

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, DECEMBER 19, 2022

A regular meeting of the City Civil Service Commission was held on Monday, December 19, 2022 in City Council Chambers, 1300 Perdido Street, New Orleans, LA 70112. Ms. Stacie Joseph, Management Services Specialist in the Management Services Division, called the roll. Present were Vice-Chairperson John Korn, Commissioner Clifton Moore Jr., and Commissioner Mark Surprenant. Commissioner Korn convened the meeting at 10:06 a.m. The Commission then proceeded with the docket. At 11:08 a.m. on the motion of Commissioner Surprenant and the second of Commissioner Moore, the Commission voted unanimously to go into executive session. At 11:53 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes for October 17, 2022, November 3, 2022, and November 17, 2022. Commissioner Surprenant motioned to approve the minutes. Commissioner Moore seconded the motion, and it was approved unanimously.

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

Item #3a under Rule Amendments was a proposed amendment to Rule IV Section 1.3(b) and Rule IV Section 9.2(b) relative to the overtime pay cycle for non-exempt fire protection employees. Personnel Director Amy Trepagnier noted the proposed amendment had been introduced at a previous meeting. This amendment changes the pay cycle for hourly fire protection employees from a four-week 212-hour cycle to a two-week 106-hour cycle. Staff had recently been advised that the earliest the changes could be made in the ADP payroll system would be June 18, 2023 so that is the proposed effective date of this rule change. Commissioner Surprenant moved for approval of the proposed amendment. Commissioner Korn seconded the motion. Commissioner Moore recused himself. The motion was approved by Commissioners Surprenant and Korn. The motion carried.

Item #3b was an introduction of an amendment to Rule I #82 and 83, Rule VIII Section 9 and 9.1, and Rule VI Section 9.4 relative to Parental Leave. Director Trepagnier stated this proposed amendment comes at the request of the City Council to amend the Rule in a manner consistent with the Federal Employee Paid Leave

Act. The proposed amendment increases the current paid time off from six weeks to twelve weeks for an employee in conjunction with a Family Medical Leave Act qualifying birth, placement or adoption. Director Trepagnier noted that drafts of the amendments had been provided to the Chief Administrative Office and the Sewerage and Water Board for their feedback. She further noted the proposed amendments would lie over until the next meeting.

Item #3c was an introduction of an amendment to Rule IV Sections 9.4 and 13 relative to a Flexible Holiday designation. Director Trepagnier noted this amendment is being proposed as result of a request made by Sewerage and Water Board to allow for an Appointing Authority to designate one non-family holiday as a flexible holiday. This would allow an employee to either take off on the Council designated date for the holiday or choose an alternate day to take off during the same calendar year. This would allow the Appointing Authority to remain open on the Council designated date, while providing the employees with the flexibility to choose when to use the day off. It does not add an additional holiday. This amendment will lie over until the next meeting.

Item #4a under Classification and Compensation Matters was a request from NOPD for hiring rates, title changes, and new classifications in the DNA and Firearms Examiner job series. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated the proposed changes amend the qualifications in line with federal standards, create a more robust career ladder, and include competitive salaries to establish NOPD as a market leader in this area. The changes are needed to help in the recruitment of these complex and specialized positions. He noted the new Technical Leader position is consistent with federal standards for crime labs. There is a new intern job classification to train new graduates. The proposal also increases the hiring rates for the Forensic Firearms Examiner job series.

Director Trepagnier noted this is one of several recent initiatives approved by the Commission to assist with rebuilding the Crime Lab. These initiatives have included increases for the Criminalist job series, the new Crime Scene Investigative Specialist job series, and an increase in the hiring rate for Crime Lab Director. This upgrade of the DNA series aims to make us externally competitive to attract the seven or eight new people needed to perform this work. Commissioner Surprenant noted the importance of getting the DNA lab up from both the prosecution and defense perspective of criminal justice because there have been some misjustices over the years. It is a miscarriage of justice for the City not to have a fully functioning DNA capacity. Our community needs this. Hopefully these salaries will attract the right

people. Commissioner Surprenant motioned to approve the request. The motion was seconded by Commissioner Moore and approved unanimously.

