

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
September 20, 2023 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:50 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Donald Collins, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; and Ms. Toria Banks, Examination Analyst. Also present were: Mayor Jacques Roy; Ms. Lisa Harris, Director of Human Resources; Ms. Misty Antoon, Counsel for the Commission; Mr. Michael Marcotte, Director of Utilities; and Mr. Michael Caffery, Deputy Chief Administrative Officer.

Ms. Baker 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.

The **Election of the 2023-24 Chairman and Vice-Chairman** was held. Mr. Harvey moved to reelect Ms. Baker as Chairman; Mr. Brewer seconded. On vote, the motion carried.

Mr. Harvey moved to elect Mr. Collins as Vice-Chairman; Mr. Brewer seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of regular meeting held August 16, 2023** for approval. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of August 31, 2023, there were 83 personnel requisitions in the Civil Service Department. Civil Service received 233 applications and transmitted 31 certified eligibility lists to Human Resources during the month of August 2023. Fourteen personnel requisitions were closed during the month of August 2023.

Ms. Harris reported 14 candidates were selected by the Mayor in August 2023, which included nine (9) new hires and five (5) promotions. Three (3) candidates declined employment offers during the month of August 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. There were six (6) special assignments in effect during the month of August 2023. Mr. Brewer moved to extend three (3) special assignments for a period of 90 days. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed **Request to Amend Classification Specification, Assistant Director, Utilities**. Ms. Lawson stated that amendment of the classification specification was requested to clarify the minimum qualifications for the position. She explained that as currently written, a bachelor's degree in civil, mechanical, or electrical engineering, without any work experience, would be sufficient to qualify for the position. She stated the proposed

amendment adds, at a minimum, five (5) years of experience in utilities as a minimum qualification in addition to the education requirement. She further noted that the recommended amendment would also bring the qualifications in line with those for Assistant Director, Public Works and Assistant Director, Planning. Mr. Brewer moved to amend the classification specification for Assistant Director, Utilities as presented. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Request for Reallocation**. Civil Service received a request to reallocate **Engineering Technician III, Utility Services** to **Utility Line Locator** and **Engineering Technician II, Electric Distribution** to **Utility Line Locator**. Ms. Lawson reported the Utility Line Locator classification better reflects the work performed by the position, which identifies, locates, and marks the location of City-owned underground utilities in order to prevent accidental damage or disruption of service due to construction activities.

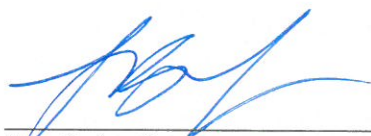
Mr. Harvey moved to reallocate **Engineering Technician III, Utility Services** to **Utility Line Locator**. Mr. Collins seconded. On vote, the motion carried.

Mr. Collins moved to reallocate **Engineering Technician II, Electric Distribution** to **Utility Line Locator**, contingent upon approved funding. Mr. Collins seconded. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. Ms. Lawson discussed the pay plan implementation working group, Refuse Collector walk-interviews, and pending appeals.

There was no discussion under the **New Business (No action will be taken)** agenda item.

The Commission adjourned at 5:35 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson  
Director of Civil Service



Ms. Connie Baker  
Chairman