

MINUTES OF MAY 9, 2016

A meeting of the Lafayette City-Parish Civil Service Board was held on Monday, May 9, 2016 at 5:30 p.m. in the Civil Service office.

**PRESENT:** George Lewis, Chairman

Elizabeth Henson

RoxAnne Chaisson-Pitre

Edward Viguerie

George Armbruster, Attorney of the Board

**ABSENT:** Ronald Landry, Vice-Chair

1. Public comments announcement.

An announcement regarding public comment was read by Ms. RoxAnne Chaisson-Pitre. No action was necessary, and there was no public comment.

2. Approval of minutes of the April 18, 2016 meeting.

Minutes of the April 18, 2016 meeting were approved and signed after a motion to do so by Mr. Edward Viguerie. Motion was seconded by Ms. Elizabeth Henson, and no public comments were forthcoming. Motion carried unanimously.

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.

**Rule IV, Section 5.5.1.**

**Current:**

Section 5 Pay Increases

5.1 General Increases: A General Increase means an increase, by the same percentage of all pay range minimums, maximums, and actual pay rates of all employees classified under these rules, on the same date.

**Proposed Change:**

Section 5 Pay Increases

5.1 General Increases: A General Increase means an increase, by the same percentage of all ~~pay range minimums, maximums, and~~ actual pay rates of all employees classified under these rules, on the same date.

Mr. Adam Marcantel, Civil Service Director, told the Board that the way a general increase is prescribed by this rule is that an across-the-board increase is given to all employees and the pay range values (min-mid-max) are also increased by that same percentage. Mr. Marcantel explained that the pay range values are theoretically tied to a "market," such that Civil Service and Lafayette Consolidated Government (LCG) can see how pay practices compare to average market rates. If LCG makes an internal organizational decision to increase employee pay by a set percentage, this should not influence pay range values as there is no reason to assume that just because LCG chooses to give employees a raise, that the market average for each job increases by that same percentage. The proposed change makes separate these two very different actions: actual pay increases and range value changes.

Mr. Marcantel also explained that the current rule creates a situation where an employee's position in range will never change (as long as the funding is for an across-the-board increase). If an employee is hired at minimum and is only given across-the-board increases, then that employee will forever be at minimum with the way the rule is written today.

The only comments received by the Civil Service office on this rule change were questions about what happens to employees who are currently at or above the range maximum or who will soon be at or above the range maximum. Mr. Marcantel stated that a general increase is applied to all employees, regardless

of range position, even if they are at or above maximum. The only time range position becomes an issue and could affect an employee's increase would be in a merit or longevity scenario.

Ms. Henson made a motion to accept the recommendation as proposed. Motion was seconded by Mr. Viguerie, and there were no other comments. Motion carried unanimously.

- b. Rule 1 Definitions, changing the definition of a "general increase" in Rule 1 to mirror the changes in Rule IV.5.1 (above).

**Rule 1.34.**

**Current:**

Rule 1 Definitions

- 34. "General Increase": An increase, by the same percentage, of all pay range minimums, maximums, and actual pay rates of all Civil Service employees, on the same date.

**Proposed Change:**

Rule 1 Definitions

- 34. "General Increase": An increase, by the same percentage, of all ~~pay range minimums, maximums, and actual~~ pay rates of all Civil Service employees, on the same date.

Mr. Marcantel told the Board that this rule change would simply change the definition of a "general increase" in Rule 1 to match the change to Rule IV.5.1, which the Board just approved.

Mr. Viguerie made a motion to accept the recommendation as proposed. Motion was seconded by Ms. Chaisson-Pitre, and there were no other comments. Motion carried unanimously.

- 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.

**Rule IV, Section 9.8.**

**Current:**

Section 9 Pay Range Assignment

- 9.8 If funds approved by the City-Parish Council for purposes of meeting the costs of these pay range assignment changes are inadequate to enable all the pay range assignment changes, no range changes with increased costs may occur.

