

TO: Lincoln Parish Police Jury

FROM: The Personnel/Benefits Committee

SUBJECT: Committee Report

The Personnel/Benefits Committee of the Lincoln Parish Police Jury met at the Lincoln Parish Library Events Center on Tuesday, August 10, 2021, at 6:00 p.m. Present were: Joe Henderson, Chair, T.J. Cranford, Logan Hunt, Milton Melton, and Sharyon Mayfield.

Joe Henderson called the meeting to order and Sharyon Mayfield delivered the invocation.

Milton Melton offered a motion, seconded by Sharyon Mayfield, to approve the agenda. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

The first item on the agenda was to discuss an appointment to the Sparta Groundwater Conservation District Commission. Mr. Durrett noted that he had resigned from the Sparta Commission and that Mrs. Straughter's name had been submitted to the Governor's office for approval. The Governor's office, however, appointed Mr. Milton Melton to fill the unexpired term ending October 2021 and that three names would need to be sent to the Governor's Office so that a selection could be made for the 2021-2024 term. Mr. Melton offered a motion, seconded by Sharyon Mayfield, to recommend submitting a letter to the Governor's office with the names of Mr. Melton, Mrs. Straughter, and Mr. Logan Hunt as candidates for the 2021-2024 term. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

The next item on the agenda was to consider job description and class changes for the Lincoln Parish Police Jury. Mr. Postel gave an overview of the item, stating that in November of 2020 the Personnel/Payroll Officer, Ms. LaTonya Lacey came to the Jury with revised job descriptions. He noted that Ms. Lacey sat with the superintendents and updated the job descriptions based on current performance and as a result some of the classifications changed as well as commensurate changes in pay.

Ms. Lacey stated the following changes would take place as of January 1, 2022:

1. Overall:
 - a. Job descriptions now list several items at the top of the description including: pay classification, category, FLSA status, occupation code, and work schedule (hours, on call, etc.)
2. Administration:
 - a. Clerical Changes: Secretary is now Administrative Assistant
 - b. Purchasing Agent: Homeland Security duties added

- c. Executive Administrative Assistant: Will help coordinate and create media outreach as needed.
- d. Financial Manager Position: Range Minimum R21 for \$51,480
- 3. Courthouse Maintenance:
 - a. Removed Housekeeping Supervisor
- 4. Lincoln Parish Park:
 - a. Change Landscaper with Maintenance
 - b. Designate Lifeguard Supervisor I and Lifeguard Supervisor II classifications.
 - c. Move Security Guards to different ranges on the pay scale, from R6 to R10.
 - d. Move Lifeguard Supervisor to different ranges on the pay scale, from R6 to R10.
 - e. Assistant Park Director supervisory experience changed from 5 years to 3 years; this change was to attract and retain employees.
- 5. Solid Waste Disposal:
 - a. Job Descriptions did not change but the Superintendent asked to adjust their range on the pay scale, each job description was moved up one range.
- 6. Solid Waste Collection:
 - a. Job Descriptions did not change but the Superintendent asked to adjust their range on the pay scale, each job description was moved up one range.
- 7. Highway Department:
 - a. Updates to individual job descriptions include duties, qualification and equipment updates.
 - b. Foremen were moved to difference ranges on the pay scale, from R12 to R16.

Ms. Lacey then went over the budget summary included for estimated cost changes for each department from 2021 to 2022 should the changes be approved. After discussion, TJ Cranford offered a motion, seconded by Sharyon Mayfield, to recommend approving the changes to the job descriptions and class changes for the Lincoln Parish Police Jury. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

With no other business to come before the committee, the meeting was adjourned.

Doug Postel
Parish Administrator

Joe Henderson
Chair