

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Monday, October 16, 2017

The regular monthly meeting of the City Civil Service Commission was held on Monday, October 16, 2017 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Commissioners Stephen Caputo, Tania Tetlow and Clifton J. Moore, Jr. The meeting was convened at 10:07 a.m. At 10:10 a.m. Chairperson Michelle Craig joined the meeting. At 10:22 a.m. on motion of Commissioner Tetlow and second of Commissioner Caputo, the Commission voted unanimously to go into executive session.

At 11:00 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the September 25, 2017 meeting. Commissioner Moore moved to approve the minutes. Commissioner Caputo seconded the motion and it was approved unanimously.

Item #2 was a report on delegation of authority to the Sewerage and Water Board (S&WB). Brendan Greene, the Commission's Executive Counsel, stated that he had provided the Commission and leadership at S&WB with a flow chart of how the delegated hiring process looks in the context of the general hiring process. The chart breaks out duties that lie with the Appointing Authority and things that lie with the Civil Service Department. The chart includes what happens at each Civil Service step and an average amount of time of how long it takes at each step. Online software has added transparency and efficiency because it allows both parties to track where applicants are in the process in order to identify efficiencies. There are some parts of the process, like assessing ratings of training and experience, which are part of the Civil Service Department's constitutional mandate. For most of the tracked elements, there is no delay. For example, on average it takes 2.1 days for Civil Service staff to make an assessment of an applicant's training and work history and provide that to S&WB. He urged S&WB to identify any delays so that they can be addressed. He went on to note that four or five additional S&WB staff members are currently being trained by Civil Service on the use of Neogov, the online applicant tracking system. Additionally, S&WB has asked for, and staff is agreeable to providing, Neogov access to S&WB field managers, so that they can submit online

requisitions for hiring from the field. This will assist with tracking hang-ups in the process.

Commissioner Tetlow noted that she was proud of how staff is trying to deal proactively with the vacancy crisis at S&WB. When S&WB tried to scapegoat Civil Service for the issues, staff had the answers to show that it was not a Civil Service issue. Lisa Hudson, Personnel Director, noted that it was a team approach. She also noted that new technology has aided in documenting the activities of staff.

Commissioner Moore asked when delegation began. Mr. Greene responded that delegated authority was granted in June of 2016. The first fully trained S&WB employee completed training in September of 2016 and left two weeks after that. There were three other individuals who were trained and also left S&WB's Human Resources Department. This has made it difficult to assess the success of delegation.

Item #3 was a request from the Fraternal Order of Police to create a new rule relative to reimbursement of fees paid by appellants for the production of documents in connection to a Civil Service appeal. This item was deferred.

Item #4 (a) under Classification and Compensation Matters was a request from S&WB for Pay Plan amendments in Operations, Facilities Maintenance and Engineering job classifications. This item was deferred.

Item #4(b) was a request from the Police Department to appeal a decision relative to Rule III, Section 4.1 Temporary Work in a Higher Classification for Mr. Josiah Morgan for acting in the capacity of Police Human Resource Administrator. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division stated that in determining if temporary pay should be granted and at what rate, staff considers if a person does the fullness of the job, if there is an eligible list that can be used instead of temporary pay, and the degree to which the person meets the minimum qualifications. Staff had originally agreed to 10% temporary pay, but based on feedback from NOPD agreed to increase it to 17.5% and extend it from June 4th to November 10th. NOPD is in the process of interviewing candidates from the register. The actual difference between Mr. Morgan's current job class and Police Human Resource Administrator is approximately 38%, but Mr. Morgan does not meet the minimum qualifications and is not performing all duties of the job. The proposed rate

is a compromise with NOPD who supports the recommendation. Commissioner Tetlow moved for approval. Commissioner Caputo seconded the motion and it was approved unanimously.

Item #5(a) under Recruitment and Selection Matters was the approval of examination announcements 9753-9766. Commissioner Tetlow moved to approve the examination announcements. The motion was seconded by Commissioner Caputo and approved unanimously.

