A G E N D A

TUESDAY, DECEMBER 7, 1999

STATE CIVIL SERVICE COMMISSION

APPEAL HEARINGS

(HEARING ROOM, SECOND FLOOR, 1201 CAPITOL ACCESS ROAD, BATON ROUGE, LOUISIANA, (ANNEX BUILDING BEHIND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT BUILDING))

1) **9:00 a.m.** Public hearing of the appeal of **BLEANDA SIMPSON AND ERNEST SEGRAVE vs. DEPARTMENT OF SOCIAL SERVICES AND DEPARTMENT OF STATE CIVIL SERVICE**, Docket No. **13196**. Appellants appearing in proper person; K. Lane Ardoin representing the Department of Social Services; Robert R. Boland, Jr. representing the Department of State Civil Service. **THE HEARING WAS CONTINUED.**

2) **9:00 a.m.** Public hearing of the appeal of **JAMES R. DORCY AND ELVANTEIKEI MCDANIAL vs. DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS, (DAVID WADE CORRECTIONAL CENTER)**, Docket No. **13180**. Appellants appearing in proper person; L. Bruce Dodd representing the appellee. **THE APPEAL WAS HEARD BY THE COMMISSION AND TAKEN UNDER ADVISEMENT.**

3) **9:00 a.m.** Public hearing of the appeal of **PATRICK SMITH vs. DEPARTMENT OF LABOR, (OFFICE OF REGULATORY SERVICES) AND DEPARTMENT OF STATE CIVIL SERVICE**, Docket No. **13349**. Appellant appearing in proper person; Cynthia Batiste representing the Department of Labor; Robert R. Boland, Jr. representing the Department of State Civil Service. **THE APPEAL WAS HEARD BY THE COMMISSION AND TAKEN UNDER ADVISEMENT.**

4) **9:00 a.m.** Public hearing of the appeal of **FERNIN EATON vs. DEPARTMENT OF HEALTH AND HOSPITALS, (OFFICE OF THE SECRETARY) AND DEPARTMENT OF STATE CIVIL SERVICE**, Docket No. **13479**. Appellant appearing in proper person; Frank H. Perez representing the Department of Health and Hospitals; Robert R. Boland, Jr. representing the Department of State Civil Service. **THE HEARING WAS CONTINUED.**

5) **9:00 a.m.** Public hearing of the appeal of **KENNETH TRENT vs. DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS, (LOUISIANA STATE PENITENTIARY)**, Docket No. **S-13642**. Charles L. Dirks, III

representing the appellant; L. Bruce Dodd representing the appellee. **THE HEARING WAS CONTINUED.**

6) **9:00 a.m.** Public hearing of the appeal of **PATRICK L. SMART vs. LOUISIANA STATE UNIVERSITY**, Docket No. **S-13649**. Appellant appearing in proper person; William A. Norfolk representing the appellee. **THE APPEAL WAS DISMISSED BECAUSE THE APPELLANT DID NOT APPEAR.**

7) **9:00 a.m.** Public hearing of the appeal of **VIOLA VAN NORMAN vs. DEPARTMENT OF VETERANS' AFFAIRS, (LOUISIANA WAR VETERANS' CENTER)**, Docket No. **13584**. Joe Thompson representing the appellant; Carlos Finalet, III representing the appellee. **THE APPEAL WAS HEARD BY THE COMMISSION AND TAKEN UNDER ADVISEMENT.**

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GENERAL BUSINESS SESSION

WEDNESDAY, DECEMBER 8, 1999

(HEARING ROOM, SECOND FLOOR, 1201 CAPITOL ACCESS ROAD, BATON ROUGE, LOUISIANA, (ANNEX BUILDING BEHIND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT BUILDING))

8) Director's Report – **(NO ATTACHMENT)**

9) Employee Opportunity to Address the Commission. **(NO ATTACHMENT)** **THERE WERE NO EMPLOYEES SCHEDULED TO ADDRESS THE COMMISSION.**

