

New Orleans Civil Service

2021 Annual Report

2021 Annual Report

Table of Contents

P2 About New Orleans Civil Service

P3 The Civil Service Commission

P4 Commission Meetings

P5 The Civil Service Department

P8 The Workforce at a Glance

P15 Accomplishments By Division

P15 Recruitment & Selection

P18 Classification & Compensation

P22 Employee Relations

P23 Management Services

P24 Employee Growth & Development

P25 Test Development & Validation

P26 Rule Changes

P27 Contact Information

About New Orleans Civil Service

History and Purpose

In response to wide-spread concern that state and municipal jobs were being used to bestow favors on political allies or punish those who did not support a particular candidate for office, the citizens of Louisiana ratified an article in the Louisiana Constitution that required large municipalities to adopt a civil service system. This system set out to provide for appointments based on merit and prevent the discharge of employees without good and sufficient cause. However, in 1948, under the administration of Earl Long, the Louisiana Legislature stripped the civil service system of most of its authority. This attempt to return to the spoils system of state and municipal employment led to the adoption of several new amendments that enshrined civil service in the Constitution. The Louisiana Supreme Court has observed that:

Because of the tumultuous history of civil service in Louisiana, detailed provisions on civil service are included in our constitution so that the merit system can be repealed or amended only by a vote of the people, to protect against “repeal or weakening amendments and sabotage by a temporary majority vote of a spoils-minded and partisan legislative faction.”

Under the Louisiana Constitution, the Civil Service Commission is responsible for establishing and enforcing rules that ensure appointing authorities throughout the City of New Orleans and the Sewerage and Water Board hire and promote individuals based on merit. The Civil Service Rules were developed in order to provide the citizens and employees of New Orleans protection against a spoils system that rewards political patronage rather than hard work and true qualifications.

Our Mission

To provide the most efficient and effective human resource services and programs to enable City government to recruit, develop and retain a well-qualified and high performing workforce in accordance with merit-system principles.

Our Vision

To partner with City departments to make the City of New Orleans an employer of choice and a leader in the management of human resources.

The Civil Service Commission

The Civil Service Commission, is a constitutionally created entity composed of five members who are appointed by the New Orleans City Council to overlapping six-year terms. Four of the members are nominated by the presidents of designated local universities and one member is a City employee nominated by fellow employees.

The Civil Service Commission is the policy-making body that exercises oversight of activities of the Civil Service Department. The Commission is a quasi-judicial body with power to make rules which have the force and effect of law. In its judicial capacity, the Commission serves as the court of first instance for all employee appeals resulting from disciplinary actions. In its legislative capacity, it adopts rules and establishes policies that regulate the conduct of labor and management in the merit system. Our current Commissioner are:

Brittney Richardson, Chairperson Ms. Richardson was nominated by Tulane University. She has been a member of the Commission since October 2018.

John “Jake” Korn, Vice-Chairperson Mr. Korn was nominated by Xavier University. He has been a member of the Commission since March 2019.

Clifton J. Moore, Jr. Mr. Moore is the employee-nominated member of the Commission. He has been a member of the Commission since September 2017.

Mark Surprenant, Commissioner Mr. Surprenant was nominated by Loyola University. He has been a member of the Commission since October 2019.

Ruth White Davis, Commissioner Ms. Davis was nominated by Dillard University. She has been a member of the Commission since January 2021.

Commission Meetings

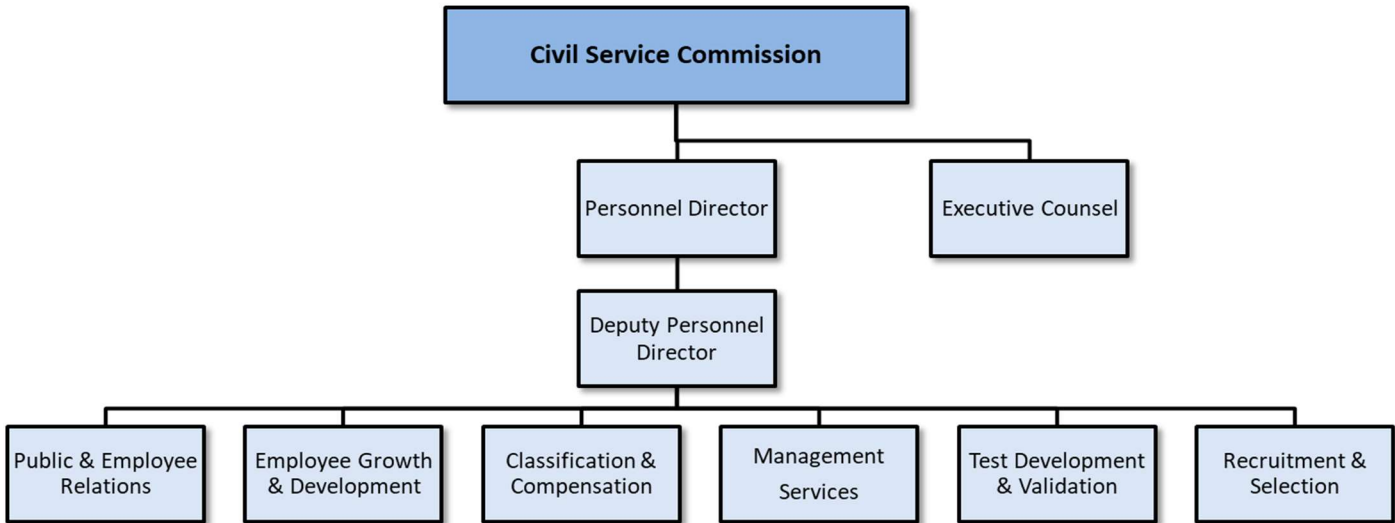
The Civil Service Commission holds regular monthly meetings. It may also hold additional special meetings as needed. In 2021, the Commission held eleven meetings. The meetings were held via Zoom pursuant to La. R.S. 42:17.1 due to the Covid-19 emergency. Agendas and minutes for all Civil Service Commission Meetings are publicly posted on the Civil Service website www.nola.gov/Civil-Service. Meetings were held on:

- | | |
|-------------------|--------------------|
| January 25, 2021 | July 19, 2021 |
| February 15, 2021 | July 28, 2021 |
| March 22, 2021 | September 29, 2021 |
| April 19, 2021 | October 18, 2021 |
| June 10, 2021 | December 13, 2021 |
| June 21, 2021 | |

The Civil Service Department

The Civil Service Department is created by Article X of the Louisiana Constitution. The department is responsible for the overall administration of the personnel function in City government.

Organizational Chart



Director's Office

Amy Trepagnier, Personnel Director

The Personnel Director is a classified employee appointed by the Commission after a competitive examination process. S/he is responsible to the Commission for the administration of the merit system of City government and serves as the Executive Secretary to the Commission. The Director is assisted in the performance of these duties by the Deputy Personnel Director (currently vacant).

Classification & Compensation Division

Robert Hagmann, Personnel Administrator

This division is responsible for the maintenance of a uniform and equitable system of job classification and compensation. The staff of this division conducts job audits of positions, performs salary and fringe benefit surveys and investigates complaints regarding inappropriate assignment or compensation. This division also receives, processes, updates and maintains personnel forms and records for employees.

Test Development & Validation Division

This division formulates, develops and validates examination procedures and determines the best measures to use in assessing the knowledges, skills and abilities of candidates for employment and promotion.

The Civil Service Department (continued)

Management Services Division

Doddie Smith, Personnel Administrator

This division is responsible for coordinating the employee appeal process before the Civil Service Commission. This division is also responsible for the review of personal and professional services contracts for compliance with Civil Service Rules.

Recruitment & Selection Division

Shelly Stolp, Personnel Administrator

The Recruitment and Selection Division responds to the personnel staffing needs of City agencies. This division screens applications, administers and scores the examinations and prepares lists of eligibles.

Employee Growth & Development Division

This division develops and coordinates programs for employee personal and professional growth and development. These programs include job related training modules which are designed as vehicles for promotion and advancement. This division also administers the employee performance evaluation process.



Public & Employee Relations Division

Doddie Smith, Personnel Administrator

This division provides information to employees, departments, and the public concerning the functions and activities of the Civil Service Commission and department. This division is involved in the development of programs to address specific problems and grievances of City employees. This division provides information to departments to keep employees informed of current policies and programs that affect their employment. Coordination of public records requests, employee elections and substance abuse testing are also a part of the responsibilities of this division.

The Civil Service Department (continued)

Civil Service Department Staff

Currently, there are twenty-three employees in the Civil Service Department and one vacancy.



In 2021, Shana Parker, Personnel Administrator Assistant in our Recruitment & Selection Division became a Society for Human Resource Management Certified Professional (SHRM-CP). Shana joins four other certified professionals on our staff: Amy Trepagnier (SHRM-SCP), Robert Hagmann (SHRM-SCP), Shelly Stolp (SHRM-CP), and Stacie Joseph (SHRM-CP). In May, Personnel Director Amy Trepagnier and Civil Service Commission Chairperson Brittney Richardson earned certificates in Diversity, Equity, and Inclusion in the Workplace awarded by the MUMA College of Business at the University of South Florida.



