

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
September 15, 2021 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:35 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, and Mr. Charles Harvey. Mr. Michael Brewer and Mr. Donald Collins were absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service and Ms. Candice Saucier, Compensation Analyst. Also present were: Ms. Monza Williams, Director of Human Resources, Ms. Misty Antoon, Counsel for the Commission; and Mr. Shane Williams, City Attorney.

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.

Ms. Baker addressed agenda item **Election of 2021-2022 Commission Chairman and Vice-Chairman**. Mr. Harvey moved that Ms. Baker be elected Chairman, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Blaisdell moved that Mr. Brewer be elected Vice-Chairman, and Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of regular meeting held July 21, 2021** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson and Ms. Monza Williams reported on **filling vacant positions in the classified civil service**. As of July 31, 2021, there were 73 personnel requisitions in the Civil Service Department and 50 certified eligibility lists in Human Resources, with an average time of 21 days to forward a list to Human Resources. There were four (4) requests to expand certified eligibility lists, and fifteen (15) personnel requisitions were closed during the month of July 2021. There were four (4) classification specifications revised or created during the month of July 2021.

As of August 31, 2021, there were 57 requisitions in the Civil Service Department and 49 certified lists in Human Resources, with an average turnaround of 37 days. There were six (6) requests to expand certified eligibility lists, and 14 personnel requisitions were closed during the month of July 2021. There was one (1) class specification created or revised in August 2021.

Ms. Williams reported 15 candidates were selected by the Mayor in July 2021, which included eight (8) new hires, six (6) promotions, and one (1) transfer. During the month of August 2021, the Mayor selected 15 candidates, eight (8) new hires, six (6) promotions, and one (1) provisional appointment. One candidate declined an employment offer during the month of July 2021, and two candidates declined offers during the month of August 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted there were 11 special assignments shown during the months of July and August 2021. Of the special assignments shown on the report, only eight (8) were currently active. Three employees had been promoted to the position to which they were specially assigned. Mr. Harvey moved to extend the special assignments of Donald Diggs to Pipe Layer, Water; Alex Settles to Fleet Maintenance Supervisor, Transit; and Elizabeth Dupree to Administrative Secretary, Water for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Saucier presented the **Request of Departments to Amend Class Specifications for Equipment Operator II, Wastewater and Database Manager, Management Information Systems**.

The Superintendent, Water Operations requested an amendment of the driver's license requirement to assist with recruiting efforts and allow sufficient time for obtaining the required driver's license. The proposed amendment would add a necessary special requirement for the Wastewater Department that would require an applicant to obtain a Louisiana Class B commercial driver's license within five (5) months of hire. Ms. Baker questioned whether there was a length of time required for an applicant to obtain a Class A commercial driver's license and requested that the class specification be amended to include such time period. Mr. Harvey moved to amend the class specification for Equipment Operator II as presented with the addition that a Louisiana Class A commercial driver's license is required within five (5) months of assignment to equipment requiring same. Ms. Blaisdell seconded the motion. On vote, the motion carried.

The Information Systems Manager requested amendment of the Database Manager classification specification to remove duties no longer performed by the position. Ms. Blaisdell moved to amend the classification specification for Database Manager as presented; Mr. Harvey seconded the motion. On vote, the motion carried.

Ms. Lawson presented **Request per Civil Service to Apply Reassignment from Grade 15 to Grade 16 Prior to Across-the-Board for Utility Service Worker, Customer Field Services**. Ms. Lawson stated the Commission approved the reassignment of Utility Service Worker from Grade 15 to Grade 16, contingent upon approved funding, during the Commission's November 2020 regular meeting. Due to an error on the part of Civil Service, written confirmation of approved funding was not obtained until August 2021, after the across-the-board increase took effect. The delay resulted in the incumbent employees not moving to the minimum of Grade 16 prior to the two percent (2%) across-the-board. The Commission asked whether the Utility Service Worker could receive retroactive pay. Ms. Lawson deferred to Mr. Shane Williams. The Commission requested that legal research the issue. Mr. Harvey moved to apply the reassignment of Utility Service Worker, Customer Field Services, from Grade 15 to Grade 16 prior to the across-the-board, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed **Consideration of a Resolution Authorizing the Commission to Enter into an Agreement with JLL for Job Fairs at the Alexandria Mall**. Ms. Lawson stated the Civil Service Department had participated in a job fair at the mall. JLL required that a contract be executed to participate in the fair and in future fairs. Mr. Harvey moved to adopt a resolution authorizing the Commission to enter into an agreement with JLL for job fairs at the Alexandria Mall. Ms. Blaisdell seconded the motion. On vote, the motion carried.