10) Public hearing to consider the proposed rule changes to layoff and related rules, (amend Rule 5.6; amend Rule 6.15; adopt Rule 17.14.2; amend Rule 17.16; amend Rule 17.17; adopt Rule 17.17.1; amend rule 17.22; amend Rule 17.23.1(b); amend Rule 17.24; amend Rule 17.25.1; and amend Rule 17.25.2), as outlined in General Circular No. 1371. (Appearance by a Representative of the Department of State Civil Service.) **THE COMMISSION ADOPTED THE RULES AS PROPOSED BY THE DEPARTMENT.**

11) Public hearing to consider the amendment of certain Civil Service Overtime Rules 6.20; 6.21; 6.22; 6.23(a); 6.25(d); 6.26 and 6.27(a), as outlined in General Circular No. 1372. (Appearance by a Representative of the Department of State Civil Service.) **THE COMMISSION ADOPTED THE RULES AS PROPOSED BY THE DEPARTMENT.**

12) Public hearing to consider New Rule 20.1 to Pilot direct entry of Actions, as outlined in General Circular No. 1374. (Appearance by a Representative of

the Department of State Civil Service.) **THE COMMISSION ADOPTED THE RULE AS PROPOSED BY THE DEPARTMENT.**

13) SECURE Presentation to the Commission. (Appearance by Mr. Mark Drennen and Mr. G. Lee Griffin.) **(NO ATTACHMENT) THE COMMISSION RECEIVED A PROGRESS REPORT BY BOTH MR. LEE GRIFFIN AND MR. MARK DRENNEN ON SECURE'S RECOMMENDATIONS AND THEIR IMPLEMENTATION.**

14) Consideration of the following requests for authority, under the provisions of Civil Service Rule 6.16(a), for one-time payments in premium pay: **THE COMMISSION APPROVED THE FOLLOWING REQUESTS.**

1) Department of Health and Hospitals for one time payments in the amount of $500 each for the following employees for their attainment of their Certificate of Supervisory Techniques through the CPTP Program:

1) Bertha LeJeune and Joey Hebert with the Office of Public Health; 2) Julie Boudreaux and Daphne Caldwell with the Office of Mental Health; 3) Thomas McGill with the Office of the Secretary; 4) Wanda Russell and Stephen Leggio with the Office of Citizens with Developmental Disabilities.

2) LSUMC Health Sciences Center for one time payments in the amount of $500 each for the following employees for their attainment of their Certificate of Supervisory Techniques through the CPTP Program:

1) Phyllis D. McIntosh with E. A. Conway Medical Center; 2) Burton J. Michot,Tina L. Howard, Diana L. Rhodes, Dacia E. Schiele and Tina Tullos with Huey P. Long Medical Center; 3) and Leon Mollere with Medical Center of Louisiana.

15) Consideration of the following requests for authority, under the provisions of Civil Service Rule 6.10(d), for exceptions to the mandatory pay cut upon demotion: **THE COMMISSION APPROVED THE FOLLOWING REQUESTS.**

1) Department of Economic Development for Sharon Brignac. She demoted, effective October 25, 1999, from the job of Executive Secretary (GS-13) to the job of Administrative Secretary (GS-11). This will allow her to demote and retain her current rate of pay at $1635 per month.

2) Department of Public Safety for Janet Phillips. She demoted, effective September 7, 1999 from the job of Motor Vehicle Compliance Analyst 3 (GS-13) to the job of Motor Vehicle Compliance Analyst 2 (GS-12). This will allow her to demote and retain her current rate of pay at $1709 per month.

3) Department of Public Safety for Staci Duhon. She demoted, effective September 10, 1999 from the job of Motor Vehicle Manager 1 (GS-17) to the job of I/S Applications Programmer 1 (GS-13). This will allow her to demote and retain her current rate of pay at $2142 per month.

