

CITY OF BATON ROUGE, PARISH OF EAST BATON ROUGE

Personnel Board Meeting



NOTICE: In accordance with the Americans Disabilities Act, if you need special assistance at a public meeting of the Personnel Board, please call (225) 389-3129, describing the assistance that is necessary.

Department of Human Resources
1755 Florida Street, Baton Rouge, Louisiana 70802, Conference Room 202
Thursday, September 14, 2023
9:00 a.m.

Board Members

Anna Andrews
Leslie Austin
Etta J. Harris
Pamela Patton
Kenyetta Sewell

Personnel Board Attorney

Michael Remson, Esq.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Opportunity for Public Comment
- IV. Approval of Agenda
- V. Approval of Minutes: Regular Meeting, April 13, 2023
- VI. Review Schedule of Upcoming Hearings
- VII. Update on Court Proceedings
- VIII. Administrative Matters
 - a. **Revised Job Specifications**
 - i. **Downtown Development District**
 - i. Development Project Director
 - ii. **Environmental Services**
 - i. Assistant Environmental Services Director
 - iii. **Human Resources**
 - i. Career Development Specialist
 - ii. Career Development Supervisor
 - iii. Content Area Specialist (12 month & 9.5 month)
 - iv. Data Coordinator
 - v. Program Administrator - WIOA
 - vi. Senior Career Development Specialist
 - b. **DHDS - Headstart 2023 Unemployment Insurance Benefit Claims Memorandum**
 - c. **Personnel Board Annual 2023 Compliance Training Reminder**
- IX. Adjournment