

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Monday, May 21, 2018

The regular monthly meeting of the City Civil Service Commission was held on Monday, May 21, 2018 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Vice Chairperson Ronald McClain, Commissioner Clifton Moore, Jr. and Commissioner Stephen Caputo. Vice Chairperson Ronald McClain convened the meeting at 10:05 a.m. At 10:15 a.m. on motion of Commissioner McClain and second of Commissioner Moore, the Commission voted unanimously to go into executive session. Commissioner Tetlow joined the meeting during executive session. Chairperson Michelle Craig joined the executive session by phone and exited the meeting at the end of the executive session. Commissioner Moore also exited the meeting during executive session. At 12:06 pm the Commission exited executive session and began its business meeting.

Commissioner Caputo motioned to authorize the evaluators to release the evaluation of the Personnel Director. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #1 was the minutes from the April 16, 2018 and April 9, 2018 meetings. Commissioner Caputo moved to approve the minutes. Commissioner Tetlow 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, Executive Counsel for the Civil Service Commission, reported that the stated purpose of delegation was to speed up the hiring process because of alleged slowdowns that were allegedly a product of the Civil Service system. Delegation got off to a slow start due to a high rate of turnover in S&WB's Human Resources Division. In April of 2017, there were enough trained S&WB staff members to begin the delegation process. He noted that between 90-95% of delegated positions had applicants waiting for hire or promotion. There were no remaining steps for Civil Service staff to take for those individuals. Mr. Greene stated that the interim leadership of S&WB is focused on identifying solutions for hiring issues in a collaborative way. He stated that Marina Kahn, Jade Russel-Brown and Yolanda Grinstead have been responsive to Mr. Greene's

requests for information. Mr. Greene went on to state that according to the Civil Service Department, one of the only metrics that really matter on their side of the ledger are the number of applicants on registers that correspond to S&WB vacancies in delegated classifications. Based on the most recent vacancy report, of the 326 vacancies in delegated positions, 223 about 69% were in positions with active eligible lists ready for promotion or hire without further Civil Service action necessary. 52 vacancies, about 16%, were in newly budgeted vacancies that required a job study. 50 positions, about 15% were identified as areas of concern either because there was a lack of qualified applicants or there was no request to open the position. S&WB could have opened it because of delegated authority. Mr. Greene noted that he was in the process of analyzing appointment data provided by Ms. Kahn. From March 1st to September 5th it took Civil Service three days to approve requisitions. The most common reasons for delay were that the position was a new position or there were no former incumbents in the last five years. S&WB then took an average of six days to certify requisitions. Mr. Greene stated that another metric is the time between when a person is placed on an eligible list and when they are hired. This metric occurs outside of the Civil Service department's jurisdiction. Commissioner Caputo asked what is the delay in working with the 223 identified candidates. Ms. Kahn responded that it is a matter of training the managers to use the registers and them taking the time to do so. S&WB is planning to do more training to make sure managers understand the rules for using the lists and doing job studies. Ms. Kahn stated that S&WB will work with Civil Service staff on that. She then stated she thinks there is a disconnect. We've had to go back to Civil Service regarding automatic promotions. Commissioner McClain asked if there are new people in those positions. Ms. Kahn responded that it is a large organization. There have been lots of emergencies but they also need to make the time to make the hires. Commissioner McClain asked Ms. Kahn if Civil Service staff is aware that S&WB needs training. He noted that we want to be as helpful as possible. Director Hudson stated that she had spoken with Ms. Kahn about sending staff to S&WB to provide training. Ms. Kahn stated that there was an issue in the Call Center regarding what positions require job studies and which ones did not and S&WB worked through it. Civil Service staff responded quickly. It is a matter of taking certain units and getting back with Civil Service. Commissioner McClain commented that 230 additional staff members could go a long way in responding to needs. Mr. Greene noted that right now the staffing model at S&WB is based on working up from the bottom. Looking at the entry level Networks or Utilities position, folks are

spending lots of time on the register before being hired. The promotional classifications built into this are reliant upon the pipeline at the lower levels. Mr. Greene suggested mapping out the promotional ladder for these individuals to allow first and second level managers to understand what the minimum qualifications are for promotion and identify members of their own staff who are eligible for promotion. Commissioner Caputo asked Ms. Kahn to explain what it means to be on the register. He asked what happens next. Ms. Kahn stated that there is an interview. Commissioner Caputo asked what is the delay in calling the 220 people on the list in for interviews. Ms. Kahn replied that the managers have to do so. Commissioner Caputo asked who is responsible for making sure the managers do so. Ms. Kahn responded that it is the responsibility of each Deputy Director. Commissioner Caputo asked who ensures the Deputies are doing so. Ms. Kahn responded that it is the Executive Director. Commissioner Caputo stated that he does not understand the delay. You have all these people identified.

Mr. Greene noted that it took an average of 197 days for an entry level candidate in the Networks Division to be hired and an average of 188 days for entry level Utilities candidates to be hired. Commissioner Caputo stated that there should be an opportunity in 188 days for the manager to call people in for an interview. Steve Bass, Chief of Networks at S&WB, stated that he has about 60 current vacancies. A lot of those are higher level vacancies where someone has retired. There is currently a process that requires a vacancy to promote at a certain stage in the promotional path. This means that there is some delay in clarifying what vacancies are required for a current employee to get promoted. This is where training would help the direct supervisors know who is on the registers because right now they do not know. Mr. Bass stated that right now we do not know who is on the eligible list for promotion. Ms. Kahn noted that when people are promoted it frees up entry level positions at the bottom. There is also a problem with determining which positions are automatic progressions for promotion. Director Hudson stated that staff had shared information with S&WB Human Resources about how the system works. I am not sure that is getting to the managers. Amy Trepagnier, Deputy Personnel Director, stated that staff has previously offered, and will do so again, for the field managers to have access to eligible lists in Neogov so that they can see who is on those eligible lists and view their applications and resumes electronically. She stated that many of the City's other departments are structured so that higher level supervisors are included on requisitions so that when the requisitions

are certified they can see the names that are tied to the requisition because they are ultimately the ones who will hold the interviews. Ms. Kahn stated that would really resolve that issue. Director Hudson noted that the issue with that is that the approval level still goes through S&WB Human Resources. Ms. Trepagnier noted that the whole reason we went electronic was to give departments electronic access. Mr. Greene stated that this offer was also made in October of 2017 to the S&WB executive team. Ms. Kahn stated that she accepts the offer. She noted that there was confusion regarding automatic progressions in Customer Service and Civil Service staff worked to solve the issue. Ms. Trepagnier clarified that staff's protocols for automatic progression are actually more liberal than S&WB Human Resources' interpretation.

Mr. Greene stated that the delegated authority has marginally improved the time for candidates to be screened for minimum qualifications. The problem is that it has not translated to a faster hiring process. It has been difficult for Civil Service staff to execute its constitutionally mandated oversight function due to a lack of data from SWB Human Resources. He stated that the only efficiency he could identify is a quicker screening of applicants, but that is due largely to the number of analysts S&WB has to perform this function. If the Civil Service Department had the space and funding to add these individuals to its own staff it would be unlikely that the Commission would need to delegate this role and it would be easier to ensure compliance with the Commission's constitutional mandate, rules and procedures. If the goal is to speed up the hiring process, whatever you have gained in efficiency you lose in audit and monitoring. It's a product of where you want that function to live. Placing individuals on the registers and letting managers know who is on the list is all possible in the existing framework without delegating authority. Commissioner McClain asked if were we able to pinpoint the problem in SWB Human Resources and make recommendations in that area. Mr. Greene stated that equipping the first and second level hiring managers with the information and training they need regarding career progression, succession, and staffing would be helpful. Ms. Trepagnier noted that it only works if S&WB Human Resources is not giving out information that is in conflict with that. Ms. Kahn stated that it is a problem. She noted that she had to step in when there was misinformation in the Call Center regarding when a job study was required.

