

Existing law (Act No. 487 of 1954 R.S.) creates a civil service system for the employees of the city of Alexandria. Provides that all employees of the city, except fire and police and certain other specified employees, are in the classified service.

New law adds all employees who are scheduled to work less than 32 hours per week to the list of unclassified employees. Specifies that new law does not apply to any permanent employee who is required to work less than 32 hours per week due to furloughs, layoffs, or any other reduction in work hours by the appointing authority.

Existing law creates and provides for the Alexandria Civil Service Commission as the policymaking arm of the civil service system for the city. Requires the commission to appoint a civil service director who is qualified and experienced in civil service matters. Additionally requires the director to be responsible to the commission for the administration of the classified civil service system for the city.

New law provides additional requirements for the civil service director. Requires the civil service director to possess, at a minimum, a bachelor's degree from an accredited college or university. Provides that this requirement is mandatory and cannot be waived or substituted. Additionally requires the civil service director to possess experience in human resources or personnel administration.

New law requires the commission to annually evaluate the job performance of the civil service director. Further requires that his job performance be evaluated every third year by an independent consultant employed or contracted with by the commission. Requires that the commission develop a Performance Improvement Plan for the director if the director receives any overall performance review rating of "Below Average/Does Not Meet Expectations" or "Poor/Unacceptable". Requires the commission, in certain circumstances, to specify a time period, not to exceed six months, for a special evaluation of the director's job performance. Provides that two or more overall performance review ratings of "Below Average/Does Not Meet Expectations" or "Poor/Unacceptable" within a three-year time period constitutes cause for termination of employment.

Existing law provides the commission is comprised of five members and provides for the appointment of members.

Existing law provides for filling of vacancies in the membership of the commission. Requires appointing authorities to make appointments within 60 days after a vacancy occurs. Requires the city council to ratify or reject the appointment. Requires that another appointment be solicited from the same appointing authority if the appointment is rejected. Prior law required ratification or rejection by the council within 30 days of receipt.

New law additionally requires appointing authorities to submit the appointment, by regular mail, to the city clerk of Alexandria. Requires the city clerk to date and time stamp the mail upon receipt. Requires the city council to ratify or reject the appointment within 45 days after the date/time stamped.

Prior law provided that if the city council rejected two consecutive appointments from an appointing authority, the third person submitted by that appointing authority was automatically appointed without ratification. New law instead provides that the La. Civil Service League makes the appointment if the council rejects two consecutive appointments.

Existing law provides that an appointment is automatically ratified if the council fails to ratify or reject the appointment within the specified time period.

Existing law provides that the La. Civil Service League makes the appointment if an appointing authority fails to submit an appointment in the time required.

New law prohibits an appointing authority and the La. Civil Service League from resubmitting the name of any person whose appointment has been previously rejected by the city council.

New law authorizes the commission, if representation by the city attorney's office would present a conflict of interest, to solicit proposals from individual attorneys or law firms to serve as legal counsel to the commission. Requires the attorney or firm selected to sign a written contract which must provide for the hourly rate at which the attorney or firm will be compensated. Requires the commission to fix the hourly rate in accordance with the state attorney general's maximum hourly fee schedule for professional legal services. Requires the commission to evaluate the job performance of the attorney or firm on an annual basis.

New law authorizes the selected attorney or firm to represent the commission in legal proceedings, but provides that the commission is not prohibited from selecting a different attorney or law firm to represent the commission in a legal proceeding. Requires that the attorney or firm sign a written contract which provides for an hourly rate of compensation as provided in new law. Requires that a majority of the members of the commission give their written approval prior to any attorney or law firm representing the commission in any legal proceeding.

Effective upon signature of governor (June 28, 2011).

(Amends Paras. (C)(2) and (4) of §1 of Act No. 487 of 1954 R.S.; Adds Paras. (A)(11) and (C)(5) of §1 of Act No. 487 of 1954 R.S.)