

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
March 16, 2022 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: Mr. Connie Baker, Ms. Terri Blaisdell, Mr. Donald Collins, and Mr. Charles Harvey; Mr. Michael Brewer was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service, and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources, Ms. Deirdre Fuller, 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 February 16, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of February 28, 2022, there were 51 personnel requisitions in the Civil Service Department and 30 certified eligibility lists in Human Resources, with an average time of 28 days to forward a list to Human Resources. There was one (1) request to expand a certified eligibility list, and 13 personnel requisitions were closed during the month of February 2022.

Ms. Williams reported 13 candidates were selected by the Mayor in February 2022, which included seven (7) new hires, five (5) promotions, and one (1) transfer. No candidate declined an employment offer during the month of February 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were 10 active special assignments. At this time, the Appointing Authority requested that four (4) special assignments 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 Mr. Collins. On vote, the motion carried.

Ms. Lawson presented the **Request per Department to Amend Classification Specification for Maintenance Worker, Code Enforcement**. Civil Service received a request from the Interim Director of Public Works to amend the classification specification for Maintenance Worker, Code Enforcement to state the position may require a State of Louisiana Class D driver's license. Ms. Sandra Washington, Interim Director of Public Works, stated a Class D driver's license is needed to operate a dump truck. Ms. Baker questioned whether the class specification should require an incumbent to obtain a State of Louisiana Class D driver's license. Mr. Harvey moved to amend the classification specification for Maintenance Worker to add the Necessary Special Requirement that Code Enforcement must obtain a valid State of Louisiana Class D driver's license within five (5) months of hire, and Mr. Collins seconded. On vote, the motion carried.

Ms. Williams stated the administration wished to table the **Request per Department and Administration to Reallocate Meter Reader, Customer Field Service, to Utility Service Worker**. Mr. Harvey moved to table the agenda item, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Consideration of the Following Proposed Civil Service Rules for Adoption**.

Ms. Lawson presented the **Proposed Amendment to Rule XI § 1.4 – Maximum Accrual**. She stated the proposed language would double the amount of annual leave an employee is currently allowed to carry over. Mr. Harvey made a motion to adopt the proposed revision to Rule XI § 1.4 – Maximum Accrual, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

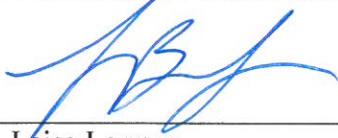
Ms. Lawson presented the **Proposed Amendment to Rule XI § 2.7 – Payment Upon Termination**. She stated the proposed amendment addresses payment of sick leave when an employee separates from service. Mr. Harvey made a motion to adopt the proposed revision to Rule XI § 2.7 – Payment Upon Termination, and the motion was seconded by Mr. Collins. On vote, the motion carried.

Ms. Baker addressed the agenda item **Discussion of Holidays**. Ms. Lawson stated that she had surveyed several public employers regarding the number of paid holidays provided. Mr. Harvey discussed Juneteenth. Mr. Harvey moved to authorize Ms. Fuller to draft a proposed amendment to Rule XI § 7.1 – Holidays. Mr. Collins seconded. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. She provided updates on the classification and compensation study, department's participation in job fairs, and online applicant tracking system review. Ms. Lawson informed the Commission that there were two (2) pending appeals.

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

Ms. Baker adjourned at 5:03 p.m., following a motion to do so by Mr. Collins and a second by Ms. Blaisdell; on vote, the motion carried.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman