



Civil Service Board

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Adam Marcantel
Civil Service Director

April 28, 2016

NOTICE

City-Parish Civil Service Board Meeting
Monday, May 9, 2016
5:30 P.M.
Civil Service Office
705 West University Avenue

1. Public comments announcement.
2. Approval of minutes of the April 18, 2016 meeting.
3. Public Hearing on proposed change to Civil Service rules:
 - a. Rule IV.5.1, changing the definition of a general increase to an increase to employee salary only, rather than an increase to employee salary and pay ranges.
 - b. Rule 1 Definitions, changing the definition of a “general increase” in Rule 1 to mirror the changes in Rule IV.5.1 (above).
 - c. Proposed Rule Change, Rule IV.9.8, allowing a change in the pay range assignment of a single class without mandating changes to other classes.
 - d. Rule V.1.1, allowing Civil Service to email job announcements to LCG departments for posting.
4. Semi-annual classification and pay recommendations:
 - a. Recommendation to reallocate positions and reclassify some incumbents following an audit of positions at the Municipal, Vieux Chenes, and Wetlands golf courses in the Department of Parks and Recreations:
 - i. Reallocate position, currently in the class Labor Foreman I, pay range CT 4 (\$11.36-\$14.21-\$17.05) to the class Small Equipment Mechanic, pay range VM 5 (\$11.69-\$14.61-\$17.53 and to reclassify the incumbent accordingly with an increase in pay.
 - ii. Reallocate positions currently in the class Equipment Operator I, pay range CT 3 (\$10.01-\$12.51-\$15.02) to the class Equipment Operator II, pay range CT 4 (\$11.36-\$14.21-\$17.05) and to reclassify the incumbents accordingly with an increase in pay.
 - b. Recommendation to change the pay range assignment for Lineman I from EU 4 (\$14.16-\$17.71-\$21.25) to EU 5 (\$17.44-\$21.81-\$26.17) with increases in pay to the incumbents.
 - c. Recommendation to adopt an apprenticeship for Lineman II resulting in an increase in pay for two incumbents.



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- d. Recommendation to abolish and change the pay range of classes pursuant to reorganization of the Department of Utilities and redistribution of responsibilities:
 - i. Abolish the class Systems Engineering Supervisor, pay range EE 12 (\$39.20-\$49.00-\$58.61).
 - ii. Change the pay range of the class Network and Operations Engineering Supervisor from EE 12 (\$39.20-\$49.00-\$58.61) to EE 13 (\$42.72-\$53.41-\$64.09) with an increase in pay for the incumbent.
- e. Recommendation to reallocate an encumbered position in the Planning, Zoning, and Development Department, currently in the class Planner I, pay range GEN 9 (\$18.17-\$22.71-\$27.25), to the class Planner II, pay range GEN 10 (\$20.35-\$25.44-\$30.53), and to reclassify the incumbent accordingly with an increase in pay.
- f. Recommendation to reallocate an encumbered position in the Planning, Zoning, and Development Department, currently in the class Administrative Assistant, pay range OA 8 (\$16.82-\$21.02-\$25.23), to the class Budget Analyst, pay range AF 8 (\$19.58-\$24.47-\$29.37), and to reclassify the incumbent accordingly with an increase in pay.
- g. Recommendation to adopt the class Civil Service Business Partner and assign it to pay range GEN 12 (\$25.40 – \$31.75 - \$38.10) in the Civil Service Department.
- h. Recommendation to adopt the class Civil Service Analyst and assign it to pay range GEN 11 (\$22.76 – \$28.44 - \$34.13) in the Civil Service Department.

Submitted by:

A handwritten signature in black ink, appearing to read 'Adam Marcantel'.

Adam Marcantel
Civil Service Director

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