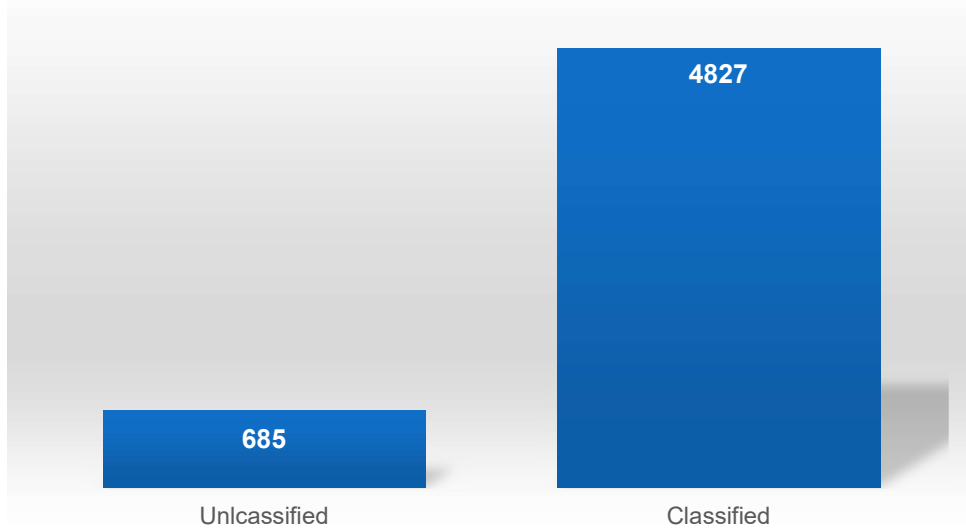
The Workforce at a Glance

Under Article X of the Louisiana Constitution, the City Civil Service is divided into the unclassified and classified service. Persons not included in the unclassified service are in the classified service. Most unclassified positions are specifically allocated in Article X. These include, but are not limited to elected officials and persons appointed to fill vacancies in elective offices, the heads of each principal executive department appointed by the mayor, city attorneys, one person holding a confidential position and one principal assistant or deputy to any officer, board, or commission.

Additional positions may be added to the unclassified service by the Civil Service Commission. These positions may be added and revoked by rules adopted by the Commission. Rule III Section 7.1 of the Civil Service Rules enumerates the criteria under which additional unclassified positions can be allocated.

As of December 2021, there were 4,321 City employees. 3,679 were classified employees and 642 were unclassified employees. As of January 2022, there were 1,191 Sewerage and Water Board employees. 1,148 were classified and 43 were unclassified.

Employee Count

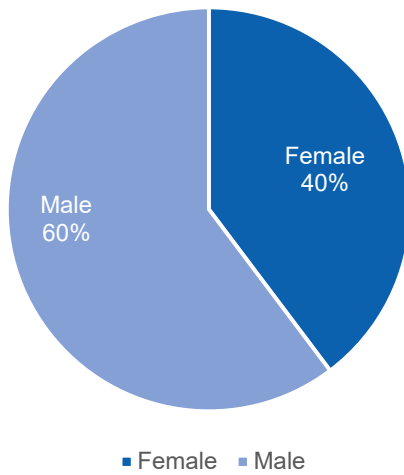


Employee Type	City	Sewerage & Water Board	Total
Unclassified	642	43	685
Classified	3679	1148	4827
Total	4321	1191	5512

The Workforce at a Glance (continued)

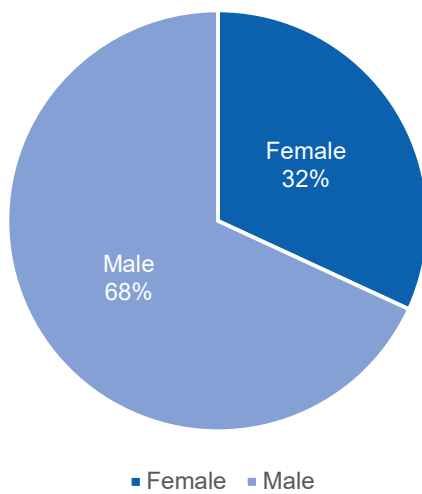
Demographic Information: Sex

City Employees by Sex



Sex	Count
Female	1717
Male	2604

Sewerage & Water Board Employees by Sex

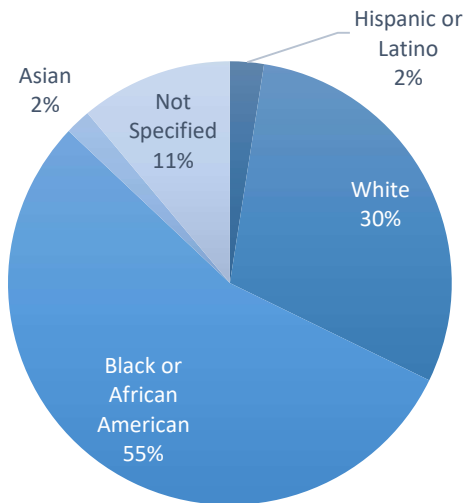


Sex	Count
Female	379
Male	809

The Workforce at a Glance (continued)

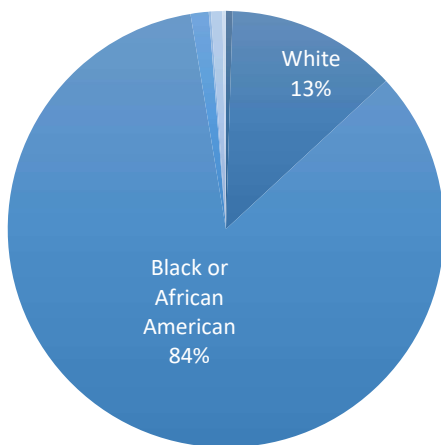
Demographic Information: Race

City Employees by Race



Race	Count
Black or African American	2352
White	1277
Not Specified	476
Hispanic or Latino	106
Asian	81
American Indian/Alaskan Native (<1%)	15
Two or more races (<1%)	14

