



SECRETARY TO THE CIVIL SERVICE BOARD HANDBOOK

Compiled by Office of State Examiner
Municipal Fire and Police Civil Service

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Congratulations on your position as the Civil Service Board Secretary! As secretary to the civil service board, you play a critical role in assisting the board with its duties and keeping an organized system of records. You are an active participant in the communication between board members and appointing authorities. The work of the secretary is absolutely essential, and it takes a special person to do it correctly and do it well — not because the work is difficult, but because it's so important for the civil service board to successfully perform required duties.

The secretary is an active conduit for communication between the board, chiefs, fire and police department employees and citizens. The secretary gives proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. The secretary should be knowledgeable of the board's records and related materials and should be able to provide advice and resources to relevant topics at issue, such as applying for an exam, eligibility lists or transferring a score.

The OSE has designed this manual to suggest some best practices for each item or action that your civil service board encounters in their duties. Each topic will advise on best practices before the meeting, during the meeting and after the meeting. Please remember that your board may prefer handling correspondence or issues in a certain manner. Therefore, it is always our advice to communicate with your board to determine the preferred methods.

Our website (www.ose.louisiana.gov) can assist you with completing forms and documents, such as posting notices, roll calls and exam requests. Many of the forms and documents are in Word format so that you can edit to fit your jurisdiction. Please note that certain forms and documents are password protected. Please call the OSE (225) 925-4400 for assistance.

Thank you for your hard work, time and effort as secretary to the civil service board!

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RESOURCES AND SUPPLIES

Part of being an efficient and organized secretary is having the necessary resources and supplies.

Some suggested supplies are:

- Locking file cabinet
- Locking bulletin board
- Tape recorder (recording board meetings)
- Desk calendar
- Manilla folders
- Paper and Letterhead
- Postage stamps
- Date stamper
- Binders
- Large and letter size envelopes
- Access to Microsoft Office (Word and Excel programs)
- Printer
- Public phone number
- P.O. Box or mailing address for board correspondence

All correspondence received is property of the civil service board and should be kept in its own locked file cabinet. The board's records should not be included or be part of the respective department's records. We suggest placing the locking file cabinet in a location that both you and the chairman of the civil service board can access.

The creation of an effective filing system can help streamline and organize your work duties. It is necessary to create a system to manage and retain all correspondence of the civil service board. When creating an efficient filing system, create folders with legible and relevant file names (hard copies and computer files). Protect the security of files with a locking file cabinet and password protection for computer files.

Some folders contained in locked file cabinet may be labeled as follows:

- Each board member's oath of office and contact information

- Each employee of the respective department's personnel actions
- Applications (both approved and rejected) for all exams
- Civil service board agendas
- Civil service board minutes
- Posting notices for examinations
- Posting notices for public hearings
- Requests for appeal hearings from employees
- Complaints requesting an investigation by your board
- OSE correspondence
- Eligibility Lists for your board's classification plan
- Classification Plan
- Board Rules
- Seniority Roster

We are often asked how long a document (applications, appeals requests, etc.) should be kept in the board's records. Retainment of board correspondence and applications should be directed to the Secretary of State's Office. They can assist you setting up a retention schedule of the board's correspondence and documents. You can contact them at (225) 922-1000.

Some final suggestions in setting up as secretary to the civil service board:

- Before the start of each year, develop and distribute a board calendar for important dates such as quarterly meetings, expiring terms of office of board members, and dates for the board to call for promotional exams.
- Maintain and send out a contact list of all board members, chiefs of the respective departments, the OSE, and any other parties. Include phone numbers, mailing addresses and email addresses.

Please note:

Public servants are required to take sexual harassment and ethics training once per calendar year. The OSE suggest you set a schedule for your board members and send reminders as the training expires.

COMPUTER FOLDERS, FILES AND DATA

As board secretary, you will have a lot of data and correspondence to organize and maintain. You will need to assemble this information in a way that is efficient and easily accessible. In addition to your filing cabinet with labeled folders, you may wish to have this information saved in a computer in order to use templates for typing and maintaining data. It may take a while to initially set up all the folders and files, but in the long run, it will save you time! The OSE suggests setting up computer files in programs you are familiar with, such as Microsoft Word and Excel.

When creating your civil service board folders and files, the main points are to determine what needs organizing, what is contained in the data, and how you can edit and reuse a template each time.

Each entry can be labeled according to the board's responsibilities. For example, you may wish to have a computer folder labeled "MINUTES". Within this folder will be individual files from each board meeting saved by date of meeting. For example, minutes typed from a board meeting held on March 20, 2020, would be saved as "Minutes 03-20-20".

The following is a list of computer folders you may want to consider:

AGENDAS

MINUTES

APPROVED ROLL CALLS

POSTING NOTICES FOR EXAMS

ELIGIBILITY LISTS **name of class**. (ex: ELIGIBILITY LIST POLICE CAPTAIN)

BOARD MEMBER INFORMATION

SENIORITY ROSTER

NOTIFICATION LETTERS - Save files within the folder as: name of class & test date (ex: POLICE CAPTAIN 03-20-20)

The following is a list of templates you may wish to save and edit as needed:

Agendas

Minutes

Roll calls

Posting notices for exams

Public hearing notices

Seniority roster

Score notification letters

Keep in mind that most of the forms are available on our website in a Microsoft Word file so that you may save and use as your own. Also, keep in mind when using saved templates, you may need to edit and adjust certain information each time. For example, the board's agenda will change for each meeting. Your posting notices for exams will be different each time. Also, if your board made revisions to classes, make sure you edit the qualification requirements on the posting notice to match what your board has adopted.

And last, the OSE is here to help. We will be glad to make suggestions and help you set up your files for your board.

CIVIL SERVICE BOARD MEETINGS

BEFORE THE MEETING

One of the secretary's major responsibility is to prepare for the civil service board meetings and public hearings. Board meeting responsibilities include:

1. Prepare and post notice of agenda (includes date, time and place of meeting)
2. Preparing packets for board members
3. Verify availability of meeting room
4. Gather all correspondence to be discussed at the meeting and place in appropriately labeled folders
5. Arrive early to ensure set-up of room
6. Record attendees and absentees
7. Record and/or take notes of all discussions
8. Typing minutes of meeting for board approval

POSTING YEARLY MEETINGS

Before the start of the new calendar year, your civil service board needs to select dates for the required quarterly meetings. See Appendix #1. It is helpful to print notice with a calendar of dates for the coming year and distribute to the board members. The notice should also include the locations and time of the meetings. It may help to add a reminder at the bottom of the notice for board members to add the dates to their calendars. The board members should review the dates to see if they have any known conflicts.

After review, you will post it at the location where the meetings will be held for at least 24 hours, exclusive of holidays, Saturdays, and Sundays. Keep in mind, these dates can be changed if needed and only require a 24-hour notice posting period. Your board is likely to schedule meetings in between the quarterly meetings due to additional board business.

POSTING AGENDAS

Once the board selects the quarterly meetings, you will post this notice. Prior to a scheduled meeting, you will complete an agenda to be posted at the site the meeting will be held. You will have likely already been receiving issues and requests to be put on the agenda, such as exam requests, employee appeals, etc. Requests for adding an item to the agenda can come from chiefs, board members, citizens, etc. Each item

should be listed separately and with enough information for the public to understand what the board will be addressing. See Appendix #2

Be aware the law provides that the agenda not be revised less than 24 hours of the meeting. Posting requirements can be particularly important and should be complied with strictly, as improper notice can lead to postponements and cancellations.

Set up a basic outline or template for agendas to streamline this task. As you receive items and/or requests to be added to the agenda, you can simply fill in the required information.

The agenda includes:

- Call to order
- Approval of agenda
- Approval of minutes
- Old business items
- New business items
- Public comment
- Executive Session (if applicable)
- Adjournment

You should distribute the agenda to the board members as soon as it is prepared, and preferably no later than five days before the board meeting. Board members who will be making reports should be encouraged to submit them to you within one week of the meeting so they can be distributed along with the agenda. You may also want to email the board members to see if they have any items to add to the agenda.

Board meetings can be expedited when board members have had time to review them prior to the meeting.

A few days before the meeting, verify the boardroom is reserved for the correct date and time. Prepare a packet for each board member and distribute a few days before the meeting. The packet may include items such as the agenda, unapproved minutes from the last board meeting, OSE correspondence and other correspondence relevant to the meeting.

You are also charged with recording minutes of meetings. Minutes are an important organizational document and provide a memorialized chronology of key information such as board actions, approval of examination scores, or seniority rosters. Meeting minutes can have vital legal significance and serve as evidence in courts if, for example, someone challenges the validity of certain actions or positions. You should

be well-equipped to record accurate minutes and be aware and sensitive to any special or confidential information discussed at a meeting.

Decide how you want to record your notes during the meeting. If you aren't comfortable relying on your pen and notepad, try using a tape recorder or, if you're a fast typist, take a laptop to the meeting. As you know, some meetings have a large agenda which would require a lot of note taking. A recorder is a good tool to use for appeal hearings and investigations of the board. If you are using a recorder, it is best to also take notes just in case of equipment failure.

Checklist BEFORE the meeting:

- Make an agenda for the upcoming meeting and save as the date of the upcoming meeting.
- Accept and add to the agenda requests that come in.
- Make folders for different correspondence to be addressed.
- Post the agenda (24 hours in advance, exclusive of weekends and holidays).
- Distribute packets to board members.

