

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL, POLICIES, & PROCEDURES COMMITTEE
HELD ON THE 19TH DAY OF MAY, 2025

The Caddo Parish Personnel, Policies, & Procedures Committee met in legal session on the above date at 1:00 p.m., in the Government Plaza Chambers, with the following members were present constituting a quorum: Commissioners Blake, Burrell, Cothran, and Gage-Watts (4). ABSENT: Commissioners Atkins and J. Young (2).

The invocation and Pledge of Allegiance were given during a previous committee meeting. There were no Agenda Additions nor Public Comments, so the Committee moved onto New Business.

NEW BUSINESS

- *Review of Commission Clerk's Office job analysis report*

Mrs. Cheryl McGee, HR Director, came before the Committee and gave the following recommendations as outlined below:

Commission Clerk—Grade U09

There were no recommendations. The information provided by the Commission Clerk is covered within the current class specification for the position, and no changes are recommended. Some tasks that the Commission Clerk performs are routine in nature and could be assigned to an Administrative Specialist.

Assistant to the Commission Clerk – Grade 19

The information provided by the Assistant to the Commission Clerk aligns with the current class specification for the position; however, there are several clerical duties that could be assigned to an administrative specialist. Additionally, the responsibilities of this position are similar to an Assistant Director level and require the ability to make frequent, substantive decisions without established guidelines. This role may necessitate working after hours and could involve supervising subordinates. Therefore, it is recommended that this position revert to the previous class specification of Assistant Commission Clerk (Grade U01), which encompasses similar duties and is classified as FLSA Exempt.

Office Specialist I – Grade 16

The position was established in April 2023 and is currently vacant. After evaluating the routine clerical tasks carried out by the Commission Clerk and the Assistant to the Commission Clerk, it is recommended that the Office Specialist I position be downgraded to Administrative Specialist I at Grade 10. The new position would be assigned the duties and responsibilities as shown in the Administrative Specialist I class specification.

Concerns were raised about the pay and experience level of the new Administrative Specialist position. Mr. Burrell suggested cross-training and backup coverage for the Commission Clerk or Assistant Commission Clerk. Mrs. McGee agreed and said that this should be mentioned during the hiring process.

Mr. Burrell again raised the issue of having a backup in case another staff person is out. Mrs. McGee explained that the policies states that if there is a person filling in for another person for over two weeks, then that person would get compensated for the additional work. Mr. Burrell understood and said that the Commissioners "run on fumes" and would like to ensure that the work will still be completed no matter who is in the office.

Mrs. Gage-Watts said that there have been several transitions in the third position. She wanted to know how long would the person need to be trained. Mrs. McGee said that the day-to-day duties should be taught within the month. She also mentioned other duties would be a hands-on approach.

Mrs. McGee explained that there are three levels in the administrative positions.

Mr. Cothran said that all of the members in this office should work as a team. He also had concerns with the pay.

Mrs. Bryant also said that if a current employee were to apply for this third position, their pay would remain the same, but they might lose their grade.

Mr. Epperson said that he wants this position filled as quickly as possible.

Mr. Cothran agreed and wants a more experienced person to fill that role. He suggested that the third role be an Office Specialist at the lowest grade.

The Commission Clerk, Mr. Jeff Everson, gave a brief history of the third position. He said that the team needs someone to handle the small tasks, so that he and the Assistant to the Commission do not get bogged down.

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Cothran, *to accept the*

recommendation to the reclassification of the Assistant to the Commission to the Assistant Commission Clerk, and to open the third position as an Office Specialist I. Motion carried unanimously with Commissioners Atkins and J. Young being absent (2).

There being no further business to come before the Committee, the meeting was adjourned
1:47 p.m.



Michelle Nations
Assistant to the Commission Clerk