

**LAFOURCHE PARISH GOVERNMENT
CIVIL SERVICE BOARD
PUBLIC HEARING NOTICE**

A public meeting of the Lafourche Parish Government Civil Service Board will be held on **Wednesday, April 17, 2019 at 5:30 P.M.** in the Civil Service meeting room located in the Lafourche Agriculture Building, 402 West 5th Street, Thibodaux, LA. A public hearing will be held at this meeting to hear public comments regarding the following:

1. Removing Compliance Officer I, Compliance Officer II, Compliance III positions and job descriptions from the Civil Service system. (*Attachment A*)
2. Amending the Projects Manager job description. (*Attachment B*)
3. Amending the Health Activities Manager job description. (*Attachment C*)
4. Adding an Office Assistant position into the Civil Service system. (*Attachment D*)
5. Amending the Public Works Manager job description. (*Attachment E*)

If you should have any questions regarding the above, please call the Civil Service Director at (985) 446-8427.

Sheila B. Boudreaux
Civil Service Director

Marcel Lovelace, Chairman
Civil Service Board

ATTACHMENT "A"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Compliance Officer I

Department:	Public Works	Reports To:	Director of Public Works
Division:	Permits	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	
Pay Grade Level:	7		

JOB SUMMARY

The Compliance Officer oversees the Parish Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the parish. Establishes and implements an effective compliance program to prevent illegal or improper conduct. The Compliance Officer acts as staff to the Director of Public Works by monitoring and reporting results of the compliance of the parish and in providing guidance for public works and administration on matters relating to compliance such as permitting, servitude issues and other matters. The Compliance Officer is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Ensures compliance with federal, state, and local laws and regulations while serving as the primary resource person concerning compliance issues
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the parish are being appropriately evaluated, investigated and resolved
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating, or recommending the initiation of, investigative procedures. Develops and oversees systems for handling of violations
- Provides reports on a regular basis, and as directed or requested, to keep administration informed of the operation and progress of compliance efforts
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required

- Develops initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to administration and employees
- Consults with the Parish attorney as needed to resolve difficult legal compliance issues
- Collaborates with other departments (e.g., Risk Management, Internal Audit, Human Resources, and Legal) to direct compliance issues to appropriate existing channels for investigation and resolution
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Functional over work relative to the assigned program(s). May exercise supervision over clerical personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration or related field, and one (1) year in interpreting regulations and laws and disseminate information or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic

knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.



LAFOURCHE PARISH GOVERNMENT

Classified Job Description

Compliance Officer II

Department:	Public Works	Reports To:	Director of Public Works
Division:	Permits	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	
Pay Grade Level:	8		

JOB SUMMARY

The Compliance Officer oversees the Parish Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the parish. Establishes and implements an effective compliance program to prevent illegal or improper conduct. The Compliance Officer acts as staff to the Director of Public Works by monitoring and reporting results of the compliance of the parish and in providing guidance for public works and administration on matters relating to compliance such as permitting, servitude issues and other matters. The Compliance Officer is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Ensures compliance with federal, state, and local laws and regulations while serving as the primary resource person concerning compliance issues
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the parish are being appropriately evaluated, investigated and resolved
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating, or recommending the initiation of, investigative procedures. Develops and oversees systems for handling of violations
- Provides reports on a regular basis, and as directed or requested, to keep administration informed of the operation and progress of compliance efforts
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Develops initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct

- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to administration and employees
- Review assigned construction plans and engineering calculations for structural, mechanical, and architectural components to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each related item
- Conduct building damage assessment inspections
- Provide assistance to architects, engineers, and contractors concerning structural, mechanical, and architectural issues and designs
- Inspect construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes
- Consults with the Parish attorney as needed to resolve difficult legal compliance issues
- Collaborates with other departments (e.g., Risk Management, Internal Audit, Human Resources, and Legal) to direct compliance issues to appropriate existing channels for investigation and resolution
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Functional over work relative to the assigned program(s). May exercise supervision over clerical personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration or related field, and three (3) years in interpreting regulations and laws and disseminate information or equivalent combination of education and experience

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.



