

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET
THIBODAUX, LOUISIANA 70302

OFFICE: (985) 446-7233 • FAX: (985) 493-8762

Email: civilservice@ci.thibodaux.la.us
WEBSITE: ci.thibodaux.la.us

J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

Official Minutes

AGENDA

CIVIL SERVICE BOARD MEETING

Tuesday, July 11, 2023 at 4:30 p.m.

COUNCIL CHAMBERS, CITY HALL, 310 W. 2ND ST., THIBODAUX, LA

1. Call to Order – Mr. Todd Magee, Chairman

2. Pledge of Allegiance- Mr. Greg Cook

3. Silent Prayer

4. Roll Call	Mr. Terry Evans- Present	Mr. Lance Ledet-Absent
	Mr. Greg Cook – Present	Mr. Jeremy Robichaux - Absent
	Mr. Todd Magee- Present	

5. Reading and Approval of the Minutes of the Meeting from May 9, 2023

Motion by Mr. Cook, second by Mr. Evans to dispense with the reading of the minutes from the May 9, 2023 meeting, and vote to accept the minutes.

Board voted 3-0, motion passed.

Attendees: Mayor Kevin Clement, Ms. Amanda Matis, Human Resource Director, Ms. Jenny Morvant, Council Administrator, Mr. Josh Bourgeois, Public Works Director and Mr. J. Kelly Chighizola, Civil Service Director.

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET

THIBODAUX, LOUISIANA 70302

OFFICE: (985) 446-7233 • FAX: (985) 493-8762

Email: civilservice@ci.thibodaux.la.us

WEBSITE: ci.thibodaux.la.us

J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

I. NEW BUSINESS

- A. Consider adopting recommendation from consulting firm Baker Tilly's annual market study review of the City of Thibodaux's Uniform Plan of Salary Ranges for 2024 by increasing all minimums, midpoints, and maximums pay grades by 2.5%. The Board's decision will be submitted to the City of Thibodaux's City Council for final approval.**

The Civil Service Director explained to the Board that this recommendation is required in the City's Home Rule Charter and how it will affect the pay rates in 2024.

Motion by Mr. Cook and second by Mr. Evans, Board voted 3-0, motion passed.

- B. Consider adopting replacement rule for Rule VIII, Annual and Other Leaves of Absence, 2.6 Worker's Compensation Insurance Payments, to clarify method of payments to employees receiving Worker's Compensation Insurance Payments. See attached rule change.**

The Civil Service Director explained the need to replace the current rule to clarify how the worker's compensation insurance payment should be handled by the City and the employees.

Motion by Mr. Evans and second by Mr. Cook, Board voted 3-0, motion passed.

- C. Consider reclassification of the position "Assistant Council Administrator" and job description into the classification plan in pay grade 620 after review by the Council Administrator, Human Resource Director, and Civil Service Director as part of the job evaluation team (JET).**

Civil Service Director explained the need for reclassifying this position, and the Mayor clarified that this is not adding positions, but moving current employee into a new pay grade.

Motion by Mr. Evans and second by Mr. Cook, Board voted 3-0, motion passed.

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET
THIBODAUX, LOUISIANA 70302
OFFICE: (985) 446-7233 • FAX: (985) 493-8762
Email: civilservice@ci.thibodaux.la.us
WEBSITE: ci.thibodaux.la.us

J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

- D. Consider reclassification of the position “Assistant Public Works Director (Admin)” and job description into the classification plan in pay grade 620 after review by the Public Works Director, Human Resource Director, and Civil Service Director as part of the job evaluation team (JET).

The Civil Service Director explained the need for this position to be reclassified due to additional duties and responsibilities have been added to this position.

Motion by Mr. Magee and second by Mr. Evans. Board voted 3-0, motion passed.

II. DIRECTOR REPORT

Notified the Board that Human Resource Director and I are working with salary.com to assist with the wage study for the City of Thibodaux Employees.

Meeting adjourned at 4:54 p.m.



J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR
CITY OF THIBODAUX