

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 20, 2023

The regular monthly meeting of the City Civil Service Commission was held on Wednesday, September 20, 2023 at 1300 Perdido Street, City Council Chambers, 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 Ruth White Davis. Chairperson Richardson convened the meeting at 10:09 a.m. She then administered the Oath of Office for the new Commissioner Andrew Monteverde. The Commission then proceeded with the docket. At 10:39 a.m. on the motion of Commissioner Davis and the second of Vice-Chairperson 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 election of Chair and Vice Chair of the Civil Service Commission in accordance with Rule II Section 1.6. Vice-Chairperson Korn motioned to nominate Brittney Richardson as Chairperson, and on his motion, seconded by Commissioner Davis, the re-election of Chairperson Richardson passed unanimously. Chairperson Richardson motioned to nominate Commissioner Korn as Vice-Chairperson and thanked him for his service to the City of New Orleans. Her motion was seconded by Commissioner Davis and approved unanimously.

Item #2 was the approval of the minutes for July 21, 2023. Vice-Chairperson Korn motioned to approve the minutes. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #3 was the ratification of Public Integrity Bureau (PIB) extension requests. Chairperson Richardson called for public comment. There being none, Commissioner Davis motioned to approve the extensions, the motion was seconded by Vice-Chairperson Korn and approved unanimously.

Item #4a under Rule Amendments was an introduction of an amendment to Rule VIII Section 1.2 relative to bonus annual leave days. Personnel Director Amy Trepagnier explained that this proposed amendment is the result of a Council motion

that asked the Civil Service Commission to consider a program by which police officers who successfully complete a yearly physical fitness examination receive one bonus annual leave day per year. This amendment was proposed to promote ongoing physical fitness within the New Orleans Police Department. Director Trepagnier stated Civil Service staff liked the idea of the program and recommended expanding the program to other job series that require a physical agility test for entrance into the series. This would include Emergency Medical Services and the New Orleans Fire Department.

Under the proposed rule, existing employees within a qualifying job series would be able to participate in a voluntary physical agility exam. The exam for existing employees cannot be any less stringent than the entrance exam. Employees will be awarded a bonus annual leave day for successful completion of that exam. There would be no discipline or penalty for employees who choose to not participate or are unsuccessful in the completion of the exam. Director Trepagnier noted that NOPD, EMS, and NOFD leadership are all supportive of the program.

Approval of the proposed amendment will be considered at the next meeting.

Item #4b was an introduction of an amendment to Rule II Section 4.23 regarding the dismissal of abandoned appeals. Christina Carroll, Executive Counsel for the Commission, stated the current Civil Service Commission Rules have no provision for the dismissal of abandoned appeals. This means that an appeal can sit on the Civil Service Commission's docket for several years and not be dismissed. This amendment is proposed so that Commission Rules align more with those of the State of Louisiana Civil Service Commission. The proposed amendment would allow for an unheard appeal to remain on the Commission's docket for no more than three years.

Approval of the proposed amendment will be considered at the next meeting.

Item #5a under Classification and Compensation Matters was a request from the New Orleans Public Library for a special rate of pay for bilingual skills. Robert Hagmann, Personnel Administrator, stated this special rate of pay would provide incentive pay for employees who are required to use foreign language translation skills in assisting library patrons. He added that this incentive would assist in recruitment and retention of multilingual employees of the New Orleans Public Library. Director Trepagnier pointed out that the City already provides a similar special rate of pay for employees of the New Orleans Police Department and the New Orleans Fire Department. She also added that American Sign Language would

be included. Commissioner Korn motioned to approve the request. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #5b was a request from the New Orleans Police Department to expand the National Crime Information Center (NCIC) special rate of pay to Police Technician Trainees. Mr. Hagmann explained that this special rate of pay would be for Police Technician Trainees who obtain a National Crime Information Center database user certification like their peers in the Police Technician series. Director Trepagnier noted this is a preexisting special rate of pay that is currently leveraged by Police Technicians and Senior Police Technicians. This expansion to Police Technician Trainees is due to the class consolidations that occurred in conjunction with the \$15 minimum wage pay plan. The classification of Police Technician Trainee was formerly held for one year by employees before they were promoted to another class, but due to the consolidation of classes, employees now spend up to three years in the class before they can be promoted to another position. By expanding this special rate of pay to Police Technician Trainees, these employees who are trained and certified in the NCIC database, would be eligible to receive this special rate of pay. Commissioner Davis moved to approve the motion. Her motion was seconded by Commissioner Monteverde, and it was approved unanimously.