**Proposed Change:**

Section 9 Pay Range Assignment

- 9.8 If funds approved by the City-Parish Council for purposes of meeting the costs of these a pay range assignment changes are inadequate to enable all of the **recommended** pay ~~range assignment~~ changes **within the affected class, ~~no~~ the range changes with increased costs may not occur.**

Mr. Marcantel explained that the way this rule is currently written, if the Civil Service office conducts an analysis and find that there may be justification for adjusting the pay range of several classes, the funding MUST be in place for all of the changes or none can occur. By administering the rule in this way, it prevents the Civil Service office from prioritizing pay range adjustments, especially in tight budget times. Mr. Marcantel believes it would be prudent to allow the administration, with his office's authorization, to seek funding for the costs of changing the pay range of individual classes and not be mandated to seek funding for the other classes, if those are not a priority; he feels that this will allow LCG and the public to prioritize their investment and strategically target those classes for more immediate relief.

Mr. Viguerie commented on the word "may" in the proposed wording, feeling that the word would make it more difficult to enact the rule as envisioned. After discussion, it was proposed that the word "may" be replaced with the word "shall."

Mr. Viguerie made a motion to accept the recommendation as proposed, with the exception of replacing “may” with “shall”, as described above. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

- d. Rule V.1.1, allowing Civil Service to email job announcements to LCG departments for posting.

**Rule V, Section 1.1.**

**Current:**

Section 1 Public Announcement, Applications, Deadlines

1.1 The Director shall give written notice fifteen (15) days in advance of holding any test given to establish an employment list by posting a notice which includes the minimum rate and the midpoint rate of pay as well as the desired or necessary qualifications for the class, on the Civil Service Office bulletin board and by mailing copies to the President, City-Parish Council Clerk, Departmental Directors and Division Managers for posting on their bulletin boards.

Announcements for promotional examinations which are limited to applicants from a Department or Division must be posted on the Civil Service Office bulletin board and mailed to the President and City-Parish Clerk, but thereafter distributed only to the affected Department or Division.

**Proposed Change:**

Section 1 Public Announcement, Applications, Deadlines

1.1 The Director shall give written notice fifteen (15) days in advance of holding any test given to establish an employment list by posting a notice which includes the minimum rate and the midpoint rate of pay as well as the desired or necessary qualifications for the class, on the Civil Service Office bulletin board and by mailing **or e-mailing** copies to the President, City-Parish Council Clerk, Departmental Directors and Division Managers for posting on their bulletin boards.

Announcements for promotional examinations, which are limited to applicants from a Department or Division, must be posted on the Civil Service Office bulletin board and mailed **or e-mailed** to the President and City-Parish Clerk, but thereafter distributed only to the affected Department or Division.

Mr. Marcantel explained that, because this rule prescribes that job announcements must be mailed, the Civil Service office spends an extraordinary amount of time and paper cost each week physically printing, folding, stapling, labeling, and mailing job announcements. As almost everything else in LCG has moved to electronic distribution, this rule change is simply allowing the Civil Service office the ability to email the job announcements to the appropriate parties and make our office more efficient.

Prompted by a request from Mr. Raymond Domingue, Human Resources Manager, to continue to provide his office with physical copies of job announcements, discussion was held to clarify to the Board where and how the job announcements are posted in both the Civil Service and Human Resources offices.

Mr. Viguerie made a motion to accept the recommendation as proposed. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

4. Semi-annual classification and pay recommendations:

Prior to discussion on the below recommendations, Mr. George Lewis, Board Chair, questioned whether any of the proposed changes are funded. Mr. Marcantel stated that none of the recommendations are currently funded and budget planning is underway for next fiscal year. As such, the Board was advised, if there was a motion to approve any of the reallocations, that the motion include specific language to indicate it was contingent on funding by the City-Parish Council. It was agreed and discussion moved to the specific recommendations.