4) LSUMC-Health Sciences Division for Jeanne E. Fernandez. She demoted, effective November 1, 1999 from the job of Eligibility Determinations Supervisor 1 (GS-16) to the job of Social Services Counselor/Hospitals (GS-15). This will allow her to demote and retain her current rate of pay at $2546 per month.

5) Department of Health and Hospitals, Region VIII for Monica Sweat. She demoted, effective November 4, 1999, from the job of Motor Vehicle Compliance Analyst 3 (GS-13) to the job of Eligibility Examiner 1 (GS-12). This will allow her to demote and retain her current rate of pay at $1709 per month.

6) Department of Health and Hospitals, Region V for Wendy T. Landry. She demoted, effective November 1, 1999 from the job of Caseworker Assistant (GS-9) to the job of Clerk 4 (GS-8). This will allow her to demote and retain her current rate of pay at $1398 per month.

7) Department of Health and Hospitals, Office of Public for Rhonda R. Halley. She demoted, effective September 6, 1999 from the job of Public Health Nurse 4 (MS-64) to the position of Public Health Nurse 3 (MS-63). This will allow her to demote and retain her current rate of pay at $3756 per month.

8) Department of Public Safety and Corrections for Angela Tircuit. She demoted, effective October 25, 1999, from the job of Pharmacy Technician (GS-9) to the job of Health Information Processor (GS-8). This will allow her to demote and retain her current rate of pay at $1590 per month.

9) Department of Public Safety and Corrections for A'Sonya Wingo. She demoted, effective September 27, 1999 from the job of Probation and Parole Supervisor (GS-19) to the job of Probation and Parole Officer 2 (GS-15). This will allow her to demote and have her pay set at the maximum of the lower range at $2958 per month.

10) Department of Public Safety and Corrections for Kim D. Vineyard. She demoted, effective October 25, 1999 from the job of IT Technical Support Specialist 3 (GS-22) to the job of IT Applications Programmer/Analyst 2 (GS-21). This will allow her to demote and retain her current rate of pay at $3819 per month.

16) Reconsideration of the request of the Orleans Levee Board, Board of Commissioners for authority, under the provisions of Civil Service Rule 12.5, to suspend Eric Barton pending criminal proceedings. (Appearance by a Representative of the Orleans Levee Board.) **THE COMMISSION GRANTED THE REQUEST TO SUSPEND MR. BARTON WITHOUT PAY PENDING CRIMINAL PROCEEDINGS AGAINST HIM.**

17) Request of the Director for authority, under the provisions of Civil Service rule 7.20(d), to add the job of Public Health Laboratory Assistant Director to the shortage category. (Appearance by a Representative of the Department of Civil Service.) **THE COMMISSION APPROVED THE REQUEST.**

18) Consideration of Requests for Special Entrance Rates. **THE COMMISSION APPROVED THE REQUESTS AS RECOMMENDED BY THE DEPARTMENT.**

19) Consideration of the Minutes of the Commission meeting held on November 2-3, 1999. **THE COMMISSION APPROVED THE MINUTES AS WRITTEN.**

20) **11:00 a.m.** Commission Work Session.

21) **11:30 a.m.** Applications for Review.

22) **12:00 Noon** Consideration of Formal Charges.

SUPPLEMENTAL AGENDA

STATE CIVIL SERVICE COMMISSION

APPEAL HEARINGS

TUESDAY, DECEMBER 7, 1999

(HEARING ROOM, SECOND FLOOR, 1201 CAPITOL ACCESS ROAD, BATON ROUGE, LOUISIANA, (ANNEX BUILDING BEHIND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT BUILDING))

1) **2:15 p.m.** Presentation by Larry Durant, DOTD General Counsel on the use by DOTD of contract attorneys. **THE COMMISISON RECEIVED MR. DURANT'S PRESENTATION.**

GENERAL BUSINESS SESSION

WEDNESDAY, DECEMBER 8, 1999

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2) **General Business No. 14** – Addendum to the requests for authority, under the provisions of Civil Service Rule 6.16 (a), for one-time payments in premium pay: **THE COMMISSION APPROVED THE FOLLOWING REQUESTS.**

3) Department of Transportation and Development in the amount of $500 each for attainment of Certified Government Financial Manager designation for: 1) Denis S. Beard, Auditor 3; 2) Randal L. Jarreau, Audit Supervisor; 3) John J. Lyon, Audit Manager; 4) Joseph Perilloux, Audit Director; and 5) Christine A. Webster, Auditor 3.

