

Policy & Personnel Committee
January 27, 2020

The Policy & Personnel Committee met Monday, January 27, 2020 at 5:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lewis Chatham, Ms. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none. Also in attendance, Ms. Amy Magee and Mr. John McCarty.

The meeting was called to order by the Chair, Ms. Cowans. Mr. Chatham gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

With no other public comments, the Chairman continued with agenda items.

The Committee reviewed the recommendations from the Operations Committee.

Recommendation #1 was to establish a scope of work and setup pay rate for an existing Operator II to be the designated crew leader on-site. The Committee asked the Secretary-Treasurer to meet with the Road Superintendent and Operator II's and present the scope of job duties involved in the position and present it at the February Business Session. They discussed that this designation is to be a setup rate, not a new job classification and that it is to be assigned to one of the Operator II's on the Asphalt/Drainage Crew as a "working leader" designation. The decision making is limited to on-site decisions that are in coordination with the overall road plan and assignments from the Road Superintendent.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt a new policy for Crew Lead Setup. Motion carried.

Recommendation #2 was to establish a job description, scope of job duties, and pay schedule for a new position of Operations Manager. The Committee asked the Secretary-Treasurer to request job descriptions, duties, and salary ranges from other parishes and present it at the February Business Session.

Motion Ms. Rowe, seconded Mr. Chatham to recommend the Police Jury adopt the new position of Operations Manager. Motion carried.

The Secretary-Treasurer updated the Committee with the progress made on the updated Personnel Manual from 2019 and asked that the Committee establish a schedule to continue the reviews until the manual is finalized.

The Secretary-Treasurer updated the Committee on the project to codify the parish ordinances and asked that the Committee establish a schedule to review each ordinance and recommend amendments.

Motion Ms. Rowe, seconded Mr. Chatham to adjourn. Motion carried.