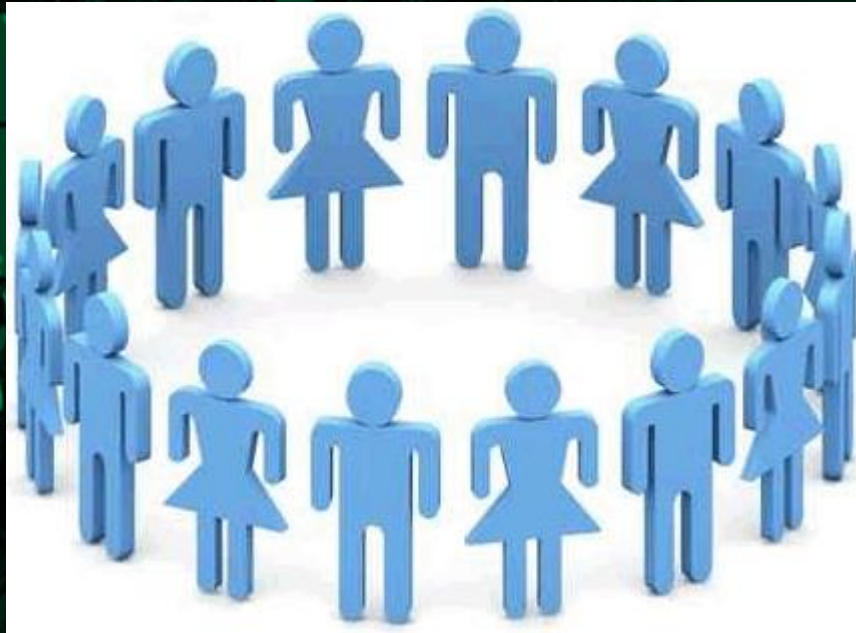


Personnel Office



Civil Service Board

Primary Functions of the Personnel Office

Include but are not limited to

- Civil Service System Interpretation and Administration
- Advisor to Parish Departments/Administration/Employees on Personnel related topics
- Employee Benefits Coordination and Administration
- Local, State and Federal Law Compliance in relation to Personnel
- Employment Process which includes Recruitment, Qualifying, Testing, and Orientation
- Retirement System Administration
- Payroll Preparation and Verification
- Workman's Compensation and Unemployment reporting and administration
- Employee Relations/Grievance process
- Drug testing which includes pre-employment, random, probable cause and post accident

Employment Statistics

The Personnel Office has posted 95 jobs in-house in 2015.

Results

- **62 filled in-house**
- **33 filled from outside**

We currently employ -

- **373 Civil Service Employees**
- **31 Appointed Employees**
- **164 Others on payroll**

Activities of Personnel Office

Processed Retirement

- 2015 – 10 retired
1 disability
- 8 employees are currently in the drop for 2015

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

D R O P

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Training and Wellness Activities

Training Provided

- First Aid
- Ethics
- Arks and Sparks
- Hazmat
- Diversity
- Conflict Resolution
- Rollover Prevention Class

Wellness Provided

- Biggest Loser Contest
- Wellness Presentation
- Catapult Screens

Civil Service Board

- **Ronnie Madere - Chairman**
- **James “Jimmy” Breaux – Vice Chairman**
- **Brett Terrebonne – Member**
- **Ralph Wilderson – Member**
- **Sara Champion – Member**

Activities of Civil Service Board Approved

- **3 Requests for Job Upgrades**
- **8 Request for revision to existing job description**
- **9 Requests for approval of new job descriptions**
- **5 In-house grievances and 1 appealed to the Civil Service Board**
- **3 request for revision to Civil Service Rules**
- **2 request for elimination of a job description**
- **Approval of Employee Holiday Schedule for 2016
and Civil Service Board Meeting Schedule**

New Projects 2015-2016

- Design and implementation of Sygnvs HR Management Software
- Compensation and Job Study

Notice – Upcoming Events

- April 25th Employee Ethics Training at the Dufresne Community Center – 9am & 11am
- May 24th and 25th Wellness/Benefits Fair at the Dufresne Community Center – 9am-3pm
- June 9th Employee Service Awards and Training Banquet at the Dufresne Community Center – 9am