

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 13, 2023

The regular monthly meeting of the City Civil Service Commission was held on Monday, November 13, 2023 in the Civil Service Department Conference Room, 1340 Poydras Street, New Orleans, LA 70112. Ms. Doddie Smith, Personnel Administrator of the Management Services Division called the roll. Present were Vice-Chairperson John Korn, Commissioner Mark Surprenant, and Commissioner Andrew Monteverde. Commissioner Korn convened the meeting at 10:08 a.m. The Commission then proceeded with the docket. At 10:47 a.m. on the motion of Commissioner Korn and the second of Commissioner Monteverde, the Commission voted unanimously to go into executive session.

At 11:39 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes for September 20, 2023. Commissioner Korn motioned to approve the minutes. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #2 was the ratification of Public Integrity Bureau (PIB) extension requests. Commissioner Surprenant moved to approve the extension requests. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #3a under Rule Amendments was a proposed amendment to Rule VIII Section 1.2 relative to bonus annual leave days. Personnel Director Amy Trepagnier stated this amendment was introduced at the previous Commission meeting. This amendment came to the Commission by virtue of a City Council motion. The Council motion asked the Commission to consider implementing a program whereby police officers who complete an annual physical fitness test receive one bonus annual leave day. Director Trepagnier stated that the Civil Service staff is recommending an expansion of the proposed program to include other first responders who are required to undergo an agility test for entry into their job series. She noted there would be no negative repercussions for opting out of taking the exam or failing the exam. The Civil Service Department is still working with the New Orleans Police Department, New Orleans Fire Department, and

Emergency Medical Services to verify what the yearly standards would be in order to ensure that they are not lower than the entry-level agility test standards.

Commissioner Monteverde asked for clarification regarding the number of hours of annual leave eligible first responders would receive upon successful completion of the yearly exam. Director Trepagnier responded that it would be based on the standard leave day for each position as defined in the Civil Service Rules. Commissioner Surprenant moved for approval. The motion was seconded by Commissioner Korn. Commissioner Monteverde recused himself and the motion was approved unanimously by the remaining Commissioners.

Item #3b was a proposed amendment to Rule II, Section 4.2 regarding the dismissal of abandoned appeals. Commissioner Korn stated that this proposed rule was presented to the Commission at the previous meeting. Christina Carroll, Executive Counsel of the Civil Service Department, explained that the rule proposes that the Civil Service Commission adopt the Louisiana Code of Civil Procedure provisions, which will allow an appeal to sit on the Civil Service Commission docket for no more than three years, at which point it will be assumed that the appellant is no longer interested in taking any further steps in the prosecution or defense of the appeal.

William Goforth, Deputy City Attorney, asked what the standards for reinstatement following an order of dismissal of an abandoned appeal would be. Ms. Carroll responded that the Civil Service Commission would closely follow the Louisiana Code of Civil Procedure provisions in both dismissal of an appeal and the reinstatement of an appeal following the order that it be dismissed. Commissioner Surprenant motioned to adopt the proposed amendment. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #4a under Classification and Compensation Matters was a request from the Historic District Landmarks Commission for a new Historic Preservation Building Inspector job series. Robert Hagmann, Personnel Administrator over the Classification and Compensation division stated that this would be a dedicated job series for the Vieux Carré Commission (VCC) and the Historic District Landmarks Commission (HDLC). The positions in this job series would differ from the typical Building Inspector jobs in the Department of Safety and Permits because of the work relative to the City's zoning regulations. Compensation would range from

\$49,000 annually in the entry position to \$69,000 annually for the supervisory position, which is consistent with the rates that were previously recommended for the Building Inspector series.

Commissioner Korn asked if there were any certification or training requirements associated with historic preservation. Mr. Hagmann responded that there are shared certification and training requirements with other Building Inspector job series, but by this being a job series dedicated to the VCC and the HDLC, the qualifications necessary would be more specific to the inspectoral work done by each department. He also confirmed that the inspectors do receive certifications through the International Code Council (ICC).

