

# St. Charles Parish

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## Personnel Presentation to the Council

July 26, 2021

Dayna Parker



# Personnel Staff Primary Functions

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- **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*
- *Wellness Program*

# Civil Service Board

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James “Jimmy” Breaux  
(Chair)

Term expiring  
August 1, 2021

Sara Champion  
(Vice Chair)

Brett  
Terrebonne

Ralph  
Wilderson

Jim Carlson

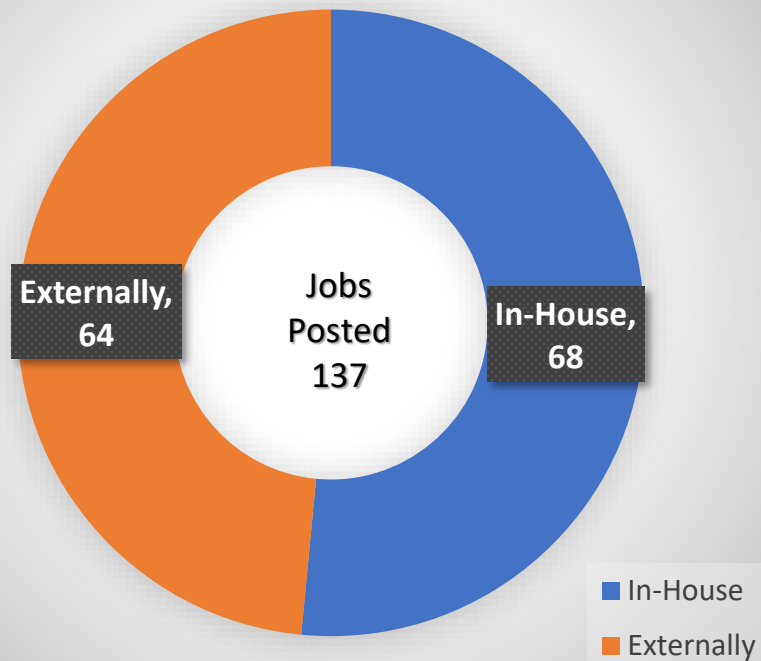
Regmon Chaney  
(Replacing Jimmy Breaux)

# Employment Statistics

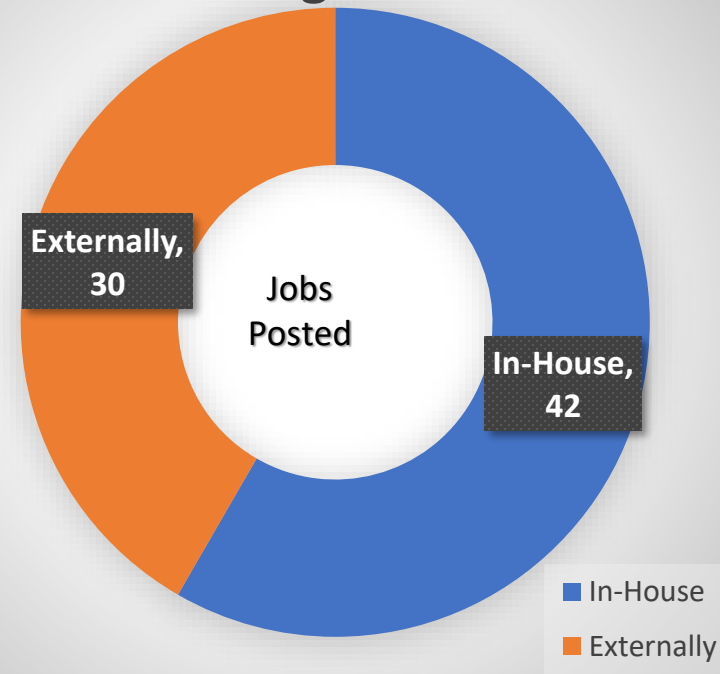
As of July 15<sup>th</sup> we currently employ:

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

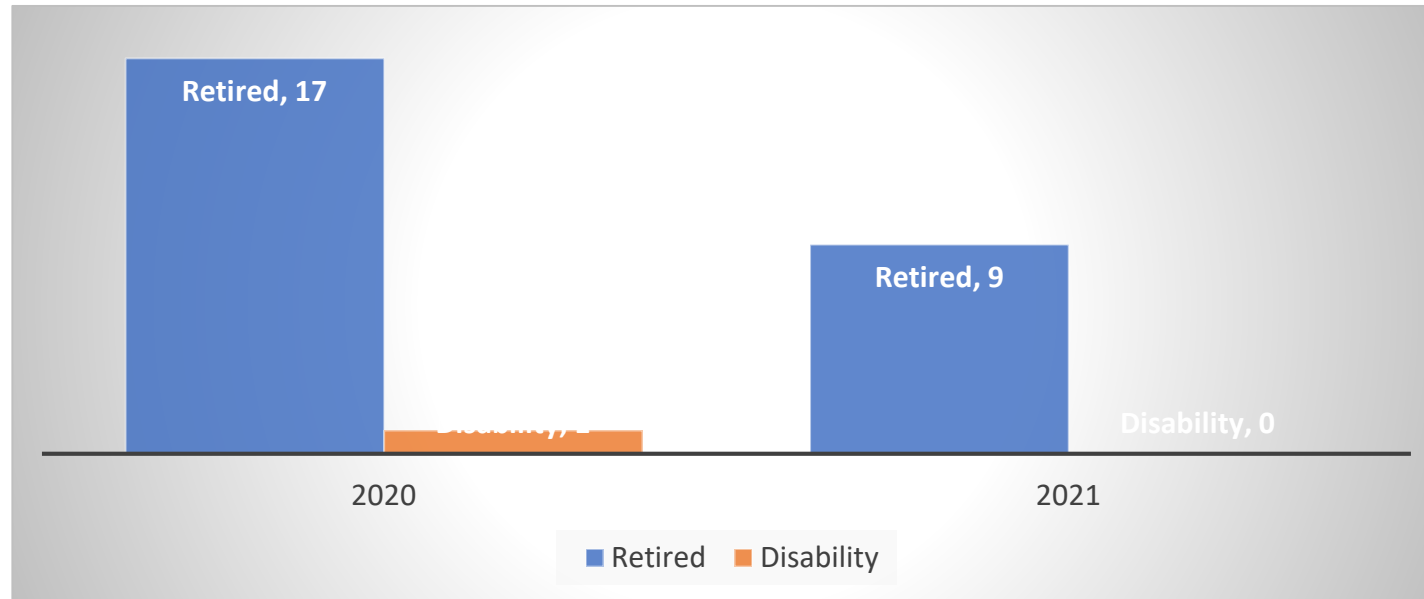
## 2020 Hiring Statistics



## 2021 Hiring Statistics



# Retirements



DROP = Deferred Retirement Option Plan

- 23 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 with the retirement system while the DROP participant continues to work, freezing the future retirement benefit at retirement. The pension benefit is calculated as if the member were actually retiring.*

# Personnel Activities

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## August 2020

- ✓ The Personnel Officer hosted in-person annual **Louisiana Ethics Training** for field employees at the EAD Community Center. Employees can also complete the training through the Louisiana Ethics on-line training portal.
- ✓ The Personnel Officer assisted in the Parish's preparation and response to the declared emergency for potential **Hurricanes Marco and Laura**.

## September 2020

- ✓ **Employee wellness screenings** were provided by Ochsner through the Parish's Wellness Incentive Program on September 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> at the Edward A. Dufresne Community Center. Employees were able to receive a biometric screening and a flu shot.
- ✓ The Personnel Officer assisted in the Parish's preparation and response to the declared emergency for potential **Hurricane Sally**.
- ✓ A **Civil Service Board meeting** was held on Tuesday, September 22, 2020.
  - Request for approval of minutes – June 23, 2020
  - Request for approval of revised job description – Distribution Maintenance Tech – Waterworks
  - Request for approval of revised job description – Pump Operator Helper & Pump Operator – Public Works
  - Request for approval of new job description – Pump Technician Helper & Pump Technician – Public Works
  - Request for approval of revised job description – Engineer Intern – Public Works
  - Request for approval of new job description – Parish Engineer I & II – Public Works
- ✓ There was one **in-house grievance** meeting.
- ✓ The St. Charles Parish **Social Media Usage Policy** was signed by Parish President Jewell on September 18, 2020.

# Personnel Activities

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## October 2020

- ✓ The Personnel Officer assisted in the Parish's preparation and response to the declared emergencies for **Hurricane Delta and Hurricane Zeta**.
- ✓ The Personnel Officer attended a **DOT Mandatory Drug and Alcohol Supervisory Training**.
- ✓ The Personnel Officer hosted in-person annual **Sexual Harassment Training** for field employees at the Edward A. Dufresne Community Center. Office employees were provided a link to complete the annual training individually.

## November 2020

- ✓ The Personnel Officer assisted with the United Way Kick-off Meetings for the 2020 St. Charles Parish **United Way Campaign**.
- ✓ A **Civil Service Board meeting** was held on Tuesday, November 10, 2020.
  - At the meeting, the Board approved the 4-10 and 5-8 Holiday Schedule for 2021. In addition, the Board approved the Civil Service Meeting Schedule for 2021.
  - The Board also approved a revised job description for Recreation and two new job descriptions for Public Works.
  - There was also an employee appeal to the Civil Service Board during this meeting.
  - A new board member was nominated by the State Civil Service League. Mr. James Carlson, completed his Oath of Office in November and began a three-year term. He was present for the November Civil Service Board Meeting.

# Personnel Activities

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## December 2020

- ✓ The Personnel Officer with the assistance of Risk Management, Legal, and the Administration presented an amendment to the **Substance Abuse Ordinance** to the Parish Council on December 21st. This amendment was approved unanimously by the Council.
- ✓ Eligible employees received a **1% cost of living pay increase** 12/26/2020. A **1% or 2% merit increase** for civil service employees, based on performance evaluations was awarded to eligible employees also on 12/26/2020.
- ✓ The Personnel Office also completed the **mandated drug and alcohol query process** for the Federal Motor Carrier Safety Administration required of all employees that hold a Commercial Driver's License for their position.

