

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
MONDAY, APRIL 11, 2022

The regular monthly meeting of the City Civil Service Commission was held on Monday, April 11, 2022 in City Council Chambers, 1300 Perdido Street, New Orleans, LA 70112. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Brittney Richardson, Commissioner Clifton Moore, Jr., Commissioner Mark Surprenant, and Commissioner Ruth White Davis. Commissioner Richardson convened the meeting at 10:10 a.m. The Commission then proceeded with the docket. At 11:02 a.m. on the motion of Commissioner Davis and the second of Commissioner Surprenant, the Commission voted unanimously to go into executive session. At 11:50 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the February 21, 2022 meeting. Commissioner Surprenant moved to approve the minutes. The motion was seconded by Commissioner Moore and approved unanimously.

Item #2 was the ratification of Public Integrity Bureau (PIB) extension requests. Commissioner Richardson called for public comment. There being none, Commissioner Davis motioned to approve the extension requests. Commissioner Surprenant seconded the motion, and it was approved unanimously.

Item #3a under Rule amendments was a proposed new Rule IV Section 14 Retention Pay Based on an Outside Job Offer and an amendment to Rule IV Section 2.8 (3)b Pay Equity Adjustment. Personnel Director Amy Trepagnier stated the purpose of the new rule is to give departments an additional pay flexibility to assist them with employee retention by allowing them to give a pay increase of up to 15% to an employee who has received an outside job offer. She noted that one change had been made since the Rule's introduction at the last meeting. That amendment would allow City departments to award the pay based on an offer from Sewerage and Water Board and vice versa. This change was requested by Sewerage and Water Board. If a City employee receives an offer from another City department, he/she would not be eligible for the pay increase. Commissioner Surprenant motioned to approve the rule amendment. The motion was seconded by Commissioner Moore and approved unanimously.

Item #3b was the introduction of an amendment to Rule V Section 8.1 (d) to update job classifications on the list of non-competitive classifications. Director Trepagnier stated there is an extensive listing of non-competitive positions in the rules meaning that departments can hire anyone on the eligible list regardless of rank. Staff has reviewed the list of positions and is removing positions that have been eliminated from the pay plan or consolidated with other classifications. The rule will be held over for approval at the next meeting.

Item #4a under Classification and Compensation Matters was a request from NOPD to create a new Crime Scene Specialist job series. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated the new job series separates the crime scene personnel from the Police Technical Specialist job series. The intention is to create a comprehensive career ladder to assist with the recruitment and retention of employees who collect evidence at crime scenes. Commissioner Surprenant moved for approval of the new job series. The motion was seconded by Commissioner Davis and approved unanimously.

Item #4b was a request for a Pay Plan amendment for the Summer Youth Worker classification. Mr. Hagmann stated the request from the administration raises the minimum pay rate for Summer Youth Workers to \$15 per hour. Commissioner Surprenant motioned for approval. Commissioner Moore seconded the motion, and it was approved unanimously.

Item #4c was a request from the New Orleans Firefighters Association Local 632 for military leave benefits for Alan Favalora and Tim Thomas. Director Trepagnier requested deferral to the next meeting while staff compiles additional information. Commissioner Moore moved for deferral. The motion was seconded by Commissioner Davis and approved unanimously.

Item #4d was a request from the Sewerage and Water Board (S&WB) for an exception to Rule IV, Section 9.7(a) relative to individuals exceeding overtime limits. Mr. Hagmann noted S&WB had provided additional information in support of their request for an exception to Rule IV Section 9.7(a). Staff recommends approval of the request but is asking that S&WB provide a current vacancy report since, in many cases, the justification regarding overtime use was attributed to low staffing. The Commission may also want to request an update from S&WB at its June or July meeting. Commissioner Surprenant stated we understand the need for flexibility and being reasonable, but the Commission also takes its job seriously and acts in accordance with the Rules. Commissioner Surprenant motioned for approval. The motion was seconded by Commissioner Davis and approved unanimously.

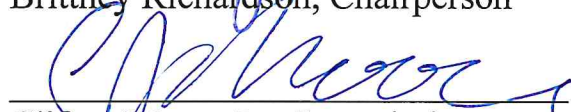
Item #5a under Recruitment and Selection Matters was the approval of examination announcements 10564-10597. Commissioner Davis motioned to accept the announcements. Commissioner Moore seconded the motion, and it was approved unanimously.

Item #5b was a request under Rule V section 8.1(a) to designate Police Technician Trainee as a "Minimum Skill" position. Director Trepagnier explained that positions designated as minimum skill are hired directly through the departments due to the lack of required qualifications. Individuals are not required to apply through Civil Service. Police Technician Trainee is an entry level clerical position used at NOPD. It is very similar to the Office Worker job classification which is also a minimum skills position. Since the pay of the Office Worker and Police Technician Trainee is now the same due to the \$15 minimum wage pay plan changes, staff is requesting to change the designation of Police Technician Trainee to minimum skill, allowing NOPD to hire the position directly. Commissioner Moore motioned for approval. The motion was seconded by Commissioner Davis and approved unanimously.

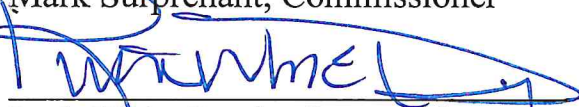
Aaron Mischler, President of the New Orleans Firefighters Association, requested that an item be added to the agenda relative to the Fire Deputy Chief's eligible list. Commissioner Surprenant motioned to add the item to the agenda. Commissioner Moore seconded the motion, and it was approved unanimously. Mr. Mischler requested that the current Deputy Chief's list be extended for an additional year. He explained that since we do not know when the next exam will be held, we should extend the register so we do not have to use provisional appointments. Director Trepagnier noted the list has been in existence for four years and expired on March 31st. There was one remaining eligible candidate on the list. Fire Superintendent Roman Nelson asked if he would be able to make an appointment from the list since there are fewer than three people on the list. Director Trepagnier stated he would have the option to make an appointment of the employee on the list or request a provisional appointment of another employee. Chief Nelson stated he would be fine with the extension as long as it does not impede proceeding with testing. Director Trepagnier noted it would not. Director Trepagnier stated her recommendation would be to extend the list with the knowledge that the Chief could also make provisional appointments due to three or fewer people making up the eligible list. Commissioner Surprenant moved to grant the extension. The motion was seconded by Commissioner Moore and approved unanimously.

Commissioner Moore moved for adjournment at 12:15 p.m. The motion was seconded by Commissioner Surprenant and approved unanimously.


Brittney Richardson, Chairperson


Clifton Moore Jr., Commissioner


Mark Surprenant, Commissioner


Ruth White Davis, Commissioner