

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, April 24, 2017

The regular monthly meeting of the City Civil Service Commission was held on Monday, April 24, 2017 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig and Commissioners Joseph Clark and Tania Tetlow representing a quorum. Chairperson Craig convened the meeting at 10:03 a.m. Commissioner Tetlow made a motion to remove the discussion of litigation strategy regarding SB 247 purporting to amend La. RS 33:4076 and impact Civil Service rights of future S&WB employees from Executive Session. Commissioner Clark seconded the motion and it was approved unanimously. The Commission then proceeded by sounding the Commission's docket. At 10:39 a.m. on motion of Commissioner Tetlow and second of Commissioner Clark, the Commission voted unanimously to go into executive session.

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

Item #1 was the minutes from the March 20, 2017 meeting. Commissioner Tetlow moved to approve the minutes. Commissioner Clark 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 Special Counsel, reported that in an effort to address S&WB's needs, Civil Service staff has devised a training regimen that focuses on applying the delegation manual to actual staffing scenarios at S&WB. Three S&WB employees have now completed all phases of the abbreviated training schedule and staff is working with S&WB's Human Resources team to identify additional areas where training may be required. Mr. Greene encouraged a high level of communication between staff and S&WB. He stated that the constitutional part of delegation is whether or not there is a robust auditing capacity of what S&WB is doing. He went on to say that two weeks ago, S&WB asked about the status of their requisitions and staff was able to immediately generate a report of digital requisitions. He noted that as of April 12<sup>th</sup>, S&WB had submitted 106 requisitions to fill vacancies. Of these vacancies, Civil Service was responsible for certifying forty-six and had done so for all

but two for which staff is continuing to accept applications. S&WB's staff was responsible for certifying approximately sixty vacancies and so far it had certified lists for forty-eight. Mr. Greene reported that in total, S&WB was in a position to hire or promote ninety-four individuals off of existing eligible lists as of April 12<sup>th</sup>. In many cases less than one week had passed between the requisition request and the receipt of an eligible list. The average time was 9.5 days. Mr. Greene stated that it was important to note that this timeline also includes S&WB's internal review of their requisitions.

Mr. Greene stated that regarding delegation going forward, Senate Bill 247 had gone to the committee on local and municipal affairs last week. The bill seeks to remove employees hired after August 15, 2017 from the City Civil Service. If it passes in its current form, the authority delegated to S&WB would become obsolete for appointments, but it is not clear how it would work for promotions for those hired prior to August 15<sup>th</sup>. He noted it is all speculation at this point since the bill is still in committee.

Item #3(a) under Classification and Compensation Matters was a request for exemption from Rule IV Section 9(a) for 2016 overtime earnings for various city departments and the Sewerage and Water Board. Robert Hagmann, Personnel Administrator of the Classification and Compensation Division, reported that this is a retroactive request relative to overtime thresholds established by Rule IV Section 9(a). In letters submitted by the administration and S&WB on December 19, 2016, it was requested that the Commission consider an exemption to the Rule for individuals projected to exceed the weekly overtime limits established by the Rule. Attached to those letters was an explanation as to why employees were projected to exceed the overtime thresholds set in the Rule. Mr. Hagmann stated that this information was received the Friday before the December 19<sup>th</sup> meeting and, as such, the Commission's agenda reflected that staff was prepared to report on the amount of overtime used over the threshold as opposed to staff issuing a recommendation to approve a specific exemption to the Rule. Because the information had not been received prior to the agenda being published, staff proceeded with its report and there was no need for the Commission to approve anything because the matter was not properly noticed on the agenda. Unfortunately, there was no follow up by staff or the administration. He stated staff regrets the oversight and supports the Commission approving the exception to the rule. Commissioner Tetlow moved to approve the request for exemption. Commissioner Clark seconded the motion and it was approved unanimously.

Alexandra Norton, representing the Chief Administrative Office, said that while the rule requires approval for projected or actual use of overtime, the auditors are seeking approval of the City's actual overtime usage. She stated that the administration had updated their numbers with end of year actual overtime usage. She requested a motion for approval of actual overtime usage that exceeded the usage limits in 2016. She noted it is not a requirement of the Commission, but a requirement of the auditor. Commissioner Tetlow moved for approval. Commissioner Clark seconded the motion and it was approved unanimously.

