

1 Introduced May 28, 2024, by Councilman  
2 Tamborella, seconded by Councilwoman  
3 Haggerty, (by request of Administration)

4 **Item No. 24-05-3534**

5  
6 **ORDINANCE NO. 4182**

7  
8 An ordinance approving updated job descriptions for the positions of Police  
9 Captain, Police Lieutenant, Corrections Lieutenant, and Corrections Sergeant within the  
10 Slidell Police Department and the positions of Treatment Plant Operator I, Treatment Plant  
11 Operator II, Treatment Plant Operator III, Treatment Plant Operator Senior, and Civil  
12 Service Director (with a pay plan regrade) on the municipal side of the City's workforce.

13 WHEREAS the City's Home Rule Charter (Sec. 7-08) requires Council  
14 approval for changes to any position classification plans; and

15  
16 WHEREAS the City's Civil Service Rules (Rule 2.18) contemplate "job  
17 descriptions" and "minimum qualifications" as being part of a classification plan; and

18  
19 WHEREAS the City wishes to update the job descriptions for the positions of  
20 Police Captain, Police Lieutenant, Corrections Lieutenant, and Corrections Sergeant within  
21 the Slidell Police Department and the positions of Treatment Plant Operator I, Treatment  
22 Plant Operator II, Treatment Plant Operator III, Treatment Plant Operator Senior, Civil  
23 Service Director (with a pay plan regrade for said Director position) on the municipal side  
24 of the City's workforce; and

25  
26 WHEREAS these proposed updates are reflected in redline changes in the  
27 respective job descriptions attached *in globo* hereto (with a clean copy of the Civil Service  
28 Director job description as well for clarity), and the proposed updates have been approved  
29 by the Civil Service Board.

30  
31 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it  
32 approves the updated job descriptions, as attached hereto, for the positions of Police  
33  
34  
35  
36  
37  
38  
39

1 **ORDINANCE NO. 4182**  
2 **ITEM NO. 24-05-3534**  
3 **PAGE 2**

4 Captain, Police Lieutenant, Corrections Lieutenant, and Corrections Sergeant within the  
5  
6 Slidell Police Department and the positions of Treatment Plant Operator I, Treatment Plant  
7  
8 Operator II, Treatment Plant Operator III, Treatment Plant Operator Senior, and Civil  
9  
10 Service Director (with a pay plan regrade to grade 16 for said Director position) on the  
11  
12 municipal side of the City's workforce. The Civil Service Director pay grade shall be set  
13  
14 within the classified pay plan at grade 16, notwithstanding any prior contrary grade or any  
15  
16 contrary grade reflected in the budget-related documents for the budget cycle beginning  
17  
18 July 1, 2024.

19  
20  
21 This ordinance shall take effect immediately upon adoption.

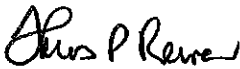
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
**ADOPTED** this 25<sup>th</sup> day of June, 2024.



Kenny Tamborella  
President of the Council  
Councilman, District E



Greg Cromer  
Mayor



Thomas P. Reeves  
Council Administrator

DELIVERED	6/26/24
1:00 p.m.	to the Mayor
RECEIVED	7/9/24
3:15 pm	from the Mayor

**SLIDELL POLICE DEPARTMENT  
Job Description**

<b>Classification Title: Captain</b>		<b>(Job Class Code: 0034)</b>
<b>Department: Police</b>		<b>Effective Date: February 4, 2021</b>
<b>Approved By: Chief of Police and Director of Civil Service</b>		<b>Revision Date: April 17, 2024</b>

**General Purpose:**

The Police Captain performs a variety of complex supervisory and administrative duties for the police department. The Captain works professional in planning, coordinating and directing the activities of the Police Department under the general guidance and direction of the Chief of Police or his/her designee. The Captain has general supervision over Lieutenants, Sergeants, Police Officer's 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Class and support staff.

**JOB DISTINCTIONS:**

Differs from Slidell Police Lieutenant by responsibility for the management and administration of functional sections (i.e. Jail, Patrol, Criminal Investigations, Training, and Internal Affairs) in the Slidell Police Department.

**Job Function:**

1. May work on a rotating shift in order to implement activities for a particular event or in the case of a natural or man-made disaster.
2. Assists in the development of policy and procedures for the police department keeping in mind the goals and objectives of the department.
3. Review and analyze numerical data including the analyzing of crime statistics and activity sheets to identify trends or crime patterns, reading computer printouts, summarizing and interpreting the information into a conclusion.
4. Originate, a credible plan implementing a law enforcement program for an assigned area of responsibility of the department in order to better carry out the policies and goals of the department.
5. Evaluates an event or situation and allocates resources and manpower to effectively control the event or situation in a peaceful and conclusive manner.
6. Coordinate gathered information with Captains of other divisions to establish productive placement of material and manpower for the achievement of an event, situation and/or normal working routines of the department.
7. Establish guidelines for observing behavior patterns and feedback following department policy and programs. Assess training needs that may be through instruction, counseling or sharing knowledge and experience and providing motivation.

