

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, February 19, 2018

The regular monthly meeting of the City Civil Service Commission was held on Monday, February 19, 2018 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig, Vice Chairperson Ronald McClain, Commissioner Stephen Caputo and Commissioner Clifton Moore, Jr. Chairperson Craig convened the meeting at 10:06 a.m. Commissioner Tania Tetlow joined the meeting at 10:22 a.m. At 12:31 p.m. on motion of Commissioner McClain and second of Commissioner Moore, the Commission voted unanimously to go into executive session.

At 1:45 p.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the January 29, 2018 meeting. Commissioner McClain moved to approve the minutes. Commissioner Moore seconded the motion and it was approved by all commissioners with the exception of Commissioner Tetlow who abstained from the vote.

Item #2 was a report on delegation of authority to the Sewerage and Water Board (S&WB). The Commission's Executive Counsel, Brendan Greene, reported that he had received a report on delegation that morning from Marina Kahn, S&WB interim Chief Financial Officer and Jade Brown-Russell, interim Special Counsel for S&WB. Mr. Greene asked for time to review the report and consult with staff and S&WB. Commissioner Craig confirmed with Mr. Greene that S&WB had been asked to attend the meeting regarding this item. Mr. Greene noted that S&WB is invited every month. Commissioner McClain stated that he wanted to make sure that the report included an assessment of whether or not the delegation is working to increase hires and fill vacancies. Mr. Greene stated that S&WB had committed to attend the March meeting and address any issues identified by staff.

Item 3(a) under Classification and Compensation Matters was a report on the unauthorized appointment of an unclassified Construction Project Manager in S&WB Human Resources. This item was heard concurrently with Item #3 (b) which was a report on the unauthorized appointment of an unclassified S&WB Senior Project Manager in Intergovernmental Relations and an

unauthorized unclassified Continuous Improvement Officer in Communications. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, reported that S&WB had used an unauthorized unclassified position in the Director's Office. This was not a position previously authorized by the Commission. The position was also assigned work that was not authorized by the position description. Additionally, the individual did not meet the minimum qualifications for the position. A person in an administrative position was put into an unclassified position of Senior Project Manager. Mr. Greene then reported that regarding Item 3a, he had received a communication from Jade Brown-Russell acknowledging that appointment and indicating that an offer of an alternative appointment had been made to the unauthorized Construction Project Manager to be placed into a Financial Analyst position that the Commission approved in May of 2016. This position requires a Finance Degree. This individual has a Master's Degree in Finance. The employee had until February 23<sup>rd</sup> to accept the new position or he would be separated from employment. Commissioner McClain asked that Mr. Greene note for the record that S&WB had been informed of the inappropriate appointment. Mr. Greene confirmed that the initial concern had been raised in May of 2017. In August of 2017 a job study confirmed the employee's job duties. He noted that a minute entry containing this information had been included with the January 2018 minutes. Mr. Greene then stated that Ms. Brown-Russell had also acknowledged the appointments noted in Item 3b and that S&WB had committed to moving the individuals in those positions by March 2, 2018. Mr. Hagmann noted that it was particularly problematic that S&WB used a job class code in their payroll system that does not exist. Commissioner McClain motioned to remove the three individuals from the positions and authorize Mr. Greene to take any action necessary to ensure that that happens by March 2nd. The motion was seconded by Commissioner Moore and approved unanimously.

Item #3(c) was a request from the S&WB for an exception to Rule IV, Section 9.7(a) relative to exceeding overtime maximums. Mr. Greene reported that he had received a report from S&WB that morning in response to the Commission's request for information regarding overtime usage in mid-December. He asked the Commission to give him more time to review that information. Commissioner McClain expressed his reluctance to approve exceeding of overtime maximum without the information that had been requested. Commissioner Moore moved to deny the request to exceed overtime maximums. The motion was seconded by Commissioner McClain

and approved unanimously. Commissioner McClain noted that the matter could be considered again with more information. He noted that he wanted to send a clear message that the overtime usage is unauthorized and that the Commission requires more information.

Item #3(d) was a request from the Fire Union to appear before the Commission relative to the SSA Consultants Pay Study. Director Hudson stated that the Fire Union had requested that the item be deferred to the March meeting.

Item #3(e) was a request from Karen Fortuna, Gary Joseph II, and Michele Sigur to address the Commission regarding stagnation and unfair and unequal promotional opportunities. Director Hudson reported that staff had a couple of meetings with Finance regarding the item and Finance had asked for a deferral of the item to the March meeting.

