



St. Bernard Parish Council

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#13

Kerri Callais
*Councilmember
at Large*

Richard "Richie" Lewis
*Councilmember
at Large*

Gillis McCloskey
*Councilmember
District A*

Nathan Gorbaty
*Councilmember
District B*

Howard Luna
*Councilmember
District C*

Wanda Alcon
*Councilmember
District D*

**Manuel "Monty"
Montelongo III**
*Councilmember
District E*

Roxanne Adams
Clerk of Council

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, MAY 16, 2017 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Montelongo, it was moved to adopt the following ordinance:

ORDINANCE SBPC #1877-05-17

Summary No. 3479

Introduced by: Administration on 4/18/17

Public hearing held 5/2/17

Tabled on 5/2/17 until 5/16/17

AN ORDINANCE TO AMEND THE ST. BERNARD PARISH GOVERNMENT PERSONNEL PLAN.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

SECTION 1. That St. Bernard Parish Government Personnel Plan is hereby amended as per attached in Exhibit "A".

SECTION 2. Effective Date. This Ordinance shall become effective immediately upon authorizing signature by the Parish President. In the event of a presidential veto, this Ordinance shall become effective upon a two-thirds favorable vote of the total membership of the Council pursuant to Sections 2-11 and 2-13 of the St. Bernard Parish Home Rule Charter.

SECTION 3. Severability. If any section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this Ordinance, the St. Bernard Parish Council hereby expresses and declares that it would have adopted the remaining portion of this Ordinance with the invalid portions omitted.



St. Bernard Parish, Louisiana

Classification Specification

SENIOR STAFF ENGINEER

Purpose of Classification:

The purpose of this classification is to perform licensed professional engineering duties involving the planning, project management and development, design, construction, maintenance and operation of smaller public works projects for St. Bernard Parish Government.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages or assists in the management of one or more phases of a public works projects; manages capital improvement programs, awards, designs, and procurement.

Reviews and approves engineering documents; manages public works projects from conception to closeout; reviews and approves drainage permits; specifies, authorizes and issues canal crossing permits and canal ditch crossing requests. Manages and coordinates all activities or construction in the public right of way.

Reviews project pre-design, definition, and scope of services for cost optimization, statutory and regulatory compliance and makes recommendations.

Assists in the development of project goals, objectives, strategies, policies, procedures and budgets; analyzes reports, maps, drawing, blueprints, tests, and aerial photography to plan and design projects.

Updates and develops standard details and specifications for The Department of Public Works.

Manages and supervises Resident Inspectors, Project Managers, Engineer and Architect firms, and Program Management firms as related to capital improvement projects.

Manages budgets for Department and Capital Improvement Projects.

Additional Functions:

Performs other duties as required and directed by the Director of Public Works.

Minimum Qualifications:

Bachelors Degree in Civil Engineering or a related field required. Work experience in Civil Engineering will be considered for other engineering disciplines;

Experience in the following a plus: Project Management, Design Development, Modeling, Managing a group or Professionals, and Surveying.

Certification / License:

Professional Engineer License from the state of Louisiana (Preferred) and a valid Louisiana Driver's License required; supplemented by five plus years of experience in Engineering field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use engineering tools and equipment including surveying equipment.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, hazardous materials, traffic hazards and bright/dim lights.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.



St. Bernard Parish, Louisiana

Classification Specification

VEHICLES FOR HIRE COORDINATOR

Purpose of Classification:

The purpose of this classification is to oversee the issuance of permits for operators of taxicabs, for-hire vehicles, the issuance of Certificates of Public Necessity and Convenience (CPNC's) for vehicles; conducting vehicle inspections; coordinates the permit and CPNC renewal process; coordinates parish-owned vehicles at the government complex; and shall act as the secretary of the Taxicab Bureau. This position develops all documents and forms for issuance and renewal of permits.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Vehicles for Hire Coordinator shall be responsible for the following activities:

- Issue operator's permits
- Issue CPNCs on behalf of the Bureau
- Maintain all records pertaining to required functions (for-hire, taxicab, transit, parish vehicles)
- Re-establish the Taxicab Bureau
- Act as the secretary for the Bureau
- Conduct vehicle inspections and site visits
- Create and modify permit application(s) and form(s)
- Check parish complex vehicles in and out
- Shall inspect all parish owned complex vehicles each month to insure the safety, cleanliness, and proper mechanical function of said vehicles
- Shall ensure that all such data is recorded in the "fleet management" portion of the parish computer system maintained at DPW

Additional Functions:

Other such activities within the scope of Community Development, as may be directed by the Director of Community Development.