8. Identify performance problems and implementing solutions to correct the problems effectively and initiate disciplinary action when all problem solving attempts are ineffective following departmental policy.
9. Prioritize, analyze and solve identifiable potential and existing problems in a logical, fact finding and systematic manner keeping in mind the consequences of the actions taken.
10. Projects a leadership role to promote change and be a positive role model for subordinates.
11. Monitor the performance of subordinates and their assigned tasks. Observing and keeping up-to-date on daily changes, setting up checks and balances to insure the delegated tasks are handled properly and on schedule.
12. Conduct and supervise investigations both disciplinary and criminal.
13. Direct a major crime scene, preserving and protecting a scene, recognizing evidence and critical information, interviewing suspects and witnesses. Use human relations skills in interacting with subordinates, superiors, citizens and the news media.
14. Use good management skills in the interaction with subordinates and other rank in resolving conflicts between subordinates and rank. Responsive to the problems individuals or groups without taking hard line stands on emotional subjects.
15. Communicates clearly in written form orders, memos, reports, statements, suggested policy and procedures at a level that all personnel understand.
16. Listening and speaking clearly and knowledgably to a wide background range of individuals both within the department and with citizens. Have the capability of adjusting speaking style to various audiences.
17. Use his/her knowledge of the local ordinance, parish, state and federal laws that apply to the every day operation of the police department and use in conjunction with the department policy and procedures to effectively manage the division assigned.
18. Perform all duties assigned by the Chief of Police or his/her designee.
19. Will be available for emergency conditions natural or manmade.
20. Attends conferences and meetings to keep abreast of current trends and represents the Slidell Police Department in local, parish and state meetings.
21. May represent the Chief of Police in meetings with elected or appointed city officials, citizen and business representative regarding law enforcement activities.
22. Prepare an annual budget for the division that he/she is assigned; that includes material, equipment, training and any other resources needed to reach the goals for the division and the department.
23. Performs in-house staff inspections which cover all phases of organization management and activities of a section and provides information for comprehensive analysis of performance.
24. Reviews leave requests, overtime reports, expense account vouchers, outside employment requests and similar items pertaining to personnel.
25. Assists the Assistant Chief of Police in interpreting and integrating into policy, plans and programs, new laws, executive orders and other regulations affecting the department and employees.
26. Provides assistance to federal and state law enforcement agencies.

27. Guides the implementation of operational plans and procedures during special operations or emergency conditions.
28. Sits on the promotional board.
- ~~29. Analysis of policy compliance for CABLEA assessment.~~
30. Review and approve all use of force incidents.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

1. High School Diploma or General Educational Development (GED) Certificate required.
2. Eleven years experience as fully commissioned police officer, three of which shall have been in the position of Lieutenant or higher; and
23. Must have earned no fewer than thirty (30) credit hours from an accredited college or university with at least a 2.0 grade point average (GPA). The college requirement can be waived if an employee has served a minimum of four year in any branch of the United States Armed Forces. For every two (2) years of experience as Lieutenant directly related to the duties of the job, above and beyond the minimum experience requirement, can be substituted for every one (1) year (or 30 credits) of required education/military; or
4. If the employee has undergone a minimum of eighty (80) hours of training related to supervisory and/or leadership approved by the Chief of Police.

### **General Requirements:**

1. Must possess a valid state driver's license without record of suspension or revocation in any state.
2. Completion of the Louisiana Peace Officer Standards and Training (P.O.S.T.) Academy.
3. Meet all department physical requirements.
4. Must be 31 years of age or older.
5. Must be a U.S. citizen.
6. Must be able to read and write the English language.
7. Must be of good moral character and of temperate and industrious habits.

### **Minimum Required Knowledge, Skills and Abilities:**

1. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment.
2. Knowledge of all applicable laws, ordinances and department rules and regulations.

3. Skill in the operation of a police car, police radio, radar gun, handgun and other weapons as required such as but not limited to a baton, handcuffs, Taser, breathalyzer, pager, first aid equipment, computer including word processing software.
4. Ability to set priorities, implement change or initiate an action by weighing the consequences of the action, make logical decisions in a systematic manner based on facts, knowledge and experience.
5. Ability to communicate effectively orally and in writing both with other employee's and citizens.
6. Ability to use sound judgment in evaluating situations and in making decisions.
7. Ability to perform works requiring good physical conditioning.
8. Ability to train and supervise personnel in an effective working relationship with subordinates peers and supervisors.

**Special Requirements:**

1. Must score at least "Meets Acceptable Level" in performance evaluations conducted annually or may be terminated by the Chief of Police.
2. Fulfill all training and or educational requirements for this position.

**Weapons Requirement:**

Meet the Louisiana P.O.S.T. and City of Slidell Police Department requirements annually.

**Physical Demands:**

1. Maintain personal physical condition in order to meet the Slidell Police Department annual physical fitness training program.
2. Frequently required to stand, walk, run, sit, talk, hear, taste, smell and reach with hands and arms, and use hands to fingers. Required to climb or balance, stoop, kneel and crawl.
3. Employee is required to lift, move and carry up to 100 pounds if required to perform the essential job functions. If the employee is unable to lift, move or carry this weight and be accommodated without causing the department an "undue hardship" then the employee must be accommodated; hence omitting lifting, moving or carrying as a physical requirement.
4. Specific vision abilities are required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

1. While performing the duties in this capacity a variety of environmental conditions may be encountered. The usual environment will include a climate controlled office with a low to moderate noise level.
2. Other conditions of work may be extreme heat or cold, rain and humid conditions. On occasion may be in highly dangerous areas, explosives, fumes or airborne particles, toxic or caustic chemicals and near moving mechanical parts.

**Selection Guidelines:**

**An oral interview will be conducted with the Chief of Police. Other job related tests may be required.**

**The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Officer performing his or her duties of work either similar, related to or a logical assignment to the position.**

**This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Approvals:**

\_\_\_\_\_  
**Chief of Police**

\_\_\_\_\_  
**Civil Service Director**

\_\_\_\_\_  
**Human Resources Director**

# SLIDELL POLICE DEPARTMENT

## Job Description

<b>Classification Title: Lieutenant</b>		<b>(Job Class Code: 0033)</b>
<b>Department: Police</b>		<b>Effective Date: February 3, 2010</b>
<b>Approved By: Chief of Police Howard and Director of Civil Service</b>		<b>Revision Date: April 17, 2024</b>

**General Purpose:**

The Police Lieutenant performs a variety of routine and complex administrative duties for the police department. These duties are performed under the direction of the division Captain or the Chief of Police or his/her designee. The Lieutenant has general supervision over Sergeants, Police Officer's Class 1, Class 2 and Class 3 and support staff.

**JOB DISTINCTIONS:**

Differs from Police Sergeant by responsibility for evaluating needs/requests and making assignments according to resource, jurisdictional and priority perimeters.

Differs from Police Captain by lack of managerial responsibility over a major field or Headquarters Section

**Job Function:**

1. Works rotating shifts, perform all duties of a Sergeant, Police Officer 1<sup>st</sup> class, 2<sup>nd</sup> class and 3<sup>rd</sup> class.
2. Organize and coordinate with senior personnel activities for a particular event or at a crime scene including those officers from other divisions.
3. Evaluate a situation or event and allocate manpower and resources in an efficient manner to be effective in bringing the situation or event to a competent and sound conclusion.
4. Project a positive leadership image by supervising Sergeants and Officers; using management and leadership skills to achieve the department's goals and objectives. Train subordinates through instruction, counseling and sharing knowledge gained from experience and provide motivation.
5. Observe subordinates behavior using departmental guidelines, identifying any problems and recognizing any need for training or counseling. Documenting and addressing these needs and solving them through an appropriate training or counseling program. Detect possible leave time abuse or other departmental infractions.
6. Initiate disciplinary action when problem solving attempts are ineffective and follow department procedures for taking disciplinary action against a subordinate.
7. Identify exceptional performance and provides informal and formal recognition for superior performance.
8. Analyzes crime statistics and activity sheets to identify trends or crime patterns, read computer printouts to summarize and interpret information and draw conclusions.



9. Coordinates with superiors the need and availability of officers required for his/her shift on a monthly, weekly and daily bases.
10. Prioritize, monitor and follow-up on tasked assigned to subordinates. Monitoring the performance of the squad, division or office as to proper and timely handling of the task assigned. Give orders in a fair manner and serve as a mediator between subordinates and senior officers.
11. Direct people at major crime scenes to protect and preserve the scene. Recognize good evidence and critical information, interview suspects and witnesses.
12. Written correspondence, memos, reports, ideas, assignments or guidelines shall be written clearly, and documented to support any action taken.
13. Oral communication to a wide variety of people which includes speaking in front of groups of citizens adjusting the speaking style to fit the audience.
14. May personally prepare court cases by obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, and testifying in court and related activities.
15. Ensures that all necessary reports are taken, completed, filed and transmitted to the proper authority and checks all section reports for accuracy and legibility.
16. Coordinates with senior personnel all matters pertaining to equipment used by the assigned officers.
17. Conducts performance evaluations, planning sessions and counseling to assigned personnel.
18. Available 24 hours a day by radio, pager and cellular telephone for major emergencies.
19. Oversees and assists, as needed, in the patrol of city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
20. Oversees and assists, as needed, in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. taking appropriate law enforcement action.
21. Will be available for all natural and man-made disasters that occur.
22. Conducts staff inspections of all operational officers.
23. Supervises the receiving, processing, analyzing and interpreting of accident and arrest reports.
24. Disseminates organizational information concerning policies, rules and procedures to subordinates.
25. Analyzes statistical data in order to design, prepare and implement work schedules and priorities.
26. Acts as Captain in his absence.
27. Oversee the employee career development, training, and education.
28. Plan, execute, and safely supervise over large special events or parades.
29. Manage overtime and task-force funds.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

1. High School Diploma or General Equivalent Education Development (GED) Certificate required.
- ~~1. Must have earned no fewer than fifteen (15) credit hours from an accredited college or university with at least a 2.0 grade point average (GPA). The college requirement can be waived if an employee has served a minimum of four years in any branch of the United States Armed Forces~~
- ~~2. Eight years experience as fully commissioned police officer, three of which shall have been in the position of Sergeant or higher.~~
2. Eight years experience as fully commissioned police officer, three of which shall have been in the position of Sergeant or higher; and
3. Must have earned no fewer than fifteen (15) credit hours from an accredited college or university with at least a 2.0 grade point average (GPA). The college requirement can be waived if an employee has served a minimum of four year in any branch of the United States Armed Forces. For every two (2) years of experience as Sergeant directly related to the duties of the job, above and beyond the minimum experience requirement, can be substituted for every one (1) year of required education/military; or
4. If the employee has undergone a minimum of forty (40) hours of training related to supervisory and/or leadership approved by the Chief of Police.

### General Requirements:

1. Must possess a valid state driver's license without record of suspension or revocation in any state.
2. Completion of the Louisiana Peace Officer Standards and Training (P.O.S.T.) Academy
3. Ability to meet all department physical requirements.
4. Must be 28 years or older.
5. Must be a U.S. citizen.
6. Must be able to read and write the English language.
7. Must be of good moral character and of temperate and industrious habits.
8. If any employee up for promotional advancement is under a formal administrative investigation that employee will not be eligible until the administrative investigation has been completed.
9. Must be able to possess a firearm.
10. Must not be convicted of a felony

### Minimum Required Knowledge, Skills and Abilities:

1. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment.

2. Considerable knowledge of all applicable laws, ordinances and department rules and regulations.
3. Skill in the operation of a police car, police radio, radar gun, handgun and other weapons as required such as but not limited to a baton, handcuffs, Taser, breathalyzer, pager, first aid equipment, computer including word processing software.
4. Ability to set priorities, implement change or initiate an action by weighing the consequences of the action, make logical decisions in a systematic manner based on facts, knowledge and experience.
5. Ability to communicate effectively orally and in writing both with other employee's and citizens.
6. Ability to use sound judgment in evaluating situations and in making decisions.
7. Ability to perform works requiring good physical conditioning.
8. Ability to train and supervise subordinate personnel and maintain effective working relationships with subordinates, peers and supervisors.

**Special Requirements:**

1. Must score at least "Meets Acceptable Level" in performance evaluations conducted annually or may be terminated by the Chief of Police.
2. Fulfill all training and or educational requirements for this position.

**Weapons Requirement:**

Meet Louisiana P.O.S.T. and City of Slidell Police Department requirements annually.

**Physical Demands:**

1. Maintain personal physical condition in order to meet the Slidell Police Department annual physical fitness training program.
2. The employee is frequently required to stand, walk, run, sit, talk, hear, taste, smell and reach with hands and arms, and use hands to fingers. Employee is required to climb or balance, stoop, kneel and crawl.
3. Specific vision abilities are require by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
4. Employee is required to lift, move and carry up to 100 pounds if required to perform the essential job functions. If the employee is unable to lift, move or carry this weight and can be accommodated without causing the department an "undue hardship" then the employee must be accommodated; hence omitting lifting, moving or carrying as a physical requirement.
5. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
6. Must be able to use appropriate and reasonable force and defensive tactics with resistive or combative suspects.

**Work Environment:**

1. While performing the duties of this position a variety of conditions is encountered. A portion of the time is in a climate controlled office setting. The employee frequently works in outside weather conditions of extreme heat or cold, rain and humid conditions.
2. Occasionally the employee works near moving mechanical part, in highly precarious places, areas that contain explosives, fumes or airborne particles, toxic or caustic chemicals. The noise level in this environment is usually moderate.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. Be exposed to agitated protestors, virally or bacterially infectious citizens, mentally ill or unstable subjects, violent offenders, and career criminals.
5. Be exposed to extremely traumatic events such as investigations of dead bodies, homicides, rape, molestation, acts of terrorism, natural disasters, and events where lethal force is used or witnessed.

**Selection Guidelines:**

**Formal testing will be conducted by the City of Slidell Civil Service Department. An oral interview will be conducted with the Chief of Police. Other job related tests may be required.**

**The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Officer performing his or her duties of work either similar, related to or a logical assignment to the position.**

**This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Approvals:**

\_\_\_\_\_  
**Chief of Police**

\_\_\_\_\_  
**Civil Service Director**

\_\_\_\_\_  
**Human Resources Director**

# SLIDELL POLICE DEPARTMENT

## Job Description

<b>Classification Title: Corrections Lieutenant</b>	<b>(Job Class Code: 3029)</b>
<b>Department: <u>Police - Corrections</u></b>	<b>Effective Date: 10/8/2020</b>
<b>Approved By: <u>Chief Randy Fandalof Police</u> and Director of Civil Service</b>	<b>Revision Date: <u>April 17, 2024</u></b>

**General Purpose:**

The Corrections Lieutenant performs a variety of routine and complex administrative duties within the Corrections Division. These duties are performed under the direction of a Police Captain or the Chief of Police or his/her designee. The Corrections Lieutenant has general supervision over the Corrections ~~Administrative Peace Officer~~Sergeant, Corrections Peace Officer I, Corrections Peace Officer II, Corrections Officer and support staff.

**Job Function:**

1. Performs all duties of a Corrections ~~Administrative Peace Officer~~Sergeant, Corrections Peace Officer I and Corrections Peace Officer II.
2. Organize and coordinate personnel in the Corrections Division directing them in jail operations that may or may not require interaction with other divisions.
3. Responsible for the annual evaluation of all employees in the Corrections Division basing the evaluation on the level of the employees knowledge, skills and abilities.
4. Responsible for compiling and maintaining all Corrections Division equipment, and for its proper functioning and usage by all personnel of the division.
5. Ensure that all personnel of the Corrections Division are trained in matters concerning the housekeeping, sanitation, feeding of inmates, medical needs of inmates and the overall safety measures of the jail facility.
6. Observe subordinates behavior using departmental guidelines, identifying any problems and recognizing any need for training or counseling. Documenting and addressing these needs and solving them through appropriate training or counseling programs. Detect possible leave time abuse or other infractions.
7. Responsible for compilation of all weekly or bi-weekly personnel reports including payroll, jail status reports, and all Department of Corrections related paperwork compiling the information and disseminating it to the proper authority.
8. Initiates disciplinary actions against subordinates when problem solving attempts are ineffective.

9. Identify exceptional performance and provide formal or informal recognition of superior performance.
10. Formulate required work schedules to insure the proper staffing level of the division.
11. Project a positive leadership image to work toward divisional goals. This may involve employee counseling and the sharing of job related experience to subordinates.
12. Prioritize, monitor and follow up on tasks assigned to subordinates. Monitor the performance of the division as to the proper and timely handling of assigned tasks. He /she give orders directing the operation of the division in a fair manner.
13. Provides written correspondence in the form of memos, reports or emails to subordinates or superior officers. The correspondence will be clearly written and accompanied by any documentation to support any ideas or actions taken.
14. Reviews and approves a variety of computer generated reports and hand written documents prepared by subordinate officers for content, accuracy, and completion.
15. Coordinates with the division commander on all matters pertaining to equipment issued to corrections staff and other important matter regarding the operation of the jail.
16. Responsible for the maintaining of the corrections division's documentation and physical standards to maintain compliance with the Louisiana Department of Corrections.
17. Acts as the departments primary liaison with the city's jail medical contract holder to ensure the smooth function of the inmate jail medical program.
18. Available 24 hours a day by radio, cellular telephone or residence telephone for major emergencies.
19. Will be available for all natural and man-made disasters that occur.
20. Perform all other duties as assigned by the division commander or requested by the Chief of Police or his or her designee.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

1. Must have a High School Diploma or General Educationequivalency Development (GED) certificate.
2. Experienced with jail equipment, laundry, fire protection, alarm systems and maintenance equipment.
3. Must have fingerprinting and photography experience.
4. Must have graduated from a State of Louisiana P.O.S.T. I or II training academy.
5. Must have been a Corrections ~~Peace-Officer-I~~ Sergeant with the City of Slidell for two years.

6. Must be capable of performing all the duties and meet all the standards of the Corrections Officer Sergeant and Corrections Peace Officers I and II.

7. Must complete the following training:

a. Any Police One course or equivalent on "Cross-Cultural Communications", "Elements of a Cohesive Team", and "Effective Team Communications."