Item #3(b) was a request from the Emergency Medical Services (EMS) Division of the Health Department for the creation of Special Rates of Pay. Robert Hagmann stated that the proposed special rates of pay, requested by EMS, will help to recruit and retain Emergency Medical Technicians for certain specialized and hazardous assignments and help incentivize the attainment of additional job related skills. He noted that the first proposed special rate of pay is \$1500 per year for employees in the classifications of Emergency Medical Technician, Basic, Emergency Medical Technician, Intermediate, Emergency Medical Technician, Paramedic, Emergency Medical Coordinator, Assistant and Emergency Medical Coordinator who act as Rescue Swimmer/Rapid Diver, Hazmat, Urban Search and Rescue or Tactical Paramedics. Employees are limited to one \$1500 pay. Mr. Hagmann noted that this special rate of pay is similar to specialized and hazardous assignment pay at NOPD. Mr. Hagmann went on to say that the second special rate of pay provides for a 5% premium for Emergency Medical Technician, Paramedics assigned to the Rescue Unit. He noted that this special rate of pay is similar to the one received by the Fire Rescue Squad and that it acknowledges the added responsibility of this assignment. The third proposed special rate of pay is for Emergency Medical Technician, Basic, Emergency Medical Technician, Intermediate, Emergency Medical Technician, Paramedic, and Emergency Medical Coordinator, Assistants certified in bike operation. They would receive \$1.25 per hour when engaged in bike operations or related training. Mr. Hagmann noted that this parallels scooter pay received by NOPD Officers. Finally, Emergency Medical Technician, Basic, Emergency Medical Technician, Intermediate, and Emergency Medical Technician, Paramedic, would be eligible for the fourth special rate of pay when certified as Field Training Officers and assigned a trainee or when acting as an instructor. This 5% special rate of pay would be similar to that of NOPD's Field Training Officers. Mr.

Hagmann noted that NOPD's Field Training Officer Pay is 10% due to a recruitment and retention issue.

Dr. Jeffrey Elder, EMS Director, stated that this is an opportunity to recognize and compensate employees for having extra training and experience. EMS employees work alongside Police and Fire employees in these same types of capacities. Robert Hagmann noted that the Chief Administrative Officer granted an exception to proceed with these special rates of pay in advance of the pending pay study to address this critical need. Commissioner Tetlow moved for approval of the special rates of pay. Commissioner Clark seconded the motion and it was approved unanimously.

Item #3(c) was a request from the Department of Public Works for the creation of a new Construction Management and Inspection series. Robert Hagmann stated the demand for construction professionals is high in New Orleans. Staff is proposing two new job series. The higher level series is a managerial series that focuses on personnel and site supervision of day to day operations including streets, piping and underground systems. These positions are coordinators who are responsible for inspections and controls. There is a certification in the particular area. The higher levels of this series will require this certification. Mr. Hagmann stated that staff is proposing four levels in this series with hiring rates. Level I pays \$56,488 upon entry with a degree in an engineering related field. The multiple levels are a mechanism to recruit and retain employees. Additional experience is required at each level. Level II would pay \$59,366, Level III \$68,909 and Level IV \$72,420.

Mr. Hagmann stated that the second series is para-professional and does not require a degree. The series is tied to current Safety and Permits job classifications to maintain equity. There are four levels to provide a career path. The levels include Assistant, I, II and Supervisor at \$32,702, \$36,119, \$40,896, and \$45,169 respectively. Mr. Hagmann noted that the City may be able to retain some current unclassified employees with this series. Commissioner Tetlow moved for approval. Commissioner Clark seconded the motion and it was approved unanimously.

Item #3(d) was a request from the Office of Homeland Security for the creation of two Unclassified Real Time Crime Center positions. Director Lisa Hudson clarified that the request was now for one unclassified position.



She reported that staff had disagreed with the use of one of the unclassified positions and the Office of Homeland Security agreed with that assessment. Robert Hagmann stated that this would be a new temporary unclassified position of Urban Policy Specialist V and it would pay \$85,000 to \$95,000. The position would exist to establish the Mayor's Real Time Crime Center initiative. The position would report to Aaron Miller, Homeland Security Director, in the Mayor's Office. The position would operate with minimal supervision and include policy related responsibilities including performing executive level work which includes setting up the project management and programmatic responsibilities involved with developing, coordinating, and implementing all protocols of the Real Time Crime Center program as well as its related governance. The position would develop and implement real time crime camera policy and operating procedures especially with establishing this new function of city government. This involves input from internal and external public safety agencies as well as other stakeholders including the Real Time Crime advisory committee. Mr. Hagman reported that staff is in support of this unclassified request. Staff is recommending a sunset provision. The unclassified position would expire on May 31, 2018. Mr. Hagmann noted that after the policy and procedures are established, the job changes to managerial and staff wants to examine if the position is still appropriate for the unclassified service. Commissioner Tetlow moved for approval of the unclassified position with a sunset provision. Commissioner Clark seconded the motion and it was approved unanimously.

Item #3(e) was a request from Adrienne Thompson for approval of sick leave without pay in keeping with Rule VIII, Section 6.1. Robert Hagmann stated the Rule requires the Commission to ratify the Director's approval of instances of sick leave that exceeded 90 days in a calendar year. He further reported that S&WB supported the request. Commissioner Tetlow moved for approval. Commissioner Clark seconded the motion and it was approved unanimously.

Item #4(a) under Recruitment and Selection Matters were examination announcements #9573 to #9599. Commissioner Tetlow moved to approve the announcements. Commissioner Clark seconded the motion and it was approved unanimously.