Commissioner Caputo stated that he wants to get away from discussing promotions and get back to entry level positions. He asked why we cannot

hire those positions first. Ms. Kahn stated that there are a lot of people waiting for promotion. Commissioner Caputo stated that there are hundreds of entry level jobs. S&WB should get those positions filled. Commissioner McClain instructed Ms. Kahn that S&WB should consider going with what staff tells you and attempt to follow that information.

Item #3 Applicability of Rule VI, Section 3.5(e) to eligible lists. Brendan Greene stated that the cited rule reads that if the appropriate lists do not contain the names of sufficient number of eligibles willing to accept appointment to make possible the certification of three eligible persons, the names of all persons on such lists who are willing to accept appointment shall be certified. He stated he has provided the Commission with a legal opinion on this matter. He stated he is asking for a directive from the Commission to the Civil Service staff to start applying Rule VI Section 3.5(e) to the current lists of promotional registers. Since the adoption of the Great Place to Work, if there are not three individuals on an eligible list the list cannot be certified and the individual must be appointed on a provisional basis which essentially makes them at will. One of the dangers in applying a rule like this is that there is a concern that an Appointing Authority may tailor a minimum qualification to target an individual for a position. The Commission can ameliorate that by deferring the professional judgment of staff when it comes to minimum qualifications. Commissioner McClain asked if the rule is already in effect, why does staff need a directive. Mr. Greene responded that there was a recommendation from prior counsel with respect to this rule. He stated he would rather keep his opinion in a privileged circumstance. Prior direction to staff has been do not apply this rule to the eligible list.

Donovan Livaccari, representing the Fraternal Order of Police, stated that we need to be particularly careful with the interpretation of the constitutional provisions. When the Great Place to Work was put forth it was the city's position that the provisions of Article X should be considered literally so that they could consider more than three people for each position. At the same time you cannot consider less than three. That is what the rule says. In an attempt to make things easier we have almost created a monster. S&WB's hiring process was more efficient prior to delegated authority. In the Police Department there is a crisis of conviction as far as the promotional process is concerned. For the last Sergeant's promotion they promoted number one and number eighty-nine and people have no confidence in the promotions. We added 16 unclassified positions that we did not have

previously. The people in consideration for those positions have no idea what it takes to get those jobs. A process that used to contain a lot of transparency no longer has that transparency. He noted he understands the practical problems with having these types of situations when there is only one person on a register. There is a First Circuit case, Williams versus State Civil Service, where they rescinded an appointment because there was no competition for a job. Maybe making things easier defeats the purpose of maintaining the integrity of the system.

Director Hudson asked if this change would apply to all appointments or just original entrance appointments. Mr. Greene asked what is the context of Rule VI, Section 3.5(e). Director Hudson stated that she would think it would apply to every appointment.

Commissioner Caputo motioned to accept Mr. Greene's recommendation regarding the application of Rule VI, Section 3.5(e). Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #4 (a) under Police Association of New Orleans (PANO) requests was a request for an investigation of the NOPD Sergeants Promotional testing/screening process. Mr. Eric Hessler, representing PANO, stated that PANO is requesting an investigation into the Sergeant's promotional process including the testing and screening. He stated that PANO has received a number of complaints about the process. Some persons were allowed to take the test without having the requisite number of hours. Some persons were promoted without having the requisite number of hours. There were no objective standards, criteria or rational for selection from the list. This leads to distrust in the promotional process. Commissioner McClain asked if someone involved would have to make an appeal before an investigation occurs. Director Hudson stated that normally a person would appeal. Mr. Hessler replied that to appeal you have to have a reason. We don't know the reason why someone was denied a promotion. The process is so hidden everyone should have a right to appeal based on not being promoted. Based on the Great Place to Work anyone can be selected it is one big list. Commissioner McClain stated that the process is for an individual to appeal if they have not been promoted. Mr. Hessler stated that the Commission should initiate an investigation. An appeal from an individual will not alleviate the problems created by the faulty mechanism that is being used. Director Hudson clarified that Mr. Hessler is concerned with the process and the criteria the police department used to promote. Mr. Hessler agreed,