**General Requirements:**

1. Must be 18 years or older at the time of employment.
2. Must not have any felony convictions and disqualifying criminal history.
3. Must be a United States citizen.
4. Must be able to read and write the English language.
5. Must be of good moral character and have industrious habits.
6. Must have a valid driver's license without record of suspension or revocation in any state.

**Minimum Required Knowledge, Skills and Abilities:**

1. Have knowledge of correct grammar in order to properly write and complete reports, memos, letters, forms and any other documentation as required.
2. Have full knowledge of the Corrections Division policy and procedures.
3. Knowledge of the Slidell Police Department Policy and Procedures.
4. Using knowledge, skills and abilities to effectively supervise the Corrections Division personnel through oral and written instructions and establish effective working relationships.

**Special Requirements:**

Must meet a "Meets Acceptable Level" on his or her evaluation for two successive evaluation periods or may be terminated by the Chief of Police.

**Weapons Requirement:**

Meet State of Louisiana P.O.S.T. requirements and City of Slidell Police Department policies. The Corrections Lieutenant will have the power of arrest while enforcing any matter relative to the care, custody, control and transport of subjects incarcerated in the Slidell City Jail. Additional arrest powers is authorized and granted by the Chief of Police.

**Physical Demands:**

The physical demand described here are representative of those that must be met by the Corrections Lieutenant to successfully perform the essential functions of this position. Reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

1. In the performance of the employee's duties, the employee is required to sit, stand, stoop, bend or kneel, pull, push, reach with arms and hands and stretch.
2. Perform all physical activities required on the job such as being coordinated in restraining a violent subject or dragging a body. Maintain a good physical condition.
3. Must be able to speak clearly.
4. Vision abilities include reading typed and hand written reports, computers, maps and able to adjust focus.
5. Individual must meet City of Slidell Police Department physical rules and regulations.
6. Must meet City of Slidell medical and physical standards for initial hire and required thereafter.

**Work Environment:**

1. Usual environment is that of a climate controlled office. Various environmental conditions may be encountered including extreme heat of cold, fumes or airborne particles may exist.
2. On occasion may be in highly dangerous situations.

**Selection Guidelines:**

An oral interview will be conducted with the Chief of Police. Other job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Senior Corrections Officer performing his or her duties of work either similar, related to or a logical assignment to the position.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approvals:**

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Civil Service Director

\_\_\_\_\_  
Human Resources Director



## SLIDELL POLICE DEPARTMENT Job Description

<b>Classification Title: Corrections Sergeant</b>	<b>(Job Class Code: 0218)</b>
<b>Department: <u>Police - Corrections</u></b>	<b>Effective Date: 12/3/2020</b>
<b>Approved By: <u>Chief Randy Fandalof Police and Director of Civil Service</u></b>	<b>Revision Date: <u>April 17, 2024</u></b>

### General Purpose:

This supervisory position is instrumental in assisting the ~~Senior Corrections Lieutenant Officer~~ in completing the administrative function of the Corrections Division. The ~~Administrative Corrections Sergeant Peace Officer~~ performs a variety of routine and complex administrative duties within the Corrections Division. The ~~Administrative Corrections Sergeant Peace Officer~~ has general supervision over the Corrections Peace Officer I, Corrections Peace Officer II, Corrections Officers and support staff.

### Job Function:

1. Performs all duties of a Corrections Peace Officer I and Corrections Peace Officer II.
2. Organize and coordinate personnel in the Corrections Division directing them in jail operations that may or may not require interaction with other divisions. Prioritize, monitor and follow up on tasks assigned to subordinates.
3. May be responsible for the annual evaluations of Corrections Peace Officer I, Corrections Peace Officer II, Corrections Officer and support staff basing the evaluation on the level of the employee's knowledge, skills and abilities.
4. Ensure that all personnel of the Corrections Division are trained in matters concerning the housekeeping, sanitation, feeding of inmates, medical needs of inmates and the overall safety measures of the jail facility.
5. Observe subordinates behavior using departmental guidelines, identifying any problems and recognizing any need for training or counseling. Documenting and addressing these needs and solving them through appropriate training or counseling programs. Detect possible leave time abuse or other infractions. Initiates disciplinary actions against subordinates when problem solving attempts are ineffective.
6. Assists the ~~Senior Corrections Lieutenant Peace Officer~~ with the compilation of all weekly or bi-weekly reports including payroll, jail status reports, and all Department of Corrections related paperwork compiling the information and disseminating it to the proper department or authority.
7. Reviews and approves a variety of computer generated reports and hand written documents prepared by subordinate officers for content, accuracy, and completion.
8. Responsible for the ordering an acquisition of food supplies for the operation of the jail kitchen and the coordination of offsite prisoner activity such as court appearances or medical appointments.

9. Responsible for the acquisition of jail supplies from the Slidell City warehouse and other vendors for the proper operation of the jail facility.
10. Assists the ~~Senior-Corrections Lieutenant-Officer~~ with the maintenance of the corrections division's documentation and physical standards to maintain compliance with the Louisiana Department of Corrections.
11. Will be available for all natural and man-made disasters that occur.
12. Perform all other duties as assigned by the ~~Senior-Corrections Lieutenant-Officer~~, the division commander or requested by the Chief of Police or his or her designee.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

1. Must have a High School Diploma or General Education equivalency Development (GED) certificate.
2. Experienced with jail equipment, laundry, fire protection, alarm systems and maintenance equipment.
3. Must have fingerprinting and photography experience.
4. Must have graduated from a State of Louisiana P.O.S.T. I or II training academy.
5. Must have been a Corrections Peace Officer I with the City of Slidell for two years.
6. Must be capable of performing all the duties and meet all the standards of the ~~Corrections Officers I and II and Corrections Peace Officers I and II.~~
7. Must complete the following training:
  - a. Any Police One course or equivalent on "Cross-Cultural Communications", "Elements of a Cohesive Team", and "Effective Team Communications."

