

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
June 19, 2024 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:37 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Paul Lafleur, Mr. Charles Harvey, and Mr. Donald Collins. A quorum was present. Staff members present: Ms. Mildred Price, Director of Civil Service; 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 the 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 the regular meeting held on May 15, 2024**, for approval. Mr. Harvey moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried unanimously without opposition.

Ms. Price and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of May 31, 2024, there were 66 personnel requisitions in the Civil Service Department. Civil Service received 325 applications and transmitted 39 certified eligibility lists to Human Resources during the month of May. Fourteen personnel requisitions were closed during the month of May 2024.

Ms. Harris reported that the Mayor selected fifteen candidates in May, which included twelve (12) new hires, two (2) promotions, and one (1) demotion. One candidate declined employment offers during the month of May 2024.

Ms. Price presented the **Report on Special Assignments of Classified Employees for May**. Mr. Harvey moved to extend Call Center Supervisor, motion seconded by Ms. Blaisdell. Mr. Collins moved to extend Asst. Manager Customer Service. Ms. Blaisdell seconded. Mr. Harvey moved to extend Animal Control Officer. Mr. Collins seconded. Special assignments were approved for a period of 90 days unanimously without opposition.

Public Hearing on Proposed Changes to the Alexandria Civil Service Rules and Regulations: Ms. Price stated the proposed rules were posted on May 24, 2024 indicating the proposed public hearing on the proposed rule amendments.

Rule VII § 1: Public Announcements, Applications, and Deadlines. Ms. Price stated the proposed changes would permit advertising up to the midpoint and assist with recruiting difficulties. Ms. Price referenced the amendment to Rule VI: 3.1, which authorizes hiring within the range. She stated the proposed amendment would allow applicants to see the salary range up to the midpoint, in accordance with Rule VI: 3.1. She also proposed extending the advertising vacancies until 11:59 p.m. on the date of closing. Ms. Blaisdell moved to accept the proposed rule amendment. Mr. Harvey

seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

Rule XIII § 1.6: Appeals; Summary Disposition of Appeals. Ms. Price stated the proposed rule amendment would allow the Commission or referee to dispose of an appeal on grounds where the Commission does not have jurisdiction. Ms. Price noted that the proposed rule is currently used by the Louisiana State Civil Service as well Rule (13.14). Mr. Collins moved to accept the rule amendment. Ms. Blaisdell seconded. There was no public comment. On vote, the motion carried unanimously without opposition.

Rule XIII § 2.1: Hearings; Assigning Appeals for Hearing. Ms. Price stated the rule amendment could decrease the time it would take to set an appeal for hearing. It allows the commission to set the date. Currently, the process can be lengthy, from the time an appeal is received to the time the date is set. Ms. Price noted that the proposed rule is currently used by the Louisiana State Civil Service as well (Rule 13.15). Mr. Harvey moved to accept the rule amendment. Ms. Blaisdell seconded. There was no public comment. On vote, the motion carried unanimously without opposition.

Ms. Price thanked the Commissioners for accepting the proposed rule amendments.

Requests per Rule V § 7, Pertaining to Supervisor, Building Maintenance, Maintenance of Public Buildings Department. Adopt new classification and specification and assign grade.

Ms. Price stated Civil Service received a request to review the vacant Supervisor, Building Maintenance position in Maintenance of Public Buildings, noting the position does not function as the other budgeted position in the department. After analysis of the duties and requirements of the position, Civil Service is recommending creating a new classification for the position as Supervisor, Mechanical Systems Maintenance grade 27. The recommended actions reflect the duties of the position and will assist with recruitment and retention as well as service delivery. Ms. Price noted that according to the analysis, the position is responsible for trades relating to mechanical systems such as plumbing, electrical, HVAC, and various mechanical systems throughout the various building locations around the city that MPB is responsible for. This position also requires 24- hour on-call availability for emergencies and special events held by the city. Mr. Collins asked, if the employee is not available for on-call, who steps in and is responsible? Ms. Sandra Washington, Assistant Director of Public Works, answered that the Superintendent will be responsible. Ms. Price stated that the position reports directly to the Superintendent, Maintenance of Public Buildings. Mr. Collins moved to adopt the new classification, specification, and grade. Mr. Harvey seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker addressed the agenda item **Reallocate Supervisor, Building Maintenance, to Supervisor, Mechanical Systems Maintenance.** Ms. Price stated the reallocation is requested to appropriately classify the position according to the duties and requirements for the position. Ms. Baker asked if there would be a financial impact on the position. Ms. Price stated yes, due to the grade increasing from 24 to 27. Ms. Price stated Civil Service received approval from finance prior to presenting the information to the commission. Ms. Blaisdell moved to reallocate the vacant Supervisor, Building Maintenance position to Supervisor, Mechanical Systems

Maintenance. Mr. Collins seconded the motion. On vote, the motion carried unanimously without opposition.