## January 2021

- ✓ The Personnel Office assisted with year-end **1095 tax documents**.
- ✓ The Personnel Officer attended **Ethics Liaison Training** through the State Ethics Administration.



# Personnel Activities

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## February 2021

- ✓ The Personnel Officer **visited Parish departments** to explain the approved and adopted amendment to the **Substance Abuse ordinance**.
- ✓ Ochsner Wellness Team administered a Wellness Seminar for all employees on “**The Why of Wellness**” through a **webinar**.
- ✓ The Personnel Office, Parish President Matthew Jewell, and department heads **honored 145 Civil Service employees** for their years of service and perfect attendance in both 2019 and 2020. The Civil Service Awards ceremony was done in a drive-thru style fashion instead of hosting a formal program as in years past to adhere to COVID-19 protocols.
- ✓ The Personnel Officer participated in the **St. Charles Parish and Jefferson Parish Clean Up Day** to remove trash from the highly traveled Highway 90 corridor.
- ✓ The Personnel Officer assisted in establishing the **Pulse Engagement Panel** and facilitating an introductory meeting. The PEP is a cross-functional team that will discuss continuous improvement strategies for workplace culture. The PEP will be a conduit for providing employee feedback to the Administration. The panel will also establish employee core values that align with Parish’s Mission and Vision.

# Personnel Activities

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## March 2021

- ✓ **Employee wellness screenings** were provided by Ochsner through the Parish's Wellness Incentive Program on March 4<sup>th</sup> at the Edward A. Dufresne Community Center. Employees were able to receive an on-site biometric screening.
- ✓ The Personnel Officer continued visiting Parish departments to explain the approved and adopted amendment to the Substance Abuse ordinance.
- ✓ The Personnel Officer attended a **Pulse Engagement Panel** facilitated meeting, St. Charles Parish **Director's training**, an **IPMA-HR Quarterly Meeting**, and the **United Way Victory Celebration**.
- ✓ A Civil Service **Appeal Hearing** was held on Monday, March 29<sup>th</sup>.

## April 2021

- ✓ Throughout the month of April, the Personnel Officer attended **department feedback sessions** facilitated by Executive Coach, Julie Couret. Employees participated in a comprehensive discussion regarding operational efficiencies to help promote a better workplace.
  - What is working well within the department and/or organization?
  - What can be improved within the department and/or organization?
- ✓ The Personnel Officer attended an **IPMA-HR Virtual Conference** and a **Manager Training** for St. Charles Parish leadership.

# Personnel Activities

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## May 2021

- ✓ Throughout the month of May, the Personnel Officer continued attendance at the **department feedback sessions** facilitated by Executive Coach, Julie Couret.
- ✓ **Open enrollment**, the time period where employees can make changes to benefits, began on May 17, 2021. The Parish received a 2% decrease in our medical insurance premium.
- ✓ In correlation with open enrollment, the Personnel Office offered two in-person **Benefits Informational Sessions** for employees to learn more about their Parish benefits. During the Benefits Informational Session, the following was reviewed:
  - The benefits renewal process
  - Health Insurance: *Blue Cross Blue Shield*
  - Dental Insurance: *Humana*
  - Vision Insurance: *Humana*
  - Life Insurance: *Voya*
- ✓ The **2021 Job Study** for all Parish Civil Service and appointed employees was rolled out in May.
- ✓ The Personnel Officer supported the St. Charles Parish School System by participating in their **2021 Discipline Committee Meeting**.
- ✓ The Personnel Officer attended the St. Charles Parish **Hurricane Planning meeting** in preparation for hurricane season. In addition, the St. Charles Parish Department of **Personnel All Hazards Plan** was completed.

# Personnel Activities

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## June 2021

- ✓ A **Civil Service Board Meeting** was held on Tuesday, June 8, 2021.
  - The following items were on the agenda:
    - Request for approval of minutes – March 29, 2021
    - Request for approval of the Meeting Protocol
    - Request for approval of upgrade- Utility Billing Clerk I to Utility Billing Clerk II (Waterworks)
- ✓ Throughout the month of June, the Personnel Officer and Personnel Analyst met with each department Director to review all **employee job analysis questionnaires** for the 2021 Job Study.
- ✓ The Personnel Officer attended an all-day **IPMA-HR Quarterly Meeting**.
- ✓ The Personnel Officer provided a brief training for Directors on **Active Listening** during a Director's meeting.

## July 2021

- ✓ The St. Charles Parish Civil Service employees were recognized at an **Employee Appreciation Event** on July 1, 2021.
- ✓ The Personnel Officer and Personnel Analyst continued meetings with each department Director to review all **employee job analysis questionnaires** for the 2021 Job Study throughout the month of July.
- ✓ The Personnel Officer attended a **Manager Training** for St. Charles Parish leadership and provided a brief explanation of **documented discussions** to our Directors.

Thank you for your time.

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