LAFOURCHE PARISH GOVERNMENT

Classified Job Description

Compliance Officer III

Department:	Public Works	Reports To:	Director of Public Works
Division:	Permits	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	
Pay Grade Level:	9		

JOB SUMMARY

The Compliance Officer oversees the Parish Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the parish. Establishes and implements an effective compliance program to prevent illegal or improper conduct. The Compliance Officer acts as staff to the Director of Public Works by monitoring and reporting results of the compliance of the parish and in providing guidance for public works and administration on matters relating to compliance such as permitting, servitude issues and other matters. The Compliance Officer is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Ensures compliance with federal, state, and local laws and regulations while serving as the primary resource person concerning compliance issues
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the parish are being appropriately evaluated, investigated and resolved
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating, or recommending the initiation of, investigative procedures. Develops and oversees systems for handling of violations
- Provides reports on a regular basis, and as directed or requested, to keep administration informed of the operation and progress of compliance efforts
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Develops initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to administration and employees

- Review assigned construction plans and engineering calculations for structural, mechanical, and architectural components to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each related item
- Conduct building damage assessment inspections
- Provide assistance to architects, engineers, and contractors concerning structural, mechanical, and architectural issues and designs
- Inspect construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes
- Consults with the Parish attorney as needed to resolve difficult legal compliance issues
- Collaborates with other departments (e.g., Risk Management, Internal Audit, Human Resources, and Legal) to direct compliance issues to appropriate existing channels for investigation and resolution
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise lower level compliance officers and/or inspectors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration or related field, and five (5) years in interpreting regulations and laws and disseminate information or equivalent combination of education and experience

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

ATTACHMENT "B"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Projects Manager
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Pay Grade Level: 10

Department: _____
Division: _____ **Location:** _____
Classification: Full Time/Civil Service **Approved By:** _____
Date of Approval: _____ **Last Revised:** May 16, 2012

Job Summary: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

~~ESSENTIAL DUTIES AND RESPONSIBILITIES~~

~~The essential duties and responsibilities include the following:~~

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, contract or in-house staffing requirements, and allotment of available resources to various phases of project
- Establishes work plan and contract or in-house staffing for each phase of project, and arranges for recruitment or assignment of project personnel
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of project
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Prepares, reviews and modifies schedules or plans as required
- Prepares project reports for management, client, or others
- Confers with project personnel to provide technical advice and to resolve problems
- Coordinates project activities with activities of government regulatory or other governmental agencies
- Forecasts short-range and long-range budgetary requirements and obligations, as a basis for maintaining adequate funds needed to provide services in accordance with the directives of the Administrator
- Assists in the preparation of the annual capital improvements budget within assigned areas
- Assures that assigned areas of responsibility are performed within budget limitations and in accordance with cost control policies and procedures; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Assists in the selection of outside consultants in the review of qualification statements and analysis of cost proposals to provide professional services in the design and construction management of capital projects
- Represents the Parish in its associations with outside agencies within assigned areas of responsibility
- Authorizes departmental expenditures
- Responsible for the establishment and maintenance of all departmental records and reports within assigned areas of responsibility

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

Supervisory Responsibilities: May perform supervisory responsibilities as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical—Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving—Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations.

Project Management—Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills—Pursues training and development opportunities; Shares expertise with others.

Oral Communication—Demonstrates group presentation skills; Participates in meetings.

Written Communication—Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People—Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security—Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation—Develops innovative approaches and ideas.

QUALIFICATIONS

Minimum Qualification: Bachelor's degree from college or university and two (2) years of experience

Substitution 1: Associate's degree from college or university and four (4) years of experience

Substitution 2: High School Diploma or GED and six (6) years of experience in the technical and programmatic aspects of governmental management and planning

*Substantial knowledge of local government responsibilities and programs associated with proper public management required.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and area.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

~~**Certificates, Licenses, Registrations:** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.~~

OTHER SKILLS AND ABILITIES

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.

ATTACHMENT "C"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Health Activities Manager
Reports To: Parish President
FLSA Status: Non-Exempt
Pay Grade Level: 9 **10**

Department: _____
Division: Administration **Location:** Administration Building
Classification: Full Time/Civil Service **Approved By:** _____
Date of Approval: _____ **Last Revised:** July 2012