Request per Rule VI§3.1, Pertaining to Re-aligning Pay of Electric Distribution Systems Technician, Electric Distribution. Ms. Price stated Civil Service has received a request from the Administration to review the internal equity and pay of the Electric Distribution Systems Technician. Ms. Price stated the Commission approved hiring and advertising at the maximum for Electric Line Worker Sr. over a year ago to help with recruitment and retention. She noted that it was effective in recruiting and hiring several new hires. Ms. Price stated that after an analysis and review, Civil Service recommends, in accordance with Rule VI:3.1, aligning the salary of the employee in the position of Electric Systems Technician. She stated the position falls within the career progression group of Electric Line Worker Sr. and is responsible for supervision and directing the daily tasks of Electric Lineman, Electric Lineman Sr., Meter Services, and Crew Supervisors. Mr. Marcus Connella, Director of Utilities, spoke about the details of the position and the tasks required of this position and the incumbent. Mr. Connella asked the commission to please consider the matter presented. Ms. Baker asked if this position has a counterpart. Mr. Connella stated no; he is the only one in this position. Ms. Price stated it is a single - class position. Ms. Baker thanked Mr. Connella. Mr. Harvey moved to realign the pay of the Electric Distribution Systems Technician. Mr. Collins seconded the motion. On vote, the motion carried unanimously without opposition.

Request to Amend Classification Specification for Zoning Enforcement Analyst, Planning. Ms. Price stated there was a request from the Administration to amend the classification specifications, changing the exemption status to non-exempt in accordance with the FLSA standards, effective July 1, 2024. She noted that classifications that do not meet the salary threshold at this time will not be able to remain exempt. Employees will be eligible for overtime. Ms. Price stated that this applies to agenda items 11 through 14. Mr. Collins moved to amend the classification for Zoning Enforcement Analyst, Planning. Mr. Harvey seconded the motion. On vote, the motion carried unanimously without opposition.

Request to Amend Classification Specification for Personnel Analyst, Human Resources. Ms. Blaisdell moved to amend the classification for Personnel Analyst, Human Resources. Mr. Collins seconded the motion. On vote, the motion carried unanimously without opposition.

Request to Amend Classification Specification for Program Manager, Community Development. Ms. Blaisdell moved to amend the classification for Program Manager, Community Development. Mr. Harvey seconded the motion. On vote, the motion carried unanimously without opposition.

Request to Amend Classification Specification for Engineer in Training, Engineering. Ms. Blaisdell moved to amend the classification for Engineer in Training, Engineering. Mr. Harvey seconded the motion. On vote, the motion carried unanimously without opposition.

Ms. Price presented the **Director's Report**. Ms. Price welcomed and thanked Civil Service Commissioner, Mr. Lefleur. She stated Civil Service is out with the RFQ for conflict counsel at this time. She reminded the commissioners that we have a pending appeal, and the RFQ has been

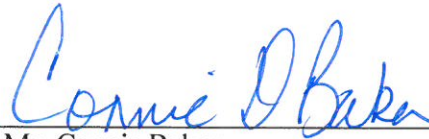
extended for an additional two weeks in an effort to get a response. She informed the commissioners that Civil Service will be onboarding a new hire on July 1, 2024, and Civil Service will continue to strive to meet the needs of our employees, departments, and divisions. Ms. Price stated she is thankful for all of our city employees who work tirelessly to provide services to our great city of Alexandria. She thanked the commissioners for their efforts and for dedicating their time and service. Ms. Baker stated it is a pleasure. Ms. Baker stated some of the things that Ms. Price is doing in collaboration with the city, including getting finance approval before presenting it to the commission, and some of the rules that are being added are timely and appreciated. Ms. Baker and the commissioners commended Ms. Price.

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

The commission adjourned at 5:10 p.m., following a motion by Mr. Collins and seconded by Ms. Blaisdell.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Chairman