

Public - Investigative Report

2019 – 0011

**Personnel Department –
Determination of Eligibility**

OFFICE OF INSPECTOR GENERAL JEFFERSON PARISH



PUBLIC - INVESTIGATIVE REPORT

PERSONNEL DEPARTMENT – DETERMINATION OF
ELIGIBILITY

2019-0011

INVESTIGATION
ISSUED 8/21/2019



**OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH**

DAVID N. MCCLINTOCK
INSPECTOR GENERAL



Date: 08/21/2019

To: The Citizens of Jefferson Parish

From: David McClintock, Inspector General

Re: Investigative Report 2019-0011 and Referral: Personnel Department – Determination of Eligibility

Please find attached the Jefferson Parish Office of Inspector General's (JPOIG) Public Report on the Personnel Department – Determination of Eligibility.

The report addresses, in large part, weaknesses observed in the Personnel Department's process for verifying applicant education and work experience for the purpose of determining their eligibility for the applied for position. Specifically, the investigation revealed that validation controls involving prior work experience and education were not sufficient. The weaknesses were identified during an investigation into the eligibility of the Parish Assistant Director – Emergency Management and Hazardous Materials Risk Coordinator.

The reports objectives were to:

- Assess whether the appointee met the minimum qualifications for the position of Assistant Director - Emergency Management at the time of appointment.
- Assess whether the Personnel Department fairly scored applicants for the position of Assistant Director – Emergency Management based upon training and experience.

Findings

The report did determine that an employee, who has since left the position, had submitted falsified documentation. Additionally, that the then existing controls did not require validation in a manner that is customary and prudent. The report contains two specific findings and recommendations that will significantly strengthen the Parish Personnel Board's processes for validation of experience and education. The findings are listed as follows:

1. The Personnel Department failed to verify an applicant's claimed education and certified an applicant as eligible who did not meet minimum qualifications.
2. The Personnel Department failed to verify work experience and certified an applicant as eligible who did not meet minimum qualifications.

Recommendations

The JPOIG recommends that the Personnel Department:

1. Verify education and certifications before determining eligibility for applicants where applicants are receiving credit for possessing a degree or certification and/or where education and certification is relevant to determining whether applicant meets minimum qualifications. The verification is typically performed by securing official transcripts

directly from the institution.

2. Verify work experience before determining eligibility for applicants where applicants are receiving credit for specific work experience and/or where specific work experience is relevant to determining whether applicant meets minimum qualifications. Validation typically occurs through the use of waivers and questionnaires provided to the former employer, but may be accomplished in a variety of other manners depending upon the individual circumstances.

Referrals

The JPOIG has, or will, ensure the matter is referred to Jefferson Parish and state enforcement agencies, to include the District Attorney, Sheriff's Office, and the Attorney General's Office.

Draft Period and Responses

A Confidential Draft Report was issued on 06/26/2019 to the Parish President, the Personnel Department Director, and the Emergency Management Department Director. Pursuant to Parish Ordinance §2-155.10(9), response(s) were due on or before 08/09/2019. Responses were received from the Personnel Department and Parish President Yenni.

Agreed Upon Corrective Action Plan/Responses

The JPOIG agreed fully with the Corrective Action Plan submitted by the Personnel Department. Corrective measures have already been implemented. The Personnel Department and the Personnel Board acted decisively to address these concerns upon receipt of the draft report and should be commended for their actions.

The JPOIG received a written response from the Deputy Chief Operating Officer on behalf of the Administration that demonstrated decisive action by the Administration to address the personnel matters shortly after receiving notice of the JPOIG findings. We appreciate the administration's support and corrective measures.

Respectfully,



David McClintock
Inspector General

Corrective Action Plan

A Corrective Action Plan should be completed for each recommendation by each identified department or branch of government.

Suggested process:

Within 10 Days of Issuance: Request or attend a meeting with the JPOIG to discuss the report and potential corrective actions.

Within 20 Days Following to Initial Meeting: Complete a Corrective Action Plan and submit to the JPOIG.

