



STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LA 70804-9111

AGENDA

STATE CIVIL SERVICE COMMISSION
TUESDAY, DECEMBER 11, 2007 HAS BEEN CANCELLED

GENERAL BUSINESS SESSION
WEDNESDAY, DECEMBER 12, 2007
9:00 A.M.

*(LOUISIANA PURCHASE, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING,
1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)*

- 1) Director's Report (**No Attachment**)
- 2) Employee Opportunity to Address the Commission.
- 3) Public hearing to consider a proposed amendment to Rule 12.6 of the Civil Service Rules.

**AFTER RECEIVING A REPORT FROM LAURA HOLMES, THE COMMISSION
ADOPTED RULE 12.6 AS AMENDED.**

- 4) Request of the Department of Transportation and Development for an Individual Pay Adjustment in the amount of \$60.77 bi-weekly for Ms. Tina Pietri, Transportation Permits Specialist 2, in accordance with Civil Service Rule 6.16(c), effective October 30, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Department of Transportation and Development.) **COMMISSION GRANTED THE REQUEST.**
- 5) Request of the Department of Wildlife and Fisheries for an Individual Pay Adjustment in the amount of \$173.80 bi-weekly for Ms. June Gillis, HR Director C, in accordance with Civil Service Rule 6.16(c), effective December 12, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Department of Wildlife and Fisheries.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Port of South Louisiana to establish a Payment for Attainment of an Advanced Degree policy in accordance with Civil Service Rule 6.16(h), effective December 12, 2007. **Department recommends approval as requested.** (Appearance

by a representative of the Port of South Louisiana.) **THE COMMISSION GRANTED THE REQUEST.**

- 7) Request of the Louisiana Professional Engineering and Land Surveying Board to establish a Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective December 12, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Louisiana Professional Engineering and Land Surveying Board.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Request of the Houma Terrebonne Housing Authority to establish an Optional Pay Adjustment policy in accordance with Civil Service Rule 6.16.2, effective December 12, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Houma Terrebonne Housing Authority.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Request of the Department of Health and Hospitals for a permanent Optional Pay Adjustment of 5% (with 5% already having been granted) for Mr. Ruben Tapia, Program Manager 2, for additional duties, in accordance with Civil Service Rule 6.16.2, effective November 29, 2006. **Department recommends approval as requested.** (Appearance by a representative of the Department of Health and Hospitals.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Department of Public Safety and Corrections for a 5% temporary Optional Pay Adjustment for additional duties for Mr. Russel Bordelon, Corrections Major, in accordance with Civil Service Rule 6.16.2, effective September 21, 2007. **Department recommends approval of a 2% temporary Optional Pay Adjustment for equal level duties, effective September 21, 2007 for the duration of the additional duties or until September 21, 2008, whichever comes first.** (Appearance by a representative of the Department of Public Safety and Corrections.) **THE COMMISSION GRANTED A 2% TEMPORARY ADJUSTMENT AS RECOMMENDED BY THE DEPARTMENT.**
- 11) Request of the Department of Environmental Quality for authority to compensate overtime at the time and one-half rate for exempt employees working the Expedited Permit Processing Program, in accordance with Civil Service Rule 21.9(d), effective December 12, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Department of Environmental Quality.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Consideration of the following requests for Special Pay Rates in accordance with Civil Service Rule 6.16(a):
 1. Department of Transportation and Development – establish premium pay in the amount of \$2.00 per hour (for all hours worked) for information technology jobs within its Financial Applications Unit, effective October 30, 2007 through October 1, 2010. **Department recommends approval, effective October 30, 2007**

through October 1, 2010 or until the implementation date of the Enterprise Resource Planning (ERP) project, whichever is sooner. THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.

2. LSU Health Sciences Center – New Orleans – amend premium pay policy for their Juvenile Justice Program, effective January 1, 2008. **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.
3. Louisiana State University – establish premium pay in the amount of \$10.00 per hour for employees in skilled trades positions when performing work in the Biosafety Laboratory 3, effective December 12, 2007. **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.
4. Department of Natural Resources – establish premium pay for Engineering 4 positions in the Baton Rouge Section of the Engineering and Design Division of the Office of Coastal Restoration and Management, effective December 12, 2007. **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.

(Appearance by representatives of the agencies.)

13) Consideration of the following requests for **Special Entrance Rates** in accordance with Civil Service Rule 6.5(b):

- a. Teachers’ Retirement System of Louisiana – for bi-weekly rate of \$2,615.39 for position #50382436, Executive Staff Officer, effective November 25, 2007. (Civil Service Director granted tentative approval of this request on November 19, 2007.) **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.
- b. Louisiana Board of Ethics – for bi-weekly rate of \$5,000.00 for the position of Civil Service Ethics Administrator, effective November 16, 2007. (Civil Service Director granted tentative approval of this request on November 16, 2007.) **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.

(Appearance by representatives of the agencies.)

14) Consideration of the Minutes of the Commission Meeting held on November 6-7, 2007. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

15) Report on Evaluation Reports Issued:

Human Resources Evaluation Reports:

- a. Louisiana State University – Baton Rouge
- b. Northwestern State University

c. Bayou Region Supports and Services Center

(Appearance by Shannon Templet of the Department of Civil Service.) **THE REPORTS WERE PRESENTED TO THE COMMISSION BY SHANNON TEMPLET.**

16) **10:30 a.m.** Commission Work Session.

**SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, DECEMBER 12, 2007**

*(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING,
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- 1) Request of the Orleans Parish Registrar of Voters for ongoing unclassified authority under the provisions of Civil Service Rule 4.1(d)2, for one (1) unclassified Assistant Deputy Registrar position at Algiers location in Orleans Parish, effective December 12, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Orleans Parish Registrar of Voters.) **THE COMMISSION GRANTED THE REQUEST.** (Position number and resume for incumbent must be emailed to misty.crehan@la.gov or faxed to Misty Crehan at 225-342-0966. Please use **Request #5115** as the reference when transmitting this information.)
- 2) Request of the Division of Administration for a permanent 10% Optional Pay Adjustment for additional duties for Ms. Pamela M. Perkins, Attorney – General Counsel 3, in accordance with Civil Service Rule 6.16.2, effective July 1, 2007. **Department recommends approval of a 7% pay adjustment for equal level duties.** (Appearance by a representative of the Division of Administration.) **THE COMMISSION DEFERRED THE REQUEST UNTIL FEBRUARY 2008.**
- 3) Request of the Department of Education for a permanent Optional Pay Adjustment of 2% (with 5% having already been granted by the agency) for Ms. Christine Mayers, Administrative Assistant 5, for additional duties, in accordance with Civil Service Rule 6.16.2, effective October 1, 2007. **Department recommends approval as requested.** (Appearance by a representative of the Department of Education.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Department of Education for a permanent Optional Pay Adjustment of 5% (with 5% having already been granted by the agency) for Ms. Sandra Allen, Information Technology Management Consultant 1, for additional duties, in accordance with Civil Service Rule 6.16.2, effective September 1, 2007. **Department recommends approval of a 2% adjustment for equal level duties.** (Appearance by

a representative of the Department of Education.) **THE COMMISSION GRANTED A 2% ADJUSTMENT AS RECOMMENDED BY THE DEPARTMENT.**

- 5) Request of the Department of Transportation and Development for an Individual Pay Adjustment in the amount of \$35.36 bi-weekly for Mr. Larry Butler, Electrician Specialist Leader, in accordance with Civil Service Rule 6.16 (c), effective November 6, 2006. **Department recommends approval as requested.** (Appearance by a representative of the Department of Transportation and Development.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Louisiana School for Deaf for an Individual Pay Adjustment of \$288.80 bi-weekly to recruit Ms. T. LaCour into position #50383029, Administrative Program Manager 1, in accordance with Civil Service Rule 6.16(c), effective December 12, 2007. **Department defers this request to the Commission.** (Appearance by a representative of the Louisiana School for the Deaf.) **THE COMMISSION DEFERRED ACTION ON THE REQUEST UNTIL JANUARY 2008.**
- 7) Consideration of the following requests for Special Pay Rates in accordance with Civil Service Rule 6.16(a):
 - a. Department of Agriculture and Forestry - convert the current 7% premium pay for Forestry Crew Specialist Leader – Heavy positions into base pay, effective October 29, 2007. **Department recommends approval as requested.** **THE COMMISSION GRANTED THE REQUEST.**
 - b. LSU Health Care Services Division, Medical Center of New Orleans – establish premium pay policy in an amount up to \$5.00 per hour for employees trained as Interventions for Managing Aggressive Behavior Instructors, effective December 17, 2007. **Department recommends approval as requested.** **THE COMMISSION GRANTED THE REQUEST.**
 - c. LSU Health Care Services Division, Earl K. Long Medical Center – establish premium pay in the amount of \$2.00 per hour (for all hours worked) by Radiologic Technologist 3 employees who obtain licensure as a Licensed Radiologic Technologist (LRT) in specific fields, effective December 3, 2007. **Department recommends approval as requested.** **THE COMMISSION GRANTED THE REQUEST.**
 - d. LSU Health Care Services Division, Earl K. Long Medical Center – amend their existing premium pay policy for all Medical Sonographers in an amount of up to \$1.00 per hour to an amount of up \$2.00 per hour (for all hours worked), effective December 3, 2007. **Department recommends approval as requested.** **THE COMMISSION GRANTED THE REQUEST.**
 - e. LSU Health Care Services Division, Earl K. Long Medical Center – establish premium pay in an amount of up to \$2.00 per hour (for all hours worked) by

Registered Dieticians and Respiratory Therapists (all levels) who obtain specific national certification, effective December 3, 2007. **Department recommends approval as requested.** THE COMMISSION GRANTED THE REQUEST.

- 8) Request of the LSU Health Care Services Division, Medical Center of Louisiana at New Orleans for exception to the Healthcare Professional Pool Authority, effective October 4, 2007 through December 31, 2008. **Department recommends approval as requested.** (Appearance by a representative of the LSU Health Care Services Division.) THE COMMISSION GRANTED THE REQUEST.
- 9) Request of the LSU Health Care Services Division for authority to extend the job appointment of Ms. Myra Varnado, Registered Nurse Program Coordinator, for an additional six (6) months, in accordance with Civil Service Rule 8.14(a), effective November 19, 2007. **Department recommends approval as requested.** (Appearance by a representative of the LSU Health Care Services Division.) THE COMMISSION GRANTED THE REQUEST.