

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
November 18, 2020 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:27 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Ms. Terri Blaisdell, and Mr. Charles Harvey; Commissioner Mr. Michael Brewer was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Examination Analyst; and Ms. Candice Saucier, Assistant Director of Civil Service. Also present were: Ms. Monza Williams, Director of Human Resources, and Ms. Deirdre Fuller, Counsel for the Commission.

Chair Torbett read a statement regarding rights of the public to comment on matters on the agenda prior to action being taken on them, as required by the Louisiana Revised Statutes.

Mr. Torbett presented the **minutes of regular meeting held October 21, 2020** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Baker. On vote, the motion carried.

Ms. Lawson and Ms. Monza Williams, Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Lawson stated the report covered the month of October 2020. As of October 31, 2020, there were 40 requisitions in Civil Service Department and 44 certified lists in Human Resources, with an average turnaround of 25.24 days. There was one (1) request to expand a certified eligibility list, and 17 personnel requisitions were closed. Ms. Williams reported 20 candidates were selected by the Mayor in October 2020, which included six (6) new hires, 11 promotions, one (1) transfer, and two (2) provisional appointments. Two candidates declined employment offers.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted the report covered the period from the October 21, 2020 regular meeting. Of the 15 special assignments included on the report, seven (7) assignments ended prior to October 31, 2020. Additionally, Civil Service had forwarded a certified list to Human Resources for one of the special assignments shown and was currently advertising for another. Ms. Lawson asked the Commission to extend for a period of 90 days six (6) special assignments set to expire prior to the January 2021 meeting. Ms. Williams stated the paperwork to end the special assignment of Candice Saucier to Assistant Director, Civil Service, was not timely processed. Mr. Harvey made a motion to extend the six (6) employees' special assignments that were set to expire prior to the January 20, 2021 meeting for a period of 90 days and to extend Ms. Saucier's special assignment through November 28, 2020, and the motion was seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Administration and Civil Service to Amend Class Specification for Utility Service Worker, Customer Service, and to Assign to Grade 16**. Ms. Saucier stated it was discovered that Utility Service Workers are required to have a State of Louisiana gas certification because these employees turn on and turn off gas appliances. The

position also had additional duties added over the prior 18 months. Civil Service recommended amending the specification and assigning the position to Grade 16 from Grade 15. Grade 16 was thought appropriate due to the additional responsibilities and certification after reviewing the City's Classification Plan for internal equity and comparable external positions. Mr. Harvey made a motion to amend the class specification for Utility Service Worker, Customer Service, and to assign to Grade 16, effective upon approved funding; the motion was seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Administration and Civil Service to Adopt New Classification and Proposed Classification Specification and Assign Grade, Community Development Grants Manager, Community Development, Proposed Grade 29**. Ms. Saucier stated Community Development was recently awarded a Department of Housing and Urban Development grant that prompted the Department to request the addition of Community Development Grants Manager to the Classification Plan. The Community Development Grants Manager would be second-in-command and responsible for professional, technical and administrative duties in managing housing and neighborhood improvement grant-funded programs. The proposed classification was similar to a comparable position at the City of Lafayette. After an internal equity review and market salary survey of comparable positions, Civil Service recommended the position be assigned to Grade 29. Ms. Baker moved to adopt a new classification, Community Development Grants Manager, and proposed classification specification and assign to Grade 29, effective upon approved funding; the motion was seconded by Mr. Harvey. On vote, the motion carried.

Mr. Torbett addressed agenda item **Set Appeal of Lonnie Smith (Docket No. 2020-02)**. Ms. Lawson advised counsel for all parties would be available for an appeal hearing on December 10, 2020 and December 16, 2020. Ms. Baker moved to set the appeal of Lonnie Smith for December 10, 2020, at 4:30 p.m., and Ms. Blaisdell seconded. On vote, the motion carried.

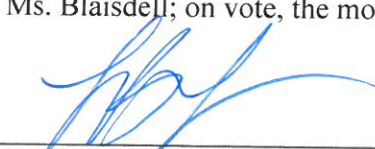
Mr. Torbett addressed the **Consideration of a Resolution Authorizing the Alexandria Civil Service Commission to Enter into a Professional Service Agreement with SSA Consultants for the Provision of Performance Evaluations and Matters Related Thereto**. Ms. Baker stated the Commission had a proposal to proceed with the Director's 360 evaluation. Ms. Baker moved that the Commission approve a resolution authorizing the Commission to enter into a professional service agreement with SSA Consultants for the Director's performance evaluation and related matters, and Mr. Harvey seconded. On vote, the motion carried.

Mr. Torbett addressed Agenda Item No. 13, **Discussion of Engagement of a Consultant to Perform Compensation Study and Matters Related Thereto**. Ms. Lawson provided an overview of steps taken to identify potential consultants. The Commission requested that the Director proceed with issuing a request for proposals.

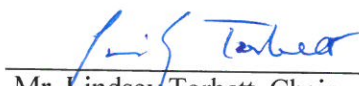
Ms. Lawson presented the **Director's Report**. She discussed requisitions that had been open for more than 12 months. Ms. Lawson stated that we need to review compensation for hard-to-fill position and anticipate that a full compensation study will address this. She also reminded the Commissioners to complete their ethics and sexual harassment training prior to the end of the year. Ms. Lawson thanked the classified service for all the hard work everyone has done, especially during recovery after two (2) major hurricanes.

There were no items discussed under the **New Business (No action will be taken)** agenda item.

Mr. Torbett adjourned at 5:02 p.m., following a motion to do so by Ms. Baker and a second by Ms. Blaisdell; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Mr. Lindsey Torbett, Chair