DURING THE MEETING

- Arrive at meeting site early to ensure tables and chairs are set-up. If you are using a laptop or recorder, make sure you are close by an electrical outlet and that the equipment is working properly.
- As people enter the room, record their names and titles. Not all people attending will be recorded. Board members, local officials or other participants are noted. Ask for names of attendees you aren't familiar with as they enter. This will be helpful later when you are typing the minutes.
- The board will proceed with the meeting in the order of the agenda.
- Don't try to record notes verbatim – it's not necessary. Minutes are meant to give an outline of what happened in the meeting.
- Record action items and decisions in your template as they happen – don't wait until after the meeting.
- If you don't understand exactly what decision has been made or what motion was passed, rejected or tabled, ask board chairperson to clarify.
- Number the pages as you go so you aren't confused later.

- It's easy to get distracted by an interesting discussion and forget to write or type as needed. Try to remain focused on your task at all times, even when the discussion is going around in circles.
- Focus on action items, not discussion. The purpose of minutes is to define decisions made and to record what actions are to be taken, by whom and when.
- Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- Review the notes and add additional comments or clarify what you didn't understand right after the meeting. Do this while the information is fresh in everyone's mind. Keep a copy of the notes (and the template) for yourself in case someone wants to review them later.

AFTER THE MEETING – TYPING "UNAPPROVED MINUTES"

As soon as the board meeting wraps up, take a few minutes to get the board chair's signature on the approved minutes from the previous meeting and other documents that may require signature, such as Personnel Action Forms.

As soon as possible, prepare a draft of the recent meeting minutes and review them with the board chair while the discussions are fresh in everyone's mind.

Minutes are important because they are the only surviving record of what was said and done at the meeting. You want your minutes to be readable, but you must be precise in the information you give. Your minutes provide the record of the action taken at the meeting, so they need to clearly memorialize the facts.

Meeting minutes should include:

- Date of the meeting
- Time the meeting was called to order
- Names of the meeting participants and absentees
- Corrections and amendments to previous meeting minutes
- Additions to the current agenda
- Whether a quorum is present
- Motions taken or rejected
- Voting-that there was a motion and second, and the outcome of the vote
- Actions taken or agreed to be taken
- New business

- Open discussion or public participation
- Executive Session (if applicable)
- Next meeting date and time
- Time of adjournment

It is a matter of style whether you use first names, titles plus surnames, or initials to refer to those speaking. Check with the chair or look at past minutes to see what has been done before and use the same approach consistently.

When you finish typing the minutes, ask the board chairperson to review the document for errors.

Initial draft of minutes are not the official minutes until the members approve them at the next board meeting. Because changes may be made in the minutes before they are approved, it's good practice to note somewhere on the distribution copy that it's a "draft for approval." When minutes are approved, you will annotate the original file copy with any corrections in the margin or retype the minutes to include the corrections. You will then write "Approved" on the minutes and the chairman will date and sign on behalf of board approval.

Because this is a historical document and subject to public records request, it would be helpful to have a system of organization for your board's "approved" minutes. You may wish to have a prong type folder (two-hole punch at the top of the page) and file oldest to newest by date of meeting. You could also include agendas and posting notices in this file. See Appendix #3 for a sample set of minutes. OSE requests the board forward a copy of all meeting minutes to our office so we may be aware of actions taken by the board.

CALLING FOR EXAMS

The board may have received a request from the appointing authority or departmental Chief to call for civil service exams. Likewise, the board may call for exams on its own motion if the law provides the appropriate amount of time has elapsed or the needs of the service require examinations.

As secretary, it is helpful if you create a file that is easily accessible for dates exams are given. Competitive exams are given as the needs of the service require. Promotional exams are given as the needs of the service require, but must be given every 18 months. The board must be proactive in calling for exams/maintaining active eligibility lists in order to avoid extended periods without persons eligible for appointment. Your part is to assist and remind the board of calling for exams as needed.

Please note: Act 38 (effective August 1, 2020) and Act 230 (effective August 1, 2024), provides that the Office of State Examiner establish and maintain the competitive eligibility lists for the classes of entrance Firefighter, entrance Police Officer, Jailer, Departmental Records Clerk, Secretary to the Chief, Fire Communications Officer and Police Communications Officer. Your board will not call for these exams or approve test scores for these classes.

BEFORE THE MEETING:

A posted public meeting agenda should reflect the board's intention to vote on a call for exams.

DURING THE MEETING:

During the meeting take detailed notes to have a clear understanding on the exams the board is calling for.

AFTER THE MEETING:

Please notify the OSE within 2 days of your board calling for exams. We ask that you send us a posting notice with an application deadline. You may also use the submission form on the OSE website under "Exam Request". This is a password protected field, so please call our office if you require assistance.

You will then post notification with an application deadline for all exams called for. The notice should reflect a posting period of at least 10 days, with a clearly stated application deadline date. Keep in mind that the first day of the posting should not count towards the 10 days of posting.

The OSE website has sample forms for posting competitive exams and promotional exams that can be downloaded in Microsoft Word and filled in as needed. You may also refer to Appendix #4 and #5.

There are several elements that a posting notice for an examination must include.

1. The Class for which the test will be administered
2. Whether the examination will be competitive or promotional
3. The deadline date for applications to be received
4. Information on how applications can be obtained
5. Information on how applications must be submitted
6. Qualification requirements for the class
7. A list of all documents the board needs for verifying applications

Posting notices should be posted at all fire or police stations, and department buildings at least 10 days prior to the application deadline.

Civil service law requires that ALL competitive exams must be posted on the OSE website and on the jurisdiction's website (if the jurisdiction has a website). In order for the OSE to notify the public for the required 10 day posting period, you must send our office a posting notice providing the following:

1. The class for which the test will be administered
2. That the exam is competitive
3. The deadline date for the applications to received
4. Information on how applications can be obtained and submitted.

The OSE is not required to post promotional exams on our website, but we do include such exams unless your jurisdiction prefers that we not advertise on our website.

There may be a time when your board will need to call for a promotional exam with a waiver. Reasons may be that no one meets the current adopted qualification requirements or there are more vacancies than eligible applicants. Please contact the OSE and we will assist you with proper posting for a promotional exam with a waiver.

APPLICATION PROCESS FOR ADMISSION TO EXAMS

OSE provides a competitive and promotional exam application on our website as a courtesy, however some jurisdictions have developed their own exam application form. The law provides that applicants use "board approved forms" to apply for exams, so it is up to your board to direct applicants to such forms and instruct them to attach documents proving that they meet the exam requirements.

The board meeting to review applications for exams should be scheduled as soon as possible after the posted deadline for accepting applications.

BEFORE THE MEETING:

During the application period, the board's designee will receive applications and the required attachments for exams on the forms and in the manner provided for by your board (mail, fax, hand-delivered, etc.) Typically, the board secretary will be designated to accept applications on behalf of the board. Keep in mind that someone from your board should be available to answer or return phone calls from applicants who have questions about the process. Upon receipt, each application and all attachments should be date stamped by the designated recipient to document whether it was received before or after the posted application deadline.

In an effort to stay organized, and especially if your board is advertising more than one exam at a time, you may want to create multiple file folders to hold the applications received. For example, one folder for District Fire Chief applications, one for Police Captain, etc. You may also wish to establish additional folders to segregate applications which the board will approve for testing from those which the board will reject.

The board will determine whether you should "pre-screen" the applications for missing documents that prove eligibility. If the board determines that you should review the applications prior to the meeting, they should also establish a policy regarding whether you contact each applicant to advise that needed documents are missing or illegible. We suggest an "all or none" approach, where the board will either instruct you to contact ALL applicants who are missing documents or to contact NONE of the applicants missing documents. This way all applicants are treated equally.

Prior to the board's review, you may place a post-it-note on those applications which appear to be missing documents (proof of citizenship, driver's license, etc.), or which were received after the application deadline. You should never refuse to accept an application, even if it appears to be missing documents or has been turned in after the application deadline. Advise that the application deadline has passed or that application is missing required documents, but should still accept it and bring it before

the board for a vote. Only a quorum of the board may approve or reject an exam application.

In order for the board to review each application at a board meeting, it is helpful if you print out the current classification plan for each class to be tested, so they may verify the qualifications each applicant must meet. For promotional exam applications, the board will need access to the employment history of each applicant, including promotion and confirmation dates.

Just as you would for all meetings, you will post and include on the agenda that the board will review exam applications at this meeting.

DURING THE MEETING:

Once the application deadline passes, sort and bring every application received to the next civil service board meeting for review. You will also bring a copy of the qualification requirements for each exam applied for and employee history of promotions for promotional examinations.

At the meeting, the board will review each application and vote to approve or reject each application for each examination. After the board votes, place the applications into a set of organizational folders, segregated by class title and whether the applicant was approved or rejected, marking each application accordingly.

If the board reviews an application from someone requesting accommodations in accordance with ADA (Americans with Disabilities Act) guidelines, the application must still be reviewed and either approved or rejected based on the exam requirements. Please contact OSE immediately for additional instructions on applicants who request ADA accommodations.

AFTER THE MEETING:

You will send the OSE a roll call list of approved applicants for each exam. See Appendix #6. OSE requests a separate roll call for each exam, listing the names in alphabetical order, including the race and sex of each applicant. Please *do not* list the applicants' social security number, birth date or home address on the roll call document.