Commissioner Monteverde asked if the new Building Inspector job series would be field positions, where employees would go out and physically examine the buildings. Director Trepagnier and Mr. Hagmann stated that this job series would employ inspectors in both the Vieux Carre Commission and the Historic District Landmarks Commission. Work would include professional and technical assistance and assisting with processing violations and administrative adjudications. Commissioner Monteverde expressed that the specialized inspectional job series would benefit the City greatly because the departments would have the ability to bring more buildings into compliance more quickly. Commissioner Monteverde moved to approve the request. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Upon Director Trepagnier's request that Item #4b be deferred to later in the meeting, the Commission took Item #4c under Classification and Compensation out of order while it waited for one of the parties for Item #4b to arrive.

Item #4c was a request from the Juvenile Justice Intervention Center for hiring rates for the classifications of Juvenile Justice Center Residential Life Superintendent and Juvenile Justice Center Support Services Superintendent. Mr. Hagmann stated that these positions, which would act as the second-in-command to the Director of Human Services, have been difficult to fill for a long time in the Juvenile Justice Intervention Center. The request asks that the compensation rates for these positions be increased from \$78,000 to \$95,000 annually. The proposed rates are competitive with the salaries for similar positions with the State of Louisiana, nearing the 3rd or 4th quartile of the salary range that is being offered by

the State. These hiring rates would assist in obtaining qualified individuals to work for our agency over competing agencies. Commissioner Korn moved to approve the request. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #4d was a request from the Sewerage and Water Board for hiring rates for the Utility Services Manager job series. Mr. Hagmann explained that this job series includes key managerial positions for the Sewerage and Water Board, which range from entry level managerial positions to senior level management positions. The hiring rates will address recruitment and retention issues with this job series. Commissioner Surprenant motioned to approve the request. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #4e was a request from the Chief Administrative Office for a special rate of pay for select automotive job series classifications. Mr. Hagmann explained that this request would replace the previous automotive retention pay amendment because there are new classifications that are now in use. Individuals in the classification of Automotive Technician I and II, Automotive Mechanic Assistant, and Automotive Mechanic (Journeyman) would become eligible for a \$3,500 special rate of pay after twelve months of employment. Upon approval from the Commission, this initial payments would occur on November 13, 2024. The special rate of pay incentivizes employees in this job series to commit to a year of employment; hopefully increasing retention rates.

Director Trepagnier stated this special rate of pay was a part of the lump sum retention payments that the Commission approved last year. Since that approval, the classifications in the Automotive Mechanic job series have been modified. Pending approval of this request, the payments will now apply to the new job titles in that job series. Commissioner Monteverde moved to approve the request. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #4f was a request from the Office of Public Safety Support for a new special rate of pay for employees assigned to the Real Time Crime Center who are certified as Real Time Crime Center professionals. Mr. Hagmann stated that in September of 2023 the inaugural conference for the National Real Time Crime Center Association (NRTCCA) was held and that training and certification opportunities for professionals in this field had been developed. Employees who

obtain this certification would receive a 5% pay increase over their normal pay. Director Trepagnier stated this special rate of pay is structured like the current professional certification pay; that is, to become certified, employees would have to take a test that is used to demonstrate proficiency in that field and complete required continuing education units (CEUs) for recertification. Commissioner Monteverde asked if the certification was coming from an in-house agency or a recognized national agency. Director Trepagnier responded that the certifications were coming from a recognized national agency. Commissioner Monteverde moved to approve. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #4g was a request from the New Orleans Aviation Board for a title change from Airport Operations Analyst to Airport Business Development Officer. Director Trepagnier stated the New Orleans Aviation Board asked that the request be withdrawn from consideration.

The Commission then returned to Item #4b. Item #4b was a request from the New Orleans Fire Department for a new classification of Fire Supply and Maintenance Technician. Mr. Hagmann stated that this would be a dedicated classification for the New Orleans Fire Department and an opportunity for a promotion for those in the Fire Supply Technician job series. Individuals in this classification would be responsible for ordering, stocking, issuing, and delivering equipment and supplies to all fire personnel and facilities in the New Orleans Fire Department. The Fire Supply and Maintenance Technician would be at Pay Grade 61 and Step 36 with a rate of \$48,064 annually. Commissioner Korn asked who performed this work currently. Mr. Hagmann responded that there are currently a Fire Supply Technician II and IIIs that perform this work.