Minimum Qualifications:

High School Diploma

Three (3) years of experience working at a transit agency, enforcement agency, and/or in the taxicab/for-hire vehicle industry.

Specific License or Certification Required: None

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Supervising/Managing - Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as

opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Ability to operate a variety of automated office machines including computers and peripheral equipment.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.



St. Bernard Parish, Louisiana

Classification Specification

CAMERA TRUCK / OPERATOR

Purpose of Classification:

Skilled work in the operation of camera, camera truck, computer, and any other associated equipment of the camera truck. Position requires manual labor in connection with repair, construction, and other maintenance activities and related work as required. This work involves responsibility for the safe and efficient operation of all equipment associated with the camera truck. In addition, it entails greater responsibility for the performance of skilled operations in storm drains, sewer mains and any other gravity lines that require inspection. The employee will also be required to assist the plant operations crew when no camera inspection work is scheduled. Employee is also responsible for basic servicing and preventive maintenance of the equipment. Emphasis on obtaining LA State and EPA required licenses for Water and/or wastewater treatment plant operations.

Essential Job Functions:

- Drives/Operates camera truck.
- Performs all camera truck duties; TVing, storm drains and sewer lines.
- Complete all work orders generated for the camera truck.
- Employee is responsible for maintenance of equipment.
- Working knowledge of computer techniques.
- Assists higher level operators in controlling treatment plant process equipment for optimum performance.
- Assists in maintaining operation equipment, plant grounds and office.
- Maintaining accurate records for process control and regulatory reporting.
- Perform any and all tasks recommended by the Director of the DPW or his designee.

Knowledge, Skills, and Abilities:

Thorough knowledge of the rules of safe operation of motor vehicles, the rules of the roads and an understanding of precautions necessary to avoid accidents. Skill in the operation of automotive equipment and knowledge of the techniques of cameraing sewer and drain lines. Mechanical aptitude. Ability to prepare simple reports. Ability to assign and supervise the work of subordinate personnel. Good physical condition, strength, and agility.

Requirements & Qualifications:

High School Diploma or GED. **CDL License a plus.** Any combination of experience and training, which would indicate possession of the knowledge, skills, and abilities listed.

Note:

The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related or a logical assignment to the job.

Physical Demands:

Occasional heavy lifting, bending, stooping, climbing and standing, as well as, any demands necessary with routine maintenance of equipment plant grounds and office.

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ST. BERNARD PARISH GOVERNMENT