Once the OSE receives the certified roll call of approved applicants, we will contact you in order to schedule a date and test site location for our office to administer the exam(s). Once there is an agreed upon testing date and location, you will receive an email from the OSE reflecting all this information.

Please note, when securing a testing site, be aware of any activities that may be in or around the building/room which could be disruptive to the testing environment such as a large event going on in the same building, construction inside/outside the

building, alarms within the room that cannot be turned off, etc. The testing site should be void of any noise and distractions.

Next, you will advise each approved applicant of the date, time and location of the exam *at least* 5 calendar days prior to the exam date, in any manner the board deems appropriate. Most competitive applicants do not work for the department and are therefore typically notified by letter or e-mail. See Appendix #7 and #8. Promotional applicants work for the department and may be notified by e-mail and/or a roll call posted on the department bulletin board. The law does not require the board to notify those who have been rejected for testing, however, to minimize phone calls from those applicants, we suggest they be advised in writing of the reason their application was rejected for testing. They may also be advised of the option to re-apply for testing at the next available date and may be directed to OSE for further guidance.

OSE will travel to the designated jurisdiction and administer the exam(s) on the scheduled date. OSE will grade the exam(s) at our office and mail the results to the civil service board within 2-4 weeks.

QUICK REFERENCE CHECKLIST

BEFORE THE MEETING:

- The board's designee will receive, date stamp and organize all applications, following board instructions regarding contacting applicants.
- The chairman will schedule a meeting as soon as possible after the application deadline date.
- The board will post a notice/agenda of meeting to review applications.
- Ensure all applications are organized, date stamped and contain needed notes.

DURING THE MEETING:

- You will present the board with applications, notes and exam requirements for each class to be tested, as adopted and posted by the board.
- The board will review and approve all applications which were received timely and reflect applicant meets the requirements.
- The board will reject all applications which were turned in after the posted deadline or which reflect the applicant does not meet the requirements.
- The board and secretary will note any approved applicants who are requesting ADA accommodations and notify OSE immediately.

- You will mark/segregate and re-organize the applications based on whether they were approved or rejected by the board vote.
- You should note the names and reasons for rejection of applicants in the minutes.

AFTER THE MEETING:

- You will generate roll calls reflecting the names of approved applicants for each exam and then forward the roll call(s) to the OSE.
- The OSE will contact you to determine a test date and location.
- You will notify approved applicants of the date, time and location of the exam(s) and notify rejected applicants of the reason for the rejection.

WAIT TIME BETWEEN EXAMINATIONS

There is no required waiting period between exams, and individuals may apply to take the next exam for which he or she may be eligible. For example, if an individual took a Fire Training Officer examination two months ago, he/she may submit an application for admission to a Fire Training Officer examination that any board has called for and is posting to accept applications. However, each time an individual wishes to take an examination, he/she must complete a new application and attach all supporting documentation that may be required by the board. In other words, the applicant must go through the same procedures every time he/she applies for an examination. Of course, all applications must be submitted prior to the application deadline for the appropriate exam.

PLEASE NOTE: If an applicant has been approved to take two examinations and they are being administered at the same time, our office will be happy to work with your board, to the extent that we are able, in changing the exam times to facilitate the participation by the applicant in both exams. However, if a change is not possible, we ask that your board determine which of the examinations the applicant wishes to schedule for the time segment in question.

DAY OF TESTING

BEFORE THE DAY OF EXAM

You will want to check that the exam site is provides a comfortable and distraction-free testing environment. It should be large enough to accommodate the total number of applicants on the roll call.

We request that chairs and tables be arranged so that all applicants face one direction and are provided with sufficient space which will be conducive to the security and integrity of the testing environment. Rectangle tables that will hold 2 applicants on each end and one in the middle work best.

When providing a separate facility for an ADA applicant, please make sure that it meets the specifications outlined above for exam sites. It is the board's responsibility to make every effort to provide a comfortable and quiet testing environment in order for applicants to have an opportunity for success.

DAY OF THE EXAM

The OSE asks that you ensure the room has been set up with the proper tables and chairs prior to check-in time. Our testing administrators usually arrive at the exam site at least 30 minutes prior to the scheduled time in order to check-in and seat the applicants. We also ask that a member of the civil service board be present during the check-in should any problems arise with the roll call such as a name being left off or an applicant not having proper ID. If this happens, a board member will sign a form to "conditionally admit" such person until verification of his approval can be determined.

If it is a large group of applicants, we appreciate your help in checking in and seating the applicants.

In the interest of protecting the integrity and security of the examinations administered by the Office of State Examiner, and to prevent disruptions during the test, the Office of State Examiner has adopted the following policy, which is strictly enforced:

Under no circumstance will any test applicant be permitted to enter the examining room with a personal or department issued electronic or telecommunication device. Prohibited devices include, but are not limited to: cellular telephones, smart phones, digital pagers, iPads/Kindles or any like device, body cam, telecommunicator, radio, or any other device capable of storing, sending, or receiving analogue or digital data. In the event that an examining official discovers any applicant to have any prohibited device in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site.

We strongly recommend that a statement of this policy be included when notifying all approved applicants of the exact date, time and location of the examination to be administered.

After all the applicants show the proper ID and are checked-in by the test administrator, the testing will begin. Each exam is a timed exam monitored by the testing administrator.

AFTER THE EXAM

At the end of time allowed, the testing administrator will collect all materials.

If the testing facility requires locking of doors or storing tables and chairs, the board is responsible for ensuring proper procedures for closing the facility.

APPROVING EXAMINATION SCORES

AFTER THE EXAMINATION

After the OSE administers an examination and the testing administrator returns the exam materials to the office, the grading process will commence as soon as possible. The process to complete scoring may take from four (4) to six (6) weeks; however, we usually report the scores by mail within one (1) to two (2) weeks. Once the tests are scored and signed by the State Examiner, the results will be mailed to the board secretary unless otherwise specified. Please do not advise candidates to contact our office with requests for results.

You will receive the scores for each exam in a sealed envelope marked:

"Official Civil Service Board Business. Test results enclosed. The Office of State Examiner recommends that this envelope remain sealed until the civil service board meeting".

The word "*Confidential*" will also be stamped on the front and back of the envelope, and the flap of the envelope will be sealed. This sealed envelope will be placed in a clasp envelope. These procedures were implemented as the result of test scores having been leaked to appointing authorities and employees prior to the board receiving notification. Scores are not considered official until the board has acted to approve them (at a board meeting) for certification to the appointing authority.

The package containing the exam results will also include an envelope addressed to the chief of the department(s) for which the tests were administered.

This envelope contains individual analysis of the performance of each applicant who took a promotional examination which may be distributed to the employees by the chief after your board has approved the scores. The envelope also contains a group analysis for each *promotional examination*. The group analysis can be used by the department to identify subject areas in which additional training may be beneficial and should also be given to the chief after your board has approved the scores.

The board will need to schedule a meeting to approve the test scores. Once the board has given you a date for the next meeting, you will post and include on the agenda that the board will be reviewing the examination results and list the name of each examination given.

DURING THE MEETING

The board will open the sealed envelope and review the scores from each examination. After approval by vote, the chairman or vice-chairman signs and dates (date of approval) the blue copy including the date the board approved the test scores and the expiration date. Scores are not considered official until the board has acted to approve them (at a board meeting) for certification to the appointing authority.

Test scores on all competitive examinations are valid for a period not to exceed eighteen (18) months from the date the board approves the eligibility list.

Test scores for promotional examinations are valid for a period not to exceed forty-eight (48) months from the date the board approves the eligibility list.

AFTER THE MEETING

After the board approves the test scores, several steps will need to be taken.

First, the blue document entitled "Results of Examination" should be forwarded to our office as soon as possible.

Next, you will need to update your eligibility list for each examination that was given. See "Maintaining Eligibility Lists" for instructions.

Last, you will need to send out notification of exam score to the applicants. See "Notifying Applicants of Examination Score" for instructions".

VETERAN'S POINTS

A veterans' preference of five-points is granted by the board at a board meeting to veterans who receive passing scores for an entrance class.

Preference points are awarded only to veterans who were discharged under honorable conditions from active duty in the U.S. Armed Forces during a war, or in a peacetime campaign or expedition for which a campaign badge has been authorized.

The applicant must submit a DD-214 that provides proof of entitlement for preference. The form must be approved by your board at a board meeting.

NOTIFYING APPLICANTS OF EXAMINATION SCORE

Following approval and certification of the examination results, each applicant who received a passing score shall be notified of his/her score and placement on the eligibility list for the class in any manner the board deems appropriate. The board is required to notify only the individuals who received a passing score; however, we recommend that the board may wish to mail *each* applicant who took a competitive or promotional examination a letter of notification, even when they received a failing score.

We also suggest that the board may wish to post on all departmental bulletin boards, a list of the names of the individuals who have passed the examination(s) as follows:

- names of individuals who passed a *competitive examination* are to be listed in order of their final test score. Please, **do not** include race and gender, social security number, or test scores.
- names of individuals who passed a *promotional examination* are to be listed in total departmental seniority order. Please, **do not** include race and gender, social security number, or test scores.

Names of persons who failed the test should not be listed.

Your board may notify applicants of scores in any manner it deems appropriate. Typically, jurisdictions will send a letter to all applicants (passing and failing) notifying them of the score and (if passing) the score's expiration date. See Appendix #9.