Sewerage & Water Board Employees by Race

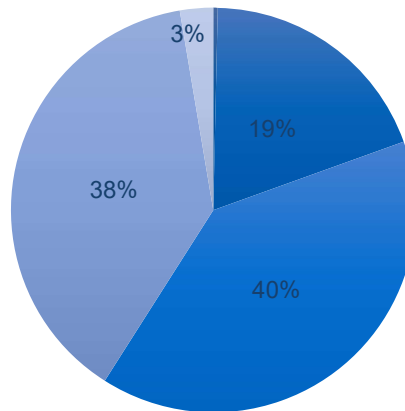


Race	Count
Black or African American	1004
White	150
Asian	16
Not Specified	10
Hispanic or Latino (<1%)	6
Two or more races (<1%)	3
American Indian/Alaskan Native (<1%)	2

The Workforce at Glance (continued)

Demographic Information: Age

City Employees by Generation



- Traditional Workers (born prior to 1946)
- Baby Boomers (1946-1964)
- Generation X (1965-1980)
- Millennials (1981-1996)
- Generation Z (born after 1996)

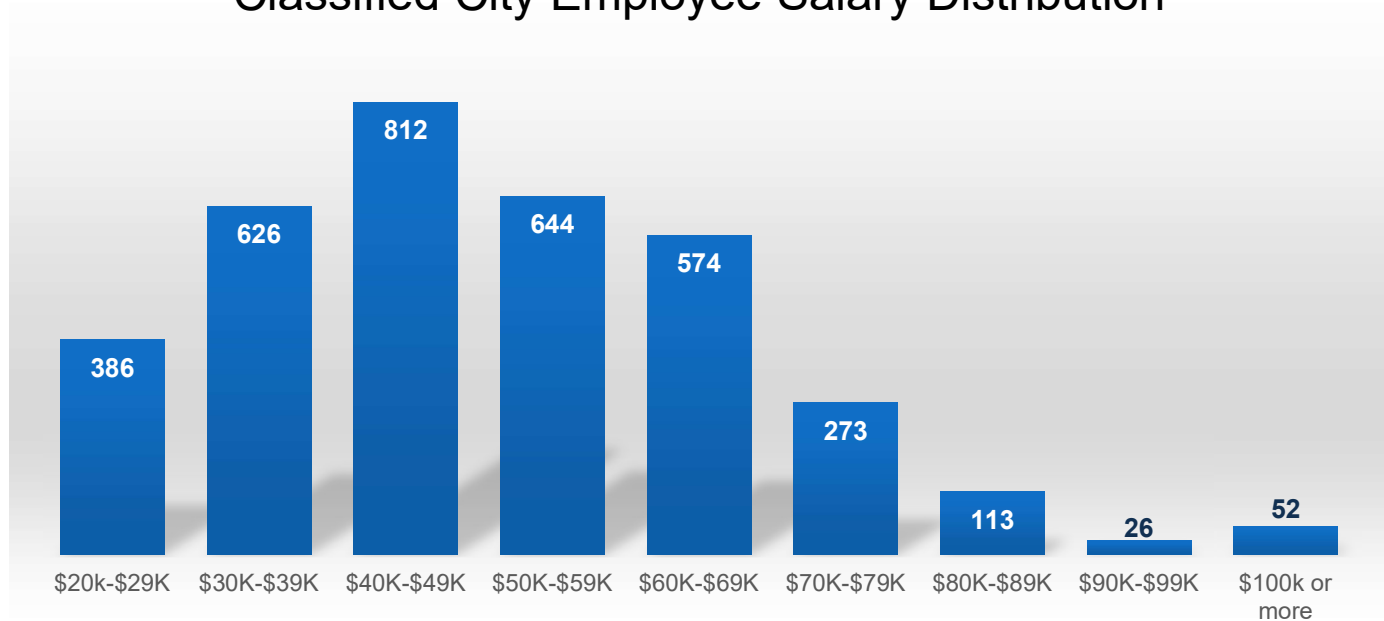
Generation	Count
Traditional Workers (born prior to 1946) (<1%)	15
Baby Boomers (1946-1964)	828
Generation X (1965-1980)	1707
Millennials (1981-1996)	1656
Generation Z (born after 1996)	115

The average age of a City of employee is 45 years old.