- a. Recommendation to reallocate positions and reclassify some incumbents following an audit of positions at the Municipal, Vieux Chenes, and Welands 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.

The Board decided to consider the above actions individually and started with item 4.a.i. Mr. Lowell Duhon, Chief Administrative Officer, spoke and expressed some reservation related to the assignment of duties with these reallocations. Specifically, the concern was who would be assigned the duties of the Equipment Operator Is when these employees became Equipment Operator IIs. Mr. Marcantel explained in these cases, duties are not being changed; rather, Civil Service is classifying the jobs based on the duties they are currently assigned by the department. The work will continue to be accomplished as it is today, just with the jobs appropriately classified. Discussion then shifted back to the difference between an Operator I and Operator II, as it relates to the golf courses. Mr. Marcantel told the Board that cutting greens and tees, as is expected of an Operator II, requires a higher level of skill than mowing a park, as is expected of an Operator I, and the Civil Service office could not classify the golf course jobs as an Operator I.

Discussion shifted again to the broad topic of reallocations and concern with how to perhaps slow down reallocations into higher positions. Mr. Marcantel stated that it is not the Civil Service office's duty to prescribe to departments how work should be assigned. He also stated that his philosophy is that an employee should perform the tasks assigned, provided it is safe to do so. The Civil Service office's task is to classify those assigned duties appropriately. Therefore, if the administration or department wishes to slow down reallocations, then the employees would simply not be assigned the duties that would warrant such an action.

A motion was made by Mr. Viguerie to approve the reallocation/reclassification recommendation pending funding by the City-Parish Council. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

A point of clarification was asked for, as there was confusion as to whether the motion and vote was to approve item 4.a.i or 4.a.ii. To clarify, the Board originally took up item 4.a.i but held a discussion on item 4.a.ii. As such, a motion was made by Mr. Viguerie to approve the reallocation/reclassification recommendation in 4.a.ii pending funding by the City-Parish Council. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

The Board then took up consideration of item 4.a.i. Ms. Jenelle Doucet, Compensation Analyst, presented her audit finding relative to the Labor Foreman I position in item 4.a.i. The Board asked questions about the structure that would exist at all three golf courses if the item was approved.

A motion was made by Ms. Chaisson-Pitre to approve the reallocation/reclassification recommendation in item 4.a.i pending funding by the City-Parish Council. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

- 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.

Ms. Doucet informed the Board that items 4.b and 4.c are on the agenda separately, but are on the same classification and pay recommendation; she will discuss both, but the Board may vote on each item separately.

Ms. Doucet explained that Lafayette Utilities System (LUS) has developed and implemented an apprentice training program for Linemen and has, in fact, been so successful that other local utilities have begun to "steal away" our employees with higher pay, affecting the short term productivity and long term succession planning of LUS. To alleviate this situation and remain competitive, it is proposed that the pay range be adjusted for Lineman I to help stop the outward flow of talent and add an apprenticeship for the Lineman II class to keep them "in house" to fill upper level roles in the future.

Mr. Terry Huval, Director of Utilities, spoke in favor of this proposal and echoed Ms. Doucet's comments regarding the migration of talent to other utilities and the affect such actions have on LUS operations.

A motion was made by Mr. Viguerie to approve item 4.b, pending funding by the City-Parish Council. Motion was seconded by Ms. Chaisson-Pitre, and there were no other comments. Motion carried unanimously.

- c. Recommendation to adopt an apprenticeship for Lineman II resulting in an increase in pay for two incumbents.

Ms. Doucet reiterated her analysis of the recommendation and described the apprenticeship that will be in place for the Lineman II. Mr. Mike Boustany, Electric Operations Manager, offered further description of the apprenticeship and addressed questions regarding the resources that would be required to implement this proposal. Mr. Boustany clarified that most training is done "in house" at LUS.

A motion was made by Mr. Viguerie to approve item 4.c pending funding by the City-Parish Council. Motion was seconded by Ms. Chiasson-Pitre, and there were no other comments. Motion carried unanimously.