Responsible Department or Branch	Recommendation & Findings	Recommendation	Agree	In Part	Disagree	Corrective Measures	Time Frame	Means of Evaluation	Person Responsible
Personnel	1	Personnel verify education and certifications before determining eligibility for applicants where applicants are receiving credit for possessing a degree or certification and/or where education and certification is relevant to determining whether applicant meets minimums. The verification is typically performed by securing official transcripts directly from the institution.	✓	<input type="checkbox"/>	<input type="checkbox"/>	The Personnel Director has amended and implement a written policy/process for verification of an applicant's educational achievements, related to their application for employment with Jefferson Parish. The Policy became effective on 06/06/19	30 days	Finalized Written Policy and Process along with written letter dated 7/23/19 addressed to Mr. McClintock was mailed	John Dumas
Personnel	2	Personnel verify work experience before determining eligibility for applicants where applicants are receiving credit for specific work experience and/or where specific work experience is relevant to determining whether applicant meets minimum qualifications. Validation typically occurs through the use of waivers and questionnaires provided to the former employer but may be a of other manners depending upon the individual circumstances.	✓	<input type="checkbox"/>	<input type="checkbox"/>	The Personnel Director has amended and implement a written policy/process for applicant's work experience and job history, related to their application for employment with Jefferson Parish. The Policy became effective on 08/06/19.	30 days	Finalized Written Policy and Process along with written letter dated 07/23/19 addressed to Mr. McClintock was mailed	John Dumas

PERSONNEL DEPARTMENT – DETERMINATION OF ELIGIBILITY 2019-0011

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OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH

DAVID N. McCLINTOCK
INSPECTOR GENERAL



Date of Report: 08/21/2019	PUBLIC - INVESTIGATIVE REPORT	Case: 2019-0011
Timeframe: 02/20/2019 – 05/24/2019	Investigation By: JPOIG Staff	Status: Public
<u>Subject of Investigation</u>		
<ul style="list-style-type: none"> • Recruitment and appointment to position of Assistant Director of Emergency Management 		

INTRODUCTION

Pursuant to JPCO §2-155.10(11) (a), the Jefferson Parish Office of Inspector General (“JPOIG”) initiated an investigation into the recruitment and appointment to the position of Assistant Director - Emergency Management, e.g. whether the individual appointed met the minimum qualifications for the position. The investigation was initiated based upon external information.

This investigation was conducted in accordance with the Association of Inspectors General Standards for Investigations.

OBJECTIVES

The JPOIG’s objectives for this investigation were to:

1. Assess whether the appointee met the minimum qualifications for the position of Assistant Director - Emergency Management at the time of appointment.
2. Assess whether the Personnel Department fairly scored applicants for the position of Assistant Director – Emergency Management based upon training and experience.

SCOPE & METHODOLOGY

The scope of the investigation was to determine whether the successful appointee met the minimum qualifications for the position of Assistant Director – Emergency Management at the time of appointment, and if not, to determine why the appointee was deemed eligible for appointment by the Personnel Department.

To accomplish the objective, the following was undertaken:

- Reviewed Personnel Department job announcement for the position of Assistant Director – Emergency Management issued 11/3/2018;
- Reviewed applications and supporting documentation received by Personnel Department from applicants for the position of Assistant Director – Emergency Management;
- Conducted interviews;
- Requested records from outside sources;
- Reviewed open source information; and

- Requested additional records from the Personnel Department regarding the appointee’s past applications and employment with the Jefferson Parish.

Acronyms

JPOIG	Jefferson Parish Office of Inspector General	JPCO	Jefferson Parish Code of Ordinances
HAZMAT Assistant	Hazardous Materials Risk Coordinator – Assistant	Personnel	Personnel Department

BACKGROUND

Jefferson Parish has a civil service or “classified service” for Parish employment.¹ With some exception, all appointments and promotions within Parish service are made in accordance with the classified service under the direction of the Personnel Department.² The duties and responsibilities of each position within the classified service of the Parish is subject to study and review. The position classification plan is devised by the Personnel Director, and it is approved by the Personnel Board.³

Job openings in the classified service are filled in accordance with the “Personnel Rules of the Classified Service,” or “Personnel Rules.”⁴ Under the Personnel Rules, the “appointing authority,” or director of a department with an open position notifies the Personnel Director of a need to fill an open position.⁵ Subsequently, Personnel submits to the hiring director, a list of persons eligible for appointment to the open position based upon test results and other processing by Personnel staff.⁶

¹ JPCO 23-21.

² Jefferson Parish Charter Section 4.03(A).