Item #4b was a request from the Sewerage and Water Board to create an Infrastructure Project Management job series and associated Special Rates of Pay. Mr. Hagmann stated this new series parallels our professional engineering series. These employees will oversee both construction projects and the implementation of major technical projects. We are also proposing special rates of pay to incentive possession of related certifications. Director Trepagnier noted the series would also be available for the use of the City's Department of Public Works. Commissioner Moore motioned to approve the request. The motion was seconded by Commissioner Korn and approved unanimously.

Item #4c was a request from Sewerage and Water Board for a flexible hiring rate for the position of Comptroller. Mr. Hagmann noted this request had been made by Sewerage and Water Board due to their inability to fill this position which requires a specialized skill set. The new hiring rate would be \$105,126 with a flexible pay rate of up to \$135,775. This should provide for the ability to both attract and retain an employee for this vacancy. Commissioner Surprenant asked if S&WB is in agreement that this is a reasonable and well thought out, jointly working recommendation. Director Trepagnier responded that S&WB had indicated so in writing. Mr. Hagmann noted the City has a Comptroller allocation as well, so that person would go to the new hiring rate. Commissioner Moore motioned to approve the request. The motion was seconded by Commissioner Surprenant and approved unanimously.

Item #4d was a request from the Sewerage and Water Board, Juvenile Justice Intervention Center, EMS, NOPD, and the French Market for an exception to Rule IV, Section 9.7(a) relative to individuals exceeding overtime limits for 2022. Director Trepagnier asked if the Commission would vote to amend this item to add the additional departments of Aviation, Parks and Parkways, Police, and the Department of Public Works. Commissioner Moore motioned to add the departments. Commissioner Surprenant seconded the motion, and it was approved unanimously. Mr. Hagmann stated the Rule requires departments to request advanced approval to exceed overtime thresholds. Agencies over the threshold should provide an explanation for doing so. He reported that the number of employees exceeding the overtime thresholds is similar to last year with 141 in 2021 and 160 in 2022. He noted the overtime is largely due to work backlogs and recruitment and retention difficulties in the Police and Fire Departments.

Commissioner Surprenant motioned to approve the request. The motion was seconded by Commissioner Moore and approved unanimously.

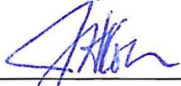
Item #4e was a request from the Department of Safety and Permits to add the classifications of Mechanical Inspector and Electrical Inspector to the list of positions eligible for referral pay. Director Trepagnier stated the Commission had approved a new pay flexibility earlier this year to provide for up to \$2,000 for existing employees who refer new hires for difficult to fill positions. The list of eligible positions will be changing from time to time as positions are filled and vacated. Commissioner Moore motioned to approve the request. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #5a under Recruitment and Selection Matters was the approval of examination announcements 10755-10775. Commissioner Moore motioned to accept the announcements. Commissioner Korn seconded the motion, and it was approved unanimously.

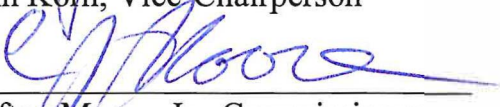
Item #6 was a request from Local 632 relative to the New Orleans Fire Department's Sick Leave Policy. Louis Robein, representing the Local 632, asked that the item be deferred. Commissioner Surprenant moved for deferral. The motion was seconded by Commissioner Moore and approved unanimously.

Item #7 was a report relative to EMS equity pay requests. Director Trepagnier stated the Rules permit staff to make pay equity adjustments and later report them to the Commission. In this case, an EMS employee was hired and promoted prior to two other people in the same job classification but is receiving three steps less than the other less tenured employees due to the timing of merit pay increases. Staff has approved a three pay step adjustment retroactive to the date the less tenured employee was promoted.

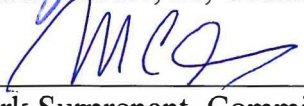
Commissioner Surprenant moved for adjournment at 12:21 p.m. The motion was seconded by Commissioner Korn and approved unanimously.



John Korn, Vice-Chairperson



Clifton Moore, Jr., Commissioner



Mark Surprenant, Commissioner