Item #5 was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Chairperson Craig called for public comment. There

being none, Commissioner Tetlow moved to approve the extensions. Commissioner Clark seconded the motion and it was approved unanimously.

Item #6(a) under communications was a report on ADP ongoing issues. Robert Hagmann reported that all classified employees are now in the correct pay grade in ADP. He reported that staff is working with the Finance Department on Merit pay to be effective on June 4<sup>th</sup> for administrative employees and on June 11<sup>th</sup> for Police employees. He also noted that staff is working with the Finance Department on the EMS special rates of pay. June 18<sup>th</sup> will be the effective date of those special rates of pay in order to coordinate with ADP implementation so as not to trigger retroactivity. He stated that EMS is in agreement with this timeline. Brendan Greene stated that it may be a good idea for the Commission to approve the specific date. Commissioner Tetlow moved to approve the EMS special rates of pay with a prospective effective date of June 18<sup>th</sup>. Commissioner Clark seconded the motion and it was approved unanimously.

Item #6(b) was a report on Civil Service Budget and Staffing. Director Hudson reported that she had received a cost estimate of \$32,610 to renovate space on the 9<sup>th</sup> floor plus and an additional \$5,000 to reassemble cubicles in the Recruitment Division from that space. Alexandra Norton stated she would continue to work with the Chief Administrative Office on this item.

Item #6(c) was a report on the comprehensive classification and salary study. Director Hudson reported that questionnaires were due last Friday from all employees. Alexandra Norton reported that over 1000 out of 4500 employees had responded. She noted that it was a great response rate for an online survey. She noted that some departments had submitted hand written responses and that she was working with HR managers to enter this information. Commissioner Craig stressed that the City needs the information and Human Resources representatives need to help with that. Commissioner Craig directed Ms. Norton to relay that message to the departmental Human Resources representatives.

Director Hudson asked when staff could review information on who responded to the survey. Ms. Norton stated that she had sent a link to a web address to access submissions. She noted that responses were in two formats, PDF form and Excel spreadsheet. She stated that there may be areas where the consultant needs additional responses. The next committee meeting is scheduled for the first week of May. She stated that employees

had received four reminders and had been given 3.5 weeks to complete it. Amy Trepagnier, Deputy Director, noted that the next step is to identify gaps in the information and reach out to specific classifications in departments. Ms. Norton stated that while the consultants are reviewing the surveys, Managers or Department heads are going to review the information that was submitted. If there are numerous responses from a particular classification, the appointing authority can agree or disagree with the responses as a group and not individually and then address any outliers. Director Hudson asked if the proposal was for each employee to have the opportunity to complete a survey, but the appointing authority would then fill out what the ideal employee would do. Commissioner Tetlow stated that the point is for the appointing authority not to review individual responses of each employee. She noted it is inefficient for them to review each survey when there are hundreds of people doing the same work.

Clifton Moore, representing the New Orleans Firefighters Association, stated that this proposal is cause for concern. He expressed concern that the appointing authority is going to select a few surveys that he thinks will make it on to the next step. Alexandra Norton responded that was not the case. She stated that everything the employees submitted is going to the consultants and Civil Service staff to be used for analysis. She stated that the part being discussed is the appointing authority or managerial review and the opportunity to agree or disagree with what the employee wrote. It does not change what the employee wrote.

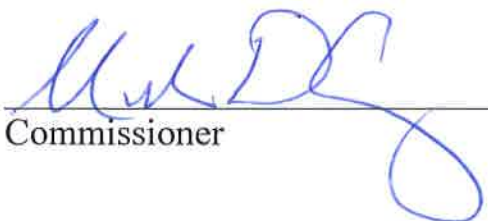
Commissioner Craig asked about the status of the project's timeline. Ms. Norton responded that the project is on track. Commissioner Craig asked if there are any pending issues. She noted that she had been contacted, but was unsure what the issue was. Director Hudson stated that Councilmember Head had requested that staff appear before a Governmental Affairs Committee to report on the status of the compensation study on April 27<sup>th</sup>. She noted she had reached out to the consultant, but that the consultant was not available on that date due to a large project going on at that time. The consultant had offered to attend at another time. Director Hudson stated that she had offered to send staff to deliver a report provided by the consultant. She noted she had concerns about attending because she is on the Retirement Board and noted that she believes Ms. Head wants to discuss the pay study because she is recommending changes to the employees retirement system by wrapping the pay study into what she is trying to do with retirement by saying there will be savings that can be put towards this. Commissioner

Craig instructed the administration to contact the consultant. She stated that she did not want staff to give the report and get questions they cannot answer. She stated that the consultant is being paid to give these reports and answer these questions. The consultant needs to work it out with the Council to make an appearance or change the time.

There being no additional business to consider, Commissioner Tetlow moved for adjournment at 11:55 a.m. The motion was seconded by Commissioner Clark and approved unanimously.

  
Commissioner

  
Commissioner

  
Commissioner