CLASSIFIED FIELD WORKERS PAY SCALE

Adopted January 17, 2017; Effective January 1, 2017, Amended May 16, 2017

Paygrade 1	Paygrade 2	Paygrade 3	Paygrade 4
Concessions Manager	Crewman I	Camera Truck/Operator	Animal Control Officer
Laborer I	Equipment Operator I	Crewman II	Carpenter
	Journeyman Electrician	Equipment Operator II	Crewman/Asst. Foreman
	Kennel Assistant	Maintenance Tech. II	Equipment Operator III
	Laborer II	Meter Reader I	Laborer/Asst. Foreman
	Maintenance Tech. I	Plant Operator I	Mechanic I
	Mosquito Control Inspector		Meter Reader II
	Plant Operator-in-Training		Mosquito Control Supervisor
	Tire Repairman		Plant Operator II
			Sign Shop Coordinator
			Tire Coordinator
Steps	Steps	Steps	Steps
1 23,934.61	1 24,918.42	1 25,893.79	1 28,530.40
2 24,362.01	2 25,363.39	2 26,356.18	2 29,039.87
3 24,789.42	3 25,808.36	3 26,818.57	3 29,549.34
4 25,216.81	4 26,253.32	4 27,280.95	4 30,058.80
5 25,644.24	5 26,698.32	5 27,743.36	5 30,568.30
6 26,071.62	6 27,143.27	6 28,205.73	6 31,077.75
7 26,499.04	7 27,588.26	7 28,668.13	7 31,587.24
8 26,926.44	8 28,033.23	8 29,130.52	8 32,096.71
9 27,353.85	9 28,478.20	9 29,592.91	9 32,606.18
10 27,781.25	10 28,923.17	10 30,055.30	10 33,115.65
11 28,208.64	11 29,368.13	11 30,517.67	11 33,625.10
12 28,636.06	12 29,813.11	12 30,980.08	12 34,134.59
13 29,063.45	13 30,258.07	13 31,442.45	13 34,644.05
14 29,490.86	14 30,703.05	14 31,904.85	14 35,153.53
15 29,918.27	15 31,148.03	15 32,367.24	15 35,663.01
16 30,317.17	16 31,563.33	16 32,798.80	16 36,138.50
17 30,716.08	17 31,978.64	17 33,230.36	17 36,614.01
18 31,114.99	18 32,393.94	18 33,661.92	18 37,089.52
19 31,513.91	19 32,809.26	19 34,093.50	19 37,565.04
20 31,912.82	20 33,224.56	20 34,525.06	20 38,040.54
21 32,311.73	21 33,639.87	21 34,956.62	21 38,516.05
22 32,710.65	22 34,055.19	22 35,388.20	22 38,991.57
23 33,109.56	23 34,470.49	23 35,819.76	23 39,467.07
24 33,508.46	24 34,885.79	24 36,251.31	24 39,942.57
25 33,907.38	25 35,301.11	25 36,682.88	25 40,418.08
26 34,306.26	26 35,716.39	26 37,114.42	26 40,893.56
27 34,705.18	27 36,131.70	27 37,545.99	27 41,369.07
28 35,104.08	28 36,547.00	28 37,977.54	28 41,844.57
29 35,503.00	29 36,962.32	29 38,409.12	29 42,320.09
30 35,901.91	30 37,377.63	30 38,840.68	30 42,795.60
31 36,305.31	31 37,797.60	31 39,277.10	31 43,276.45
32 36,713.23	32 38,222.30	32 39,718.42	32 43,762.70
33 37,125.74	33 38,651.76	33 40,164.69	33 44,254.42
34 37,542.89	34 39,086.05	34 40,615.98	34 44,751.66
35 37,964.72	35 39,525.22	35 41,072.34	35 45,254.49

ST. BERNARD PARISH GOVERNMENT

CLASSIFIED SUPPORT PERSONNEL PAY SCALE

Adopted January 17, 2017; Effective January 1, 2017, Amended May 16, 2017

Paygrade 13		Paygrade 14		Paygrade 15		Paygrade 16	
Animal Shelter Manager		None		None		Asst. Director of Finance	
Risk Manager							
Senior Staff Engineer							
Steps	Steps	Steps	Steps	Steps	Steps	Steps	Steps
1	52,259.87	1	54,896.48	1	57,533.09	1	60,169.70
2	53,193.07	2	55,876.77	2	58,560.46	2	61,244.15
3	54,126.29	3	56,857.07	3	59,587.84	3	62,318.62
4	55,059.49	4	57,837.34	4	60,615.20	4	63,393.05
5	55,992.74	5	58,817.68	5	61,642.62	5	64,467.57
6	56,925.92	6	59,797.94	6	62,669.96	6	65,541.98
7	57,859.16	7	60,778.27	7	63,697.37	7	66,616.48
8	58,792.37	8	61,758.56	8	64,724.75	8	67,690.93
9	59,725.58	9	62,738.85	9	65,752.12	9	68,765.39
10	60,658.80	10	63,719.15	10	66,779.50	10	69,839.85
11	61,591.97	11	64,699.40	11	67,806.84	11	70,914.27
12	62,525.21	12	65,679.73	12	68,834.24	12	71,988.76
13	63,458.40	13	66,660.00	13	69,861.60	13	73,063.19
14	64,391.62	14	67,640.30	14	70,888.98	14	74,137.66
15	65,324.85	15	68,620.61	15	71,916.37	15	75,212.14
16	66,195.82	16	69,535.53	16	72,875.24	16	76,214.94
17	67,066.83	17	70,450.48	17	73,834.13	17	77,217.78
18	67,937.83	18	71,365.42	18	74,793.01	18	78,220.60
19	68,808.86	19	72,280.39	19	75,751.93	19	79,223.47
20	69,679.84	20	73,195.32	20	76,710.80	20	80,226.28
21	70,550.84	21	74,110.26	21	77,669.69	21	81,229.11
22	71,421.86	22	75,025.23	22	78,628.60	22	82,231.96
23	72,292.85	23	75,940.16	23	79,587.47	23	83,234.78
24	73,163.83	24	76,855.09	24	80,546.34	24	84,237.60
25	74,034.85	25	77,770.05	25	81,505.25	25	85,240.44
26	74,905.79	26	78,684.93	26	82,464.07	26	86,243.21
27	75,776.80	27	79,599.88	27	83,422.97	27	87,246.05
28	76,647.78	28	80,514.80	28	84,381.83	28	88,248.86
29	77,518.80	29	81,429.77	29	85,340.74	29	89,251.72
30	78,389.80	30	82,344.72	30	86,299.63	30	90,254.55
31	79,270.59	31	83,269.94	31	87,269.30	31	91,268.65
32	80,161.28	32	84,205.56	32	88,249.85	32	92,294.14
33	81,061.97	33	85,151.70	33	89,241.43	33	93,331.16
34	81,972.78	34	86,108.46	34	90,244.15	34	94,379.83
35	82,893.83	35	87,075.98	35	91,258.13	35	95,440.28

