



St. Charles Parish

Meeting Agenda

SCP Civil Service Board

St. Charles Parish Civil Service Board

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5125
www.stcharlesparish.gov

Tuesday, December 9, 2025

6:30 PM

Council Chambers, Courthouse

Final

Call to Order

Silent Prayer / Pledge of Allegiance

Reading of the Meeting Protocol

- **By Personnel Officer**

Personnel Updates

- **Offers made above entry rate**
- **Personnel activities**

Consideration of Minutes

- **Meeting held October 14, 2025**

Request for consideration of new job description

- **Inventory Specialist - Waterworks**

Request for consideration of new job description

- **Meter Specialist- Waterworks**

Request to approve job description changes for Economic Development as part of organizational restructure

- **Business Engagement Specialist – New Position**
- **Market Development Research Assistant – Revised Job Description**
- **Administrative Assistant – Revised Job Description**

Request for consideration of upgrade

- **Deputy Public Information Officer**

Consideration of a motion to recess/adjourn for Executive Session

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.