³ Jefferson Parish Charter Section 4.03(C) provides:

There shall be a personnel department consisting of a Personnel Director, who shall be the executive head of the department, and a Personnel Board, which shall be a policy making and quasi-judicial in nature.

(1) The Personnel Director shall be appointed by the Personnel Board. The Personnel Director shall be qualified by special training and experience in public personnel administration and shall be responsible to the Board for the administration of the personnel system for the parish, including all parish departments, offices, agencies and special districts in accordance with personnel rules pursuant to this section.

(2) The Personnel Board shall be appointed by the Parish President as provided below and shall consist of three electors of Jefferson Parish, who hold no other public office or position in the parish and are known to be in sympathy with merit principles of public personnel administration...

See also. Personnel Rule III.

⁴ JPCO 23-22, *Personnel rules adopted.* Personnel rules for the classified civil service of the parish, including retirement and pension system, on file in the office of the parish clerk are adopted and made a part of the Jefferson Parish Code of Ordinances. Personnel Rules of the Classified Service was adopted by the Parish Council as Ordinance 4074, as amended.

⁵ Attachment A. Email dated 05/29/2019 3:45 PM from John Dumas to Jeff Adolph. *See also* Personnel Rules of the Classified Service, Rule VII, Section 2, *Request for Certification*, “An appointing authority proposing to fill a vacant position in the classified service shall submit to the Director a statement showing the position to be filled, the class of the position, and the duties thereof. The appointing authority may also specify the necessary and desirable qualifications of the person to be appointed to the vacancy.

⁶ Personnel Rules of the Classified Service, Rule VII, Section 3, *Certification of Eligibles.*

Except as otherwise permitted, all appointments in the classified service shall be made on the basis of merit and fitness, which shall be determined insofar as practicable, by a competitive test.⁷ For example, the job posting prepared by Personnel for the position of Assistant Director – Emergency Management specified “Kind of Examination” provided: “The examination may consist of a written test, a rating of training and experience, an oral panel interview or any combination thereof.”⁸

<p><u>KIND OF EXAMINATION</u></p> <p>(ENTRANCE AND PROMOTIONAL)</p> <p>The examination may consist of a written test, a rating of training and experience, an oral panel interview or any combination thereof. Acceptable applicants will be notified of the time, date, and place of any assembled testing. Applicants must supply complete and accurate information concerning their training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification and the Personnel Department reserves the right to determine the quality and quantity of education and experience claimed for credit.</p> <p>JOB POSTING NO: 5008-02A DATE: 02/07/14 AMENDED: 11/30/18</p>

In 2018, Personnel processed approximately 141 job postings. Of these postings, approximately 78 were designated to use a “Rating of Training and Experience” as the sole testing mechanism. Ultimately, there were 46 postings open in the Parish classified service for which applicants were evaluated using a “Rating of Training and Experience.” This “testing” involves evaluating answers to application questions and any supporting documentation. The position of Assistant Director – Emergency Management was one of these positions.

In 11/2018, the position of Assistant Director – Emergency Management, a classified position within Parish service, was open to be filled. The director for the Emergency Management Department initiated a request to Personnel for the position to be filled.⁹ Personnel posted the job and received applications. A number of applicants, including the APPOINTEE, were certified as being eligible for appointment to the position, and ranked according to their training and experience. On 03/02/2019, the APPOINTEE was appointed to the position.

At the time of the appointment, the APPOINTEE was the HAZMAT Assistant, Fire Services Department. In 05/2017, the position of HAZMAT Assistant, which is a classified position within Parish service, was open to be filled. The director for the Fire Services Department initiated a request to Personnel for the position to be filled.¹⁰ At that time, Personnel certified the APPOINTEE as being eligible for appointment to the position, and was subsequently appointed.

During the term of employment, the APPOINTEE received a salary and overtime compensation totaling \$169,682.38 for the years 2017 through 2019. In connection with these positions, a Parish vehicle was also provided.

⁷ Jefferson Parish Charter Section 4.03(A).

⁸ Attachment B. Job Announcement Assistant Director – Emergency Management (underline added).

⁹ Attachment C. Requisition 13789: Assistant Director – Emergency Management.

¹⁰ Attachment D. Requisition 12140: Hazardous Materials Risk Coordinator, Assistant.