**General Requirements:**

1. Must be 18 years or older at the time of employment.
2. Must not have any felony convictions and disqualifying criminal history.
3. Must be a Unites States citizen.
4. Must be able to read and write the English language.
5. Must be of good moral character and have industrious habits.
6. Must have a valid driver's license without record of suspension or revocation in any state.

**Minimum Required Knowledge, Skills and Abilities:**

1. Have knowledge of correct grammar in order to properly write and complete reports, memos, letters, forms and any other documentation as required.
2. Have full knowledge of the Corrections Division policy and procedures.
3. Knowledge of the Slidell Police Department Policy and Procedures.
4. Using knowledge, skills and abilities to effectively supervise the Corrections Division personnel through oral and written instructions and establish effective working relationships.

**Special Requirements:**

Must meet a "Meets Acceptable Level" on his or her evaluation for two successive evaluation periods or may be terminated by the Chief of Police.

**Weapons Requirement:**

Meet State of Louisiana P.O.S.T. requirements and City of Slidell Police Department policies. The Senior Corrections Officer will have the power of arrest while enforcing any matter relative to the care, custody, control and transport of subjects incarcerated in the Slidell City Jail. Additional arrest powers is authorized and granted by the Chief of Police.

**Physical Demands:**

The physical demand described here are representative of those that must be met by the Senior Corrections Peace Officer to successfully perform the essential functions of this position. Reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

1. In the performance of the employee's duties, the employee is required to sit, stand, stoop, bend or kneel, pull, push, reach with arms and hands and stretch.
2. Perform all physical activities required on the job such as being coordinated in restraining a violent subject or dragging a body. Maintain a good physical condition.
3. Must be able to speak clearly.
4. Vision abilities include reading typed and hand written reports, computers, maps and able to adjust focus.
5. Individual must meet City of Slidell Police Department physical rules and regulations.
6. Must meet City of Slidell medical and physical standards for initial hire and required thereafter.

**Work Environment:**

1. Usual environment is that of a climate controlled office. Various environmental conditions may be encountered including extreme heat or cold, fumes or airborne particles may exist.
2. On occasion may be in highly dangerous situations.

**Selection Guidelines:**

An oral interview will be conducted with the Chief of Police. Other job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Senior Corrections Officer performing his or her duties of work either similar, related to or a logical assignment to the position.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approvals:**

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Civil Service Director

\_\_\_\_\_  
Human Resources Director

# City of Slidell Job Description



<b>Job Title:</b>	Treatment Plant Operator I	<b>Effective Date:</b>	July 1, 2016	<b>Revised Date:</b>	April 17, 2024	<b>Grade:</b>	2
<b>Job Class Code:</b>	3092						

<b>Department:</b>	Public Operations	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Wastewater Treatment		

## GENERAL PURPOSE

Performs skilled and semiskilled work in monitoring, repairing, and controlling the functioning of plant equipment and processes.

## SUPERVISION RECEIVED

General Supervision

## SUPERVISION EXERCISED

May supervise operators in training and laborers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and operates all plant equipment.
2. Inspects all machinery and equipment; perform repair, maintenance, and preventative maintenance on all plant equipment as required.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an high school or GED equivalent, and
2. Louisiana Class I Wastewater Operator License Certificate.
3. One (1) year experience in wastewater or related field, or meet the State of Louisiana experience and education requirements.

## Necessary Knowledge, Skills and Abilities:

1. Knowledge of principles, practices, materials, and procedures related to the operation

- and maintenance of secondary wastewater treatment plant.
2. Ability to use hand tools, power tools, and equipment necessary to maintain plant equipment, processes, and facilities.
  3. Ability to follow all safety practices and procedures.
  4. Ability to communicate technical information clearly and concisely
  5. Ability to accurately log instrument readings and operating information.
  6. Ability to make operational changes in accordance with plant procedures.
  7. Ability to work a variety of shifts as needed (including nights).
  8. Ability to pass Wastewater Operator II Test within two years of filling position.

### **SPECIAL REQUIREMENTS**

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

### **TOOLS AND EQUIPMENT USED**

Hand tools, power tools, and equipment necessary to maintain plant and structures.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to climb stairs and ladders up to 35 feet on a regular basis. The employee may have to enter tanks at depths of 35 feet.

The employee must occasionally lift and/or move up to 100 pounds.

The employee regularly works near operating mechanical and electrical equipment. The employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to wastewater. Hearing protection is occasionally needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval: \_\_\_\_\_

Department Director

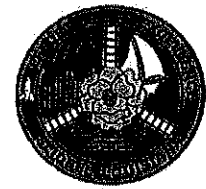
Approval: \_\_\_\_\_

Civil Service Director

Approval: \_\_\_\_\_

Human Resources Director

# City of Slidell Job Description



<b>Job Title:</b>	Treatment Plant Operator II	<b>Effective Date:</b>	December 7, 2006	<b>Revised Date:</b>	April 17, 2024	<b>Grade:</b>	5
<b>Job Class Code:</b>	3093						

<b>Department:</b>	Public Operations	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Wastewater Treatment		

## GENERAL PURPOSE

Performs plant operation and maintenance. Performs skilled to semiskilled work in monitoring, repairing, and controlling the functioning of plant equipment and processes.

## SUPERVISION RECEIVED

General Supervision

## SUPERVISION EXERCISED

May supervise operators in training or class I operators and laborers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and operates all plant equipment and makes process changes with minimal supervision.
2. Inspects all machinery and equipment; perform repair, maintenance, and preventative maintenance on all plant equipment as required.
3. Ensures plant effluent meets or exceeds NPDES permit requirements.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an high school or GED equivalent; and
2. Louisiana Class II Wastewater Operator License Certificate.
3. Two (2) year experience in wastewater or related field, or meet the State of Louisiana experience and education requirements.



### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of principles, practices, materials, and procedures related to the operation and maintenance of secondary wastewater treatment plant.
2. Knowledge of laboratory equipment and procedures as required by NPDES permit.
3. Ability to use hand tools, power tools, and equipment necessary to maintain plant equipment, processes, and facilities.
4. Ability to follow all safety practices and procedures.
5. Ability to communicate technical information clearly and concisely
6. Operate a variety of plant pumping and treatment equipment, and analyze and act on a variety of data and instrument readings, and respond to plant operations problems.
7. Ability to make operational changes in accordance with plant procedures.
8. Ability to work a variety of shifts as needed (including nights).
9. Ability to pass Wastewater Operator III Test within two years of filling position.

### **SPECIAL REQUIREMENTS**

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

### **TOOLS AND EQUIPMENT USED**

Hand tools, power tools, and equipment necessary to maintain plant and structures.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to climb stairs and ladders up to 35 feet. The employee may have to enter tanks at depths of 35 feet.

The employee must occasionally lift and/or move up to 100 pounds.

The employee regularly works near operating mechanical and electrical equipment. The employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to wastewater. Hearing protection is occasionally needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval: \_\_\_\_\_

Department Director

Approval: \_\_\_\_\_

Civil Service Director

Approval: \_\_\_\_\_

Human Resources Director

# City of Slidell Job Description



<b>Job Title:</b>	Treatment Plant Operator III	<b>Effective Date:</b>	March 4, 2015	<b>Revised Date:</b>	April 17, 2024	<b>Grade:</b>	8
<b>Job Class Code:</b>	3094						

<b>Department:</b>	Public Operations	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Wastewater Treatment		

## GENERAL PURPOSE

Performs plant operation and maintenance. Performs skilled to semiskilled work in monitoring, repairing, and controlling the functioning of plant equipment and processes.

## SUPERVISION RECEIVED

General Supervision

## SUPERVISION EXERCISED

May supervise operators in training or class I or II operators and laborers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and operates all plant equipment and makes process changes with little or no supervision.
2. Inspects all machinery and equipment; perform repair, maintenance, and preventative maintenance on all plant equipment as required.
3. Ensures plant effluent meets or exceeds NPDES permit requirements.
4. Performs laboratory analysis and interprets results.
5. Maintains records of operation and maintenance procedures.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a high school or GED equivalent; and
2. Louisiana Class III Wastewater Operator License Certificate.
3. Three (3) years experience in wastewater or related field, or meet the State of Louisiana experience and education requirements.

### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of principles, practices, materials, and procedures related to the operation and maintenance of secondary wastewater treatment plant.
2. Knowledge of laboratory equipment and procedures as required by NPDES permit.
3. Ability to use hand tools, power tools, and equipment necessary to maintain plant equipment, processes, and facilities.
4. Ability to follow all safety practices and procedures.
5. Ability to communicate technical information clearly and concisely
6. Operate a variety of plant pumping and treatment equipment, and analyze and act on a variety of data and instrument readings, and respond to plant operations problems.
7. Ability to make operational changes in accordance with plant procedures.
8. Ability to work a variety of shifts as needed (including nights).
9. Ability to pass Wastewater Operator IV Test within two years of filling position.

### **SPECIAL REQUIREMENTS**

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

### **TOOLS AND EQUIPMENT USED**

Hand tools, power tools, and equipment necessary to maintain plant and structures.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to climb stairs and ladders up to 35 feet on a regular basis. The employee may have to enter tanks at depths of 35 feet.

The employee must occasionally lift and/or move up to 100 pounds.

The employee regularly works near operating mechanical and electrical equipment. The employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to wastewater. Hearing protection is occasionally needed. Specific vision abilities required by this job include close vision, distance, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval: \_\_\_\_\_

Department Director

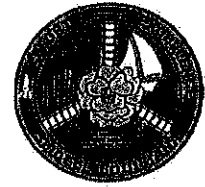
Approval: \_\_\_\_\_

Civil Service Director

Approval: \_\_\_\_\_

Human Resources Director

# City of Slidell Job Description



<b>Job Title:</b>	Treatment Plant Operator Senior	<b>Effective Date:</b>	March 4, 2015	<b>Revised Date:</b>	April 17, 2024	<b>Grade:</b>	9
<b>Job Class Code:</b>	3064						

<b>Department:</b>	Public Operations	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Wastewater Treatment		

## GENERAL PURPOSE

Performs plant operation and maintenance. Performs skilled to semiskilled work in monitoring, repairing, and controlling the functioning of plant equipment and processes.

## SUPERVISION RECEIVED

Light Supervision

## SUPERVISION EXERCISED

Supervises operators in training and treatment plant operators, and laborers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and operates all plant equipment and makes process changes with little or no supervision.
2. Inspects all machinery and equipment; perform repair, maintenance, and preventative maintenance on all plant equipment as required.
3. Performs laboratory analysis required by NPDES permit and interprets results.
4. Ensures plant effluent meets or exceeds NPDES requirements.
5. Maintains records of operation, maintenance procedures, and spare parts used or required.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an high school or GED equivalent; and
2. Louisiana Class IV Wastewater Operator License Certificate.
3. Four (4) years experience in wastewater or related field, plant operations or meet the State of Louisiana experience and education requirements.

### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of principles, practices, materials, and procedures related to the operation and maintenance of secondary wastewater treatment plant.
2. Knowledge of laboratory equipment and procedures as required by NPDES permit.
3. Knowledge of operation and repair of equipment used in operation and maintenance of treatment plant and structures.
4. Ability to use hand tools, power tools, and equipment necessary to maintain plant equipment, processes, and facilities.
5. Ability to make operational changes in accordance with plant procedures.
6. Ability to communicate technical information clearly and concisely
7. Operate a variety of plant pumping and treatment equipment, and analyze and act on a variety of data and instrument readings, and respond to plant operations problems.
8. Ability to work a variety of shifts as needed (including nights) as required maintaining DEQ staffing requirements.

