

# Personnel Office/Civil Service Board

*Presentation to St. Charles Parish Council*

*November 2019*



# Personnel Staff Primary Functions

- Dayna Parker, Personnel Officer
  - *Civil Service System Interpretation and Administration*
  - *Advisor to Parish Departments/Administration/Employees on Personnel Related Topics*
  - *Local, State and Federal Law Compliance in Relation to Personnel*
  - *Employee Relations/Grievance Process*
  - *Drug Testing which includes Pre-employment, Random, Probable Cause and Post Accident*
  - *Employee Training and Wellness Program Administration*
- Kayla Petit, Personnel Analyst
  - *Employment Process which includes Recruitment, Qualifying, Testing, and On-boarding*
- Renee Agurcia, Benefits Specialist
  - *Employee Benefits Coordination and Administration: Group Health, Dental, Vision, Life & Disability Insurance*
  - *Retirement System Administration*
- Kim Perret, Personnel Technician
  - *Deferred Compensation*
  - *FMLA*
  - *Payroll Preparation and Verification of Sick, Vacation & Compensatory Balances*
  - *Workman's Compensation and Unemployment Reporting and Administration*

# Employment Statistics

We currently employ:

- 397 Civil Service Employees
- 38 Appointed Employees (Parish President's Staff)
- 137 Others on payroll (Library, Elected/Appointed, WIA)
- 40 Part-time or Temporary Employees

The Personnel Office posted 110 jobs in-house in 2018.

- 66 filled in-house
- 44 filled externally

# Retirements

- 2018 Processed Retirements - 10 retired, 0 disability
- 2019 Processed Retirements - 10 retired, 1 disability

DROP = Deferred Retirement Option Plan

- 17 employees are currently in the DROP

*The plan allows the pension benefit that is accrued at the time of entry into DROP to be calculated and to accumulate.*

# Personnel Office Activities

- A 2.5% cost of living pay increase was approved and awarded for all eligible employees effective 12/15/2018.
- A 1% or 3% merit increase for civil service employees, based on performance evaluations was approved, and awarded to eligible employees
- Service Awards Banquet was given in conjunction with a training seminar on March 28, 2019
  - 73 employees received certificates for years of service
  - 40 employees received certificates for perfect attendance
  - Debbie Graff, Finance Administrative Aide, was selected as Employee of the Year
  - Ms. Dorothy Cain, a registered nurse and certified health and wellness coach within the Ochsner Corporate Wellness Department, gave a presentation on Health Coaching for parish employees

# Personnel Office Activities

- From July 2018 - October 2019, there were five in house grievances filed by parish employees and investigated by the Personnel Officer. There were three in house grievances that went for an appeal to the Civil Service Board.
- Continued implementation of the Wellness Program 2018-2019
  - 366 employees (83%) participated in the program
  - Hosted onsite bio-metric screenings & flu shots
  - 2 Hello Health Lectures were provided for employees (Heart Health & Hypertension and Decreasing Your Risk of Diabetes)
  - 2 Step Challenges were completed
  - Pathway to Results Program
  - Health Coaching
- Coordinated renewal process for group health, life, dental, vision and long term disability insurance. The Parish did receive a 15% increase in our premiums this year for group health.

# Personnel Office Activities

- Coordinated and scheduled benefits fair for Parish Employees attended by all companies providing group coverage
- Coordinated and scheduled pre-employment, random, probable cause and post-accident drug screening for Parish Employees, per Ordinance #90-5-7
- Coordinated Advanced Microsoft Excel and Beginner Microsoft Word Computer Training classes for interested personnel
- Coordinated Sexual Harassment Training for all Parish employees
- Implemented Background Checks as a pre-employment step
- Implemented Laserfiche for records archiving
- Participated in Community Outreach Efforts: United Way Campaign, Bridge Run, Battle for the Paddle, Career Day at Albert Cammon Middle School, St. Charles Parish Schools Discipline Committee
- HR Toolbox Meetings – Substance Abuse Policy Refresher, FMLA & Wellness Program 2019-2020

# Civil Service Board

- James “Jimmy” Breaux – Chair
- Sara Champion – Vice Chair
- Brett Terrebonne – Member
- Ralph Wilderson – Member
- Dr. Cressend Schonberg - Member



# Activities of Civil Service Board

July 2018 – October 2019

- 7 scheduled meetings, 3 special meetings
- 11 requests to approve new job descriptions
- 26 requests to approve revisions to job descriptions
- 5 requests for employee upgrades
- 2 requests to remove job descriptions from pay plan
- 1 request for approval of Mini Job Study
- 2 request for revisions to Civil Service Manuel
- 1 request to approve pay rate above entry
- 3 grievance appeals to the Civil Service Board
- Request to approve 2019 Employee Holiday Schedule and 2019 Civil Service Board Meeting Schedule



# Questions