CERTIFYING AND MAINTAINING ELIGIBILITY LISTS

It is the responsibility of the civil service board to maintain competitive and promotional certified eligibility lists, except for entrance Firefighter, entrance Police Officer, Jailer, Departmental Records Clerk, Secretary to the Chief, Fire Communications Officer and Police Communications Officer (the OSE maintains all of these lists and your board does not call for or accept applications). This is a list of all active, current scores from which the appointing authority may hire or promote. Each classification has its own eligibility list.

Each time there is a vacancy in the department, the appointing authority will request this list. Therefore, it is crucial to keep an updated list of eligible applicants for when the board receives such request.

As secretary to the board, you will want to find a system that works for you to maintain a list of all the classes in the respective departments. The OSE will be glad to assist you with this process if needed.

After the board approves the examination results, the board must certify to the appointing authority the names on a competitive and promotional examination in the following order:

- Names of individuals with a passing score on a *competitive eligibility list* are certified to the appointing authority from highest to lowest according to final test scores. See Appendix #10
- Names of individuals with a passing score on a *promotional eligibility list* are certified to the appointing authority in total departmental or promotional seniority order. See Appendix #11

Because promotional scores have a 48-month expiration date, you may have several scores for one employee. You will need to merge lists to ensure that the most senior person is listed at the top.

For example, the employee with the most departmental seniority may not have taken the exam on November 12, 2018, but he did take it (and passed) the exam given on March 20, 2019. As a result of his passing score, he will move the top of list and must be offered the promotion first. *

*Please note ACT 230 of Regular Legislative Session 2019 and ACT 196 of Regular Session 2020 for exceptions concerning departmental and promotional seniority within the classified service.

Each time the appointing authority has a vacancy (competitive or promotional), he should request a certified eligibility list from your board. Therefore, it is very important

to maintain a current, updated list each time there is a vacancy. Some reasons for updating eligibility lists are:

1. A new exam is given (scores will need to be merged).
2. An employee is promoted to a promotional class.
3. Scores have expired (names would drop off).
4. An applicant is hired in an entry level class (excluding Firefighter, Police Officer, Jailer, Departmental Records Clerk, Secretary to the Chief, Fire Communications Officer and Police Communications Officer).

Please note that once an employee is promoted to a promotional class, he is no longer on the eligibility list. Even if he took the exam several times and obtained several passing scores, he is only placed on the certified eligibility list ONE time in departmental or promotional seniority. In other words, for purposes of filling vacancies to promotional classes, it is not about how many passing scores the employee has, it's about keeping an active score should that employee be the next one with highest departmental or promotional seniority.

You will file all the examination scores and documentation in your civil service board records in accordance with board policy and established retention schedules. You may wish to get specific instruction on how your board prefers this to be filed.

SENIORITY ROSTER

It is highly recommended the board at least annually review the seniority of the classified employees for the respective departments, post the revised list on the departments' bulletin boards for the employees' review, and, finally, approve the list (as it may be revised) at a public meeting.

The names of the *regular and permanent classified employees* are placed on the roster in descending numerical order, according to **total departmental seniority**. Employees, who have never been confirmed, such as those serving a working test in an entry-level class, do not accrue seniority. These employees will be listed on the roster by name in alphabetical order. As these employees are confirmed, they will be assigned a number on the roster.

To place employees in the correct *departmental seniority order*, the board looks at the date employees are **confirmed in their entrance class** and have been working continuously since that date. The employee who was confirmed the earliest of all employees would be listed as #1 on the roster. Seniority for remaining employees will be similarly calculated and their names will be listed in descending numerical order.

Any ***time not computed to seniority*** must also be used in the placement of names on the roster. Time not computed to seniority is the number of days the employee was suspended since he/she began accruing seniority or any other leave of absence which was taken without accruing seniority. See Appendix #12.

Employees begin accruing seniority when they are confirmed in their entrance class and work continuously.

BEFORE THE MEETING

- Place the employees for the respective departments on a list in departmental seniority.
- Post on the department bulletin boards so that the employees may review it.
- Make revisions as needed.
- Post item on agenda for next meeting.
- Bring a copy to the meeting.

DURING THE MEETING

The board will make a motion to approve the seniority roster. If all is correct and motion is passed, the chairman will sign at the bottom.

AFTER THE MEETING

You will post the official approved copy at the respective departments and keep a copy for your civil service board records.

CLASSIFICATION PLAN

After the civil service board is sworn in, the OSE will assist with developing the classification plan. The classification plan consists of classes within the fire and police department. Each classified employee is placed in a position within a class such as Firefighter or Police Captain depending on his duties performed. Each class will have a job description containing duties, responsibilities and qualification requirements.

Your board is the entity responsible for maintaining the classification plan for the respective departments. The classification plan can be revised as requested by the appointing authority, the OSE or by your board.

There may be times when a current class description may require revisions such as the appointing authority request to change the qualification requirements. Or it may be that the appointing authority has received funding for a new class. If this is the situation, the OSE will work with your board and the appointing authority in analyzing and developing a class description should it be determined to be a classified position.

Regardless of the manner in which the board becomes aware of either a new class or revisions needed for a current class(es), the proposed change must be brought before the board for a vote during an open meeting, in order that the proposal may be posted locally and then adopted by the board at a public hearing.

On the following pages, we explain the process of considering revisions to the board's classification plan and the procedures for adoption.

BEFORE THE MEETING TO CONSIDER A NEW CLASS OR REVISIONS TO AN EXSISTING CLASS:

If the appointing authority creates a new position and assigns duties and responsibilities to the position, he must notify the civil service board of this new position in order that the board may determine whether the position belongs in the classified service and assure the position, if classified, is filled in accordance with civil service law.

You may receive correspondence from the governing authority, appointing authority, Office of State Examiner, fire or police chief or any employee or citizen asking the board to consider revisions to an existing class(es). The board may also review its classification plan on its own motion.

You will place the matter on the agenda of the next meeting for consideration by the board. It may be advisable to make copies of the request or proposal and distribute it to the board, so all members will have the opportunity to review the matter prior to the meeting. Of course, the agenda for all meetings should be posted at least 24-hours in advance of the scheduled meeting at the location where the meeting will be held. OSE requests the board forward a copy of all meeting agendas to our office so we may be aware of actions the board is considering. We have found it is helpful to also forward a copy of the final agenda to the governing authority, the appointing authority and chiefs of the respective departments, as they may wish to attend.

DURING THE MEETING TO CONSIDER A NEW CLASS OR REVISIONS TO AN EXSISTING CLASS:

For consideration of a possible new class, a motion should be passed to have the State Examiner's Office conduct a job analysis on the new position.

For revisions to an existing class(es) the board will pass a motion to post the revision for consideration at a public hearing. Make sure you have a clear understanding of the revisions and take detailed minutes. The board will instruct you to draft a notice of a public hearing, reflecting the rule revision, distribute it to pertinent parties, and post it, in accordance with the law, for at least 30 days prior to the scheduled hearing date (the 30-day period should not include the date of the public hearing).

AFTER THE MEETING WHERE THE BOARD VOTED REQUEST A JOB ANALYSIS:

For a possible new class, upon receipt of the request (minutes from the board meeting or correspondence) the OSE will mail a task analysis questionnaire to the chief of the department to be completed by each individual performing the duties of the position. An analysis will be conducted of the data provided in these documents,

and results will be the basis for our recommendation to the board concerning the proper allocation of the new position(s).

After we have conducted the analysis, the OSE will send the board a letter with our recommendations and an explanation of how to proceed. If we determine that the position must be in the classified service, we will include a proposed class specification (job description) for the board to consider for adoption.

AFTER THE MEETING WHERE THE BOARD VOTED TO POST REVISIONS TO AN EXISTING CLASS:

For revisions to an existing class, you will prepare the posting notice for public hearing. The posting notice is designed to inform the public of the date, time and location of the upcoming public hearing and exactly what specific changes the board will consider at the hearing. The notice should clearly outline how the current class description reads and how the class description will read after the revisions are adopted.

In many cases, we suggest creating a "strikethrough" document, where language to be deleted is struck through and language to be added is reflected in **bold**. This allows the public to easily comprehend how the document "will read" after revisions are adopted.

We suggest that notice of the hearing be posted at the location where the public hearing will take place. A copy of the notice and all attachments must also be provided to:

- the mayor
- the commissioner of public safety
- any other municipal commissioner whom the rule may in any way affect
- the chief
- the OSE
- each station of the departmental service to be affected by the adoption

A copy of all proposed revision to be discussed at any hearing shall be furnished with all notices. Each notice and copy of proposed revision furnished to the various stations of a respective department shall be posted upon the bulletin board of each station for a period of at least thirty days in advance of the hearing. When calculating the 30-day posting period, please do not count the date of the public hearing as part of the minimum 30-day posting period.

You will forward a copy of the posted notice and all attachments to OSE and **all pertinent parties listed above**. See Appendix #13 and #14.

When OSE receives our copy of the posting notice reflecting the proposed revision, we will review the revision and advise the board of any unforeseen complications the adoption of the revision may create and make recommendations regarding adoption of the proposed revision.

Once the proposed changes have been posted for 30 days and all pertinent parties have been properly notified, the board will conduct a public hearing to consider adopting the changes. This matter may appear as one of several items on the agenda of a regular meeting.

