

1 Introduced September 14, 2021, by
2 Councilwoman Denham, seconded by
3 Councilman Dunham, (by request of
4 Administration)

5 **Item No. 21-09-3387**

6 **ORDINANCE NO. 4047**

7
8 An ordinance providing for an administrative reorganization of the City of
9 Slidell's department of civil service to allow for some of the duties and responsibilities
10 currently handled thereunder to be reallocated to a newly created department of human
11 resources, and to amend Secs. 2-96 (Adopted [Organizational Chart]) and 2-116
12 (Department of civil service) and to create Sec. 2-117 (Department of human resources)
13 within Chapter 2, Article III, Division 2 of the City of Slidell's Code of Ordinances in
14 conjunction therewith.

15 WHEREAS, Article IV, Section 4-07 of the City of Slidell's Home Rule Charter
16 provides for a process by which the Slidell City Council may evaluate and approve an
17 administrative reorganization plan; and
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19
20 WHEREAS, the Mayor of the City of Slidell has determined that it is advisable that
21 certain traditional human resource functions currently handled under the City's department
22 of civil service be reallocated to a newly created department of human resources; and
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24

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26 WHEREAS, the Mayor's proposal in this respect has been sent to the Slidell Civil
27 Service Board.
28

29
30 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council as follows:
31

- 32 1. Chapter 2, Article III, Division 2, Section 2-96 of the City of Slidell's Code of
33 Ordinances is hereby amended to state as follows:

34 **Sec. 2-96. – Adopted Organizational Chart.**

35
36 An organizational plan for the government of the city as shown on the
37
38
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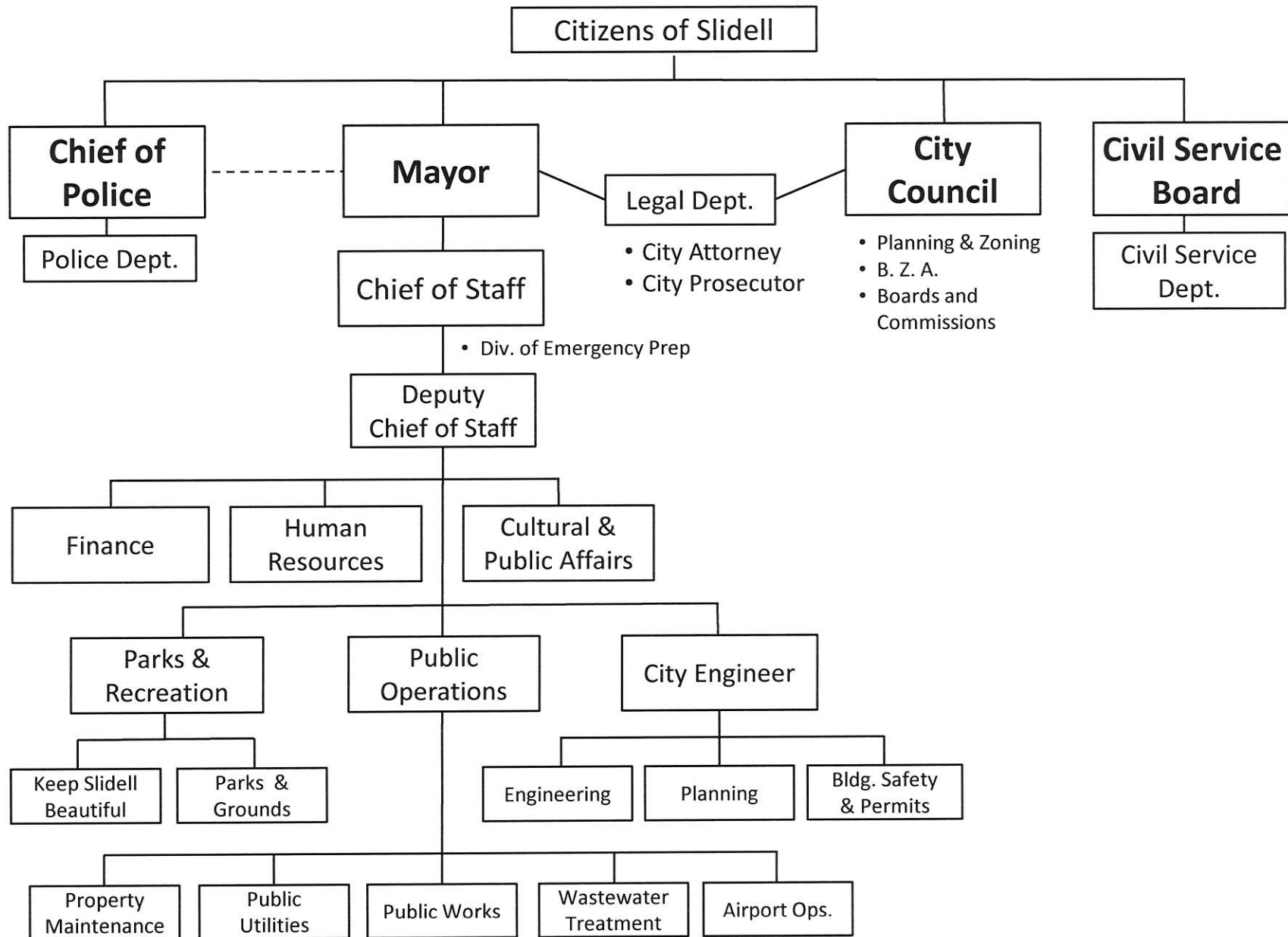
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4 organizational chart, as follows, and made a part of this division, and the narrative
5 descriptions of the powers, duties and responsibilities of each department and office
6 which are likewise attached hereto and made a part of this division, is hereby
7 adopted.

