

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, JUNE 17, 2013

The regular monthly meeting of the City Civil Service Commission was held on Monday, June 17, 2013 at 1340 Poydras Street, Suite 900. Present were Chairman Kevin W. Wildes, S.J., Commissioners Joseph S. Clark, Amy L. Glovinsky and Coleman D. Ridley, Jr. The Chairman convened the meeting at 10:00 a.m. The Commission completed the Docket portion of the meeting at 11:55 a.m. and began their recess. The Business Meeting convened at 12:28 p.m.

The first item on the agenda was the minutes of the May 20, 2013 meeting. The minutes were approved unanimously on motion of Commissioner Glovinsky and seconded by Commissioner Clark.

Item #2 on the agenda was a report from staff on the OIG compensatory time policy. Mr. Robert Hagmann, Personnel Administrator, presented staff's findings and recommendations to the Commission. He informed the Commission that staff reviewed the Office of Inspector General's (OIG) compensatory time policy to determine if it was in compliance with federal and state law as well as Civil Service Rules. He reported that staff had examined the records of at least ten employees and compared their time cards to their Timeforce records (the OIG's internal time keeping system). Mr. Hagmann reported that the OIG created a compensatory time policy and practice without the approval of the Civil Service Commission or the City Council, which was in violation of Civil Service Rules. Staff offered three recommendations: The first recommendation was to cease its compensatory time policy unless and until the Civil Service Commission adopts a rule relative to earning compensatory time for all city employees. The second recommendation was to make changes to the current version of the compensatory time policy should it be considered for approval by the Civil Service Commission or the City Council. Staff's third and final recommendation was that the Commission not adopt a rule governing compensatory time for exempt employees. However, in the event the Commission does adopt a rule, staff included ten recommendations that it thinks would be essential for creating a policy that would be in keeping with the Fair Labor Standards Act (FLSA).

Mr. Edouard Quatrevaux, Inspector General, addressed the Commission by stating that he disagrees with the conclusion drawn by staff and that some of the things staff found fault with are due to inconsistent rules of the Commission. He expressed that the Commission does not have a workable personnel system and that as the manager of his department, he will take care of his staff in order to meet the needs of the department. Mr. Quatrevaux further stated, "Now we can either do it legally on comp with a good system, transparent, accountable for everyone or we will solve our problems other ways." He expressed that if they say "no" to his compensatory time policy, the Commission has an obligation to define "yes." Commissioner Glovinsky asked if staff was working toward a solution to the problem. Director Hudson explained that staff had already made recommendations, but that they could work with the OIG on creating a compensatory time policy and that it would also have to involve conversations with the Chief Administrative Office since it could affect other city employees. Chairman Wildes asked that all parties give input and submit a policy to the Council.

Item #3 on the agenda was Classification and Compensation matters. Item #3(a) on the agenda was a review of the emergency overtime pay rule change proposals. This item was deferred until the July 2013 Civil Service Commission meeting at the request of the administration. Commissioner Glovinsky asked Ms. Courtney Bagneris, Assistant Chief Administrative Officer, to have Mr. Kopplin, Chief Administrative Officer, send his presentation to the Commission before the next meeting so that it can be reviewed by the Commissioners prior to the meeting.

Item #3(b) on the agenda was a request from the Finance Department to hire above the minimum for the City Economist position based upon superior qualifications as outlined in Rule IV, Section 2.7. Ms. Shelly Stolp, Personnel Administrator of Classification and Compensation, informed the Commission that the Finance Department is in agreement with staff's recommendation to grant a hiring rate above the minimum based on extraordinary qualifications for Mr. James Husslerl, City Economist, of \$78,999, 6.25% above the minimum.

Item #3(c) on the agenda was a request from CAO's Office of ITI to hire above the minimum for two ITI Specialist III (Systems Administrator) positions based upon superior qualifications as outlined in Rule IV, Section 2.7. Ms. Stolp informed the Commission that the Office of ITI is in agreement with staff's recommendation to grant a hiring rate above the minimum based on extraordinary qualifications for Ms. Bobbie Jones, ITI Specialist III (Systems Administrator), of \$57,909, 25% above the minimum. Ms. Stolp also informed the Commission that the Office of ITI requested that the hiring rate for Mr. James Murray be deferred.

Item #3(d) on the agenda was an amendment to the proposed Airport Electrical Services Manager job classification. Director Hudson informed the Commission that this item was placed back on the agenda in the event the Aviation Board presented additional salary information to support their claim that the salary for the Airport Electrical Services Manager position should be at a higher rate. Mr. Walter Krygowski, Deputy Director of Aviation, addressed the Commission requesting their support and assistance in getting this position filled. He explained that Civil Service provided an announcement that he placed on several airport websites and that there were two qualified candidates to whom he offered the position. Both candidates declined the position because the salary was not acceptable. A hiring rate was placed on the position and Mr. Krygowski stated that he went back to those candidates and they still would not consider the position at the increased rate. Director Hudson stated that staff felt that the recommended rate was acceptable based on information collected from other airports and that if it was not acceptable, feedback should be submitted giving reason as to why this salary is not acceptable. Mr. Krygowski stated that he could not comment on what salary range the position should have, but that a range should be built in due to challenges of having plants and refineries in the New Orleans area. Mr. Hagmann informed the Commission that there is a pay plan amendment that is pending before the City Council and that once the announcement is opened, candidates can compete for the job. He stated that if there are no qualified applicants, the salary can be raised to the midpoint of \$81,999. The Commission agreed with Director Hudson's recommendation of the Aviation Board advertising the position immediately at the \$74,242 salary and if there are no qualified candidates, then staff could approve the salary at the midpoint.