PLEASE NOTE: If for any reason, your board is unable to hold the public hearing on the date reflected on the posting notice, you must provide a notice of the postponement to the same officials who are required to receive the original posting notice and proposed amendment. Your board must also post a notice of postponement along with all the original posting notices and the proposed amendment. See Appendix #16

BEFORE THE PUBLIC HEARING TO ADOPT A NEW CLASSIFICATION OR REVISIONS TO AN EXSISTING CLASSIFICATION

Bring copies of the proposal, as well as any related correspondence from OSE or other parties, to the public hearing.

DURING THE PUBLIC HEARING TO ADOPT A NEW CLASS OR REVISIONS TO AN EXISTING CLASS:

The board will establish a quorum and the chairman will call the meeting to order. When the agenda item concerning the posted proposal is addressed, the board will discuss and must give any person requesting an opportunity to show cause why the proposal should not be adopted. We ask that recommendations related to the proposal as provided by OSE be read into the record of the meeting, so that members of the public and others in attendance may be made aware of our advice. After discussions and any comments from the public or OSE, a board member would make a motion to do one of the following:

- approve the adoption of as posted (matter is closed)
- approve the adoption with minor revisions (matter is closed)
- reject and not adopt any part of the proposal (matter is closed – if matter is re-visited posting/adoption process starts over)
- adopt *part* of the proposal and *reject* and not adopt the *other parts* of the proposal - matter is closed)

- the board may vote to table the proposal until a later date either because one of the board members or another public official is absent or because the board needs to conduct additional research and/or consult with the governing authority, legal counsel, OSE or the Fire/Police Chief before taking final action.

AFTER THE PUBLIC HEARING TO ADOPT A NEW CLASS OR REVISIONS TO AN EXISTING CLASS:

The board should notify OSE of the adoption providing a copy of what was adopted, and a copy of the minutes of the public hearing. The minutes may reflect the public hearing as part of the regular meeting - the public hearing does not need to be transcribed separately from the minutes which reflect regular business taken up at the same meeting. Upon receipt of these documents, OSE will update our records and website.

We will also provide your board with a new master reflecting what was adopted at the public hearing. You should make copies of the new master for each board member and ask them to update their civil service manual with the most recent version.

Within thirty days after the board has adopted a new class or revisions, the board shall furnish an official copy to all persons and places, required to receive a copy of the original posted notice, as listed above.

CIVIL SERVICE BOARD RULES

After the civil service system is adopted in your jurisdiction your civil service board will adopt a set of "board rules." These rules provide for various leaves of absence for classified employees and govern how the board will operate.

From time to time, your board may determine that changes to these rules are needed. The change may be needed because the legislature has enacted or amended a state law regarding fire or police leave, which causes a conflict with the way your current leave rules are worded.

Sometimes, the request for a change may come from the governing or appointing authority and relate to budgetary matters. For instance, the Mayor and council may determine that the budget allows the jurisdiction to provide fire/police classified employees with an additional two days of annual vacation, in excess of the minimum required by state law. The governing authority may then request the board amend their leave rules to reflect the revised number of vacation days that will be provided annually to each classified employee.

Sometimes OSE receives a call from a chief or governing authority requesting assistance in drafting a proposal to revise the current leave rules for the jurisdiction. In this case, we work with the chief to understand their shift-based schedules and current leave provisions, then OSE recommends rule revisions to the board that are in compliance with state and federal laws.

Regardless of the manner in which the board becomes aware of the need for a rule revision, the proposed change must be brought before the board for a vote during an open meeting, in order that the proposal may be posted locally and then adopted by the board at a public hearing.

On the following pages, we explain the process of considering revisions to the board rules and the procedures for amending the board rules.

BEFORE THE MEETING TO CONSIDER BOARD RULE REVISIONS:

You may receive correspondence from the governing authority, appointing authority, Office of State Examiner, Fire or Police Chief or any employee or citizen asking the board to consider adopting a new board rule or amending an existing rule. The board may also review a rule on its own motion – for instance, the regular location of the board meetings may have changed, and the board has determined it needs to amend the regular meeting location listed in the current set of board rules.

You will place the matter on the agenda of the next meeting for consideration by the board. It may be advisable to make copies of the request or proposal and distribute it to the board, so all members will have the opportunity to review the matter prior to the meeting. Of course, the agenda for all meetings should be posted at least 24-hours in advance of the scheduled meeting at the location where the meeting will be held. OSE requests the board forward a copy of all meeting agendas to our office so we may be aware of actions the board is considering. We have found it is helpful to also forward a copy of the final agenda to the governing authority, the appointing authority and the chiefs of the respective departments, as they may wish to attend the meeting.

DURING THE MEETING TO CONSIDER/DISCUSS BOARD RULE REVISIONS:

When the agenda item concerning board rules is addressed at the meeting, the board will discuss various aspects of the proposed rule or revision, such as: the purpose of the new rule or revision, what problem the change is intended to solve, whether the rule/revision creates conflict with or violates any state or federal laws, whether the rule/revision is unambiguous and clearly/properly worded, whether the rule/revision creates conflict with other board rules, how the rule should be placed appropriately within the current set of rules and whether any other rules must be revised, moved or deleted as a result of the change.

If the board votes to accept the proposal and post the rule/revision for consideration at a public hearing, careful attention should be paid to any re-numbering or re-lettering that may need to be reflected as a result of revisions that cause rules to be added, deleted or moved. The board should make specific motions and vote concerning any language that will be removed, rearranged and/or added to the current set of rules and how sections should be rearranged or re-designated, as needed. Take detailed minutes and have a clear understanding of how the proposal will cause the rules to change.

Once the proposal is in its final form, the board should pass a motion to post the rule and schedule a public hearing. The board will instruct you to draft a notice of a public hearing, reflecting the rule change, distribute it to pertinent parties, and post it, in accordance with the law, for at least 30 days prior to the scheduled hearing date.

AFTER THE MEETING WHERE THE BOARD VOTED TO POST REVISIONS TO THE BOARD RULES:

The posting notice is designed to inform the public of the date, time and location of the upcoming public hearing and exactly what specific changes the board will consider at the hearing. The notice should clearly outline how the current rules read now, and how the rules will read after the revisions are adopted.

If the rule revision is minor and only affects one section of the rules, the (old and) new rule/language may fit on the same page as the public hearing notice. If the revisions affect multiple sections and/or contain many revisions to wording, you may need to attach a document to the notice, outlining the changes in a way that reflects how the rules currently read, and how the rules will read once the revisions are adopted.

In many cases, we suggest creating a "strikethrough" document, where language to be deleted is struck through and language to be added is reflected in **bold**. This allows the public to easily comprehend how the document "will read" after revisions are adopted.

We suggest that notice of the hearing be posted at the location where the public hearing will take place. A copy of the notice and all attachments must also be provided to:

- the mayor
- the commissioner of public safety
- any other municipal commissioner whom the rule may in any way affect,
- the chief
- the OSE
- each station of the departmental service to be affected by the adoption of any such rule

A copy of all proposed rules to be discussed at any hearing shall be furnished with all notices. Each notice and copy of proposed rule furnished to the various stations of a respective department shall be posted upon the bulletin board of each station for a period of at least thirty days in advance of the hearing. When calculating the 30-day posting period, please do not count the date of the public hearing as part of the minimum 30-day posting period.

You will forward a copy of the posted notice and all attachments to OSE and **all pertinent parties listed above**. See Appendix #15.

When OSE receives our copy of the posting notice reflecting the proposed board rule/revision, we will review the amendment to ensure the rule is clearly worded and does not create conflict with existing state and federal laws or with any other section

of the existing board rules. OSE will advise the board of any unforeseen complications the adoption of the rule may create and make recommendations regarding adoption of the proposed rule.

Once the proposed changes have been posted for 30 days and all pertinent parties have been properly notified, the board will conduct a public hearing to consider adopting the changes. This matter may appear as one of several items on the agenda of a regular meeting.

PLEASE NOTE: If for any reason, your board is unable to hold the public hearing on the date reflected on the posting notice, you must provide a notice of the postponement to the same officials who are required to receive the original posting notice and proposed amendment. Your board must also post a notice of postponement along with all the original posting notices and the proposed amendment. See Appendix #16.

BEFORE THE PUBLIC HEARING TO ADOPT BOARD RULE REVISIONS

Bring copies of the proposed board rule revisions, as well as any related correspondence from OSE or other parties, to the public hearing.

DURING THE PUBLIC HEARING TO ADOPT BOARD RULE REVISIONS

The board will establish a quorum and the chairman will call the meeting to order. When the agenda item concerning the posted rule is addressed, the board will discuss the reasons for the revision(s) and must give any person requesting an opportunity to show cause why the proposed amendment should not be adopted. We ask that recommendations related to the proposed rule as provided by OSE be read into the record of the meeting, so that members of the public and others in attendance may be made aware of our advice. After discussions and any comments from the public or OSE, a board member would make a motion to do one of the following:

- approve the adoption of the amendment as posted (matter is closed)
- approve the adoption of the amendment with minor revisions (matter is closed)
- reject and not adopt any part of the proposed amendment (matter is closed – if matter is re-visited posting/adoption process starts over)
- adopt part of the proposed amendment and reject and not adopt the *other parts* of the proposed amendment - matter is closed)
- the board may vote to table the proposed amendment until a later date either because one of the board members or another public official is

absent or because the board needs to conduct additional research and/or consult with the governing authority, legal counsel, OSE or the Fire/Police Chief before taking final action.