8 [ORGANIZATIONAL PLAN AMENDMENT CONTINUED ON FOLLOWING PAGE]
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Organization Plan Government of the City of Slidell

7/23/2021



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- 4 2. Chapter 2, Article III, Division 2, Section 2-116 (Department of civil service)
5 of the City of Slidell's Code of Ordinances is hereby amended to state as
6 follows:

7 Sec 2-116. Department of civil service

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9 The department of civil service:

- 10
11 (1) Provides administrative assistance to the Civil Service Board:
12 prepares agendas, assembles background materials, attends all
13 Board Meetings, and maintains Board meeting minutes.
14
15 (2) Develops, with the assistance of Mayor's administration, and
16 administers position classification plan and pay plan for review and
17 adoption by the Civil Service Board; recommends revisions of Civil
18 Service rules to the Civil Service Board.
19
20 (3) Selects, develops, and administers a variety of job related tests to
21 examine qualifications of applicants for civil service positions.
22
23 (4) Attends pre-disciplinary hearings of classified personnel; coordinates
24 Civil Service Board appeal hearings and serves as custodian of official
25 Civil Service personnel transaction records.
26
27 (5) Provides advice to City officials and makes presentations to council,
28 boards, commissions and supervisory and managerial personnel
29 regarding Slidell Civil Service rules.
30
31 (6) Performs other duties as directed by the Civil Service Board or set
32 forth in the Home Rule Charter.

- 33 3. Chapter 2, Article III, Division 2, Section 2-117 (Department of human
34 resources) is hereby added to the City of Slidell's Code of Ordinances, to
35 state as follows:

36 Sec 2-117. Department of human resources

37
38 The department of human resources:
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- 4 (1) Is responsible for directing the city human resources programs such
5 as staffing, job application and promotion, position classification
6 review, recommendations, and implementation, annual employee
7 appraisals, terminations, employee pay plan review,
8 recommendations, and implementation, and onboarding.
- 9 (2) Administers the development of personnel policies, and maintains
10 personnel records and human resources information systems.
- 11 (3) Coordinates the various employee benefits programs.
- 12 (4) Engages in career development training, administers employee
13 growth and enrichment initiatives and maintains employee (state
14 mandated) training records.
- 15 (5) Performs other duties as directed by the Mayor or Chief of Staff's
16 Office.

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19 This ordinance shall take effect upon adoption.
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22 **ADOPTED** this 12th day of October, 2021.

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25 Leslie Denham
26 President of the Council
27 Councilwoman, District A

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29 

30 Greg Cromer
31 Mayor

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34 Thomas P. Reeves
35 Council Administrator

DELIVERED	10/13/21
10:50 am	to the Mayor
RECEIVED	10/19/21
12:00 am	from the Mayor