Ms. Baker addressed **Consider for Adoption the Following Proposed Civil Service Rule XI § 11 – Special Leave Related to the Covid-19 Health Pandemic and Any Amendment Recommended by the Commission**. Ms. Lawson stated notice that the rule would be considered and the proposed language was published prior to the Commission meeting. She stated the proposed rule is designed to prevent the spread of coronavirus through allowing up to 80 hours of paid leave to an employee required to quarantine or isolate due to the coronavirus. Ms. Baker recommended the proposed language be amended to clarify that “immediate family member” for the purpose of Rule XI § 11 has the same definition as the Family and Medical Leave Act. Mr. Harvey made a motion to adopt Rule XI § 11 – Special Leave Related to the Covid-19 Health Pandemic as amended by Ms. Baker, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Director’s Report**. Ms. Lawson congratulated Ms. Baker on her reappointment to the Commission and her reelection as Chairman of the Commission. Ms. Lawson also thanked Ms. Antoon for filling in for Deirdre Fuller during the meeting.

Ms. Lawson noted there were two requests to speak on a prior agenda item, the request to advertise and hire above the minimum for Electric Line Worker, Sr., Electric Distribution and to realign pay of incumbent employees and supervisors. Joe Saucier, General Supervisor, Electric Distribution, stated the department may soon be down to two (2) senior linemen which could compromise getting power restored. He acknowledged the Mayor has allowed the department to use contractors and that the contractor’s employees earn between \$40.00 and \$60.00 per hour. Franklin Ducote, Electric Distribution Service Technician, spoke about salary compression. Mr. Harvey stated the Commission intended to address this issue during the October meeting.

Ms. Lawson stated Civil Service is in the data collection portion of the classification and compensation study. Every classified employee was asked to complete a job description questionnaire. She stated the information collected would be used to update classification specifications and in the benchmark salary survey. Ms. Lawson noted the consultant is reviewing at every aspect of the pay plan. She also indicated discussions with Ms. Williams and with the consultant include a review of how to proactively move employees through the pay range. Ms. Lawson discussed Louisiana State Civil Service’s market adjustment rule.

Mr. Harvey asked about performance evaluations. Ms. Lawson stated that she and Ms. Williams are working on implementing a performance management system and training managers and

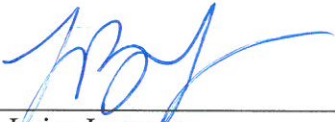
supervisors on performance evaluation. Ms. Baker suggested that once a performance management system is implemented, Human Resources be the final signature before the employee's signature.

Mr. Harvey asked about the timeline of the classification and compensation study. Ms. Lawson stated that under the current work plan, the study would conclude around the start of the 2022-23 fiscal year. Ms. Williams stated it was premature to consider when the recommendations would be implemented.

Ms. Baker thanked Mr. Saucier and Mr. Ducote for attending. She stated the Commission intended to take the agenda item during the October meeting and to make a decision in the City's best interest. Ms. Baker reiterated her appreciation for their service to keep the lights on in the City.

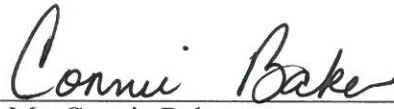
There was no discussion under the **New Business (No action will be taken)** agenda item.

Ms. Baker adjourned at 5:32 p.m., following a motion to do so by Mr. Harvey and a second by Ms. Blaisdell; on vote, the motion carried.



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Ms. Leisa Lawson  
Director of Civil Service



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Ms. Connie Baker  
Chairman