AFTER THE PUBLIC HEARING TO ADOPT BOARD RULE REVISIONS

The board should notify OSE of the adoption of any board rule revisions by providing a copy of the rules, as amended, and a copy of the minutes of the public hearing. The minutes may reflect the public hearing as part of the regular meeting - the public hearing does not need to be transcribed separately from the minutes which reflect regular business taken up at the same meeting. Upon receipt of these documents, OSE will update our records and website with the newly adopted version of the rules.

We will also provide your board with a new master set of board rules reflecting the revisions adopted at the public hearing. Make copies of the new master for each board member and ask them to update their civil service manual with the most recent version of the rules.

Within thirty days after the board has adopted any rule, whether it is a new rule, an amendment of an existing rule, or an abolition in whole or part of any rule, the board shall furnish an official copy to all persons and places, required to receive a copy of the original posted notice, as listed above.

Please note: the board rules contain information on the last page reflecting the original date the board adopted its first set of board rules and all the dates upon which changes were made to the rules. The most recent revision date is reflected on all pages of the rules.

EMPLOYEE PERSONNEL ACTIONS

The civil service board is charged with maintaining employee files from initial hiring through promotions and separations. Assign a folder for each employee, separate files fire and police, and place in folders in alphabetical order. Each employee folder will have personnel actions reflecting original hire, confirmations, promotions, extended sick leave, etc. There will be times when you will need to pull an employee's file for review of the board.

BEFORE THE MEETING

Most times, you receive employee actions from the appointing authority or his secretary. After the appointing authority has signed the employee's action, the board meets to review for compliance with the law at the next scheduled meeting or by calling a special meeting.

As you receive employee actions forms, date stamp each one and place in a folder labeled "employee actions for board review". You will bring this folder to the scheduled meeting.

DURING THE MEETING

Your folder containing employee actions for the board's review will be given to the chairman. Each board member will review the employee action for compliance with the law. If all is well, the board chairman will provide his signature. He may sign all forms at one time during the meeting or if it is a large stack, he may sign after the meeting is adjourned. The vice-chairman signs in absence of the chairman.

If the board finds a problem, the form is sent back to the appointing authority for correction explaining the problem. The board will instruct you the process to return an employee action.

AFTER THE MEETING

After all the employee actions have been reviewed and signed, send the OSE a copy and file the original in the appropriate employee folder.

For actions that were rejected and need correcting, your board chairman will instruct you on the process for returning the action to the appointing authority. We suggest you make a copy of the rejected action form until you receive the corrected one.

APPEAL HEARINGS

An example of an appeal hearing request would be Corporal John Smith requesting an appeal hearing for a suspension of 30 days disciplinary action. Corporal John will have turned in a written request appealing his suspension of 30 days and this item would be placed on the agenda for the next scheduled board meeting (or special meeting).

BEFORE THE MEETING WHERE THE APPEAL HEARING WILL TAKE PLACE

You will record the date that all of the documents were received and bring all the paperwork he submitted to the meeting for board review. Board will review and determine if he is eligible for an appeal hearing.

If the board determines that the employee is eligible for an appeal hearing, they will motion/vote to grant the appeal hearing and set a date on which the hearing will be conducted.

Please note: the hearing may be conducted on the same date as a regularly scheduled meeting and noted on the agenda, or the board may decide to hold only the appeal hearing on the scheduled date. In either case, the public meeting at which the appeal will take place must be posted in accordance with public meetings law.

Once the appeal hearing date has been set, the employee and his attorney should also be notified in writing of the date, time and location of the hearing at least ten (10) calendar days in advance of the appeal hearing.

The appointing authority or the employee may request the issuance of subpoenas. Sample subpoena forms are available on our website. The law provides that board members individually have the authority to subpoena books, papers or witnesses. There is no provision for the board secretary to deliver subpoenas on behalf of the board. If board members are unable to execute the delivery of subpoenas, we suggest the board contract with local law enforcement to make arrangements for delivery.

AT THE MEETING WHERE THE APPEAL HEARING WILL TAKE PLACE

The chairman will call the meeting to order. The board will hear first from the appointing authority, and then from the employee. The board will then deliberate and vote in open session to either uphold the disciplinary action, modify the disciplinary action to a lesser penalty, or overturn the disciplinary action, reinstating the employee to his position and returning any lost pay and seniority.

You, as secretary to the board, should take complete notes of the meeting, recording as much detail as necessary, even if a court reporter is retained. In any event, the board should generate a "Finding of Fact" (sample available on our website) which summarizes the complaint, the evidence and the board's motion/decision, reflecting how each member voted.

AFTER THE MEETING WHERE THE APPEAL HEARING WILL TAKE PLACE

Once the minutes and finding of fact are complete, the finding of fact reflecting the board's decision should be forwarded to the appointing authority, so he may carry out the order of the board with respect to the employee's status.

Either party may appeal the civil service board's decision to a higher court within thirty (30) days of such decision. If the board receives such a request, stating the grounds upon which the appeal is being filed, the board should supply either a certified transcript of the record or the finding of fact, along with all papers in the board's possession relating to the appeal to the designated court. The board shall supply this information to the designated court within ten (10) days of the date such appeal is filed.

OATHS OF OFFICE

Each board member will be sworn in at the start of his term and take an oath of office.

Each oath of office will have the board member's term and expiration date. Once the original term expires (from when the board was first sworn in), the terms and expiration date will be 3 years. See Appendix #17.

Your civil service board retains a copy of each board member's oath of office. Your board may ask you to file with the parish clerk of court.

Whether a new board member or a reappointed board member, another oath of office will be taken in order for the member to participate in the next board meeting.

It is helpful to have a labeled folder for each board member that contains his oath of office, preferred mailing address, email and phone number.

Please send the OSE names, preferred mailing addresses, emails, and phone numbers of board members so that we may update our records as well.

OSE WEBSITE - www.ose.louisiana.gov

Our website contains several forms that you, as secretary, can click, fill in, and submit directly to our office for certain board actions. There are forms for submission of roll calls, transfer scores, and exam requests.

Please note that some forms may require a password. Please give our office a call and someone will provide you with a password and do a "walk-through" of the forms available for your use.

APPENDIX

YEARLY MEETING NOTICE

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Notice of 2020 Public Meetings

The Avondale Civil Service Board will hold its regularly scheduled meetings in 2020 as follows:

January 22, 2020

April 1, 2020

July 2, 2020

October 1, 2020

All meetings shall be held at the **AVONDALE MAIN FIRE STATION, 3580 MAIN ST.** at 6:30pm.

Please be advised that the board may reschedule these meetings and may change the location of the meeting. Notice of all regular and special meetings shall be given by posting an agenda at Avondale City Hall or at the building in which the meeting is to be held. The agenda for regular and special meetings shall be posted for at least twenty-four (24) hours, excluding Saturdays, Sundays and legal holidays, prior to the date fixed for such meeting.

Notice of all meetings shall state whether the meeting is regular or special, and shall include the date, time, place, and agenda of the meeting, provided that upon unanimous approval of the members present at a meeting, the board may take up a matter not on the agenda. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting. Prior to any vote on the motion to take up a matter not on the agenda, there shall be an opportunity for public comment on any such motion in accordance with R.S. 42:14.

Chairman of the Avondale Municipal Fire and Police Civil Service Board

This notice is posted in order to comply with

Louisiana Revised Statute 42:19(A)(1)(a)

**DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

AGENDA

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
REGULAR MEETING
MONDAY, JANUARY 22, 2020, 6:30 P.M.

MAIN FIRE STATION, 3580 MAIN STREET

Roll Call

Opportunity for Public Comment

- 1) Review Minutes from meeting of December 12, 2019.
- 2) Continue discussion of proposed amendments to annual leave board rule (Rule X, Section 1, Subsection J).
- 3) Public hearing on posted amendments to the class of Firefighter.
- 4) Review applications for admission to the Fire Captain examination to be administered on February 20, 2020.
- 5) Consider letter received from the Office of State Examiner dated January 15, 2020, recommending amendments to qualification requirements for the classification of Assistant Fire Chief.

MINUTES

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
REGULAR MEETING
MONDAY, JANUARY 22, 2020, 6:30 P.M.

MAIN FIRE STATION, 3580 MAIN STREET

The Avondale Municipal Fire and Police Civil Service Board convened its regular meeting at 6:30 p.m. on Monday, January 22, 2020.

Roll Call

Present: Chairman Jane Smith
Vice Chairman Robert Harris
Fire Department Representative Mark Jamison
Police Department Representative Barbara Howell.

Opportunity for Public Comment

No requests received from the public to address the civil service board.

On motion duly made, seconded, and passed; the civil service board took the specified action as listed for each of the requests listed below:

- 1) Review Minutes from meeting of December 12, 2019.

The secretary read the minutes of the previous meeting of December 12, 2019. Robert Harris moved that the minutes be approved as read, Barbara Howell seconded the motion, and all were in favor.

- 2) Continue discussion of proposed amendments to annual leave board rule (Rule X, Section 1, Subsection J).

The board continued the discussion on the proposed amendments to the board rule on annual leave. Mark Jamison made a motion to post the proposed amendment as the Office of State Examiner recommended and to hold a public hearing on March 12, 2020, at 6:00 p.m. at the main fire station located at 3580 Main Street. Barbara Howell seconded the motion, and all voted in favor.

- 3) Public hearing on posted amendments to the class of Firefighter.