stating that no one was even interviewed for these promotions. Commissioner McClain said that it seems like this is an as applied challenge. Mr. Hessler stated that it is incumbent upon the Commission to assist to bringing transparency and reasoning to the discretion. Commissioner McClain clarified that Mr. Hessler is asking for specific criteria for promotion. Mr. Hessler added that in addition to that he was asking how unqualified individuals were allowed to take the test and how persons who were un-promotable were allowed to be promoted and subsequently gathered the requisites while the position was held in abeyance while they got the requisites. He said he was also requesting an appeal process in regard to scores. When they went to appeal their scores one of the officers said he was deducted points because he wrote in all capital letters. That is what the Police Department used to teach. They were allowed to come and see their test, but there is no mechanism for meaningful appeal. Ms. Trepagnier stated that anytime that there was an issue raised we went back with our psychometrician to see if the issue had merit. In that particular case we went back and looked at the scoring sheet and verified that while the raters had made a note about the capital letters, no points had been deducted for writing in all capitals. Commissioner McClain asked Mr. Hessler if he was aware that some of these complaints were investigated by the staff. Mr. Hessler stated that he knew that they came to review their sheets. They were told in all instances that their concerns were invalid. The psychometrician did not know what the policies of NOPD were. Ms. Trepagnier stated that staff worked with subject matter experts from NOPD to develop the test and the scoring rubric for the test. If there was a manifest error with the test where multiple people said there was a issue, we would go back and address that. That is not the case here. We had people who were very close to passing and had their own individual concerns with different things that they hoped would help them pass. Each time a concern was expressed in writing we did go back to the psychometrician to see if it had merit. Commissioner McClain stated that there is a process to appeal unfair appointments currently. Mr. Livaccari noted that he was still waiting on the results of the 2016/2017 Sergeant appeals. He agreed that it would be a good idea to have an investigation. The results of the appeal should be considered in the course of that investigation. He asked that the Commission urge the hearing examiner to complete his report. No motion was made.

Item #4(b) was a request from PANO for an investigation of NOPD unclassified employees hiring process. Director Hudson noted that this item had been withdrawn at the request of PANO.

Item #4(c) was a request from PANO for a Police Captain examination. Eric Hessler stated that in 2016 the Commission ordered that a Captain's test be given, but the City did not fund it. It has been 14 years since a Captain's exam has been given. He noted he was petitioning on behalf of Anthony Monaco and Terrance St. Germaine who are Lieutenants whose careers have been stalled. There is no ability to test for a higher position at NOPD. Commissioner McClain asked Mr. Hessler if he knew the Superintendent's position on giving the Captain's exam. Mr. Hessler stated that the Superintendent feels he doesn't have the need for Captains. Eric Melancon, Deputy Chief of Staff for NOPD, stated that part of what NOPD is looking at is cost effective supervision and command and control. When there were 1500 Officers a Captain's exam made sense, now the department is at about 1216 Officers. A Captain's exam might make sense when we can grow the department. It is premature at this time. It would be too top heavy now. It is about Officer ratios. Mr. Hessler stated that when the department had 1500 people there were 32 captains, the department has 1200 and we are down to 6 Captains now. The Consent Decree states that Civil Service tests should be given for classified positions every two years. You can be a Lieutenant in 4-5 years. If you stay another 30 years you are not going higher. There is not as big of a need for Captains now because they have been replaced with Commanders. It would free up more Lieutenants. Mr. Melancon stated that the department makes an organizational assessment every year for the appropriate command and control structure. Mr. Hessler noted that this would also help with retention. Commissioner McClain stated that he would like to take it under consideration. Michael Glasser, representing PANO, stated that he appreciates the fact that the department is growing. In 2010, we had 39 Captains and 2 Majors. Now there are 8 Captains and one Major. There has not been a Major's exam since October of 1990 and it has been 14 years since a Captain's exam was given. Mr. Glasser stated that Mr. Melancon references command and control but does not say what that is. Those who applied for Commander and were not selected were not given a reason as to why. The Consent Decree requires promotional tests every two years.

