

SEWERAGE & WATER BOARD OF NEW ORLEANS

OPERATIONS COMMITTEE MEETING

WEDNESDAY, OCTOBER 13, 2021

9:00 AM

[October 2021 Operations Link](#)

[+1 504-224-8698,,755674499#](#) United States, New
Orleans Phone Conference ID: 755 674 499#

PUBLIC COMMENT WILL BE ACCEPTED VIA EMAIL TO
BOARDRELATIONS@SWBNO.ORG. ALL PUBLIC COMMENTS MUST BE RECEIVED PRIOR TO
9:30 AM ON October 12, 2021. COMMENTS WILL BE READ VERBATIM INTO THE
RECORD.

Janet Howard • Tamika Duplessis
Joseph Peychaud • Jay H. Banks • Maurice Sholas

FINAL AGENDA

1. **ROLL CALL**

2. **PRESENTATION ITEM**

- Presentation: SWBNO Human Resources Department Update – LaBarron McClendon, HR Administrator

3. **PUBLIC COMMENT**

Public comments received until 30 minutes after the presentation of the Agenda will be read into the record.

4. **ADJOURNMENT**

This teleconference meeting is being held pursuant to and in accordance with the provisions of Section 4 of Proclamation Number JBE 2020-30, extended by Proclamation 182 JBE 2021, pursuant to Section 3 of Act 302 of 2020.

SWBNO
Human
Resources
Department



Agenda

- Introduction & Opening Remarks
- HR Mission Statement
- SWB HR Workforce Challenges & Proposed Solutions
- Vacancy Status
- Delegated Authority
- Current HR Structure
- Proposed HR Structure
- Discussion

SWB HR Mission Statement

The Human Resources Department is dedicated to partnership with SWB business units to maximize the potential of our greatest assets – Our Employees. We are focused on; delivering quality customer service, recruiting, developing, rewarding and retaining our workforce. We embrace change and the opportunity it brings.

“Be clear about your goal but be flexible about the process of achieving it.”

- Brian Tracy

SWB HR Workforce Challenges & Proposed Solutions

Challenges	Proposed Solutions
Lack of flexibility to adjust job classifications to agency needs	Create Agency Specific Classifications
Applicants apply to city-wide positions which are not department or agency specific.	Solution: Giving SWB the autonomy to create agency specific classifications/compensation would allow the ability to attract and retain qualified candidates.
Inability to adjust utility specific positions to fit current needs of the agency	
Inability to control organizational structure results in losing qualified employees	
Compensation restraints	

Vacancy Status

FTE	1445
• Active Employees	1239
• Vacancies	206

Division	Vacancies
Executive Director	3
Chief Administrative Officer	13
Communications	3
Special Counsel	2
Chief of Customer Service	59
Chief Financial Officer	17
General Superintendent/Operations	109

Delegated Authority

City Wide Position Process

- Pre-set Job Description
- Pre-set Minimum Qualifications
- Approves whether job postings are opened for applications
- Civil Service reviews application through minimum qualifications
- Civil Service approves via SME
- Civil Service refers the Eligible List

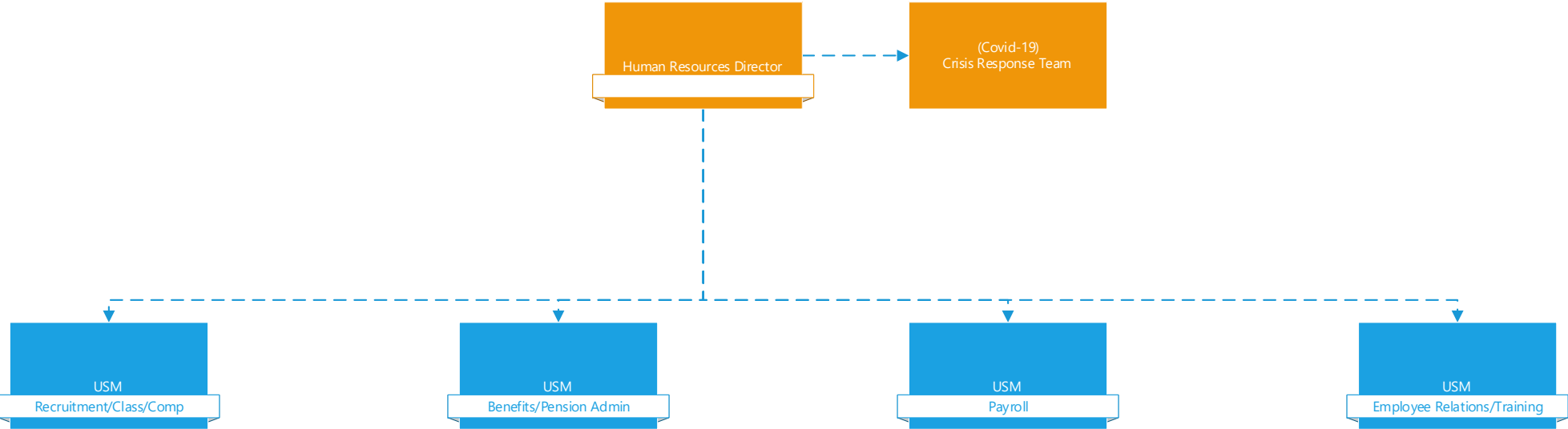
Utility Position Process

- SWB writes the job description for the positions
 - Civil Service approval required for job description
- Create the minimum qualifications that department deems a necessity
 - Civil Service approval required for minimum qualifications
- SWB creates posting in NEOGOV
 - Civil Service approves job posting for application
- SWB processes application through NEOGOV steps and schedule required testing
 - Civil Services approves via Subject Matter Expert approvals
- If approved, SWB refers the eligible list through NEOGOV and forward applications to the hiring department for review.

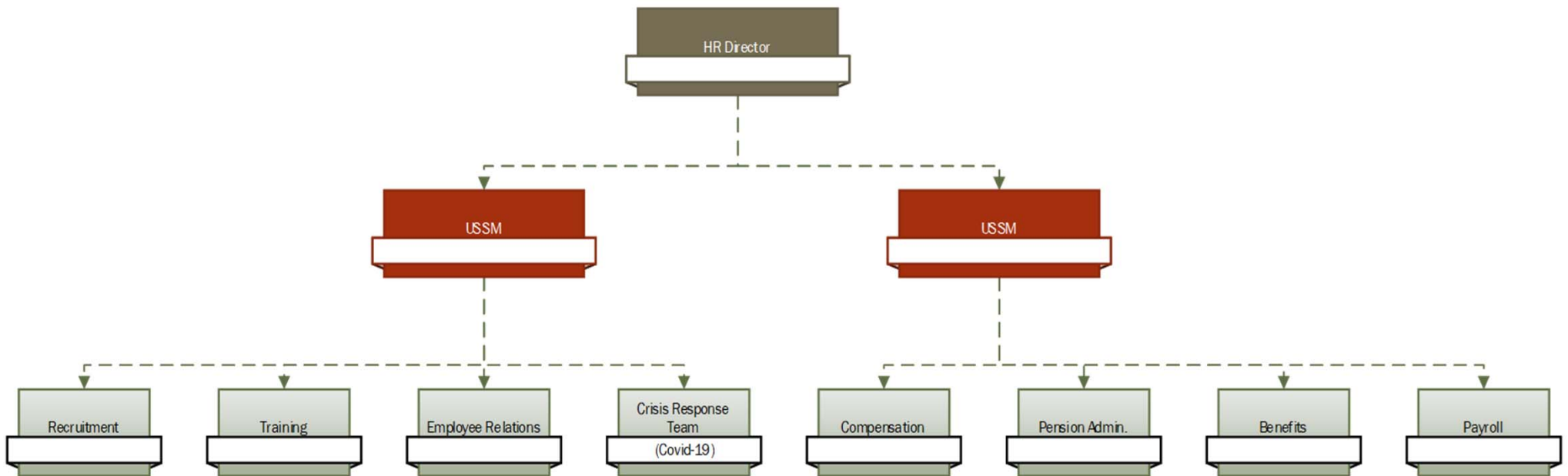
Desired State

SWB wants full autonomy for all positions that are required at the board

Current HR Structure



Proposed HR Structure



Discussion

