiring rate for Senior Psychometrician. Budgetary approval to hire a Senior Psychometrician was granted in 2014. Staff has been accepting applications since January 2015. Richard Carter stated that the job posting had received lots of hits but only three people who actually met the minimum qualifications. One failed the hiring interview, one declined the job offer and the third requested more salary than the minimum. He stated that the extraordinary qualifications rules do not apply since the candidate just satisfies the minimum qualifications. Therefore the request is to add a hiring rate to Senior Psychometrician of \$53,750.

Chairperson Craig asked if staff could figure out a way to do web based testing. She went on to state that we have a hard time finding psychometricians because they don't exist. Something has replaced them. We need to determine why people aren't using them as much. Mr. Carter stated that there is a giant field in Industrial Organizational psychology. There are a number of educational programs. However, the local programs at Tulane and LSU were discontinued. Since the local pipeline is no longer here we have to compete for people nationally which


requires a higher salary. Commissioner McClain moved approval. The motion was seconded by Commissioner Tullous and approved unanimously.

Item 11 (c) was a report on the comprehensive classification and salary study. Alexandra Norton reported that the selection committee convened on April 27th. The City had received two respondents to the Request for Proposals (RFP). Director Hudson expressed concerns that there were only two respondents since policies call for at least three. She was also concerned because a member of the selection committee had worked with one of the respondents previously. The committee decided to put the RFP back out to seek additional respondents. Alexandra Norton reported notice had been sent to seventy different vendors in conjunction with the first pointing but the response rate was disappointing.

Clifton Moore from the New Orleans Fire Department asked if the RFP had been reissued in same form. Director Hudson responded that it had.

The Commission then took up the item it had added at the beginning of the meeting to appoint a primary and secondary evaluator for the performance appraisals for its staff. Commissioner McClain moved that Chairperson Craig be designated to be the primary reviewer and the full Commission to be the secondary reviewer. The motion was seconded by Commissioner Clark approved unanimously.

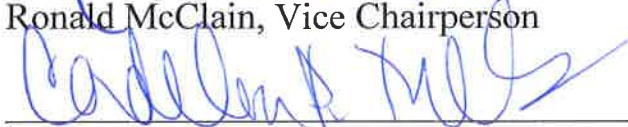
With no other business to consider, on motion of Commissioner McClain and seconded by Commissioner Clark, the Commission voted unanimously to adjourn the meeting at 3:20 p.m.




Michelle Craig, Chairperson



Ronald McClain, Vice Chairperson



Cordelia D. Tullous, Commissioner



Tania Tetlow, Commissioner


Joseph Clark, Commissioner