Item #5 was a request from Ms. Darnella Adams and Ms. Rayshawn Gremillion to address the Commission regarding "working out of class" and other related matters. Eric Hessler stated that in November of 2017 he had raised these concerns before the Commission. The Commission did an investigation in January of 2018. The Commission sent a letter stating that a

person was working out of class and gave the instruction to demote her as opposed to Ms. Adams and Ms. Gremillion being promoted. NOPD took the Commission's recommendation that the person who was being paid as a supervisor be given supervisory duties. It is clear that it was done only in an effort to appease the Commission. The person in question is still doing the same duties as these two individuals. Our position is that these employees should be promoted to that position. Mr. Hagmann stated that the issue is that a Management Development Specialist I was allocated to be the supervisor of that division. NOPD filled the position, but those duties were not assigned to that individual. We received correspondence from NOPD that those supervisory duties would be assigned to that person. Commissioner McClain then asked if Ms. Adams and Ms. Gremillion were doing that work. Mr. Hagmann responded that the person who was misclassified was the Management Development Specialist. You do not right that wrong by upgrading the other two positions for responsibilities that it did not perform. Mr. Hessler stated that they are all sharing the exact same responsibilities including the responsibilities that were given to the Management Development Specialist I.

Bryan Bartholomew, Human Resources Director for NOPD, stated that when NOPD got notice from Civil Service regarding working out of class, NOPD looked into it and made changes in the Subpoena Unit. The Management Development Specialist I was given a job commensurate with exempt duties including duties as a supervisor. Commissioner McClain clarified that the duties of Ms. Adams and Ms. Gremillion had not been changed. Mr. Bartholomew agreed and said that the Management Development Specialist I was given the duty of directing them. When the Management Development Specialist I is not there, they do have some of those duties to cover. On a daily basis the Management Development Specialist I is the one who directs the work, supervises and performs the exempt level duties. This has been since February. Mr. Hessler stated that Ms. Gray, the Management Development Specialist I, was not assigned any supervisory duties. He then quoted from a March 2018 email from a supervisor in that unit that stated that the only supervisors of that unit are myself and Sergeant Lewis. He stated that Ms. Gray did not send that email. Director Hudson stated that if staff was to correct the situation, it would be to demote the Management Development Specialist I who is not being assigned the accurate duties because we allocated the position to be the supervisor. If it is not doing that work then we would remove that person from that job. Ms. Trepagnier then stated that the duties of Ms. Adams and

Ms. Gremillion are largely clerical, so they are properly classified. The distinction was that the other position supervised and they didn't so that's why that position was elevated. It does not pull the other positions up. Director Hudson stated that she is not sure that Ms. Adams and Ms. Gremillion would meet the minimum qualifications for the position. Ms. Gremillion then stated that they would all meet the qualifications for Management Development Analyst. She stated that they had been in negotiations for classification changes since before Ms. Gray started. She stated that the powers that be decided that we needed a supervisor instead of a higher classification. She then stated that Ms. Gray is not their supervisor. Ms. Adams said that they are asking to be put on the same playing field. Ms. Trepagnier stated that that does not change the nature of the work that you are performing in that position. Ms. Adams stated that it must mean that what we do requires that specialty. Ms. Trepagnier replied that Ms. Gray was supposed to be assigned additional duties and responsibilities. Ms. Gremillion stated that the problem is that they did not know that. They did not find out until after Ms. Gray came in that she was supposed to be their supervisor. Commissioner McClain stated that based on the rules, the jobs that you are currently performing did not meet the criteria for a Management Development Specialist. It would be difficult to promote you to that position if you do not meet the criteria for it. It appears that you were not working out of class, it was the other person who was working out of class. Director Hudson offered that staff could consider if they were given some additional duties. Mr. Hessler clarified that they were doing what they had been doing all along. Director Hudson said that staff would see if at any point they were doing additional work in a higher job classification. Ms. Trepagnier stated that we also need more information on what Ms. Gray is doing now since one side says she is supervising and one side says she is not. Mr. Hessler stated that it is his understanding that Ms. Gray has resigned effective June 1st. Sergeant Walter Powers Jr., a supervisor in the Subpoena Unit, stated that the duties that were assigned to Ms. Gray were duties that had previously been assigned to another Police Officer who was in that unit. They were management related duties on the civilian side, not the police side. He stated that with Ms. Gray's resignation he will be taking on her duties. The other four ladies in the office will not have those duties. He stated he had arrived in that office in March.

