

# CITY OF THIBODAUX

## CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET  
THIBODAUX, LOUISIANA 70302  
OFFICE: (985) 446-7233 • FAX: (985) 493-8762  
e-mail: [civilservice@ci.thibodaux.la.us](mailto:civilservice@ci.thibodaux.la.us)  
WEBSITE: [ci.thibodaux.la.us](http://ci.thibodaux.la.us)

**J. KELLY CHIGHIZOLA**  
DIRECTOR

**CARLIS RAGAS**  
SECRETARY

### **OFFICIAL SUMMARIZED MINUTES – March 16, 2020**

#### **AGENDA**

#### **CIVIL SERVICE BOARD MEETING**

**Thursday, March 12, 2020**

**COUNCIL CHAMBERS, CITY HALL, 310 WEST SECOND STREET, THIBODAUX, LA**

**Meeting called to order at 5:00 p.m.**

**1. Call to Order**

**This meeting was rescheduled from meeting of March 10, 2020 due to lack of quorum.**

**2. Pledge of Allegiance done by Mr. Kelly Chighizola. Ms. Moorhead absent.**

**3. Silent Prayer**

**4. Roll Call:**

- Ms. Deborah Moorhead – absent
- Mr. Andrew Riviere – Present
- Mr. Bobby Triche – Present
- Mr. Todd Magee - Present
- Mr. Paul Arceneaux - Absent

Also present for this meeting are Mr. Donald Clause, Mr. James Lucas and Civil Service Director.

**5. Reading and Approval of Minuets of November 12, 2020.**  
**Motion to approve by Mr. Magee and Second by Mr. Triche.**  
**Carried.**

#### **ELECTION OF OFFICERS**

**(A) Election of C. S. Board Chairman – Mr. Magee nominated Mr. Andrew Riviere as Chairman with no other nominations**

**Motion by Mr. Magee**

**Second by Mr. Triche**

**Vote 3 – 0. Motion passed.**

**Mr. Andrew Riviere elected as Board Chairman.**

**Station Uniform Plan of Salary Ranges. This position will replace the Lift Station and Sewer Supervisor position in the Classification Plan.**

**Motion by Mr. Triche, Second by Mr. Magee, Vote 3 – 0 and motion carried.**

- (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.**

**Motion by Mr. Triche, Second by Mr. Magee, Vote 3 – 0 and motion carried.**

- (G). Consider amending Rule V, Section 8.1 Non-competitive Examination, to allow Civil Service Director to approve non-competitive entrance and promotion examinations for position 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 reason technical, professional or other qualifications or any other valid reasons rendering it impractical to hold competitive examinations.**

Explanation by the Civil Service Director and Human Resources Director to allow Civil Service Director to approve non-competitive exams.

**Motion by Mr. Rivere and Second by Mr. Magee. Vote 3 – 0 and motion carried.**

- (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 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 of Human Resources to notify the finance Department of the temporary change in a substitute employees’ 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).**

Explanation by Civil Service Director as to the purpose of including this new rule and how this rule will be used sparingly. Human Resources Director recommended change to verbiage. Board decided to vote on amendment as proposed.

**Motion by Mr. Magee and Second by Mr. Riviere. Vote 3 – 0 and motion carried.**

- (B) Election of C. S. Board Vice Chairman – Mr. Riviere nominated Mr. Todd Magee for Vice Chairman, no other nominations.**

**Motion by Mr. Riviere**

**Second by Mr. Triche**

**Vote 3 – 0 and motion passed.**

**Mr. Todd Magee elected as Board Vice Chairman.**

**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.**

**Motion by Mr. Triche.**

**Second by Mr. Magee.**

**Vote: 3- 0. Motion carried.**

- (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.**

Kelly Chighizola spoke then Donald Clause spoke and gave a brief summary of the changes job position in Public Works for Items B, C, D, E and F.

**Motioned by Mr. Triche, Seconded by Mr. Magee. Vote 3 – 0 and motion carried.**

- ©. 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 Classified Plan and Uniform Plan of Salary Ranges.**

**Motion by Mr. Triche, Second by Mr. Magee, Vote 3 – 0 and motion carried.**

- (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.**

**Motion by Mr. Triche, Second by Mr. Magee, Vote 3 – 0 and motion carried.**

- (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**

**Motion to adjourn by Mr. Riviere and second by Mr. Magee. Motion carried.**  
Meeting adjourned at 5:28 p.m.



---

**J. KELLY CHIGHIZOLA  
CIVIL SERVICE DIRECTOR  
CITY OF THIBODAUX**