Item #5c was a request from the New Orleans Police Department for a new classification of Crime Lab Deputy Director and a pay grade change for Crime Lab Director. Mr. Hagmann stated that because of the Commission's previous action on the hiring rate of Crime Lab Director, the NOPD was able to fill the position earlier this year, but this employee is currently managing a workload that requires the assistance of a Deputy Lab Director. Mr. Hagmann stated that the Crime Lab Deputy Director would serve as the second-in-command of the expanded Crime Lab of the New Orleans Police Department.

Mr. Hagmann noted that the recommendation to change the pay grade for the Crime Lab Director is due to pay compression between the Crime Lab Director and DNA Supervisor. Director Trepagnier explained that the grade of Crime Lab Director needed to be raised to allow for space for the Deputy position above DNA Supervisor. Commissioner Korn moved for approval. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #5d was a request from the Department of Safety and Permits for hiring rates for the Floodplain Program Manager job series. Mr. Hagmann stated that these positions handle elevation issues related to runoff and deal with water flows with

respect to construction related issues. He explained that this request for a hiring rate increase for both the Floodplain Program Manager and Assistant Manager come as a result of the Safety and Permits Department having a difficult time recruiting for the position of Floodplain Program Manager Assistant and retaining someone with the unique specialized skills required for the position. Commissioner Davis motioned for approval. The motion was seconded by Commissioner Korn and approved unanimously.

Item #5e was a request from the Department of Public Works for hiring rates for Taxicab Bureau Administrator and Taxicab Bureau Administrator Assistant. Mr. Haggmann stated that this request comes as a result of the positions being left vacant for an extended period of time and the belief that an increase in pay rates will create a more robust applicant pool for the vacancies. Commissioner Korn moved for approval. The motion was seconded by Commissioner Monteverde and approved unanimously.

Item #5f was a request from the Department of Public Works for hiring rates for the Construction Inspector job series. Mr. Haggmann stated the goal of the proposed hiring rates is to reduce the dependency on outside labor and bring the inspectional function in-house. These positions perform field inspection and technical work to ensure that City contracted work is performed in compliance with City regulations and laws. Director Trepagnier explained that this request was driven by the market, and that the City competes with private companies also seeking to hire tradespeople—a profession that is facing a labor scarcity. Commissioner Davis motioned for approval. The motion was seconded by Commissioner Monteverde and approved unanimously by the Commission.

Item #5g was a request from the New Orleans Fire Department to create the new classification of Fire Services Officer. Mr. Haggmann explained that this proposed classification is considered to be an administrative Fire Captain position, which would be at the same pay grade and step as a Fire Captain. This position would be a non-exempt, 40-hour position in contrast to other fire suppression personnel. The classification would report to a Fire Division Chief or equivalent and will fill key administrative roles within NOFD. Aaron Mischler, representing the Local 632 Fire Union, stated he supports the proposed position. Commissioner Monteverde motioned for approval. Commissioner Davis seconded the motion, and it was approved unanimously.

Item #5h was a request from the Sewerage and Water Board for an exemption to Rule IV Section 9.7a relative to individuals exceeding overtime limits. Director Trepagnier explained that this request was a standing item. Commission rules require advanced approval of overtime usage over 750 hours per year. Sewerage and Water Board has submitted ten requests for approval for employees who are performing work in the Networks Division relative to FEMA-funded recovery projects. Commissioner Korn motioned for approval. Commissioner Davis seconded the motion with an amendment making approval contingent upon FEMA being responsible for the funding of this overtime. The amended motion was unanimously approved by the Commission.