DATA REVIEW & ANALYSIS

The JPOIG's review and analysis considers the Personnel Department's process of certifying applicants as eligible followed by assessments of the two applications submitted by the APPOINTEE for the positions of HAZMAT Assistant and Assistant Director - Emergency Management. Assessments of the applications are analyzed based on applicant statements of work experience and education. Ultimately, it was determined that the APPOINTEE: 1) did not possess either of the two college degrees claimed, 2) submitted a falsified transcript, and 3) his work history did not support certain claims of supervisory responsibility. Additionally, Personnel credited certain work experience in error although it was properly identified as unpaid.

A. Personnel Certifying Applicants As Eligible

As part of the job posting, Personnel reserves the right to verify information provided in applications, "[t]he information is subject to verification and the Personnel Department reserves the right to determine the quality and quantity of education and experience claimed for credit."¹¹ Based upon information provided by Personnel, the APPOINTEE was rated based upon "Training and Experience," but Personnel did not require reliable verification of information provided, to include his education and work experience. Further, in this specific instance there were "red flags" contained within the applicant's submission.

1. Certifying Qualifications Assistant Director - Emergency Management

Personnel posted an advertisement for applications to the position of Assistant Director – Emergency Management, with "Minimum Qualifications for Admission to Examination" as follows:

- I. Possession of an accredited Bachelor's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least five (5) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.
OR
- II. Possession of an accredited Associate's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least seven (7) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.
OR
- III. Possession of a high school diploma or equivalency certificate; PLUS, at least nine (9) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.
SUBSTITUTION: An accredited Master's degree in a major as stated in Option I may substitute for two (2) years of the required work experience.
PREFERRED: Certified Emergency Manager or Associate Emergency Manager from IAEM; completion of Incident Command System (ICS) training;

¹¹ Attachment B. Job Announcement Assistant Director – Emergency Management.

completion of FEMA EMI coursework; and experience leading courses (or public presentations) related to Emergency Management.¹²

Personnel received 35 applications for the position. Of the 35 applications, Personnel rejected 25 as failing to meet the minimum qualifications. A total of 10 applications were scored and ranked based upon qualifications, which included education and work experience. According to Personnel, applicants qualifying based upon education were required to submit a transcript or diploma demonstrating education. Applicants qualifying based on work experience, in whole or in part, were required to list all previous employers, identify time worked and monthly salary and describe duties.

Based upon Personnel's rating of "Training and Experience," the APPOINTEE was one of seven candidates who were ultimately rated among the top five.¹³ The APPOINTEE was highly rated based upon the following qualifications:

- Credit for bachelor's degree, but no additional credit for Bachelor's degree in Emergency Management, Public Safety, Public Administration, Business Administration or related field;
- Credit for 10 years "verifiable, paid work experience at a supervisory level" managing "an emergency management program or public safety program above the first responder level." However, the APPOINTEE answered "No" on the application to the question of "May we contact this employer?" as it pertained to the most recent non Parish employer.

Credit was also received for possessing:

- Experience leading courses
- Incident Command System (ICS) training
- FEMA's Emergency Management Institute (EMI) certification
- Emergency Manager-Professional (LEM-Pro) or Basic (LEM-Basic) certification

Personnel certified a number of applicants, including the APPOINTEE, as being eligible for appointment to the position of Assistant Director - Emergency Management. On 03/02/2019, Emergency Management Director Joe Valiente appointed the APPOINTEE.

Personnel did not verify information provided by the APPOINTEE or require the submission of independent documentation that would customarily support certain educational claims. This failure resulted in Personnel erroneously determining that the APPOINTEE met minimum qualifications for the position when he did not. The JPOIG investigation revealed that:

- The APPOINTEE does not possess a bachelor's degree, although he represented that he

¹² Attachment B. Job Announcement Assistant Director – Emergency Management, issued 11/30/2018. Notably, the advertised qualifications differed from the minimum qualifications identified in the position description. A Master's degree is advertised as a substitution for work experience, and an associate's degree is identified as a minimum qualification. The position description does not mention an associate's degree, and a Master's degree with 3 years of experience is identified as a minimum qualification in the position description.