4) Department of Health and Hospitals in the amount of $500 for J. Richard Bassett for attainment of a Certificate of Supervisory Techniques through the CPTP Program.

5) Department of Natural Resources in the amount of $500 each for Helen K. Hoffpauir, Real Estate Manager, David Meloy, Geologist for their attainment of a Certificate of Supervisory Techniques through the CPTP Program; and $250 for Joyce Montgomery, Real Estate Agent 2 for a Certificate of Notary Public.

6) Division of Administration in the amount of $500 for Melvin Belala, State Loss Prevention Officer 2 for attainment of the Certificate of Supervisory Techniques through the CPTP Program.

7) Department of Revenue in the amount of $250 for Mary Vernoy, Revenue Sr. Agent, for completion of training as an Advanced St Loss Prevention Officer.

3) **General Business No. 15** – Addendum to the requests for exceptions to the mandatory pay reduction upon demotion, under the provisions of Civil Service Rule 6.10(d): **THE COMMISSION APPROVED THE FOLLOWING REQUESTS.**

11) Department of Public Safety for Bobbie Coates. She demoted effective November 15, 1999 from the job of Motor Vehicle Compliance Supervisor 1 (GS-14) to the job of Motor Vehicle Compliance Analyst 3 (GS-13). This will allow her to demote and have her pay set at the maximum of the lower range at $2584 per month.

12) Department of Health and Hospitals, (Office of Public Health) for Danita Potter. She demoted effective October 10, 1999 from the job of Corrections Registered Nurse 2 (MS-63) to the job of Public Health Nurse 2 (MS-62). This will allow her to demote and retain her current rate of pay at $2916 per month.

13) Department of Health and Hospitals, (Office of Medical Vendor, Region III) for Alexander Sellers. He demoted effective November 15, 1999 from the job of Social Service Case Manager/Family Support (GS-15) to the job of Eligibility Examiner 2 (GS-13). This will allow him to demote and retain his current rate of pay at $2282 per month.

14) Department of Health and Hospitals, (Office of Medical Vendor, Region III) for Debra L. Andras. She demoted effective December 6, 1999 from the job of Caseworker Assistant (GS-9) to the job of Clerk 4 (GS-8). This will allow her to demote and retain her current rate of pay at $1242 per month.

15) Department of Health and Hospitals, (Office of Medical Vendor, Region III) for Lana A. Hebert. She demoted effective November 15, 1999 from the job of Therapeutic Recreation Services Specialist 2 (GS-13) to the job of Eligibility Examiner 1 (GS-12). This will allow her to demote and retain her current rate of pay at $1628 per month.

16) Department of Health and Hospitals, (Office of Citizens with Developmental Disabilities, Hammond Developmental Center), for Melba Baquie. She demoted effective November 15, 1999 from the job of Human Resource Manager 1 (GS-18) to the job of Human Resource Analyst 2 (GS-15). This will allow her to demote and retain her current rate of pay at $2909 per month.

17) LSU Health Sciences Center at Shreveport for Joseph Jones. He demoted effective November 29, 1999 from the job of Medical Research Specialist (GS-15) to the job of Scientific Research Technologist 2 (GS-14). This will allow him to demote and retain his current rate of pay at $2719 per month.