### **SPECIAL REQUIREMENTS**

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

### **TOOLS AND EQUIPMENT USED**

Hand tools, power tools, and equipment necessary to maintain plant and structures.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to climb stairs and ladders up to 35 feet on a regular basis. The employee may have to enter tanks at depths of 35 feet.

The employee must occasionally lift and/or move up to 100 pounds.

The employee regularly works near operating mechanical and electrical equipment. The employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to wastewater. Hearing protection is occasionally needed. Specific vision abilities required by this job include close vision, distance, distance vision, color vision, peripheral

vision, depth perception and the ability to adjust focus.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

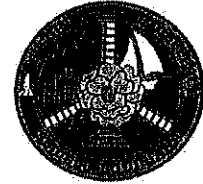
Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Human Resources Director



# City of Slidell Job Description



<b>Job Title:</b>	Civil Service Personnel Director	<b>Effective Date:</b>	March 4, 2015	<b>Revised Date:</b>	March 2019 May 2024	<b>Grade:</b>	2016
<b>Job Class Code:</b>	0085						

<b>Department:</b>	Civil Service Personnel	<b>FLSA:</b>	Exempt
<b>Division:</b>	N/A		

## General Purpose:

Performs a variety of ~~complex~~ Civil Service administrative, technical and professional work in directing and supervising the Civil Service operations human resources systems of for the City of Slidell, including classification, compensation, recruitment, selection, employee relations, HRIS and training. Acts acting as Board Secretary for Classified Employee Civil Service Board.

## Supervision Received:

Works under the broad guidance of the Civil Service Board.

## Supervision Exercised:

None

## Essential Duties and Responsibilities:

1. Provides administrative assistance to the Civil Service Board; prepares agendas, assembles background materials, attends all Board meetings and maintains Board minutes, coordinates Appeal hearings; serves as custodian of official Civil Service records, and performs related duties.
1. ~~Manages and supervises human resource department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.~~
2. Provides professional advice to the city officials; makes presentations to councils, boards, commissions, and supervisory and managerial personnel regarding the Slidell Civil Service Rules.
2. ~~Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.~~
3. ~~Provides professional advice to the city officials; makes presentations to councils, boards, commissions, and supervisory and managerial personnel.~~
3. Accepts written civil service petition requests; advises managers about disciplinary options and recommendations; meets with the Mayor and the Chief Administrative Officer to discuss pending employee relations issues; reviews all written reprimands and attends all disciplinary meetings.

4. ~~Assures that~~Performs assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
5. Periodically reviews~~Determines~~ work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; assigns duties and examines work and job descriptions for exactness, neatness, and conformance to policies and procedures for applicability to Slidell Civil Service Rules.
6. ~~Maintains harmony among workers and resolves grievances.~~
- 7.1 ~~Provides administrative assistance to the Civil Service Board; prepares agendas, assembles background materials, attends all Board meetings and maintains Board minutes, coordinates Appeal hearings, serves as custodian of official Civil Service records, and performs related duties.~~
8. ~~Oversees recruitment, interviews, and assists in the selection of employees to fill vacant positions; selects or develops a variety of job-related tests to examine the qualifications of applicants for civil service positions; Oversees new employee onboarding process to foster positive attitude toward organization goals.~~
6. Develops, with the assistance of mayor's administration, and administers position classification plan and pay plan for review and adoption by the civil service board; recommends revisions of civil service rules to the civil service board.
7. Selects or develops a variety of job-related tests to examine the qualifications of applicants for civil service positions.
- 9.8. ~~Keeps record of Civil Service personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; and reviews employee separation notices and related documentation, and reviews exit interviews to determine reasons behind separations.~~
10. ~~Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.~~
11. ~~Conducts wage survey within labor market to determine competitive wage rate; analyzes wage and salary reports and data to determine competitive compensation plan; performs job evaluations and works in compensation software to develop salary structures and proposes changes to plans and policies involving compensation.~~
- 12.9. Contracts with outside suppliers (i.e. Stanard, etc.) to provide employee services, such as testing, medical services, training or employee assistance.
10. Oversees the analysis, maintenance, and communication of records required by law.
1. ~~Conducts or arranges for training to advise department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and other supervisory issues.~~
- 2.11. Studies legislation, arbitration decisions, and legal decisions to assess industry trends; Consults legal counsel to ensure that civil service rules policies comply with federal and state law.
3. ~~Reviews maintenance and performs audits of Human Resource Information Systems and revises and implements changes to HRIS as required.~~

13.12. Serves as a member of the policy committee or other committees as may be required.

**Additional Duties and Other Responsibilities:**

~~Assists with~~ Performs any other ~~work~~ job-related duties as assigned.

**Desired Minimum Qualifications:**

**Education and Experience:**

1. Graduation from an accredited four-year college or university with a degree in human resources, business management, public administration or a closely related field, and
2. Four (4) years of Exempt-level generalist experience in Civil Service and/or Human Resources. Any combination of college education and/or additional exempt-level experience at a supervisory level in Human Resources may be substituted year for year for education.

**Necessary Knowledge, Skills and Abilities:**

1. Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and employee relations; working knowledge of risk management and safety practices.
2. Skill in preparing and administering municipal budgets; experience in planning, directing and administering Human Resource programs and systems; experience in operating the listed tools and equipment.
3. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to efficiently and effectively administer a human resource system.

**Special Requirements:**

1. Must possess valid Driver's License, or ability to obtain one prior to employment.
2. Human Resources certification through IPMA, HRCI or SHRM preferred.

**Tools and Equipment Used:**

Requires frequent use of personal computer, including HRIS, payroll, compensation, word processing, publishing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a climate-controlled office setting; the noise level in the work environment is usually moderately quiet.

**Selection Guidelines:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Civil Service Board Chairperson

Approval: \_\_\_\_\_  
Human Resources Director