

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
October 16, 2024 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, Mr. Donald Collins, Ms. Terri Blaisdell, Mr. Paul Lafleur, and Mr. Charles Harvey. A quorum was present. Staff members present: Ms. Mildred Price, Director of Civil Service; Ms. Toria Banks, Examination Analyst; Ms. Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris Director of Personnel, 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 September 18, 2024**, for approval. Mr. Collins moved to approve the minutes as presented, and Mr. Harvey 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 September 30, 2024, there were 59 personnel requisitions in the Civil Service Department. Civil Service received 253 applications and transmitted 45 certified eligibility lists to Human Resources during the month of August. Twenty-four (24) personnel requisitions were closed during the month of September 2024.

Ms. Harris reported on the Human Resources report. The Mayor selected twenty-four candidates in September, which included twelve (12) new hires, eleven (11) promotions, and one (1) demotion. Two (2) candidates declined employment offers during September 2024.

Ms. Price presented the **Report on Special Assignments of Classified Employees for September**. There were no requests to extend special assignments for the month of September.

Ms. Baker addressed the agenda item: **Adopt New Classification and Classification Specification and Assign Grade for Gas Administrative Coordinator**. Ms. Price stated Civil Service received a request from the department to review the classification of Clerical Specialists in the Gas department. The department stated a significant amount of new duties have been added, and requested that the position be evaluated. Upon review, Civil Service concluded that the job and the duties had changed and recommended the position be reallocated to a new classification. Civil Service recommends the adoption of a new classification of Gas Administrative Coordinator, and assigning grade 17. Mr. Harvey moved to approve the new classification and assign grade 17 and Ms. Blaisdell seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker addressed the agenda item: **Reallocation of Clerical Specialist, Gas to Gas Administrative Coordinator.** Ms. Price stated Finance has approved funding for this action. Mr. Collins moved to reallocate the Clerical Specialist, Gas classification to Gas Administrative Coordinator grade 17. Mr. Lafleur seconded the motion, upon vote the motion carried unanimously without opposition. No public comment

Ms. Baker addressed the agenda item: **Adopt New Classification and Classification Specification for Lube and Tire Service Technician.** Ms. Price stated that the department requested the title of the position be evaluated because the duties on the classification did not reflect the duties of the position. After evaluation of duties, Civil Service approves clarifying the duties of the position and retitling the position to reflect an industry-recognized title. Ms. Price stated there is no grade change recommended at this time. Ms. Blaisdell approved the adoption of the new classification specification of Lube and Tire Service Technician and Mr. Collins, seconded. Upon vote, the motion carried, unanimously without opposition and no public comment.

Ms. Baker addressed the agenda item: **Reallocation of Fleet Service Technician to Lube and Tire Service Technician.** Ms. Collins moved to reallocate the Fleet Service Technician to the classification of Lube and Tire Service Technician. Mr. Lafleur seconded the motion, upon vote the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Adopt New Classification and Classification Specification and Assign Grade for Fleet Mechanic.** Ms. Price stated that the department requested the title of the position and duties be evaluated because the duties in the current classification have evolved as well as assist with recruitment and retention difficulties. After reviewing the current classification, Civil Service recommends the adoption of a new classification that is industry-recognized as well as reassigning the grade of 23. This action will improve efforts in recruitment and retention as well as improve service delivery and reflect the duties and responsibilities being performed. Mr. Collins moved to adopt the new classification and assign grade 23, and Ms. Blaisdell seconded. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Reallocation of Fleet Maintenance Technician Sr. to Fleet Mechanic.** Ms. Price stated Finance has approved funding for this action. Ms. Blaisdell moved to reallocate Fleet Maintenance Tech Sr. to Fleet Mechanic and assign grade 23. Mr. Collins seconded the motion, upon vote the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Adopt New Classification and Classification Specification and Assign Grade for Fleet Auto Body Technician.** Ms. Price stated that the department requested the position and the title be evaluated to clear up the duties being conducted of the position. Ms. Price stated this position has been vacant for some time and the hope is that clarifying the duties, and title and reassigning the grade of the position, will be effective in recruiting qualified applicants. Civil Service recommends adopting the new classification and reassigning grade 21 to the position. Mr. Collins moved to adopt the new

