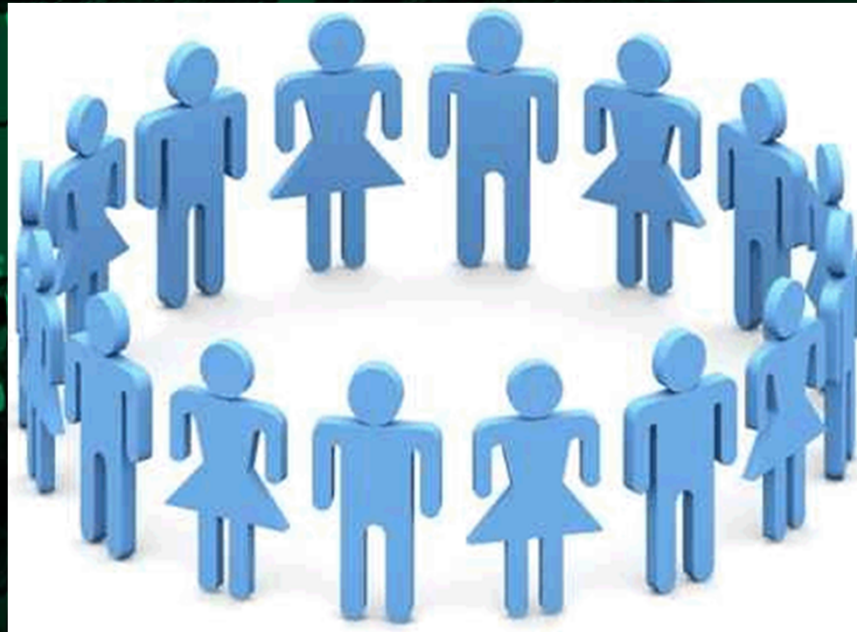


# Personnel Office

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## 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 94 jobs in-house in 2014.**

## Results

- **52 filled in-house**
- **42 filled from outside**

**We currently employ -**

- **374 Civil Service Employees**
- **32 Appointed Employees**
- **167 Others on payroll**

# Activities of Personnel Office

## Processed Retirement

- 2014 – 11 retired  
0 disability
- 7 employees are currently in the drop for 2014

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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# 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

- **2 Requests for Job Upgrades**
- **Request for 1 Revision to existing job description**
- **3 Requests for approval of new job descriptions**
- **10 In-house grievances 1 which went to appeal to the Civil Service Board**
- **1 request for revision to Civil Service Rules**
- **Approval of Employee Holiday Schedule for 2015 and Civil Service Board Meeting Schedule**

# Notice – Upcoming Events

- April 30<sup>th</sup> Employee Service Awards and Training Banquet at the Dufresne Community Center – 9am
- May 4<sup>th</sup> and 5<sup>th</sup> Wellness/Benefits Fair at the Dufresne Community Center – 9am-3pm