



August 2, 2022

NOTICE

The St. Charles Parish Civil Service Board is holding a meeting on Tuesday, August 9, 2022 at 6:30 P.M. in the Hahnville Courthouse Council Chambers.

Agenda

Silent Prayer
Pledge of Allegiance
Meeting Protocol

New Business

Request for approval of minutes – April 12, 2022

Request for approval of changes to the Civil Service Pay Plan in accordance with the Compensation and Pay Classification Study conducted by SSA Consultants

Request for approval of change to Rule 4.0 Compensation Plan, Section 4.04. Appointment Rate, b. Promotion

Request for approval of change to Rule 4.0 Compensation Plan, Section 4.04. Appointment Rate, c. Demotion

Request for approval of change to Rule 4.0 Compensation Plan, a. Original Appointment, 1. Exceptional Qualifications

Request to adjourn the meeting

Accommodations for the Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Personnel Office at (985) 783-5000 to discuss the particular accommodations needed.

The St. Charles Parish Civil Service Board met on Tuesday, April 12, 2022, at 6:30 PM at the Hahnville Courthouse. The following members were recorded as present:

Ralph Wilderson – Member

Brett Terrebonne – Member

Jim Carlson- Member

Also present:

Dayna Parker, Personnel Officer

Kayla Petit- Personnel Analyst

Absent- Sara Champion- Chair Person

Absent- Regmon Chaney

Mr. Terrebonne, Acting Chairperson, called the Civil Service Board meeting to order at approximately 6:30 p.m. He called for a moment of silent prayer and pledge of allegiance. Mr. Terrebonne asked for the reading of the meeting protocol. The Meeting Protocol was read by Dayna Parker, Personnel Officer.

The first item on the agenda was the request for approval of the minutes from the February 8, 2022 meeting. A motion was made by Ralph Wilderson and seconded by Jim Carlson to approve the minutes. After voting, the minutes were approved unanimously.

The next item on the agenda was the request for a job title change for Nora Laiche from Maintenance Clerk to Secretary. David deGeneres, Assistant Director of Wastewater, provided justification for the request. Following discussion, a motion was made by Ralph Wilderson and seconded by Jim Carlson to approve the title change to Secretary. After voting, the title change was approved by a 2 to 1 vote Brett Terrebonne being opposed.

The next item on the agenda was the request to upgrade Ashley Richard from Utility Billing Clerk I to Utility Billing Clerk II for Waterworks. Greg Gorden, Director of Waterworks, provided justification for the request. Following discussion, a motion was made by Jim Carlson and seconded by Ralph Wilderson

to approve the upgrade to Utility Billing Clerk II. After voting, the upgrade was approved by a 2 to 1 vote, Brett Terrebonne being opposed.

The next item on the agenda was the request to upgrade Blaise Kenney from Utility Billing Clerk I to Utility Billing Clerk II for Waterworks. Greg Gorden, Director of Waterworks, provided justification for the request. Following discussion, a motion was made by Jim Carlson and seconded by Ralph Wilderson to approve the upgrade to Utility Billing Clerk II. After voting, the upgrade was approved by a 2 to 1 vote, Brett Terrebonne being opposed.

The next item on the agenda was the request to approve a new job description Pump Technician Apprentice with Public Works. Brandon Bernard, Assistant Director of Public Works, provided justification for the request. Following discussion, a motion was made by Jim Carlson and seconded by Ralph Wilderson to approve the new job description Pump Technician Apprentice. After voting, the new job description was approved by a 2 to 1 vote, Brett Terrebonne being opposed.

The next item on the agenda was the request to approve a new job description Staff Technician with Public Works. Brandon Bernard, Assistant Director of Public Works, provided justification for the request. Following discussion, a motion was made by Ralph Wilderson and seconded by Jim Carlson to approve the new job description Staff Technician. After voting, the new job description was approved by a 2 to 1 vote, Brett Terrebonne being opposed.

The next item on the agenda was the request to approve revised job description Senior Engineer Technician with Public Works. Brandon Bernard, Assistant Director of Public Works, provided justification for the request. Following discussion, a motion was made by Ralph Wilderspm and seconded by Jim Carlson to approve the revised job description Senior Engineer Technician. After voting, the revised job description was approved by a 2 to 1 vote, Brett Terrebonne being opposed.

The next item on the agenda was an appeal by Justin Griffin, Waterworks. Mr. Griffin was present to provide rational for his appeal. Ricky Roberts, Waterworks Operations Manager, was present to provide rationale for the termination of Justin Griffin.

A motion was made to add executive session to the agenda. The motion was made by Ralph Wilderson and seconded by Jim Carlson to add executive session to the agenda. After voting, the motion to add executive session was approved unanimously.

Last item on the agenda was a request to adjourn. A motion was made by Ralph Wilderson and seconded by Jim Carlson. After voting the request was approved unanimously.

Decision:

The decision was made by a unanimous vote to uphold the termination of Justin Griffin.

Attest: Dayna Parker
Personnel Officer

CURRENT

Rule 4.0. COMPENSATION PLAN

Section 4.04. APPOINTMENT RATE:

- b. Promotion: On promotion to a higher class, an employee shall receive a minimum pay increase of 5% or to the minimum of the new pay range, whichever is higher.

PROPOSED CHANGE

Rule 4.0. COMPENSATION PLAN

Section 4.04. APPOINTMENT RATE:

- b. Promotion: On promotion to a higher class, an employee shall receive a ~~minimum~~ pay increase of 5% with placement on the next highest step or to the minimum of the new pay grade range, whichever is higher. Pay increase shall not exceed the maximum salary of the new pay grade.

CURRENT

Rule 4.0. COMPENSATION PLAN

Section 4.04. APPOINTMENT RATE:

- c. Demotion: All demotions will be compensated at entry level of the pay range to which the employee is demoted.

PROPOSED CHANGE

Rule 4.0. COMPENSATION PLAN

Section 4.04. APPOINTMENT RATE:

- c. Demotion: All ~~demotions~~ self-demotions will be compensated at three steps lower than employee's current step in the entry level of the pay grade for the new position. range to which the employee is demoted. Pay shall not fall below the entry level of the position pay grade. All demotions that occur as a result of disciplinary action will be compensated at the entry level of the position pay grade.

CURRENT

Rule 4.0. COMPENSATION PLAN

a. Original Appointment:

1. Exceptional Qualifications: In cases where the applicant possesses exceptional qualifications directly related to a position specification, the Department Director can recommend to the Personnel Officer that the applicant be offered a payrate 15 % above the entry rate for that position, not to exceed the maximum rate for that range. The Department Director/head of department or office must present the request with rationale for the request to the Personnel Officer. This action, if approved, shall be subject to review by the Civil Service Board at its next scheduled meeting.

PROPOSED CHANGE

Rule 4.0. COMPENSATION PLAN

a. Original Appointment:

1. Exceptional Qualifications: In cases where the ~~candidate~~applicant possesses exceptional qualifications directly related to a position specification and exceeds the minimum requirements, the Department Director can recommend to the Personnel Officer that the candidate applicant be offered a starting salary above the entry rate. a payrate 15 % above the entry rate for that position, The Personnel Officer will determine the appropriate rate of pay based on candidate qualifications and current rate of pay, not to exceed the maximum rate for that graderange. ~~The Department Director/head of department or office must present the request with rationale for the request to the Personnel Officer. This action, if approved, shall be subject to review by the Civil Service Board at its next scheduled meeting.~~