18) Department of Culture, Recreation and Tourism for Linda Hebert. She demoted effective October 18, 1999 from the job of Accountant Technician (GS-13) to the job of Purchasing Agent 1 (GS-12). This will allow her to demote and have her pay set at the maximum of the lower range at $2415 per month.

4) **General Business No. 18** – Addendum to the Requests for Special Entrance Rates. **THE COMMISSION APPROVED THE REQUESTS AS RECOMMENDED BY THE DEPARTMENT.**

5) Consideration of Proposal to handle employees with Conditional Pay under Rule 6.16©. (Appearance by a Representative of the Department of State Civil Service.) **THE COMMISSION APPROVED THE PROPOSAL.**

6) Request of Louisiana State University at Shreveport for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay adjustment for Tisha Taylor, Accountant Technician, which entails adjusting her monthly salary from $1694 to the midpoint of her pay range at $2074 per month. (Appearance by a Representative of Louisiana State University at Shreveport.) **THE COMMISSION APPROVED THE REQUEST.**

7) Request of the Division of Administration for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment for

Michael Cavell, Information Technology Applications Programmer/Analyst 1 (GS-19) to the maximum of his range which is $3878 per month. (Appearance by a Representative of the Division of Administration.) **THE COMMISSION APPROVED THE REQUEST.**

8) Department of Transportation and Development for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment for Matthew Veasey, Communications Specialist 2 (GS-14), which entails raising his monthly salary from $1741 to $2219, the midpoint of the range. This request was approved by the Commission at its October 6, 1999 meeting. The agency is requesting that we correct the effective date for this action to be August 31, 1999 instead of October 6, 1999. (Appearance by a Representative of the Department of Transportation and Development.) **THE COMMISSION APPROVED THE REQUEST.**

9) Request of LSU Health Sciences Center-Health Care Services Division for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment of $1.00 per month for Dimitri R. Hall to $2631, effective September 21, 1999. She is presently detailed to the position of Human Resource Manager 1 and the request is to correct a pay inequity as a result of the implementation of the new Human Resources job study/job correction. (Appearance by a Representative of LSU Health Sciences Center.) **THE COMMISSION APPROVED THE REQUEST.**

10) Request of the Department of Environmental Quality for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment for Joyce Strode, Paralegal Assistant to raise her pay from $1628 to $1834 per month. (Appearance by a Representative of the Department of Environmental Quality.) **THE COMMISSION APPROVED THE REQUEST.**

11) Request of the Department of Agriculture and Forestry for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment for Randolph Beauboeuf, Maintenance Repairer 1, which entails raising his monthly salary from $1429 to $1750 per month. (Appearance by a Representative of the Department of Agriculture and Forestry.) **THE COMMISSION APPROVED THE REQUEST.**

12) Request of the Division of Administration for authority, under the provisions of Civil Service Rule 6.16©, for a permanent 10.5% salary increase for Thomas Burkes, Information Resources Project Leader, which will increase his monthly salary from $5820 per month he made on detail to $6432 which would have been his pay upon job correction from the Information Resources Project Leader position. (Appearance by a Representative of the Division of Administration.) **THE COMMISSION APPROVED THE REQUEST.**

13) Request of the Department of Labor for authority, under the provisions of Civil Service Rule 4.1(d)2, for temporary unclassified authority for the position of Public Relations Director for furthering the goals of the Governor's Workforce Development Commission. The request is to allow this position to continue for the duration of the upcoming administration (or for an approximate four-year period). (Appearance by a Representative of the Department of Labor.) **THE COMMISSION APPROVED THE REQUEST.**

14) Request of the Louisiana State Board of Dentistry for authority, under the provisions of Civil Service Rule 6.16.1, to establish a policy for a Rewards and Recognition Program to be effective December 1, 1999. (Appearance by a Representative of the Louisiana State Board of Dentistry.) **THE COMMISSION APPROVED THE REQUEST.**