Item #5i was a request from Police Sergeant Stephanie Taillon to change the classification of her injury from workers compensation to injured on duty. City Attorney Elizabeth Robins stated that the request made by Sergeant Taillon should have been submitted as a motion or a petition for investigation of her classification as opposed to a letter requesting for a change in the classification of her injury without reasonable evidence or information.

Ms. Robins stated that Sergeant Taillon originally received workers compensation. Her attorney is requesting that the classification of her injury be changed to an injury on duty designation without providing anything to support the request. Ms. Robins requested that there be an instruction to Ms. Taillon's counsel to submit this request as a petition for Commission investigation relative to the classification of her injury.

Director Trepagnier stated that because the request from Taillon had not been submitted to NOPD within thirty days of the injury, it did not meet the requirements of the Commission's Rule that it must be submitted to Civil Service within 30 days of the date of the injury. Commissioner Korn motioned to deny the request based on the untimeliness of the submission. The motion was seconded by Commissioner Davis and approved unanimously by the Commission.

Item #6a under Recruitment and Selection Matters was the approval of examination announcements 10904-10930. Commissioner Davis motioned for approval. The motion was seconded by Commissioner Korn. The motion was approved unanimously by the Commission.

Item #6b was a request from the New Orleans Police Department for a correction to the Civil Service status of Police Lieutenant Travis Ward. Director Trepagnier stated that Travis Ward was promoted to Lieutenant last year. NOPD did not submit a requisition until after he was promoted, so he was placed in transient status. When

NOPD submitted a requisition to place him into probationary status as a Lieutenant, that requisition was put on hold and eventually denied. NOPD's failure to submit a new requisition has left Lt. Ward in provisional status through no fault of his own. Director Trepagnier stated that NOPD is requesting to resolve this administrative issue by asking the Commission to move Lt. Ward from a transient appointment to a probationary status. She added that Lt. Ward's new probationary period start date would be retroactive to the date of his transient appointment. Commissioner Davis moved to approve the motion. The motion was seconded by Commissioner Korn and approved unanimously.

Director Trepagnier stated there was a request from the Chief Administrative Officer to add an item relative to a temporary double-fill of an unclassified position at NOPD. Commissioner Korn motioned to add the item to the agenda. Commissioner Davis seconded the motion, and it was approved unanimously.

Director Trepagnier stated that NOPD is requesting that the Commission allow for a temporary double-fill of the existing unclassified position of Deputy Chief of Staff for six months. This is not a request for the creation of a new unclassified position. This would allow for the current interim chief to be placed into this unclassified position during the transition period of the new interim chief. Director Trepagnier explained that this is the first time in several years that a new Superintendent has been hired from outside of NOPD. A double filling of the position would allow the current interim Superintendent to remain in a leadership position to help with the transition of the new Chief of Staff into the position without removing another unclassified Deputy Chief from their position. Commissioner Davis asked what would happen at the end of the six-month period, and stated that while she supports temporary double incumbency oftentimes things approved on a temporary basis last longer than anticipated. Director Trepagnier stated a new request would need to be made to the Commission after the six month period. Commissioner Davis motioned to approve the double fill of the unclassified position. Commissioner Korn seconded the motion, and it was approved unanimously by the Commission.

Commissioner Korn moved to adjourn the meeting at 12:22 pm. Commissioner Richardson seconded the motion, and it was approved unanimously.



[Brittney Richardson \(Dec 4, 2023 19:19 CST\)](#)

Brittney Richardson, Chairperson

J H Korn

J H Korn (Nov 13, 2023 19:24 CST)

John Korn, Vice-Chairperson

Ruth White Davis

Ruth Davis (Nov 14, 2023 10:26 CST)

Ruth White Davis, Commissioner

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Andrew Monteverde (Nov 13, 2023 22:39 CST)

Andrew Monteverde, Commissioner