¹³ Personnel ranks all of the qualified applicants and forwards the top five applicants to the hiring department. In the event that ranking scores are tied, more than five applicants may be forwarded to the hiring department.

held 2 degrees. One from Louisiana State University (LSU), Baton Rouge and the other from University of New Orleans (UNO), New Orleans.

- The APPOINTEE did not possess the minimally required paid, work experience. The appointee represented that he had 10 years of experience, and he was credited with having 10 years of paid work experience. However, six of the ten years was correctly identified as unpaid, volunteer experience that was improperly assessed by Personnel.

2. Certifying Qualifications Hazardous Materials Risk Coordinator, Assistant

In 2017 Personnel had previously certified the APPOINTEE as being eligible for the position of HAZMAT Assistant based upon “Training and Experience.” The minimum qualifications for the position of were as follows:

“Current certification as a Hazardous Materials Technician granted by a Fire/Emergency training Institute following National Fire Protection Association 472. Standard for Competence of Responders to Hazardous materials”: PLUS, a minimum of three (3) years of full-time, paid work experience developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery.”¹⁴

When applying to the position, the APPOINTEE represented that he possessed a bachelor’s degree, but he did not provide any details. The appointee also represented he had 3 years full-time, paid work experience developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery experience. Personnel did not require reliable verification of information provided, to include supporting documentation of his claimed work experience. This failure resulted in Personnel certifying him as eligible based upon experience when the experience he claims to have had could not later be validated by either the APPOINTEE or his previous employer, the Louisiana State Fire Marshal.

B. Application Assistant Director – Emergency Management

When the APPOINTEE applied for the position of Assistant – Director Emergency Management, he represented that he possessed the following qualifications:

- Education: A Bachelor’s degree in Fire Administration from Louisiana State University, Baton Rouge; A Bachelor’s degree in Political Science from University of New Orleans; New Orleans, LA; High school diploma from Brother Martin High School.¹⁵
- Work Experience: Jefferson Parish Assistant Hazardous Materials Risk Coordinator (1 yr. 4 mos.); State of Louisiana/Department of Public Safety K9 Team Leader (3 yrs. 7 mos.); City of Kenner Fire Company, Kenner, Louisiana Captain 6 yrs. 4 mos.).

The JPOIG concluded that the APPOINTEE did not possess the minimum qualifications for the position of Assistant Director - Emergency Management.

¹⁴ Attachment D. Requisition 12140: Hazardous Materials Risk Coordinator, Assistant.

¹⁵ Attachment E. APPOINTEE’s Assistant Director - Emergency Management Application.

1. Education

The application submitted by the APPOINTEE was done electronically and included a series of supplemental questions, two of these specifically bear on the education element:

- Supplemental Question No. 2 on the application for the position of Assistant Director – Emergency Management asks, “Select the option that describes your highest level of education.” The APPOINTEE responded, “Bachelor’s Degree.”
- Supplemental Question No. 4 on the application asks, “Do you possess a Bachelor’s degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration or related field?” The APPOINTEE responded, “Yes.”

These answers are consistent with information the applicant provided under Personal Information, Education. There, he listed his education as follows:

Education	
College Louisiana State University 10/2014 - 5/2018 Baton Rouge, Louisiana	Did you graduate: Yes College Major/Minor: Fire Administration Degree Received: Bachelor's
College University of New Orleans 8/2007 - 5/2011 New Orleans, Louisiana	Did you graduate: Yes College Major/Minor: Political Science Degree Received: Bachelor's
High School Brother Martin High School 8/2003 - 5/2007 New Orleans, Louisiana	Did you graduate: Yes Highest Level Completed: 12 Did you receive a GED? No Degree Received: High School Diploma

Bachelor’s Degree in Fire Administration, LSU – Baton Rouge.

The APPOINTEE did not submit any documentation to evidence that he received a Bachelor in Fire Administration.¹⁶ The JPOIG sought to verify the APPOINTEE’s Bachelor in Fire Administration from Louisiana State University (LSU), which he claims to have received in 2018. According to the LSU Registrar, there is no record of the APPOINTEE ever attending LSU – Baton Rouge.¹⁷ Further, the JPOIG determined that LSU Baton Rouge does not offer or confer a Bachelor in Fire Administration.