- 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.

Ms. Doucet explained the reorganization effort proposed by LUS relative to this agenda item, specifically addressing the more efficient operations that are expected to be realized by this movement of personnel. She also explained that the Network and Operations Engineering Supervisor will take on more personnel and, consequently, more responsibility, prompting the range and pay rate change.

Mr. Huval further explained that this reorganization was the result of the death of an employee and the overall look at operations that was prompted by the employee's passing. The action basically eliminates one position and combines those duties into the Network and Operations Engineering Supervisor for a net reduction in position and salary funding.

A motion was made by Mr. Viguerie to approve item 4.d.i pending funding by the City-Parish Council. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

A motion was made by Ms. Chiasson-Pitre to approve item 4.d.ii pending funding by the City-Parish Council. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

- 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.

Mr. Marcantel explained that the driving factor behind this recommendation is that a Planner I position is entry level, while the Planner II is assigned to one of three boards that work with the Department of Planning, Zoning, and Development. This position and employee is currently assigned to the Hearing Examiner Board and, as such, it should be reallocated and reclassified appropriately as a Planner II.

A motion was made by Ms. Henson to approve item 4.e. Motion was seconded by Ms. Chiasson-Pitre, and there were no other comments. Motion carried unanimously. In follow up, a motion was made by Mr. Viguerie to reconsider this motion to include "pending funding by the City-Parish Council" and was seconded by Ms. Chiasson-Pitre. Motion to amend carried unanimously. A motion was made by Ms. Henson to amend this motion to include "pending funding by the City-Parish Council" and was seconded by Mr. Viguerie. Motion to amend carried unanimously.

- 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.

Mr. Marcantel informed the Board that this was spurred by an action taken late last year by the Board reallocating a position in the Police Department to a Budget Analyst. At that time, the Civil Service office could not ignore the fact that there was a person in the Department of Planning, Zoning, and Development doing the exact same thing as the employee in the Police Department and, as such, had no choice but to recommend the reallocation and reclassification proposed.

A motion was made by Ms. Henson to approve item 4.f pending funding by the City-Parish Council. Motion was seconded by Mr. Viguerie, and there were no other comments. Motion carried unanimously.

- 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.

Mr. Marcantel explained to the Board that, for a number of years, the Civil Service office has been organized such that two classes of analysts were employed: either an Examination Analyst or Compensation Analyst. Each analyst would be responsible for either the testing or compensation functions of Civil Service. In looking at the current organization of the Civil Service office, Mr. Marcantel determined that the best way to fulfill the mission of Civil Service, rather than have analysts assigned to specific functions of Civil Service, was to have analysts assigned to different departments in LCG and be a “business partner” to their departments, handling all Civil Service matters. It was thought that the analyst who is involved in all aspects of position recruiting, examination, classification, and compensation would be in the best possible position to guide their departments in appropriate actions.

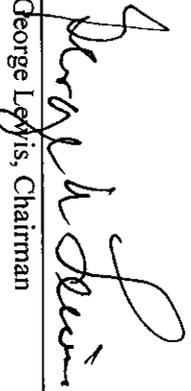
Based on the new direction the office is taking, it is recommended that the Board adopt two new classes. It was further clarified that these proposals are only to adopt classes and put them “on the books.”

A motion was made by Ms. Chiasson-Pitre to approve item 4.g. Motion was seconded by Mr. Viguerie, and there were no other comments. Motion carried unanimously.

- 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.

A motion was made Mr. Viguerie to approve item 4.h. Motion was seconded by Ms. Henson, and there were no other comments. Motion carried unanimously.

Ms. Chiasson-Pitre made a motion to adjourn. Ms. Henson seconded the motion. There were no public comments, and the motion carried unanimously.

  
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George Lewis, Chairman

Date 5/29/16

  
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Adam Marcantel, Civil Service Director