Commissioner Monteverde asked how many of the Fire Supply and Maintenance Technician positions would be created. Mr. Hagmann was unable to answer how many positions would be created, which would be based on the Fire Department's budget, but stated that he believed there were two employees currently in the classification. Commissioner Monteverde asked if the classification would be a civilian position, replacing the NOFD employees that occupy these roles, and if so, what would be the difference between the proposed Fire Supply and Maintenance Technician and the Fire Supply Technician job series it is replacing. Mr. Hagmann responded that NOFD currently treats the Fire Supply Technician position like a

“jack of all trades”, giving employees in the position multiple areas of maintenance to manage. Director Trepagnier added that the new classification would provide compensation rates that reflect the additional skills required to perform the expanded responsibilities listed by Mr. Hagmann, that have previously been performed in an informal capacity, in addition to the responsibilities of current responsibilities of the job series. Commissioner Surprenant moved to approve the request. Commissioner Monteverde seconded the motion, and it was approved unanimously.

Item #4h was a request from the New Orleans Fire Department to withdraw its request for a new classification of Fire Services Officer. Director Trepagnier stated the request had been approved by the Commission during the September meeting and communicated to City Council, but now both the New Orleans Fire Fighters Association and the Fire Administration have asked for additional time to make revisions to the position. Now that the Commission-approved request is before the Council, Commission action is required so that the position can be formally withdrawn from City Council consideration. Commissioner Surprenant moved to approve withdrawal of the position. Commissioner Korn seconded the motion. Commissioner Monteverde recused himself and the motion was approved unanimously by the remaining Commissioners.

Item #4i was a request from the Sewerage and Water Board and the New Orleans Fire Department for an exception to Rule IV, Section 9.7(a) relative to individuals exceeding overtime limits. Mr. Hagmann explained the rule, which states that if a department exceeds or anticipates exceeding the 750-hour overtime threshold, the department must seek Commission approval. In this case, the Sewerage and Water Board Networks Division cited they needed overtime to reduce the backlog of needed repairs to the water and sewerage systems. The Fire Department provided an explanation that the overtime was used to offset attrition, address the increase of staffing needs for special events, and to complete training for employees to maintain state required certifications. Director Trepagnier stated the rule has been an issue because requests for overtime approval have frequently been brought to the Commission after the fact. She added that the ongoing non-compliance with this rule, which requires approval prior to overtime being worked, necessitates reexamination so that the rule. Commissioner Surprenant agreed, stating that if the way the rule is presently worded does not fit what the Commission is enforcing, then it should be amended. Director Trepagnier stated that she anticipates a

proposal for a rule amendment at the December meeting. Commissioner Surprenant moved to approve the motion. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #5a under Recruitment and Selection Matters was a request for the approval of examination announcements 10931-10961. Commissioner Monteverde moved to approve the announcements. Commissioner Korn seconded the motion, and it was approved unanimously.

Item #6a was a report on the effectiveness of the French Quarter Supplemental Police Patrol Program's special rate of pay. Director Trepagnier stated that earlier this year, the Commission received a joint request from the Chief Administrative Office and the New Orleans Police Department for the Commission to implement a special rate of pay for the French Quarter Supplemental Police Patrol Program. This request was due to the department's difficulty in staffing weekend shifts. A premium was put in that provided for an incentive payment of \$100 per weekend shift. Director Trepagnier noted that Eric Smith, from the Chief Administrative Office, provided the data which demonstrates the effectiveness of the special rates of pay for those shifts. The percentage of filled weekend shifts was in the 30th to 40th percentile before the implementation of the special rate of pay. Every month since, filled shifts have been in the 80th and 90th percentile. This has had no adverse effects on filling other shifts throughout the week. Director Trepagnier added that given the success of this incentive pay, the departments are considering expanding the special rate of pay to some weekday shifts that have traditionally been difficult to fill.

There being no additional business to consider, Commissioner Monteverde moved for adjournment at 12:09 p.m. The motion was seconded by Commissioner Korn, and it was approved unanimously.

J H Korn

[J H Korn \(Apr 22, 2024 21:44 CDT\)](#)

John Korn, Vice-Chairperson

Mark C. Surprenant

[Mark C. Surprenant \(Apr 19, 2024 11:49 CDT\)](#)

Mark Surprenant, Commissioner

A handwritten signature in black ink, appearing to read 'A. Monteverde', is positioned above a horizontal blue line.

Andrew Monteverde (Apr 19, 2024 10:46 CDT)

Andrew Monteverde, Commissioner