

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
November 17, 2021 at 4:30 p.m.**

The meeting was called to order by Mr. Michael Brewer at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Donald Collins, and Mr. Charles Harvey; Ms. Connie Baker 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, Compensation Analyst. Also present were: Ms. Monza Williams, Director of Human Resources, Ms. Misty Antoon, Counsel for the Commission.

Mr. Brewer 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. Brewer presented the **minutes of regular meeting held October 20, 2021** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, seconded by Mr. Collins. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of October 31, 2021, there were 70 personnel requisitions in the Civil Service Department and 37 certified eligibility lists in Human Resources, with an average time of under 24 days to forward a list to Human Resources. There were six (6) requests to expand certified eligibility lists, and 31 personnel requisitions were closed during the month of October 2021. With respect to classification, there were two (2) new allocations, two (2) job analyses, and 16 class specifications created or revised.

Ms. Williams reported 32 candidates were selected by the Mayor in October 2021, which included 12 new hires, 19 promotions, and one (1) transfer. Three candidates declined employment offers during the month of October 2021.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She noted there were 17 special assignments shown on the report. At this time, the Appointing Authority requested that 11 special assignments set to end prior to January 2022 regular meeting of the Commission be extended for a period of 90 days. Mr. Harvey moved to extend the special assignments for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Price presented the **Request per Administration, Department, and Civil Service to Reallocate Administrative Secretary, Community Development to Accounting Technician**. She provided a brief summary of the personnel requisition process and how it can lead to recommendations for classification specification amendments or reallocations. Ms. Price performed a job analysis after the Community Development Administrator, Shirley Branham, indicated the Administrative Secretary classification specification did not accurately reflect the duties of the position. Ms. Branham stated the position required accurately entering information on spreadsheets to ensure the department properly managed HUD grant funds. Mr. Harvey moved

to reallocate Administrative Secretary, Community Development to Accounting Technician, contingent upon approved funding; Ms. Blaisdell seconded the motion. 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. Price presented the **Request per Departments to Amend Classification Specifications**.

Civil Service received a request from the Water Department to amend the classification specification for Water Plant Operator. Jimbo Graham, Superintendent of Water Operations, stated the position requires a Class D Louisiana driver's license. The requested amendment would revise the classification specification to reflect the driver's license requirement and allow a new hire one (1) month to obtain the required license. Mr. Harvey moved to amend the classification specification for Water Plant Operator as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Civil Service received a request from the Maintenance of Public Buildings Department to amend the classification specifications for Electrician and Mechanical Systems Technician to remove the necessary special requirement that a Class D Louisiana driver's license must be obtained within one (1) month of hire. Quincy Campbell, Superintendent of Maintenance of Public Buildings stated the requested amendment would reflect that the position requires only a Class E Louisiana driver's license. In addition, the change would assist with recruiting efforts.

Ms. Blaisdell moved to amend the classification specification for Electrician as presented, and Mr. Collins seconded. On vote, the motion carried.

Ms. Blaisdell moved to amend the classification specification for Mechanical Systems Technician as presented, and Mr. Collins seconded. On vote, the motion carried.

Per Alexandria Civil Service Rule III § 1.13, Ms. Lawson presented the **Director's Report Regarding Qualification Waivers and Request for Commission Approval for Qualification Waivers**.

Ms. Lawson reported that Lester Randle is a current Crew Supervisor in Water Distribution, with 13 years in the position and 31 years of service at the City. Through no fault of his own, Mr. Randle was never placed in a transition plan to obtain certification as a Class IV Water Distribution Operator. Superintendent of Water Operations, James Graham, stated that Mr. Randle planned to retire within a year and that Mr. Randle possessed valuable institutional knowledge. Ms. Lawson stated the requests for qualification waivers were limited to these employees.

Mr. Graham reported that Mr. Dubroc was a Water Plant Operator who did not complete the apprenticeship program. Mr. Graham stated Mr. Dubroc has a health condition that may prevent

him from obtaining a Class A commercial driver's license with hazmat endorsement. Ms. Lawson stated the job description questionnaires submitted by incumbent Equipment Operator III employees in the Water Department indicated that duties requiring the Class A license were performed around ten percent (10%) of the time. Mr. Graham reported that a qualification for Mr. Dubroc would not impair the department's operations and that Mr. Dubroc possessed valuable institutional knowledge.

Mr. Harvey moved to waive the Class IV Water Distribution Operator qualification as to Mr. Randle; Ms. Blaisdell seconded. On vote, the motion carried.

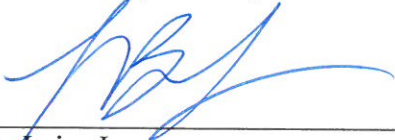
Mr. Harvey moved to waive the Class A commercial driver's license with hazmat endorsement qualification as to Mr. Dubroc; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. She stated there was a pending appeal and that she hoped to schedule the hearing for a special meeting in December. She reported she had met with the Administration and department heads regarding succession planning for the Water Department, Wastewater Department, and Electric Distribution Department. Ms. Lawson also stated that she and several department heads had met with CLTCC regarding training and recruitment. She reported that the Civil Service Department would begin meeting with the Jump Start group and have discussion regarding the work readiness of high school graduates. Civil Service will also participate in a virtual job fair with CLTCC.

Ms. Lawson noted that she, Ms. Williams, and Information Systems Manager were in the process of evaluating a new online applicant tracking system. She also provided an update on the classification and compensation study.

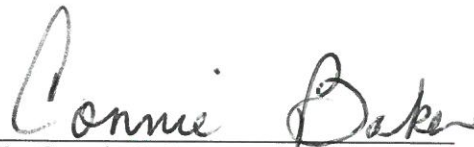
There was no discussion under the **New Business (No action will be taken)** agenda item.

Mr. Brewer adjourned at 4:59 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