

# Personnel Office/Civil Service Board

*Presentation to St. Charles Parish Council*



# 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*
- Kayla Petit, Personnel Analyst
  - *Employment Process which includes Recruitment, Qualifying, Testing, and Orientation*
- 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*
- Bambi Conaway, Training Analyst
  - *Employee Training and Wellness Program Administration*

# Employment Statistics

We currently employ:

- 393 Civil Service Employees
- 38 Appointed Employees (Parish President's Staff)
- 150 Others on payroll (Library, Elected/Appointed, WIA)
- 167 Seasonal & Temporary Employees

The Personnel Office posted 103 jobs in-house in 2016.

- 59 filled in-house
- 44 filled externally

# Retirements

- 2016 Processed Retirements - 6 retired, 0 disability
- 2017 Processed Retirements - 3 retired, 0 disability

DROP = Deferred Retirement Option Plan

- 18 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 1.1% cost of living pay increase was approved and awarded for all eligible employees effective 12-17-16.
- A 1% or 3% merit increase for civil service employees, based on performance evaluations was approved, and awarded to eligible employees.
- A comprehensive wage and pay plan study for classified employees was conducted by The Archer Company, LLC. Recommendations proposed by The Archer Company were submitted to the Parish Administration, Parish Council and Civil Service Board for approval. The changes recommended were effective 12-17-16.
- Transitioned to new HR Management Personnel Tracking Software which now integrates with Finance Department
- Assisted Finance with the transition to new time clock software
- Service Awards Banquet was given in conjunction with a training seminar on June 8, 2017.
  - 52 employees received certificates for their years of service
  - 36 employees received certificates for perfect attendance
  - Earl Matherne, Jr. was selected as Employee of the Year
  - Training was provided by Frank Lee, Ochsner Wellness Coordinator

# Personnel Office Activities

- There were 5 in house grievances filed by parish employees, investigated by the Personnel Officer. Of the 5 in house grievances none went for an appeal to the Civil Service Board.
- Coordinated renewal process for group health, life, dental, vision and long term disability insurance. The Parish did not see an increase in our premiums this year.
- Continued the implementation of our Wellness Program
  - 247 employees (53%) participated in the program
  - Hosted onsite bio-metric screenings & flu shots
  - 2 Hello Health Lectures were provided for employees (Heart Health & Exercise)
  - Coordinated a team of parish employees for the United Way Bridge Run
- Coordinated and scheduled benefits fair for Parish Employees attended by all companies providing group coverage for Parish Employees.
- On-boarded 136 seasonal employees for summer internships, summer camps, summer feed program, and summer enrichment program

# 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

- 4 requests to approve new job descriptions
- 4 requests to approve revisions to job descriptions
- 3 requests to approve pay range changes
- Request to approve recommendations made by The Archer Company who conducted a job pay study for classified civil service jobs
- Request to approve 2017 Employee Holiday Schedule and 2017 Civil Service Board Meeting Schedule
- No grievance appeals to the Civil Service Board