Item #6(a) under Classification and Compensation Matters was a report on the status of the 2018 unclassified Police Commander audit. Robert Hagmann reported that most of the interviews for the audit have been

completed, but that there had been a delay due to Jazz Fest. Staff had received completed job questionnaires and was finalizing the document and then would get the feedback of NOPD and would present it to the Commission at the June meeting.

Commissioner Tetlow indicated she would need to leave the meeting shortly, which would deprive the meeting of a quorum. Director Hudson suggested skipping item 6(b) and moving to the other Compensation items because they would go quickly.

Item #6(c) was a request from Steve Bass, Sewerage and Water Board Engineering Division Manager, for an exception to Rule III, Section 4.1 to allow an extension of temporary pay beyond three months. Director Hudson indicated staff's support for the request. Commissioner Caputo motioned to approve the request. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #6(d) was a request from Eric Mancuso, to grant an exception to Rule III, Section 4.1 to allow an extension of temporary pay beyond three months. Director Hudson indicated staff's support for the request. Commissioner Tetlow motioned to approve the request. Commissioner Caputo seconded the motion and it was approved unanimously.

Item #6(e) was a request from French Market, to grant an exception to Rule III, Section 4.1 to allow an extension of temporary pay beyond three months for Johnnydee Dottery. Director Hudson indicated staff's support. Commissioner Caputo motioned to approve the request. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #6(f) was a request from the Chief Administrative Office, to grant an exception to Rule III, Section 4.1 to allow an extension of temporary pay beyond three months for Kimberly LaGrue. Director Hudson indicated staff's support. Commissioner Tetlow motioned to approve the request. Commissioner Caputo seconded the motion and it was approved unanimously.

Item #6(g) was a proposed Rule change to Rule III, Section 4.1 to remove the three month limitation relative to temporary pay for working in a higher classification. Director Hudson stated that staff is recommending the change because the continuous extensions waste time and effort. Commissioner

Tetlow motioned to approve the rule change. Commissioner Caputo seconded the motion and it was approved unanimously.

Item #7 under Recruitment and Selection Matters was the approval of examination announcements 9881-9908. Commissioner Tetlow moved to approve the examination announcements. The motion was seconded by Commissioner Caputo and approved unanimously.

Item #8 was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Commissioner McClain called for public comment. There being no public comment, Commissioner Caputo moved to approve the extensions. Commissioner Tetlow seconded the motion and it was approved unanimously.

The Commission then returned to item #6(b).