Job Summary: Plans, directs and coordinates all health-related programs of Lafourche Parish Government to control risks and losses by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Develops, recommends and monitors budget allocations for the Lafourche Parish Detention Center **and** Thibodaux Health Unit, ~~Lafourche Parish Animal Shelter and Mosquito Control~~
- Monitors journals, statistical, financial and legal documents for the Lafourche Parish Detention Center **and** Thibodaux Health Unit, ~~Lafourche Parish Animal Shelter and Mosquito Control~~
- Directs activities and training of the medical contractors housed at the Lafourche Parish Detention Center. Responsible for supplying contractors with all supplies and equipment needed to fulfill contract
- Responds to subpoenas for medical or clinical records of the Lafourche Parish Detention Center and assists with the representation of Lafourche Parish Government in court involving cases
- Directs hiring and training **supervision** of personnel for ~~respective programs under direct supervision~~ **Lafourche Parish Health Units**
- ~~Cooperates with schools and community organizations to encourage public interest and knowledge of basic first aid training and assists in the development and presentation of classes~~
- ~~Liaison for Lafourche Parish Government and contractors for Mosquito Control for Lafourche Parish~~
- Responsible for the establishment and maintenance of all records and reports
- Must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials and other employees of the Lafourche Parish Government.

~~Other duties may be assigned.~~

ADDITIONAL RESPONSIBILITIES

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Supervisory Responsibilities: Directly supervises assigned personnel; carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

~~Customer Service~~— Responds promptly to customer needs; Responds to requests for service and assistance.

~~Interpersonal Skills~~— Maintains confidentiality.

~~Oral Communication~~— Responds well to questions.

~~Written Communication~~— Writes clearly and informatively; Able to read and interpret written information.

~~Teamwork~~— Balances team and individual responsibilities.

~~Dependability~~— Follows instructions, responds to management direction.

~~Initiative~~— Volunteers readily; Undertakes self development activities.

QUALIFICATIONS

Minimum Qualification: Bachelor's degree from four-year college or university

Substitution 1: two (2) to four (4) years related experience and/or training

Substitution 2: equivalent combination of education and experience in the technical and programmatic aspects of governmental management and planning

*Must be capable of handling a variety of public service situations that may arise after normal working hours. Specific abilities include the availability to be on 24-hour call during assigned periods, knowledge of departmental personnel capabilities and procedures to be followed in properly responding to after-hours calls.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

~~**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.~~

~~**OTHER SKILLS AND ABILITIES**~~

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.

ATTACHMENT "D"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Office Assistant

Reports To: Managers and Supervisors

Status: Non-Exempt

Pay Grade Level: 4

Job Summary: Responsible for the performance of a variety of routine and basic clerical duties required in the daily administration of the department which includes typing, filing, copying, answering telephone calls, handling mail, and relieving supervisory personnel of routine clerical work. Performs recurring duties independently, however, are given specific instructions for non-routine assignments.

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Answers incoming department telephone calls and routes to appropriate person(s)
- Assists in the performance of related departmental clerical positions in their absence
- Compiles, copies, and/or distributes correspondence, data, records, reports, and other documents
- Composes and types routine correspondence, including letters, memos, resolutions, and other material from copy, draft, and machine recordings
- Coordinates Supervisor's schedule and make appointments
- Deals courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government
- Greets scheduled visitors and directs to appropriate area or person
- Maintains listing and tagging system of departmental equipment and furniture inventory
- May operate various office equipment (such as calculator, computer, copy machine, fax machine, scanner) that requires no special knowledge or previous training
- May run errands, as requested
- Organizes and maintains file system; files correspondence and other records
- Places orders for departmental supplies and equipment in accordance with instructions; arranges for equipment maintenance
- Receives, opens, stamps date of receipt, and distributes all incoming mail; prepares outgoing mail
- Records departmental office equipment usage by tabulating total copies made on reproduction equipment

NOTE: All parish government employees in a declared emergency shall be considered essential personnel.

Supervisory Responsibilities: This job has no supervisory responsibilities.

QUALIFICATIONS

Minimum Qualifications: High school diploma or general education degree (GED) and six (6) months of full-time work experience in a clerical field

Substitution 1: Four (4) years of full-time work experience in a clerical field may be substituted for required high school diploma or GED and six (6) months of full-time work experience in a clerical field

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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

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

must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately noisy.