Chairman Smith opened the public hearing to consider amending the Firefighter classification plan. He asked if anyone had any comments on the

posted amendments before the board entertained a motion on this issue. No comments for or against the amendments. Chairman Smith made a motion to adopt the amendments as posted. Mark Jamison seconded the motion, and all voted in favor.

- 4) Review applications for admission to the Fire Captain examination to be administered on February 20, 2020.

Susan Allen presented the chairman with the applications she received for the Fire Captain's examination. After each board member reviewed the applications, Chairman Smith stated that Jennifer Brantley turned her application in after the deadline and in accordance with civil service law the board cannot accept her application. He then made a motion to approve all applications, except Ms. Brantley's as all the applications were handed in prior to the application deadline and all applicants met the requirements of the class. Robert Harris seconded the motion, and all were in favor.

- 5) Consider letter received from the Office of State Examiner dated January 15, 2020, recommending amendments to qualification requirements for the classification of Assistant Fire Chief.

Chairman Smith stated that the letter received from the OSE on January 15, 2020 recommends amendments to the qualification requirements for the class of Assistant Fire Chief in order to comply with recent revisions to civil service law and new recommendations from the Office of State Examiner. These amendments were recommended due to a recent review of our classification plan. All board members agreed that the amendments were needed. Robert Harris made a motion to post for public hearing to consider these amendments on March 12, 2020. Barbara Howell seconded the motion, and all were in favor.

- 6) Request by Mayor Thomas for the board to call for examinations for Fire Equipment Operator and Police Captain.

Chairman Smith made a motion to add this item to the agenda, Barbara Howell seconded the motion, and all were in favor. Robert Harris made a motion to call for examinations for Fire Equipment Operator and Police Captain. Mark Jamison seconded the motion, and all were in favor.

There being no further business, the meeting adjourned at 7:35 P.M. on Monday, January 22, 2020.

Minutes submitted by

Approved by the board

Susan Allen, Secretary

Unapproved at this time

POSTING NOTICE PROMOTIONAL EXAM

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL FIRE EQUIPMENT OPERATOR EXAMINATION**

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of FIRE EQUIPMENT OPERATOR in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the AVONDALE MUNICIPAL FIRE AND POLICE Civil Service Board.

Application forms may be obtained from, SUSAN ALLEN, the Secretary to the Civil Service Board, at 3580 MAIN STREET, BETWEEN 8AM AND 5PM.

Completed applications and the required attachments must be received by SUSAN ALLEN, at 3580 MAIN STREET, BETWEEN 8AM AND 5PM. by FEBRUARY 16, 2020 AT 5PM (last day of 10-day posting period), 2020. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS:

(Insert list qualification requirements that your board has adopted for that class).

- *Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.*
- *After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.*
- *Must possess a valid driver's license.*
- *Must be a regular and permanent employee in the class of Firefighter for at least three (3) years immediately preceding closing date for application to the board.*

By direction of the chairman:

SUSAN ALLEN, Secretary

Post at all stations February 5, 2020, through February 16, 2020
(must be at least 10 calendar days)

**DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

THE CITY OF AVONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

POSTING NOTICE COMPETITIVE EXAM

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE FIRE TRAINING OFFICER EXAMINATION**

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of FIRE TRAINING OFFICER in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the AVONDALE MUNICIPAL FIRE AND POLICE Civil Service Board.

Application forms may be obtained from, SUSAN ALLEN, the Secretary to the Civil Service Board, at 3580 MAIN STREET, BETWEEN 8AM AND 5PM.

Completed applications and the required attachments must be received by SUSAN ALLEN, at 3580 MAIN STREET, BETWEEN 8AM AND 5PM. by FEBRUARY 16, 2020 AT 5PM (last day of 10-day posting period), 2020. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS:

(Insert list qualification requirements that your board has adopted for that class).

- *Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.*
- *After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.*
- *Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.*
- *Must possess a valid driver's license.*
- *Must be not less than twenty-one (21) years of age.*

By direction of the chairman:

SUSAN ALLEN, Secretary

Post at all stations February 5, 2020, through February 16, 2020
(must be at least 10 calendar days)

DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF AVONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

ROLL CALL LETTER

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
AVONDALE, LOUISIANA 70852

July 18, 2020

Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

Dear:

The following is the roll call for the examinations of Fire Training Officer and Police Captain to be administered by your office on **August 1, 2020**. The examinations will be given at our main fire station located at 3580 Main Street, Avondale, Louisiana (see enclosed map). Mr. Mark Jamison, the fire department civil service board member will be present at the examination.

Fire Training Officer (9:00 a.m.)

Allen, Cindy B.	WF
Broussard, John C.	WM
Landry, Susan S.	BF
McKnight, Heather L.	WF
Nelson, Gerry A.	WM
Ritchie, David P.	WM
Taylor, Brett W.	BM
White, Joey A.	HM

Police Captain (1:00 p.m.)

Hunter, Kirk J.	BM
Lee, Ronnie F.	WM
Rush, David A.	WM
Wallace, Thomas C.	BM

If I may be of any assistance, please call me at 504-555-1234

Sincerely,

Susan Allen, Secretary

LETTER OF ADMISSION - COMPETITIVEJuly 18, 2020Dear Cindy Allen:

Your application submitted to the Avondale Municipal Fire and Police Civil Service Board for consideration for admission to the competitive examination for the class Fire Training Officer has been approved. This letter is to advise you that the examination is scheduled on August 1, 2020, beginning at 9:00 a.m., at the main fire station located at 3580 Main Street, Avondale, Louisiana. All applicants are required to report on or before the test time indicated below. *Any applicant who fails to report in a timely manner or in accordance with this schedule, will be denied admittance to the examination.*

APPLICANT PLEASE NOTE

It will be necessary for you to bring your driver's license, picture identification, or other identifying material to the examination site. Failure to bring a picture i.d. to the examination site will result in your being denied access to the exam site.

Please do not bring calculators, notes, papers, or any other type of material or equipment to the examination site.

Under no circumstance will any test applicant be permitted to enter the examining room with a personal electronic or telecommunication device.

Prohibited devices include, but are not limited to:

- cellular telephones
- smart watches, pagers
- body cameras
- radios
- iPads/Kindles or any like device
- any other device capable of storing, sending, or receiving data.

In the event that an examining official discovers any applicant to have any of the previously mentioned devices in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site.

If you have questions concerning the information contained in this letter, please call me at 504-555-1234 between the hours of 8AM AND 5PM.

By direction of the chairman:

Susan Allen, Secretary

PLEASE NOTE (not to be included in this letter)

If an applicant has been approved to take two examinations and they are being administered at the same time, our office will be happy to work with your board, to the extent that we are able, in changing the exam times to facilitate the participation by the applicant in both exams. However, if a change is not possible, we ask that your board determine which of the examinations the applicant wishes to schedule for the time segment in question.

NOTICE OF ADMISSION - PROMOTIONAL
BULLETIN BOARD NOTIFICATION OF ADMISSION

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

July 18, 2020

This notice is to advise applicants that the Police Captain examination will be given on the date, time, and location listed on the chart below. *Please see the attached roll call for this examination.*

APPLICANT PLEASE NOTE

It will be necessary for you to bring your driver's license, picture identification, or other identifying material to the examination site. Failure to bring a picture i.d. to the examination site will result in your being denied access to the exam site.

Please do not bring calculators, notes, papers, or any other type of material or equipment to the examination site.

Under no circumstance will any test applicant be permitted to enter the examining room with a personal electronic or telecommunication device.

Prohibited devices include, but are not limited to:

- cellular telephones
- smart watches, pagers
- body cameras
- radios
- iPads/Kindles or any like device
- any other device capable of storing, sending, or receiving data.

In the event that an examining official discovers any applicant to have any of the previously mentioned devices in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site.

If you have questions concerning the information contained in this letter, please call me at 504-555-1234 between the hours of 8AM AND 5PM.

By direction of the chairman:

Susan Allen, Secretary

POLICE CAPTAIN - August 1, 2020 -10:00am, 3580 Main Street, Avondale, LA

Post on all department bulletin boards from July 19, 2020 to August 1, 2020
(Must be at least 5 days before examination date)

DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

(NOTE TO THE CIVIL SERVICE BOARD - Remember to attach a copy of the roll call for this examination to this notice.)

NOTIFICATION OF TEST SCORE TO APPLICANT

(THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPLICANT)

August 23, 2020

Avondale Municipal Fire and Police Civil Service Board
Avondale, La

Cindy Allen
5687 South St
Avondale, LA 70852

Dear Cindy Allen:

This is to certify that you have successfully passed the examination for the class of FIRE TRAINING OFFICER with a score of 92 percent. (OPTIONAL IF VETERAN'S POINTS ARE APPLICABLE: This civil service board added five points to your test score as you qualified for veteran's points. Therefore, your final score, in this jurisdiction ONLY, is 97 (percent.) Your name was placed on the employment list for the class FIRE TRAINING OFFICER on August 22, 2020 (date your civil service board *approved* the test scores) and will remain in effect eighteen (18) months from this date.