Item #6(b) was a request from Dwayne Harris, Airport Principal Services Agent, to appeal his reclassification as an Accountant III after implementation of Accountant hiring rate increases at the Aviation Board. Mr. Dwayne Harris stated that a study was done in 2002 when the Accounting job series was changed to the Airport job series. According to the document regarding those changes, the position he is currently in was a Chief Accountant. He stated he does not understand why Civil Service is not allocating his position back to Chief Accountant. Robert Hagmann stated that in 2002, the Airport utilized the Accounting job series and we made reallocations to what is now the Airport Services job series. At that time the Airport had two Chief Accountants. One had supervisory responsibilities and so it was allocated to a Services Manager, the other position was allocated to an Airport Principal Services Agent. Right now Mr. Harris is in the position of Airport Principal Services Agent and he is saying because you had a Chief that went to a Principal, reverse the process. At the time of those allocations a Principal Services Agent was actually higher than a Chief Accountant because of the 2008 market rate pay plan. Principal Services Agent is at a higher level than an Accountant III, but the pay is not because of the hiring rates. Chief Accountant is a supervisor of other Accountants. Director Hudson stated that now that Accountant pay has been addressed it is not in Mr. Harris' best interest to remain a Principal Services Agent. At one time it was. He will make more pay if he takes the demotion to Accountant III. Mr. Hagmann stated that when Phase V of the hiring rates

goes through, the Principal will make more than the Accountants. Mr. Harris stated that he wants to go to Chief Accountant. Ms. Trepagnier stated that Mr. Harris cannot be reallocated to Chief Accountant because that position requires supervision and he does not supervise. Alexandra Norton, a Deputy Director at Aviation, stated that Mr. Harris does not supervise. His current assignment does allow for some supervision of tasks, but it is not a supervisory position. That is what the Airport's organizational chart reflects. Ms. Trepagnier stated that Mr. Harris would see a pay increase if he took a demotion to Accountant III or he can stay in his current position and wait for the 10% increase in Phase V. Mr. Harris then presented the Commission with a list of people the Airport wants him to train and assist. Mr. Hagmann stated that administrative positions all have some supervisory element. Mr. Harris is in a lead job classification. The supervisory position is responsible for the performance of the entire unit and the individuals in that unit via performance appraisals. Mr. Harris stated he is on the eligible list for Chief Accountant. Ms. Trepagnier clarified that minimum qualifications and allocations are two separate things. Director Hudson stated that if the Aviation Board had truly assigned him supervision he would be allocated as a Chief Accountant. Mr. Harris stated he would stay in his current position.

Item #9(a) under Communications was a report on the 2018 City Performance Evaluations. Amy Trepagnier reported that the ratings were due on April 1st. There are six departments who have not finished submitting their performance evaluations. Those departments are Fire, Finance, NORDC, Mosquito Control, City Council and Human Services. We have been meeting with those departments to determine if there are any issues we could assist with in order to get a timely response next year. Ms. Trepagnier reminded the Commission that this is a big difference from the previous system. It is a lot more labor intensive especially for larger departments. Commissioner McClain asked about the consequence for noncompliance. Ms. Trepagnier responded that supervisors who fail to complete their evaluations do not receive merit pay, but with no merit pay this year, that consequence does not exist.

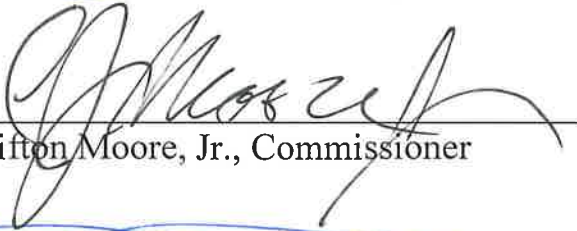
Item #9(b) under Communications was a report on the Fire Union request for Pay Plan revisions based upon the SSA study (on hold). Director Hudson stated that staff is continuously working on these items. Mr. Hagmann stated that staff has been in contact with SSA and had met with the Fire Union.

Item #9(e) under Communications was a report on Civil Service budget and staffing. Director Hudson stated that staffing increases are on hold due to lack of office space. She stated she has been told to wait on the new administration. There are three or three and a half vacancies two compensation analysts, one Personnel Administrator Assistant and a part time person in Recruitment.

There being no additional business to consider, Commissioner Tetlow moved for adjournment at 2:05 p.m. The motion was seconded by Commissioner Caputo and approved unanimously.



Ronald McClain, Vice Chairperson



Clifton Moore, Jr., Commissioner



Stephen Caputo, Commissioner