ATTACHMENT "E"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Public Works Manager
Reports To: Director of Public Works
FLSA Status: Exempt
Pay Grade Level: 9

Department: _____ Public Works _____
Division: _____ **Location:** _____
Classification: _____ Full Time/Civil Service _____
Approved By: _____ Civil Service Board _____ **Date of Approval:** _____ June 2004

Job Summary: Assists the Director of Public Works in the performance of a variety of complex administrative, technical, and supervisory duties in facilitation of the administrative operations of the Public Works Department, including the supervision of the ~~planning, permitting, rights-of-way, coastal zone management, emergency preparedness, addressing,~~ solid waste, and building and maintenance functions of the department, ~~by performing the following duties.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES~~

~~The essential duties and responsibilities include the following:~~

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Under the direction of the Director, plans, organizes, and directs all public works activities to ensure proper maintenance and operation of the ~~emergency preparedness, planning, permitting, addressing, coastal zone management,~~ solid waste, ~~licensing,~~ and parish-owned buildings and lands functions of the Department
- Evaluates needs and recommends short- and long-range plans to address the identified needs in the areas of planning administration, emergency preparedness, solid waste, ~~addressing, permitting/licensing,~~ sewer construction, maintenance, and operation, drainage and flood control facilities, street lighting, and parish-owned buildings and facilities
- Implements departmental policies and procedures and computer application systems needed in maintaining required records in the facilitation of a systematic approach to providing needed public works services within assigned areas of responsibility
- Develops, analyzes, and interprets statistical and accounting information so as to appraise operating results in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the various assigned divisions of the Department
- Provides reports and interprets the results of operations to all levels of parish government management, including the preparation of financial and operational reports, as required
- Forecasts short-range and long-range budgetary requirements and obligations, as a basis for maintaining adequate funds needed to provide services in accordance with the directives of the Director
- Assists in the preparation of the annual departmental operations and maintenance budget and capital improvements budget within assigned areas
- Assists in the completions of the annual audit by maintaining and providing departmental finance records

- Assures that assigned areas of responsibility within the Department are performed within budget limitations and in accordance with cost control policies and procedures; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Coordinates the application and subsequent program administration of federal and state grants for infrastructure improvements
- Assists in the selection of outside engineering and other consultants in the review of qualification statements and analysis of cost proposals to provide professional services in the design and construction management of public works capital projects
- Monitors the performance of outside engineers and other consultants to ensure compliance with departmental specifications, contract provisions, and applicable state laws in the compilation of construction plans and specifications, bid packets, and the receipt and award of construction bids; Monitors construction oversight activities to ensure that construction projects are completed in compliance with job specifications and the terms and conditions of contractual agreements
- Maintains regular contact with federal and state regulatory agencies to ensure parish infrastructure compliance with applicable and federal and state operational and maintenance regulations
- Receives and resolves citizen complaints, concerns, and questions regarding the operations of the Department
- Provides training and direction to immediate supervisors and managers to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, reviews and conducts employee performance evaluations, reviews and recommends requests for promotions, layoffs, terminations, and wage increases; reviews recommendations and determines manpower shortages and facilitates the creation of new positions within assigned areas of responsibility
- Represents the Parish in its associations with outside agencies within assigned areas of responsibility
- Authorizes departmental expenditures **as required by the Director of Public Works**
- Attends Parish Council meetings, as needed, to present budgets, activity reports, and plans for future activities
- Responsible for the establishment and maintenance of all departmental records and reports within assigned areas of responsibility
- Performs the duties of the Director of Public Works within assigned areas of responsibility, in his/her absence
- Serves as a member of outside affiliated boards and commissions, as assigned
- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

~~Other duties may be assigned.~~

~~ADDITIONAL RESPONSIBILITIES~~

NOTE: All parish government employees in a declared emergency shall be considered essential personnel.

Supervisory Responsibilities: Supervises all employees within assigned areas of responsibility, either directly or indirectly through subordinate supervisors. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory

responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

~~Analytical—Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.~~

~~Problem Solving—Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.~~

~~Project Management—Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.~~

~~Technical Skills—Pursues training and development opportunities; Shares expertise with others.~~

~~Oral Communication—Demonstrates group presentation skills; Participates in meetings.~~

~~Written Communication—Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.~~

~~Managing People—Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.~~

~~Safety and Security—Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.~~

~~Innovation—Develops innovative approaches and ideas.~~

QUALIFICATIONS

Minimum Qualification: Bachelor's degree or higher from four-year college or university

Substitution 1: Four (4) to six (6) years related experience and/or training

Substitution 2: Equivalent combination of education and experience in the technical and programmatic aspects of governmental public works management and planning. Substantial knowledge of local government responsibilities and programs associated with proper public works management required.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

~~OTHER SKILLS AND ABILITIES~~

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.