ST. BERNARD PARISH GOVERNMENT

CLASSIFIED SUPPORT PERSONNEL PAY SCALE

Adopted January 17, 2017; Effective January 1, 2017, Amended May 16, 2017

Paygrade 5		Paygrade 6		Paygrade 7		Paygrade 8	
Case Manager		Accounts Receiv./Payable Acct.		Office Manager III		Accountant I	
Community Dev. Inspector		Administrative Asst. I		Planner II		Administrative Asst. II	
Compliance Inspector II		Planner I		Public Service Officer		Insurance Supervisor	
Help Desk Technician						IT Analysis	
Office Manager II						Payroll Supervisor	
Planning Tech.						Purchasing Agent	
Vehicle for Hire Coordinator						Safety Mgr.	
						Utilities Finance Officer	
Steps		Steps		Steps		Steps	
1	31,167.01	1	33,803.62	1	36,440.22	1	39,076.83
2	31,723.56	2	34,407.25	2	37,090.93	2	39,774.62
3	32,280.12	3	35,010.89	3	37,741.66	3	40,472.43
4	32,836.66	4	35,614.51	4	38,392.36	4	41,170.22
5	33,393.24	5	36,218.18	5	39,043.11	5	41,868.05
6	33,949.77	6	36,821.79	6	39,693.80	6	42,565.82
7	34,506.34	7	37,425.45	7	40,344.54	7	43,263.65
8	35,062.90	8	38,029.08	8	40,995.26	8	43,961.45
9	35,619.45	9	38,632.72	9	41,645.98	9	44,659.25
10	36,176.00	10	39,236.36	10	42,296.70	10	45,357.05
11	36,732.54	11	39,839.97	11	42,947.39	11	46,054.82
12	37,289.11	12	40,443.62	12	43,598.13	12	46,752.64
13	37,845.65	13	41,047.24	13	44,248.83	13	47,450.43
14	38,402.21	14	41,650.89	14	44,899.55	14	48,148.23
15	38,958.77	15	42,254.53	15	45,550.28	15	48,846.05
16	39,478.21	16	42,817.91	16	46,157.60	16	49,497.31
17	39,997.66	17	43,381.31	17	46,764.95	17	50,148.60
18	40,517.11	18	43,944.70	18	47,372.28	18	50,799.88
19	41,036.58	19	44,508.12	19	47,979.64	19	51,451.18
20	41,556.02	20	45,071.50	20	48,586.97	20	52,102.45
21	42,075.47	21	45,634.90	21	49,194.31	21	52,753.73
22	42,594.94	22	46,198.30	22	49,801.66	22	53,405.03
23	43,114.38	23	46,761.69	23	50,408.99	23	54,056.30
24	43,633.82	24	47,325.08	24	51,016.32	24	54,707.57
25	44,153.28	25	47,888.48	25	51,623.67	25	55,358.87
26	44,672.70	26	48,451.84	26	52,230.97	26	56,010.11
27	45,192.16	27	49,015.24	27	52,838.31	27	56,661.39
28	45,711.60	28	49,578.62	28	53,445.63	28	57,312.66
29	46,231.06	29	50,142.03	29	54,052.99	29	57,963.96
30	46,750.51	30	50,705.43	30	54,660.33	30	58,615.24
31	47,275.80	31	51,275.15	31	55,274.49	31	59,273.84
32	47,806.99	32	51,851.28	32	55,895.56	32	59,939.85
33	48,344.15	33	52,433.88	33	56,523.60	33	60,613.33
34	48,887.35	34	53,023.03	34	57,158.70	34	61,294.38
35	49,436.65	35	53,618.80	35	57,800.93	35	61,983.08