

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

The meeting was called to order by Ms. Connie Baker at 4:30 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: Ms. Lisa Harris, Director of Human Resources, and Ms. Misty Antoon, Counsel for the Commission.

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 20, 2023** for approval. Mr. Collins moved to approve the minutes as presented, and Mr. Harvey seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of September 30, 2023, there were 69 personnel requisitions in the Civil Service Department. Civil Service received 341 applications and transmitted 30 certified eligibility lists to Human Resources during the month of September 2023. Sixteen personnel requisitions were closed during the month of September 2023.

As of October 31, 2023, there were 79 personnel requisitions in the Civil Service Department. Civil Service received 305 applications and transmitted 27 certified eligibility lists to Human Resources during the month of October 2023. Fifteen personnel requisitions were closed during the month of October 2023.

As of November 30, 2023, there were 71 personnel requisitions in the Civil Service Department. Civil Service received 202 applications and transmitted 35 certified eligibility lists to Human Resources during the month of November 2023. Twenty personnel requisitions were closed during the month of November 2023.

Ms. Harris reported 16 candidates were selected by the Mayor in September 2023, which included eight (8) new hires, six (6) promotions, one (1) transfer, and one (1) demotion. Two (2) candidates declined employment offers during the month of September 2023.

Ms. Harris reported 15 candidates were selected by the Mayor in October 2023, which included 11 new hires and four (4) promotions. Three (3) candidates declined employment offers during the month of October 2023.

Ms. Harris reported 20 candidates were selected by the Mayor in November 2023, which included 15 new hires, four (4) promotions, and one (1) transfer. One (1) candidate declined an employment offers during the month of November 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. Mr. Harvey moved to extend three (3) special assignments for a period of 90 days. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed **Request to Amend Classification Specifications**.

Ms. Lawson stated that amendments of the classification specifications for **Carpenter** and **Painter** were requested to remove the requirement that a State of Louisiana Class D driver's license be obtained within one (1) month of hire. Mr. Harvey moved to amend the classification specifications for Carpenter and Painter as presented. Mr. Brewer seconded. On vote, the motion carried.

Ms. Lawson reported that the Zoo Director requested amendment of the classification specification for **Zoo Keeper III** to add supervisory and training responsibility. She explained that with the proposed amendment, the Zoo Keeper III would be an intermediate level supervisor who would assist in training, mentoring, and overseeing the work of lower level keepers in addition to volunteers. Mr. Collins moved to amend the classification specification for Zoo Keeper III as presented. Mr. Harvey seconded. On vote, the motion carried.

Ms. Lawson presented the proposed amendments for **Superintendent, Water** and **Superintendent, Wastewater**. She stated the Superintendent, Water Operations requested to amend the classification specification to specify that Class IV certifications for Water Production, Distribution and Treatment are required at the time of appointment for Superintendent, Water, and that Class IV certifications in Wastewater Treatment and Collection are required at the time of appointment for Superintendent, Wastewater. She explained that the proposed amendment further clarifies that reciprocity is recognized should an applicant possess the required certification as issued by another state or territory and, in such cases, requires that Class IV certifications issued by the State of Louisiana be obtained within six (6) months. She further noted the proposed amendments would not impact any incumbent employee. Mr. Harvey moved to amend the classification specifications for Superintendent, Water and Superintendent, Wastewater as presented. Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed **Request to Adopt Classification and Classification Specification, and Assign Pay Grade, Grants Financial Analyst**. Civil Service received a request to audit Accounting Technician, Community Development. As part of that audit, Civil Service reviewed comparable positions, including Transit Analyst. Following the audit, Civil Service recommended adopting a new classification, Grants Financial Analyst, proposed grade 26. Ms. Lawson explained the proposed new classification, Grants Financial Analyst, better reflects the work performed by the Accounting Technician, Community Development and Transit Analyst. She stated the work performed by these position is key to ensuring compliance with grant program requirements, monitoring expenses across multiple programs, and coordinating the financial and grants management activities. Mr. Harvey moved to adopt new classification and classification specification, Grants Financial Analyst, and assign to grade 26. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Request for Reallocation**.

Mr. Collins moved to reallocate **Accounting Technician, Community Development to Grants Financial Analyst**. Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Brewer moved to reallocate **Transit Analyst, Transit to Grants Financial Analyst**. Mr. Collins seconded. On vote, the motion carried.

Civil Service received a request to reallocate one (1) **Zoo Keeper II, Zoo and Zoo Keeper III**. Ms. Baker asked what factors determined which Zoo Keeper II would be reallocated. Ms. Lawson explained that the recommendation resulted from observation of the Zoo's animal care staff, including Zoo Keepers I and Zoo Keepers II. Mr. Collins moved to reallocate one (1) Zoo Keeper II, Zoo and Zoo Keeper III. Ms. Blaisdell seconded. On vote, the motion carried.

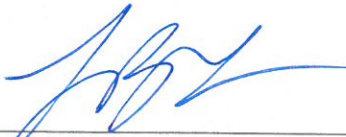
Ms. Lawson presented the **Report from Pay Plan Working Group**. She reported the working group met on October 18, 2024 and December 1, 2023, and that all members had agreed on a draft pay plan. She stated the draft pay plan was currently with finance to determine its affordability and sustainability. Ms. Harris discussed factors that impact the affordability of the plan, including the status of the Utility Fund. Finance was not able to provide an estimate on when it would be finished with its review.

Ms. Lawson presented the **Director's Report**. She reminded the Commissioners to complete their annual ethics and sexual harassment training before December 31, 2023. She discussed pending appeals. Ms. Lawson recognized the hard work and dedication of the classified service. She acknowledged and thanked Ms. Mildred Price, Assistant Director of Civil Service, and Ms. Toria Banks, Examination Analyst, for their work, professionalism, and commitment.

Ms. Baker recognized and thanked the Commissioners for their service.

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

The Commission adjourned at 5:11 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman