



Civil Service Board

September 22, 2025

Germaine Breaux  
*Chair*  
Victoria Leger  
*Vice-Chair*  
Andrea Hebert  
Dale Savoie  
Jory Latiolais

**NOTICE**

City-Parish Civil Service Board Meeting  
Tuesday, September 30, 2025  
5:30 P.M.  
Civil Service Office  
705 West University Avenue

Adam Marcantel  
*Civil Service Director*

1. Public comments announcement
2. Approval of minutes of the September 8, 2025 meeting
3. Classification and pay proposals
  - a. Recommendation to adopt a new class, Communications Sales and Marketing Analyst II, assigned to pay range COM9
  - b. Recommendation to adopt a new class, Communications Support Services Administrator, assigned to pay range COM10
  - c. Recommendation to adopt a new class, Utilities Development Coordinator, assigned to pay range EE9
  - d. Recommendation to adopt a new class, Veterinary Assistant, assigned to pay range ANCON 5 and establish an apprenticeship for positions so classified
  - e. Recommendation to adopt a new class, Communications Sales Representative, assigned to pay range COM10, and approve an incentive pay structure for the class
  - f. Recommendation to adopt a new class, Business and Marketing Analyst II and reallocate a position in the Department of Utilities currently classified as Business and Marketing Analyst into this new class, and to re-classify the incumbent accordingly, with a pay increase for the incumbent
  - g. Proposal to apply Civil Service Rule IV.5.4 (Internal Equity Increases) to a position in the class Director's Executive Secretary in the Library
  - h. Proposal to apply Civil Service Rule IV.5.4 (Internal Equity Increases) to certain positions in the class Water/Wastewater Supervisor in the Department of Utilities
  - i. Proposal to apply Civil Service Rule IV.5.5 (External Equity Increases) to the single position classified as Human Resources Manager in the Chief Administrative Office
4. Authorization to increase pay range values and apprentice progression values in accordance with any general pay increase authorized for FY 25-26
5. Public comments

Submitted by:

  
Adam Marcantel  
Civil Service Director