The Workforce at a Glance (continued)

Salary

Classified City Employee Salary Distribution



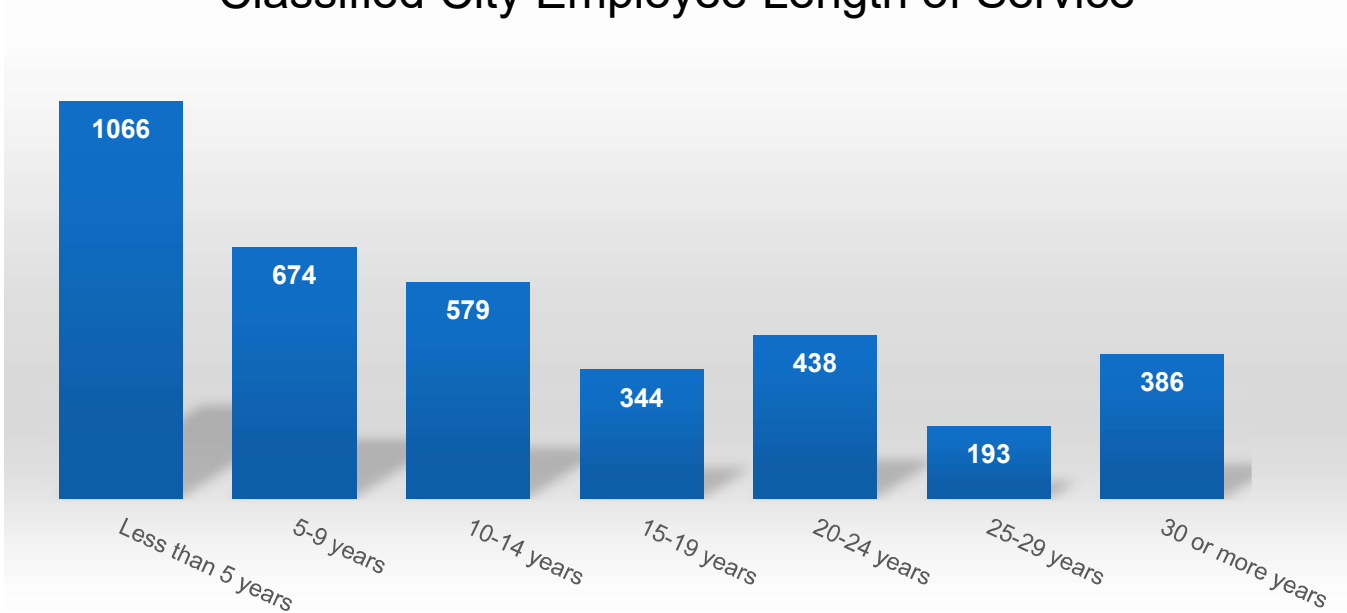
Salary	Count
\$20K-\$29K	386
\$30K-\$39K	626
\$40K-\$49K	812
\$50K-\$59K	644
\$60K-\$69K	574
\$70K-\$79K	273
\$80K-\$89K	113
\$90K-\$99K	26
\$100k or more	52

The average salary for City classified employees is \$49,702. The average salary for unclassified employees is \$66,744. The average salary for all City employees is \$53,117. These figures do not include overtime or additional pay such as millage or state supplemental pay (police and fire).

The Workforce at a Glance (continued)

Length of Service

Classified City Employee Length of Service



Length of Service	Count
Less than 5 years	1066
5-9 years	674
10-14 years	579
15-19 years	344
20-24 years	438
25-29 years	193
30 or more years	386

The average length of service for City classified employees is 13.5 years.

The Workforce at a Glance (continued)

2021 City New Hires

617 total hires were made in City government in 2021. **511 new hires were classified employees.** The most common job classifications hired were Fire Recruit/Firefighter (56), Laborer, Police Recruit/Officer (41), Waste Collectors (22), Emergency Medical Technician (17), Office Assistant Trainees, Lifeguards and Recreation Leaders. The New Orleans Recreation Department hired the most classified employees (136), followed by Police (70), Fire (60), Parks and Parkways (43), and Health/EMS (40).



2021 Accomplishments by Division: Recruitment & Selection Division

Applications and Testing

The Recruitment and Selection Division published **538 job postings in 2021**. **18,418 applications were accepted**. 953 sessions were offered for entrance testing.

Public Safety positions continued to be a high priority in 2021. 2,970 applications were accepted for Police Recruit/Officer, 710 for Fire Recruit/Firefighter, and 124 for EMT, 9 for EMT Advanced, and 74 EMT Paramedic. We continued six day a week testing for Police Recruit, holding 367 separate test sessions. This included **82 special bundled test sessions for out of area Police Recruit applicants which enable them to undergo several hiring steps during one visit to New Orleans**. 32 entrance test sessions were held for Fire Recruit. Staff scheduled and assisted NOFD with the administration of 20 agility test sessions.



Our staff also oversaw the administration of 129 psychological screenings for Police and Fire candidates. New in 2021, at the request of NOFD, we are now accepting lateral transfers of Firefighters from other jurisdictions.

Another 2021 priority for our Recruitment and Selection staff were positions at the Juvenile Justice Intervention Center (JJIC). 1206 applications were accepted for JJIC positions including Juvenile Detention Counselor, Social Services Worker, and Food Services Worker. Our staff also oversaw the administration of 18 psychological screenings for JJIC positions.

The top classifications for which applications were accepted in 2021 were:

Job Classification	Applications Received
Police Recruit/Officer	2970
Fire Recruit/Firefighter	710
Water Meter Reader Trainee*	401
Networks Maintenance Technician I*	294
Management Development Analyst	256
Utilities Plant Worker*	239
Grounds Patrol Officer	216

*Civil Service accepts these applications and Sewerage and Water Board Human Resources processes them.

2021 Accomplishments by Division: Recruitment & Selection Division (Continued)

Recruitment

While in-person recruiting opportunities were limited due to COVID-19, our staff was able to participate in several recruitment events including the City of New Orleans Back to Work Expo, Job1 Back to Work Louisiana, and City of New Orleans Community Clean Up/Job Fair.

To aid in the recruitment and retention of employees, the City of New Orleans offers excellent benefits. In 2021, our team updated City benefits information to make it more marketable to potential employees. The updated information can be found on our online job postings as well as on the Civil Service website.

Committees

Staff worked with our public safety partners to identify ways to improve the recruitment and retention of police officers. We served on the NOPD Retention Committee convened by the Mayor's Office of Criminal Justice and the Strategic Urgency to Recruit Great Employees (SURGE) Committee convened by NOPD.



Time to hire

78% of the job classifications posted in 2021 were posted continuously. Continuously means that Civil Service accepts applications for these positions year-round, so when a department has a vacancy there is already a list of eligible applicants. We typically do so for jobs that are widely used across departments, are difficult to fill, or those jobs with higher attrition rates.

The average time between application and placement on an eligible list was 13 days, with most of these placements (70%) taking less than 7 days. This timeframe includes application review as well as the administration of any testing. Applicants self-schedule their test dates via our applicant tracking system Neogov.

When a department wants to fill a vacancy it submits an electronic requisition to Civil Service. Civil Service then refers an electronic list of eligible applicants to the department. The average time

2021 Accomplishments by Division: Recruitment & Selection Division (Continued)

between referral of an eligible list to a city department and employee start date was 39 days. The tasks during this timeframe are handled by human resources employees in each department. They include interviews held by the hiring department, substance abuse testing, background check, any required medical testing. This also includes time a new hire may need to give notice to their current employer. These averages do not include Police and Fire Recruit hires.



2021 Accomplishments by Division: Classification & Compensation

Our Classification and Compensation staff oversees the administration of the classified pay plan as well as pay flexibilities available to departments as a result of a major reform of the Civil Service Rules in 2014.

Hiring Rates/Equity Pay Adjustments

The Civil Service Commission **approved hiring rates or equity adjustments recommended by staff for 19 job classifications**. Hiring rates are requested by an appointing authority to address difficulty in recruiting and/or retaining individuals in a particular job classification(s). Equity adjustments are pay increases to a job classification or an employee's pay to maintain uniform pay within an occupational group/career series or job classification. A full listing of 2021 Commission approved hiring rates and equity adjustments is included below.

Crime Lab Director

Police Captain

Police Major

Police Human Resource Administrator

Health Project and Planning Worker

Health Project and Planning Senior Worker

Health Project and Planning Analyst

Health Project and Planning Senior Analyst

Health Project and Planning Specialist

Health Project and Planning Manager

Plant Engineer

HVAC Services Manager

Emergency Medical Technician

Emergency Medical Technician, Advanced

Emergency Medical Technician, Paramedic

Emergency Medical Coordinator, Assistant

Emergency Medical Coordinator

911 Liaison & 911 Liaison Supervisor

2021 Accomplishments by Division: Classification & Compensation (continued)

\$15 Minimum Wage Pay Plan

This year, our Classification and Compensation staff **oversaw the largest change to the Classified Pay Plan since 2018**. City Council Ordinance No. 33,388 directed Civil Service staff to evaluate and provide recommendations to the Civil Service Commission and City Council relative to establishing a minimum wage of \$15 per hour. As a result, the minimum wage was increased from \$11.21 per hour to \$15.09 per hour. These changes impacted 224 job classifications, increasing the pay of over 1/3 of our workforce. They were accomplished by classification consolidations, adjusting pay grades and hiring rates. Staff worked to develop a plan that would be both cost effective and limit pay compression as much as possible. The changes were incorporated up impacted job series with the intention of maintaining a minimum of a 5% pay gap between positions in a job series or career progression to acknowledge the different skills and experience required to perform the work.

After the increases were approved by the Civil Service Commission and City Council, our staff worked with the Finance Department to implement these changes in ADP, the City's payroll system.

New Job Classifications

Staff proposed **the creation of eight new job classifications in 2021** based on requests from the departments. The Civil Service Commission and City Council approved the following additions to the classified Pay Plan:

Water Purification Supervisor	Principal Applications Developer
Water Purification Manager	GIS Server Administrator
Road Maintenance and Drainage Superintendent	Inspector and Evaluator Senior Associate
Health Project and Planning Senior Manager	Community Police Review Specialist

Job Studies

This is a process whereby an employee and/or an appointing authority initiates a request for a position (allocation) to be reviewed. The reasons for conducting job studies include changes in the duties of individuals, reorganizations, new allocations or additional staffing for the department, jobs that have been vacant for prolonged periods, or assignments of additional and newly created duties. Job studies are an important part of the maintenance of a uniform pay plan as required by Article X of the Louisiana Constitution. In 2021 we received **72 job study requests**. Sixty-eight were completed and four were in progress at the end of 2021.

2021 Accomplishments by Division: Classification & Compensation (continued)

Administration of Special Rates of Pay

Temporary Pay (Higher Classification)

Subject to the approval of the Director, whenever a regular employee is required by the appointing authority to temporarily perform, on a full-time basis, duties in a vacant full-time position of another classification having a higher pay grade, the employee shall be entitled to receive additional compensation subject to the provisions listed in the Civil Service Rules. We **approved 38 temporary pays (higher class)** in 2021.

Temporary Pay (Special Assignment)

Subject to the revocation of the Personnel Director, an appointing authority may grant a prospective increase up to 5% within the pay grade to any employee given a special assignment for a limited term within his class of positions, provided that there shall be a corresponding pay reduction at the completion of the special assignment. Any increase above 5% or expected to last beyond one year shall require approval of the Personnel Director. We **approved 27 temporary pays (special assignment)** in 2021.

In September, Operation Mardi Gras Clean Sweep was initiated by the administration to assist the private sanitation contractors in picking up Hurricane Ida debris and household waste. We **approved 103 temporary pays (special assignment)** for this special project in 2021.

Extraordinary Qualifications Pay

Based on the possession of superior qualifications, an appointing authority may pay an original, temporary, provisional or regular employee a pay rate of up to the midpoint of the pay range upon appointment. In 2021 we received and audited **19 requests for extraordinary qualifications pay**.

Educational Incentive Pay

Non-exempt employees at pay grade 69 and below may be eligible for a special rate of compensation for possessing degrees from regionally accredited universities. Employees may receive pay increases in the amount of: Associate's Degree: 2.5%, Bachelor's Degree: 5%, or Graduate Degree: 7.5%. In 2021, we administered **129 new educational incentive pays**.

Professional Certification Pay

Exempt (salaried) employees who possess a professional certification related to the work they perform may be eligible for a 5% pay premium provided they meet the criteria established by Civil Service. We administered **6 professional certification pays** in 2021.

2021 Accomplishments by Division: Classification & Compensation (continued)

Clerical Skills Pay

Classified Office Support employees who are assigned to use keyboarding skills and are proficient in Microsoft Office tools may be eligible to receive five percent over their normal rate of pay, provided they meet the criteria established by Civil Service. We **administered two clerical skills pays** in 2021.

Salary Surveys

Our Classification and Compensation team regularly completes salary surveys at the request of other organizations. In turn, these organizations often provide our staff with the final surveys results. We **completed 11 salary surveys** for the Bureau of Labor Statistics and various government entities in the southern region this year.

Accomplishments by Division: Employee Relations



New Employee Orientation

Our Employee Relations staff regularly holds orientation sessions for new hires. Topics covered include benefits, the structure of City Government, the Civil Service System, and Chief Administrative Policies and Procedures. In 2021, our staff **held five new employee orientation sessions** including a special session for newly hired Fire Recruits at the NOFD training facility.

Drug testing

Our Employee Relations teams also administers the substance abuse screening program for both City employees and the Sewerage and Water Board. New hires and employees in safety or security sensitive positions such as Police Officers and heavy equipment operators, and employees who have

been in accidents are required to participate in these screenings. Our staff provides notice of results to the departments and individuals and works with the Medical Review Officer in the Health Department. **3,029 pre and post-employment substance abuse tests were administered in 2021.**

Public Records Requests

The Department of Civil Service is the official custodian of personnel and payroll records. As a result, we routinely respond to requests for these records in accordance with Louisiana Public Records Law. **In 2021, staff responded to 111 public records requests.**

Online Resources

In 2021, staff created and posted a document entitled, “Resources for Employee Reporting of Fraud, Waste, or Abuse in City Government” to increase employee awareness of the different avenues available to them for reporting wrongdoing in City Government. This guide is located on the Civil Service website under the Employee Resources tab.

Accomplishments by Division: Management Services

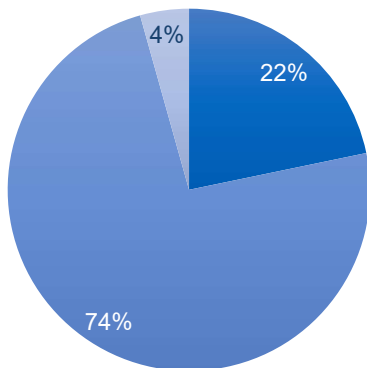
The Management Services Division oversees the administration of the employee disciplinary appeals process. Classified employees who have successfully completed a probationary period have the right to appeal disciplinary actions taken by their department. In addition, all classified employees who make a timely claim that disciplinary action was the result of discrimination or retaliation for whistleblowing are also entitled to a disciplinary hearing.

The Civil Service staff schedules these hearings which are presided over by contracted attorneys who serve as administrative judges. The hearing officer issues a report based on the facts ascertained during the hearing and makes a written recommendation to a three-commissioner panel. The panel of commissioners reviews the hearing officer’s report and any other evidence and issues a formal disciplinary decision. This decision can be appealed to the 4th Circuit Court of Appeal by either party.

In 2021, the Civil Service Commission **issued decisions on 69 employee disciplinary appeals**. This is a 214% increase from decisions issued in 2020 (impacted by COVID and the cyber-attack) and a 146% increase in decisions issued over those issued in 2019.

Of the decisions issued in 2021, the Commission upheld the discipline issued 74% of the time, it granted the employee’s appeal 22% of the time, and granted the appeal in part (letting some portion of the disciplinary action stand) 2% of the time.

2021 Disciplinary Appeals



■ Granted ■ Denied ■ Granted in part

Employee Disciplinary Appeal Disposition	Count
Denied	51
Granted	15
Granted in part (some discipline upheld)	3

2021 Accomplishments by Division: Employee Growth and Development

Employee Enrichment Courses

In 2021, our staff **oversaw the administration of 156 virtual and in-person enrichment courses to 673 employees**. We offered 55 different courses on various topics including Customer Service, Conflict Management, Leadership, Purchasing, and Employee Discipline. Every year we issue a new training catalogue which includes course descriptions, schedules, and information on new courses.

Many employee enrichment courses offer a test out option for employees who may need course credit for a promotion, but may already have a good understanding of the course material. In 2021, staff held three test-out sessions for 16 courses, testing 27 employees.

At the end of 2021, staff also oversaw the selection process for five new trainers needed to replace trainers lost through attrition.

Performance Evaluations

Since the 2014 Great Place to Work reforms, performance evaluations for classified employees have been based on an employee's completion of goals set by their supervisor. We use the NEOGOV Perform system for online administration of the performance planning and evaluation process. Civil Service Rules provide for annual pay increases based on employee performance evaluations, however these merit based increases were last funded in 2017.

3238 Performance Evaluations were completed in 2021 for City and Sewerage and Water Board employees.

Rating	Number Received	Percentage of Total
Does Not Meet Expectations	51	1.58%
Meets Expectations	1812	55.96%
Exceeds Expectations	1375	42.46%

In early 2021, staff assembled a working group with stakeholders from City departments to identify potential improvements to the Performance Evaluation process. A number of efficiencies have resulted from these meetings including, changes to the goal setting and evaluation timelines that make it easier for supervisors to set goals and review performance as well as changes to the online form to make it easier to complete.

Staff also assisted NOPD by using our online performance evaluation system (NEOGO Perform) to administer the 2021 NOPD Specific Performance Evaluations required as part of Federal Consent Decree mandates.

2021 Accomplishments by Division: Test Development and Validation

Public Safety Promotional Examinations

Police Sergeant’s Promotional Exam. The Test Development and Validation Division oversaw the scoring and release of the Police Sergeant’s promotional eligible list. The exam for this position included a multiple choice test and an assessment center consisting of a job simulation. 68 Officers successfully completed all phases of testing. **Fourteen promotions have been made from this list so far in 2021.** This project had been delayed from completion in 2020 due to both the cyber-attack suffered by the City in late 2019 and the COVID-19 pandemic.

Police Captain’s Promotional Exam. Civil Service contracted with Industrial Organizational Solutions, Inc. to develop and score this examination. An assessment center consisting of a job simulation was held in August. 38 Police Lieutenants successfully completed testing and were placed on this eligible list. **Fifteen promotions have been made from this list in 2021 so far.**

Police Lieutenant’s Promotional Exam. The job analysis, which is the first step in the test development process was begun in 2021. This exam will be administered in early 2022 once the test has been constructed and funding for administration and scoring of the exam is available.



Rule Changes

The Rules of the Civil Service Commission are a living document. Civil Service staff worked with various stakeholders including Civil Service Commissioners, the City Administration, business community leaders, City employees, and union representatives to draft amendments and create new Civil Service Rules. **The Civil Service Commission approved nine rule amendments or additions in 2021.**

Rule	Topic	Date Amended
Rule VIII, Section 1.2	Bonus Annual Leave Day for COVID 19 vaccination	6/10/2021
Rule II, Section 4.17	Appeal Process	6/21/2021
Rule IV Section 1.6	Shift Differential to include EMS	6/21/2021
Rule IX Section 1.4	Investigations of Classified Employees	7/19/2021
Rule III, Section 7.1(b)*	Criteria for adding additional Unclassified Positions	7/19/2021
Rule VI Section 6	Investigations of Appointments and Promotions	7/28/2021
Rule VII Section 2.9	Interruption of Working Test Period	7/28/2021
Rule XI Section 1.5 (a) & (e)	Performance Evaluation Timeframe	9/29/2021
Rule II Section 9.2	Waiver or Reduction of Costs	9/29/2021

*Commissioner Surprenant convened a working committee to review the language contained in Civil Service Rule III, Section 7.1(b). Committee members included Commissioners Surprenant and Moore, Civil Service staff members Amy Trepagnier and Christina Carroll, Elizabeth Robins and Jonathan Wisbey from the City administration, Donovan Livaccari from the Police Association, and Nathalie Simon and Coleman Ridley from the business community.

Contact Information

Please visit our website at www.nola.gov/Civil-Service

Email us at: csno@nola.gov

Call us at: 504-658-3500

