

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET
THIBODAUX, LOUISIANA 70302
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J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

AGENDA

CIVIL SERVICE BOARD MEETING

Thursday, March 12, 2020 @ 5:00 p.m.

COUNCIL CHAMBERS, CITY HALL, 310 W. 2ND ST., THIBODAUX, LA

1. Call to Order

This meeting was re-scheduled due to lack of quorum on 3/10/2020. Mr. Andrew Riviere was only Board Member in attendance and the Civil Service Director.

2. Pledge of Allegiance- Ms. Deborah Moorhead

3. Silent Prayer

4. Roll Call

5. Reading and Approval of the Minutes of the Meeting of November 12, 2019

I. ELECTION OF OFFICERS

(A). Election of C.S. Board Chairman

(B). Election of C.S. Board Vice Chairman

II. NEW BUSINESS

A. Consider the adoption of newly created position titled "Executive Assistant to the Chief of Police" placed in Grade 616 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges.

B. Consider the adoption of newly created position titled "Senior Electrician" placed in Grade 619 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges.

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- C. Consider the adoption of newly created position titled “HVAC/Refrigeration Mechanic” placed in Grade 619 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges.**
- D. Consider the adoption of newly created position titled “Mechanical Maintenance Supervisor” placed in Grade 619 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges. This position existed in the past; however, the new position has a different job description.**
- E. Consider the adoption of newly created position titled “Lift Station Mechanic Lead Operator” placed in Grade 618 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges. This position will replace the Lift Station and Sewer Supervisor position in the Classification Plan.**
- F. Consider the adoption of newly created position titled “Waste Water Treatment Plant Manager” placed in Grade 620 by JET (Job Evaluation Team) Committee to be officially assigned to the Classification Plan and the Uniform Plan of Salary Ranges. This position will replace the Waste Water Supervisor position.**
- G. Consider amending Rule V, Section 8.1, Non-competitive Examination, to allow Civil Service Director to approve non-competitive entrance and promotional examinations for positions in cases that is difficult to recruit applicants either because of the salary ranges provided for the classes or because of the scarcity of applicants possessing the prescribed and required technical, professional or other qualifications or any other valid reasons rendering it impractical to hold competitive examinations.**

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H. Consider amending Rule VI, Vacancies, Certifications and Appointment, Section 5.1, Substitute Appointments, 5.1 (a.) Substitute Employee.

Substitute Employee- with the approval of the appointing authority or his/her designee and the Civil Service Director, a classified employee with previous training, experience and proper qualifications may be temporarily placed in an essential position while the classified employee is out on annual leave, sick leave, leave of absence with or without pay or any other approved leave. The substitute employee may receive, if approved, the rate of pay for the class and position so occupied. The appointing authority must provide documentation to Human Resource to notify the Finance Department of the temporary change in a substitute employee's pay rate, class and title.

In this case, an essential position is defined as a position that must be filled in order for the department to fully function in a mandatory manner. (For example, Communication Officer, Equipment Operator, Water Plant Operator, etc.) .



J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR
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