15) Request of the Louisiana Housing Finance Agency for authority, under the provisions of Civil Service Rule 6.16.1, to establish a policy for a Rewards and Recognition Program to be effective December 8, 1999. (Appearance by a Representative of the Louisiana Housing Finance Agency.) **THE COMMISSION APPROVED THE REQUEST.**

16) Request of the Office of Financial Institutions for authority, under the provisions of Civil Service Rule 6.16.1, to establish a policy for a Rewards and Recognition Program to be effective January 1, 2000. (Appearance by a Representative of the Office of Financial Institutions.) **THE COMMISSION APPROVED THE REQUEST.**

17) Request of the Minden Housing Authority for authority, under the provisions of Civil Service Rule 6.16.1, to establish a policy for a Rewards and Recognition Program to be effective December 1, 1999. (Appearance by a Representative of the Minden Housing Authority.) **THE COMMISSION APPROVED THE REQUEST.**

18) Consideration of Requests for Special Pay Rates. **THE COMMISSION APPROVED THE REQUESTS AS RECOMMENDED BY THE DEPARTMENT.**

19) Request of the Director for placement of the job of Economist Administrator in the shortage category, under the provisions of Civil Service Rule 7.20(d). **THE COMMISSION APPROVED THE REQUEST.**

20) Request of the Department of Revenue for authority, under the provisions of Civil Service Rule 6.27(a)1, to pay overtime at the time and one-half rate for employees who work in GS-12 and above positions who will report to work on Friday, December 31, Saturday and Sunday, January 1 and 2, 2000 to test for Y2K problems. (Appearance by a Representative of the Department of Revenue.) **THE COMMISSION APPROVED THE REQUEST.**

21) Request of the Department of Civil Service to set up an optional pay adjustment policy per Civil Service Rule 6.16.2. (Appearance by a Representative of the Department of State Civil Service.) **THE COMMISSION APPROVED THE POLICY.**

22) Interviews of Applicants for the position of Municipal Fire-Police Examiner. **THE COMMISSION INTERVIEWED THE APPLICANTS AND NAMED MELINDA LIVINGSTON AS THE NEW MUNICIPAL FIRE-POLICE EXAMINER.**

ITEMS ADDED TO THE AGENDA

1) Request of the Division of Administration for authority, under the provisions of Civil Service Rule 6.16(a), for a one-time payment in premium pay in the amount of $250 for Monique Haley for attainment of a Certificate for Occupational Safety and Health Technologist. **THE COMMISSION GRANTED THE REQUEST.**

2) Request of the Jefferson Parish Human Services Authority for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay adjustment for Johanna Braud, Accountant 2 which entails raising her monthly salary from $1938 to $2138 per month. **THE COMMISSION APPROVED THE REQUEST.**

3) Request of the Department of Transportation and Development for authority, under the provisions of Civil Service Rule 4.1(d)2, for ongoing unclassified authority for the unclassified position of Assistant to the Secretary for Policy. **THE COMMISSION GRANTED THE REQUEST.**

4) Request of the Department of Transportation and Development for authority, under the provisions of Civil Service Rule 6.16©, for an individual pay rate adjustment for Barbara Ingraham, Human Resources Analyst 2, which entails raising her monthly salary by $785 per month (44%) increase, which also is the maximum of the range for the Management Intern position at $2584 per month. **THE COMMISSION GRANTED THE REQUEST.**

5) Request of the Department of Environmental Quality for consideration and approval of their Dual Ladder Tracking System for the Environmental Scientist Series. **THE COMMISSION GRANTED THE REQUEST.**

6) Request of the Department of Public Safety and Corrections, (Tallulah Correctional Center for Youth), for authority, under the provisions of Civil Service Rule 4.1(d)2, to bring the employees currently employed at the facility into the classified service. **THE COMMISSION GRANTED THE REQUEST FOR**

A 12-MONTH PERIOD COMMENCING SEPTEMBER 25, 1999 THROUGH SEPTEMBER 24, 2000.