Item #3(e) on the agenda was a request from the Fraternal Order of Police (FOP) to reclassify Sergeant Keith Joseph's injury status from Worker's Compensation to Injured on Duty (IOD). Mr. Raymond Burkhart, attorney representing Sergeant Keith Joseph, informed the Commission that Sergeant Joseph was injured in 2008, while attempting to apprehend a suspect. Mr. Burkhart stated that Sergeant Joseph's injury was classified as Worker's Compensation instead of Injured on Duty (IOD) because his report was turned in late; however, Sergeant Joseph reported the injury in a timely manner. Ms. Stolp explained that if the report had been turned in within the 30 day requirement, staff's position is that it should have been classified as IOD. On motion of Commissioner Glovinsky, seconded by Commissioner Clark, the request to grant the reclassification was approved unanimously.

Item #4 on the agenda was Recruitment matters. Item #4(a) was Examination Announcements #8834 through #8843. On motion of Commissioner Glovinsky, seconded by Commissioner Ridley, the announcements were approved unanimously.

Item #4(b) on the agenda was the extension of the Police Lieutenant's register in accordance with Rule V, Section 5.3. Director Hudson informed the Commission that the Police Lieutenant's register was extended in April for a period of two months. She also informed them that there are currently 25 candidates on the list who are eligible for promotion and four (4) other candidates who will be eligible for promotion upon completion of a bachelor's degree. Director Hudson explained that Civil Service requested funding in its 2014 budget to administer the Police Lieutenant's examination. She stated that staff would begin working on the exam at the beginning of 2014 and requested the Commission's support in extending this register for a period of six (6) months.

Item #5 on the agenda was a report from staff on the status of 2012 service ratings. Mr. Richard Carter, Personnel Administrator, reported to the Commission on the status of the 2012 service ratings. He informed the Commission that in previous years, competent ratings accounted for about ten percent (10%) of all service ratings turned in to the department and that most of the other ratings were between exceeds requirements and outstanding. He reported that in 2012, the number of competent ratings accounted for about thirteen percent (13%) and the number of outstanding ratings went down by about three percent (3%). This differed slightly from previous years in that in 2012 there were more competent ratings, as a percentage and fewer outstanding ratings, as a percentage. He also informed them that over 95% of the ratings that were due had been received by Civil Service.

Item #6 on the agenda was a request from Ms. Lorraine Washington to address the Commission regarding the City's records retention policy relative to service ratings. Ms. Lorraine Washington addressed the Commission regarding the City's retention policy of performance appraisals. Mr. Richard Carter informed the Commission that Civil Service keeps those records for at least three years, which is required by state law, and then shreds them due to the department's limited storage space. He also informed them that service rating information is scanned and Civil Service has that information dating back to 1999. Mr. Carter noted that the scanned information does not include hand written information such as signatures and comments. Director Hudson stated that the city does not

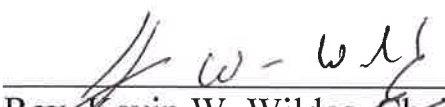
officially have a records retention policy and that she would give the department's policy to Ms. Washington in writing.

Item #7 on the agenda was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. The Hearing Officer's recommendations on these requests were approved unanimously on motion of Commissioner Glovinsky and seconded by Commissioner Ridley.

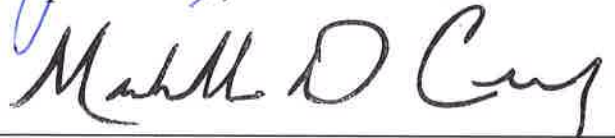
Item #8 on the agenda was Communications. Item #8 (a) was an update on ADP Payroll/Human Resources conversion and outsourcing project. Director Hudson informed the Commission that she did not have any updates to report on this item.

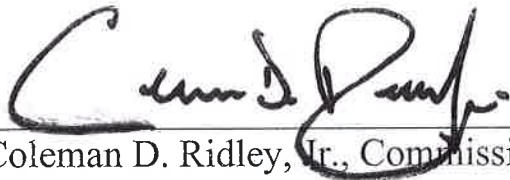
Item #8 (b) on the agenda was a status update on a request from the Police Association of New Orleans regarding integrity Control Officers within the Police Department. Director Hudson informed the Commission that the staff submitted questionnaires to the Police Department and requested that the completed forms be returned by June 1. She stated that the Superintendent of Police requested an additional extension until June 30, 2013.

Director Hudson noted that there were no other communications to consider. On motion of Commissioner Glovinsky and without opposition, the meeting was adjourned at 1:14 p.m.


Rev. Kevin W. Wildes, Chairman


Joseph S. Clark, Commissioner


Michelle Craig, Commissioner


Coleman D. Ridley, Jr., Commissioner