classification and assign grade 21, and Mr. Harvey seconded. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Reallocation of Fleet Collision Repair Technician to Fleet Auto Body Technician**. Ms. Price stated Finance has approved funding for this action. Mr. Collins moved to reallocate the **Fleet Collision Repair Technician to Fleet Auto Body Technician** and assign grade 21. Mr. Lafleur seconded the motion, upon vote the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Reallocation of Supervisor, Fleet Maintenance, and Reassign Grade**. Ms. Price stated Civil Service received a recommendation from the department to review the classification of Supervisor, Fleet Maintenance in Motor Pool. After a review of the position and the duties, Civil Service recommends reallocating Supervisor, Fleet Maintenance to grade 25. This classification has various responsibilities including reporting to regulatory agencies and extensive record-keeping of the fleet of city vehicles. Ms. Price stated finance has approved funding for this action. Ms. Blaisdell moved to reallocate the Supervisor, Fleet Maintenance grade 23 to grade 25. Mr. Harvey seconded the motion, and upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Adopt New Classification and Classification Specification and Assign Grade for Paratransit Driver**. Ms. Price stated Civil Service received a request from the department about creating a new classification to assist the Transit department in service delivery for the disability transportation van. Currently, tasks are being completed by licensed CDL holders who are Transit operators. The Paratransit Driver classification would require only a class D license to transport patients. After researching the duties and needs of the position, Civil Service recommends the adoption of the classification Paratransit Driver grade 16. This action would provide the Transit department access to a greater applicant pool to drive instead of using licensed CDL holders. The adoption of the new classification would assist in improving service delivery of Transit services. To fund this new classification. The department recommends removing two part-time Transit Operators from their budget to fund one full-time position in this classification. Mr. Collins moved to adopt the new classification of Paratransit Driver grade 16. Mr. Harvey seconded the motion, and upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Request per the Administration to Advertise and Hire at the maximum for Applications Analyst, Information Systems**. Ms. Price stated Civil Service received a request from the Administration to advertise and hire at the maximum at the current grade of 28 due to recruitment difficulties. Ms. Price stated the position has been advertised for several months at the current grade and is a single classification within the City of Alexandria. Ms. Price stated if approved the grade will increase to a grade 32 and positions within the career progression group will be adjusted accordingly. She stated the Database Manager's new grade will be 33 and the Information Systems Manager will be 35. Ms. Price stated finance has approved advertising at the maximum of the current grade as well as adjustments for current employees. Mr. Collins approved hiring at the maximum of the current grade for Applications Analyst and reallocating the grade to 32. Mr. Lefleur seconded the motion and upon vote, the motion carried unanimously without opposition. No public comment. Mr.

Harvey approved reallocating the Database Manager to grade 33. Ms. Blaisdell seconded the motion and upon vote, the motion carried unanimously without opposition. No public comment. Ms. Blaisdell approved reallocating the Manager, Information Systems to grade 35. Mr. Collins seconded the motion and upon vote, the motion carried unanimously without opposition. No public comment.

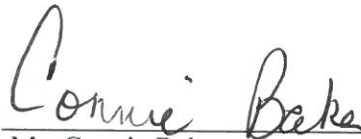
Ms. Price presented the **Director's Report**. Ms. Price stated Civil Service participated in National Night Out on October 1st at the Alexandria Zoo with the Alexandria Police Department. On October 23rd Civil Service will be going to SOWELA –Technical Community College in Laker Charles to participate in the fall recruitment event. Ms. Price stated Civil Service is currently advertising via radio on several stations to increase recruitment and attract applicants for our vacancies. On October 28th the Civil Service Department and Human Resources will be hosting the City of Alexandria career fair at Convention Hall. Departments with vacancies will be available to speak with applicants, Civil Service and Human Resources staff will be available to assist. The event will be held from 2 pm-6 pm.

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

The commission adjourned at 5:05 p.m., following a motion by Mr. Collins and seconded by Mr. Lafleur.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Commission Chairman