

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
October 20, 2021 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:31 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, Examination Analyst; and Ms. Candice Saucier, Compensation Analyst. Also present were: Mr. Charles Jones, Assistant Director of Human Resources, Ms. Deirdre Fuller, Counsel for the Commission.

Ms Fuller swore in Ms. Baker.

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 presented the **minutes of regular meeting held September 15, 2021** for approval. Ms. Lawson and Mr. Harvey noted corrections to the minutes as presented in the Commissioners' packets. A motion to approve the minutes as corrected was made by Mr. Harvey, seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson and Mr. Jones reported on **filling vacant positions in the classified civil service**. As of September 30, 2021, there were 58 personnel requisitions in the Civil Service Department and 53 certified eligibility lists in Human Resources, with an average time of under 24 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 September 2021. With respect to classification, comparisons and job postings were researched for two (2) proposed classes.

Mr. Jones reported 15 candidates were selected by the Mayor in September 2021, which included eight (8) new hires and seven (7) promotions. Three candidates declined employment offers during the month of September 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. Mr. Brewer moved to extend the special assignments of Melynda Gremillion to Director of Planning, Planning; Alex Settles to Fleet Maintenance Supervisor, Transit; Bryant Sanders to Gas Systems Technician, Gas; and Robert Johnson to Supervisor, Custodial, Community Services for a period of 90 days, and the motion was seconded by Mr. Collins. On vote, the motion carried.

Ms. Saucier presented the **Request per Administration and Department to Adopt New Classifications and Proposed Classification Specifications and Assign Grade for Applications Analyst, Management Information Systems, Proposed Grade 28, and Applications Support Specialist, Management Information Systems, Proposed Grade 24**. The Information Systems Manager, with the approval of the Administration, proposed creating a new classification of

Applications Analyst, one (1) position, and a new classification of Applications Support Specialist, one (1) position in the Management Information Systems Department, Finance Division. The Department Head completed Position Classification Questionnaires (PCQ) for the proposed classes to define the class duties and responsibilities. The Applications Analyst position will evaluate, develop, modify, and implement computer applications and software systems and perform user support services. The Application Support Specialist position will provide end-user assistance and problem resolution related to software applications. Civil Service also conducted market salary surveys and internal equity analyses to determine the appropriate salary grade recommendations. Civil Service recommends adopting a new classification of Applications Analyst, assigning it to grade 28, and Applications Support Specialist, assigning it to grade 24, and approving the proposed classification specifications, effective upon approved funding.

Ms. Baker asked whether the City would be able to hire an Applications Analyst at the grade 28 minimum. She also requested that Civil Service include annual salary information on the market surveys in the Commission's packets in the future.

Mr. Brewer moved to adopt new classification, Applications Analyst, and proposed classification specification, and to assign Applications Analyst to Grade 28, effective upon approved funding. Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Blaisdell moved to adopt new classification, Applications Support Specialist, and proposed classification specification, and to assign Applications Support Specialist to Grade 24, effective upon approved funding. Mr. Brewer seconded the motion. On vote, the motion carried.

Ms. Saucier presented the **Request per Department to Amend Classification Specifications for Customer Services Representative, Customer Service; Customer Accounts Representative, Customer Service; Customer Accounts Team Leader, Customer Service; Administrative Secretary, Customer Service; Accounting Technician, Customer Service; Accountant, Customer Service; Utility Billing Specialist, Customer Service; Assistant Manager, Customer Service; Customer Services Manager, Customer Service; Supervisor, Customer Field Services, Customer Field Services; Crew Leader, Customer Field Services, Customer Field Services; Meter Reader, Customer Field Services; Utility Service Worker, Customer Field Services; Clerical Specialist, Customer Field Services.** The Customer Services Manager requested amendments to the classification specifications for the Customer Service Department and Customer Field Services Department, Finance Division to improve the departments' and City's emergency response and utility billing operations.

Ms. Blaisdell moved to amend the classification specification for Customer Services Representative, Customer Service as presented; Mr. Harvey seconded. On vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification for Customer Accounts Representative, Customer Service as presented; Mr. Collins seconded. On vote, the motion carried.

Mr. Collins moved to amend the classification specification for Customer Accounts Team Leader, Customer Service as presented; Mr. Brewer seconded. On vote, the motion carried.

Mr. Harvey moved to amend the classification specification for Administrative Secretary, Customer Service as presented; Mr. Collins seconded. On vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification for Accounting Technician, Customer Service as presented; Mr. Brewer seconded. On vote, the motion carried.

Mr. Collins moved to amend the classification specification for Accountant, Customer Service as presented; Mr. Brewer seconded. On vote, the motion carried.

Mr. Harvey moved to amend the classification specification for Utility Billing Specialist, Customer Service as presented; Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Harvey moved to amend the classification specification for Assistant Manager, Customer Service; Mr. Collins seconded. On vote, the motion carried.

Mr. Collins moved to amend the classification specification for Customer Services Manager, Customer Service as presented; Mr. Harvey seconded. On vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification for Supervisor, Customer Field Services, Customer Field Services as presented; Mr. Harvey seconded. On vote, the motion carried.

Mr. Brewer moved to amend the classification specification for Crew Leader, Customer Field Services, Customer Field Services as presented; Mr. Harvey seconded. On vote, the motion carried.

Mr. Collins moved to amend the classification specification for Meter Reader, Customer Field Services as presented; Mr. Harvey seconded. On vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification for Utility Service Worker, Customer Field Services as presented; Mr. Harvey seconded. On vote, the motion carried.

Mr. Brewer moved to amend the classification specification for Clerical Specialist, Customer Field Services as presented; Mr. Harvey seconded. On vote, the motion carried.

Ms. Lawson requested the **Request to Abolish the Unfilled, Obsolete Classification, Computer Operator I** be tabled. Ms. Blaisdell moved to table the agenda item, and Mr. Collins seconded. On vote, the motion carried.


Ms. Lawson presented the **Director's Report**. Ms. Lawson outlined Civil Service Department actions over the next week. She stated she would be meeting with the Administration and department heads regarding succession planning for the Water Department, Wastewater

Department, and Electric Distribution Department. She provided an update on the status of the classification and compensation study. She discussed items she anticipated including on the November 2021 regular meeting agenda.

Ms. Lawson stated Civil Service had received an appeal from an employee regarding a promotional opportunity. She hoped to schedule the appeal hearing for a special meeting in December, contingent on the availability of the Commission, employee, counsel for the Appointing Authority, and conflict counsel. The Commission requested the pre-appeal hearing conference be recorded if the employee was self-represented.

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

Ms. Baker adjourned at 5:18 p.m., following a motion to do so by Mr. Brewer and a second by Mr. Collins; on vote, the motion carried.



Ms. Leisa Lawson  
Director of Civil Service



Ms. Connie Baker ~~Chairman~~ **MR. MICHAEL BREWER**  
**VICE-CHAIRMAN**