Item #3(f) was a request from the Aviation Board to appeal the decision of the Civil Service Staff relative to allocations to the Airport Senior Services Managers. Robert Hagmann reported that the item was being deferred to the next meeting.

Item #3(g) was a request from the Police Association of New Orleans to Reclassify an Injured on Duty Request for Officer David Aranda from Workmen's Compensation to Injured on Duty (IOD) in accordance with Rule IV, Section 2.9 (a). Mr. Robert Hagmann stated that the rule requires that IOD information be submitted within 30 days. It was not. The request otherwise meets the criteria. Eric Hessler, an attorney for PANO, stated that through no fault of Officer Aranda, the Officer responsible for completing the first report of injury completed it outside of the 30 day range. Mr. Hessler asked that the IOD designation be retroactive to the day Mr. Aranda went out. Commissioner McClain moved for approval. The motion was seconded by Commissioner Moore and approved unanimously.

Item #3(h) was a request from the Library to grant an exception to Rule III, relative to the continuation of temporary pay in a higher job classification for Ms. Sheila Prevost. Mr. Hagmann stated that the Rule includes a three month maximum. The Library asked that the pay be extended beyond the three months until the position could be filled. Staff asked for an approval to an exception to the rule. Commissioner Tetlow motioned to approve the request.

The motion was seconded by Commissioner McClain and approved by all Commissioners.

Item #3(i) was a request from the Office of Inspector General to grant an exception to Rule III, relative to the continuation of temporary pay in a higher job classification for Ms. Rebecca Mowbray, Mr. William Bonney and Ms. Erica Smith. Mr. Hagmann stated that the Office of Inspector General had a number of staffing changes, so they were asking for an exception to the 3 month maximum in the Rule until the new Inspector General begins work and they are able to fill their high level positions. Commissioner Moore motioned to approve the request. The motion was seconded by Commissioner McClain and approved by all Commissioners.

Item #4(a) under Recruitment and Selection Matters was the approval of examination announcements 9819-9832. Commissioner Moore moved to approve the examination announcements. The motion was seconded by Commissioner Caputo and approved unanimously.

Item #5 was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Chairperson Craig called for public comment. There being no public comment, Commissioner McClain moved to approve the extensions. Commissioner Tetlow moved to approve all extensions with the exception of an extension for Doug Eckert. Commissioner Moore seconded the motion and it was approved unanimously. Commissioner McClain then moved to approve the extension for Doug Eckert. The motion was seconded by Commissioner Moore and approved by all Commissioners except Commissioner Tetlow who abstained from the vote.

Item #6(a) under Communications was a report on ADP ongoing issues. Mr. Hagmann stated that the recent police pay increase was one of the most complex mass changes staff had implemented. Staff is working on testing of new updates to ADP.

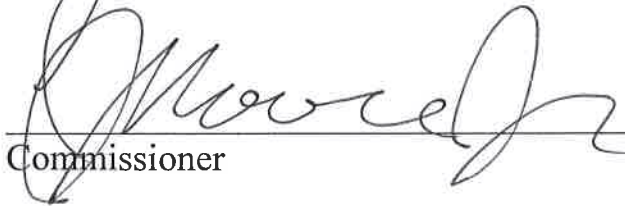
Item #6(b) was a report on Civil Service budget and staffing. Director Hudson stated staff had received information regarding leasing space on the 9<sup>th</sup> floor. The cost is \$21,686 to rent 6 to 7 cubicles for one year. She could identify at least five staff members that could move now. Commissioner McClain asked if the money is in the current budget. Director Hudson reported that it was not. She stated that she would need to request additional funding or repurpose existing funds. She stated that the Phelps Dunbar money for Great Place to

Work litigation could be used and then the Chief Administrative Office could later be asked to replace those funds if needed. She noted that a Psychometrician is set to start work in April and there are two analyst vacancies that are authorized but cannot be hired. Director Hudson asked if she should use funds already in place or make a request to the Chief Administrative Office (CAO). Commissioner Craig instructed her to make a request to CAO. Commissioner McClain complemented Director Hudson on securing the space and stated now the money must be found.

There being no additional business to consider, Commissioner McClain moved for adjournment at 2:18 p.m. The motion was seconded by Commissioner Caputo and approved unanimously.



Commissioner



Commissioner



Commissioner