Item #6(a) was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Chairperson Craig called for public comment. Daryl Watson opposed the extension of case 2017-0447. He noted that he and a supervisor had responded to a call regarding misconduct by a Police Officer's girlfriend. Since the Public Integrity Bureau is only tasked with investigating the alleged misconduct of Police Officers he felt did not need to render police aide, but was charged with failing to take appropriate police action. Brendan Greene stated that he was the hearing examiner who had heard the initial extension request. He noted that NOPD had just been made aware of the incident which occurred in 2012, rendering the investigation more complicated. He thought that a 30 day extension was reasonable due to the passage of time. Simon Hargrove, an NOPD Captain in PIB, asked for an additional 15 days for a total of 45 days. He had attempted to contact a witness last week, but she was on vacation.

Commissioner Tetlow moved to grant a 30 day extension. Commissioner Caputo seconded the motion and it was approved unanimously.

Commissioner Tetlow moved to approve the rest of the extensions. Commissioner Caputo seconded the motion and it was approved unanimously.

Commissioner Tetlow moved to add an item to the agenda regarding an amendment to Rule II section 4.5 relative to discrimination. The motion was seconded by Commissioner Moore and approved unanimously.

Commissioner Tetlow moved to introduce an amendment to Rule II section 4.5 to remove consideration of age, sexual orientation and disability claims since the State courts have ruled that the Commission is not permitted to consider those claims.

Item #7(a) under Communications was a report on ADP ongoing issues. Robert Hagmann reported that staff had already begun working on the Police pay increases and had proposed having meeting monthly with City's payroll administrators regarding any problems or issues.

Item #7(b) was a report on Civil Service Budget and Staffing. Director Hudson reported that she had requested funding for additional space in her 2018 budget. Rebecca Atkinson, representing the Chief Administrative Office, stated that they were still actively working on the issue.

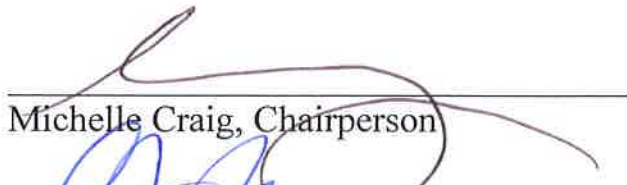
Director Hudson noted that the City had hired a consultant to work on transition memos for the next administration. Staff had submitted a draft memo. She noted she would provide a copy of the draft to the Commissioners once she received feedback from the consultant.

Item #7(c) was a report by SSA on the comprehensive classification and salary study. Director Hudson stated that SSA would appear at the November meeting. She noted that SSA had recently joined Civil Service staff at a meeting at S&WB with Management Advisory Group (MAG), S&WB's compensation contractor, to review their processes. Staff had received two different pay rates on the same jobs from SSA and MAG and was seeking to reconcile those differences; for example, recommendations of \$31,000 and \$23,000 for an Equipment Operator. As a result of that meeting, Paul Rainwater who is leading the Interim Team at S&WB, instructed staff not to proceed with classifications shared with the City, but to focus on S&WB specific positions.

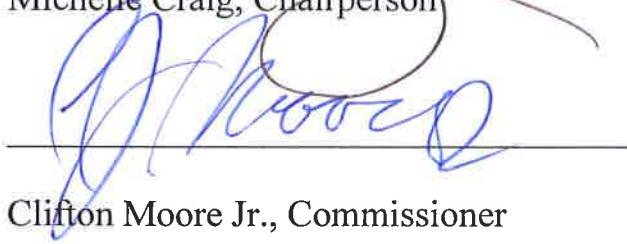
Director Hudson noted that SSA has submitted a preliminary report. The final report is due at the end of October. She reported that staff will be meeting with SSA again in the next few weeks. She noted that the preliminary report was missing information on Aviation, Fire and Police. Chairperson Craig instructed Director Hudson to notify SSA that an updated preliminary report that included Aviation, Fire and Police is expected the following Monday. Director Hudson noted that the Council votes on the final budget on December 1st.

Director Hudson also noted that staff is working with the administration to survey unclassified employees in positions created by the Commission and had received approximately 20 responses out of approximately 200 positions. Staff would be contacting appointing authorities to follow up.

There being no additional business to consider, Commissioner Moore moved for adjournment at 11:42 p.m. The motion was seconded by Commissioner Tetlow and approved unanimously.



Michelle Craig, Chairperson



Clifton Moore Jr., Commissioner



Tania Tetlow, Commissioner