Susan Allen, Secretary

(signature of board member or secretary)

3580 Main Street, Avondale, LA 70852
504-555-1234

COMPETITIVE ELIGIBILITY LIST TO APPOINTING AUTHORITY

NAMES OF INDIVIDUALS ON THE COMPETITIVE ELIGIBILITY LIST FOR THE CLASS
OF FIRE TRAINING OFFICER

THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPOINTING AUTHORITY

Avondale Municipal Fire and Police Civil Service Board
Avondale, La

August 23, 2020

Bill Wright, Avondale Fire Chief
678 Center St.
Avondale, LA 70852

Dear Chief Wright:

Please be advised that the civil service board met on August 22, 2020 and approved the following eligibility list for the class of FIRE TRAINING OFFICER. These individuals are now eligible for employment.

Number	Name	Score	Date civil service board added name to list	Score Expiration Date
1	Heather McKnight	100V	08-22-20	02-22-22
2	Brett Taylor	99	08-22-20	02-22-22
3	Cindy Allen	92	08-22-20	02-22-22
4	James Brolin	91	07-08-19	01-08-21
5	Steven Smith	88	08-20-19	02-20-21
6	John Wilson	86	06-15-19	12-15-20

V = veteran's points

If you have any questions, please contact the civil service board.

Sincerely,

Chairman

PROMOTIONAL ELIGIBILITY LIST TO APPOINTING AUTHORITY

NAMES OF INDIVIDUALS ON THE PROMOTIONAL ELIGIBILITY LIST FOR THE
CLASS OF FIRE EQUIPMENT OPERATOR

THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPOINTING AUTHORITY

Avondale Municipal Fire and Police Civil Service Board

Avondale, La

August 23, 2020

Bill Wright, Avondale Fire Chief

678 Center St.

Avondale, LA 70852

Dear Chief Wright:

Please be advised that the civil service board met on August 20, 2020 and approved scores and placed the names on the eligibility list for the promotional class of Fire Equipment Operator

These individuals are now eligible for promotion and are listed in seniority order.

Seniority Order	Name	Date board approved promotional score	Score Expiration Date
*1	Kirk Hunter	08-20-20	08-20-24
*1	Ronnie Lee	08-20-20	08-20-24
3	Susan Carter	02-04-19	02-04-23
4	James Brolin	06-12-18	06-12-22
*5	David Rush	08-20-20	08-20-24
*5	John Wilson	05-27-17	05-27-21

*tied seniority

If you have any questions, please contact the civil service board.

Sincerely,

Chairman

SENIORITY ROSTER
SENIORITY ROSTER FOR THE AVONDALE FIRE DEPARTMENT

DATE OF BOARD'S APPROVAL: August 22, 2020

SIGNATURE OF THE CIVIL SERVICE BOARD CHAIRMAN:

N U M B E R	EMPLOYEE'S NAME	PERMANENT RANK	DATE CONFIRMED IN ENTRANCE CLASS (SENIORITY DATE)	TIME NOT COMPUTED TO THE EMPLOYEE'S TOTAL DEPARTMENTAL SENIORITY SUSPENSION, ETC
1/2	Greg Couch*	Asst. Fire Chief	3/6/01	
1/2	Doug Orgeron*	District Fire Chief	3/6/01	
3	Tom Owens	District Fire Chief	12/15/04	2 days
4/5	John Hall	Fire Captain	9/25/09	
4/5	Kenneth Clark	Fire Captain	9/25/09	
6	Robert Kelly	Fire Captain	9/25/09	7 days
7	Jessica Kendrick	Firefighter	6/28/11	
8	Barry Stevenson	Firefighter	1/5/13	1 day

* Employees listed as #1/2 have identical seniority.

NOTE: Employees with identical seniority are identified as two or more employees who were confirmed in their entrance class on the same day and have been working continuously since and they have no time not computed to total departmental seniority or they all have the same amount of time not computed to total departmental seniority. If two employees are #1 and #2 on the roster and have identical seniority, then they would both be listed with the numbers 1/2 to show they have identical seniority. Our office recommends you place asterisks by these names and then indicate at the end of the roster that these employees have identical seniority.

NOTICE OF A PUBLIC HEARING – NEW CLASSIFICATION

The **Avondale Municipal Fire and Police** Civil Service Board will hold a public hearing to consider adoption of a new classification **Secretary to the Police Chief**. Unless cause is shown at this time why this new class should not be adopted, the board will proceed to approve the adoption of the class in the proposed or revised form.

This public hearing will be held on **September 6, 2020**, at **6 p.m.** at the **Main Fire Station** located on **3580 Main St., Avondale, La**

SEE ATTACHED NEW CLASSIFICATION PLAN

(attach the entire new classification description behind the public hearing notice)

By direction of the chairman:

SUSAN ALLEN, Secretary

Post at all **Fire and Police Stations August 1, 2020**, through **September 5, 2020**
(must be at least 30 calendar days)

DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

★ REMINDER ★

(Do not include this in your posting – delete before posting)

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner's Office*. *The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.*

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a general, non-supervisory clerical position. The employee of this class acts as receptionist for the police chief, types letters, memoranda, etc., and maintains an accurate filing system. The secretary to the police chief generally follows established procedure or works at the specific direction of a superior and is responsible directly to the police chief.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Types from rough draft and other sources letters, memoranda, forms, and other material. Acts as clerical assistant to the chief, composing important correspondence to relieve the chief of clerical detail and minor administrative matters. Relays orders and instructions from the chief. Reads reports and summarizes information to facilitate review by the chief. Answers the telephone in the chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief or to officers of other divisions.

Acts as receptionist for the chief and other designated officers. Routes incoming mail and correspondence not requiring a superior's attention. Makes appointments for the chief and other designated officers; keeps records of such appointments. Receives complaints and requests for information; replies to such requests by phone or letter. Maintains office files as required or directed.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be not less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Secretary to the Police Chief AV
Proposed Date 06-11-20

NOTICE OF A PUBLIC HEARING – PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN

The **Avondale Municipal Fire and Police** Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of **Fire Captain**. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on **September 6, 2020**, at **6 p.m.** at the **Main Fire Station** located on **3580 Main St., Avondale, La**

Current qualification requirement reads: (insert list *current* requirements adopted by your board)

- Must be a regular and permanent employee in the class of Fire Equipment Operator with at least ~~two (2) years~~ in that class immediately preceding the closing date of application to the board.

Proposed amendment: (insert list of *proposed* amendments)

- Must be a regular and permanent employee in the class of Fire Equipment Operator with at least **three (3) years** in that class immediately preceding the closing date of application to the board.
- **Must have completed department approved training in First Aid and C.P.R.**

By direction of the chairman:

SUSAN ALLEN, Secretary

Post at all **Fire and Police Stations August 1, 2020**, through **September 5, 2020**
(must be at least 30 calendar days)

DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

★ REMINDER ★

(Do not include this in your posting – delete before posting)

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner's Office*. *The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.*

NOTICE OF A PUBLIC HEARING – PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES

The Avondale Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to Rule XIII Section 2 of the civil service board rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on September 6, 2020, at 6 p.m. at the Main Fire Station located on 3580 Main St., Avondale, La

Proposed amendment: (insert proposed amendment in its entirety)

M. Administrative Leave With Pay

The appointing authority may grant administrative leave with pay for a period not to exceed sixty (60) consecutive calendar days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may be otherwise required under department policies and procedures. This leave may be extended for an additional period with prior approval of the board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.

By direction of the chairman:

SUSAN ALLEN, Secretary

Post at all Fire and Police Stations August 1, 2020, through September 5, 2020
(must be at least 30 calendar days)

DO NOT REMOVE BY ORDER OF
AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

★ REMINDER ★

(Do not include this in your posting – delete before posting)

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner's Office*.

The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.

(Insert jurisdiction name)

CIVIL SERVICE BOARD

NOTICE OF *RESCHEDULED* PUBLIC HEARING DATE

(Insert new date) @ (insert new time a.m./p.m.)

(Public hearing was scheduled on (insert old date)

To be held in the (insert name of place)

located at (insert address)

The (insert jurisdiction name) Civil Service Board will hold a public hearing to consider **(insert reason for public hearing)**. Unless cause is shown at this time why these revisions should not be adopted, the board will proceed to approve the adoption of the revisions as posted or in a revised form.

NOTE: Notice of the (insert old date), public hearing was posted from (insert old posting date), through (insert old posting date). The public hearing was not held on (insert old public hearing date), inasmuch as there was no quorum for the meeting. The rescheduled the public hearing is to be held on (insert new public hearing date).

See attached copy of the proposed set of (insert type of attachment).

By direction of the chairman:

(insert name), Secretary

Post at all fire and police stations and department buildings and at (insert name of place public hearing is to be held)

(insert new posting date) through (insert new posting date)

(previously posted from (insert old posting dates), through (insert old posting date)

DO NOT REMOVE BY ORDER OF
(Insert jurisdiction name) CIVIL SERVICE BOARD

OATH OF OFFICE

Governing Authority Board Member

STATE OF LOUISIANA

Avondale Municipal Fire and Police Civil Service Board

I, Robert Harris, residing at 867 Center St. in the City of Avondale, do solemnly swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of this State; and I will faithfully and impartially discharge and perform the duties incumbent upon me as a member of the , Avondale Municipal Fire and Police Civil Service Board, and that I will faithfully and impartially administer the provisions of the Civil Service Laws of the State of Louisiana as well as amendments and rules adopted pursuant thereto, according to the best of my ability and understanding. So help me God.

Board Member's Signature

My term of office expires:

March 17, 2023
(Please call our office for date)

Sworn to and subscribed before me this

____ day of _____ A.D., ____

Notary Public