The JPOIG interviewed the APPOINTEE, and the APPOINTEE acknowledged that he did not have a Bachelor’s Degree in Fire Administration. The appointee took a Fire Service Instructor I Course at LSU Carol L. Herring Fire – Emergency Training Institute (FETI). The appointee earned additional certifications through the FETI.¹⁸ These aforementioned courses are professional training certifications and are not eligible for college credit towards any Bachelor’s Degree.

¹⁶ Personnel did not give APPOINTEE credit for this degree because he did not submit supporting documentations such as a diploma or transcript.

¹⁷ Attachment F. Letter dated 05/14/2019 from LSU Registrar.

¹⁸ Attachment G. LSU FETI Transcript.

The JPOIG determined that the APPOINTEE's response of "Yes" to Supplemental Question No. 4 on his application was untruthful, no such degree existed and that he has not attended the institution.

Bachelor's Degree in Political Science, UNO – New Orleans.

During the application process the APPOINTEE submitted a "UNO" transcript in support of his claimed Bachelor's Degree in Political Science.¹⁹ The JPOIG reviewed the transcript and noted that the "Date Created" and the transmission date were listed as 02/24/2010. However, the coursework reflected included classes taken and a degree awarded in 2011. The JPOIG then sought to validate the submitted transcript and claimed degree in Political Science through UNO. UNO advised that the APPOINTEE attended the university, but withdrew in the 2012 Spring Semester without having received any degree.²⁰

During an interview with the JPOIG, the APPOINTEE acknowledged that he did not receive a Bachelor's degree from UNO and that the transcript he submitted to the Personnel Department was altered/created.

High School Diploma.

The APPOINTEE did not submit any document showing that he graduated from Brother Martin, as claimed, or any other high school. While the JPOIG does not contest that the APPOINTEE attended and graduated from Brother Martin, we do note that no support for that educational requirement was submitted or required.

Based on the aforementioned the JPOIG determined that the APPOINTEE claimed two bachelor's degrees that he did not possess and submitted a falsified UNO transcript to the Personnel Department in an effort secure employment. Further, the JPOIG determined that the APPOINTEE's responses to both Supplemental Questions No. 2 and No. 4 were untruthful. Lastly, that Parish minimum qualification for the position of Assistant Director – Emergency Management required at least a high school diploma/equivalency or post-secondary education degree and that no documentation was submitted.

2. Work Experience

Supplemental Question No. 10 on the application for the position of Assistant Director – Emergency Management asks, "How many years of verifiable, paid work experience do you have at a supervisory level, managing an emergency management program or public safety program above the first responder level? The APPOINTEE responded, "10 years or more."²¹ While seeking to verify employment history, the JPOIG learned that the APPOINTEE did not possess "10 years or more," of "paid work experience" at "a supervisory level."

¹⁹ Attachment H. UNO Transcript submitted by APPOINTEE. Correspondence with the Personnel Department indicates that a Political Science degree would not be considered a "related field" to Emergency Management, Public Safety, Public Administration, or Business Administration and that APPOINTEE qualified based on scenario III, which requires a high school diploma or equivalency certificate.

²⁰ Attachment I. Official UNO Transcript. APPOINTEE claims in professional profile on LinkedIn that he holds a Bachelor's Degree in Sociology.

²¹ Attachment E. APPOINTEE's Assistant Director - Emergency Management Application.

Jefferson Parish Assistant Hazardous Materials Risk Coordinator, 08/2017 – Present (12/2018).

At the time of the application for the position of Assistant Director – Emergency Management, the APPOINTEE had held the position of HAZMAT Assistant for approximately 1 year and 4 months (16 months). In this paid position, the APPOINTEE performed work responsibilities that were at a supervisory level over a public safety program.

K-9 Team Leader, 12/2013-8/2017.

The APPOINTEE identified the Louisiana State Fire Marshal as his employer immediately prior to the term of Parish employment. The APPOINTEE reported that he performed the following duties for compensation in this position:

- Managed public safety explosives detection canine unit
- Directed personnel during emergency events – natural/man-made disasters such as fires, explosions, hazardous material events, etc.
- Established procedures, assist and oversee administrative paperwork
- Supervise the canine unit, organize the unit and job responsibilities, provide advice and direction
- Lead the canine unit during fires and explosions.

The JPOIG sought to verify that the APPOINTEE’s employment with the LA State Fire Marshal met the minimum qualifications specified for the position Assistant Director – Emergency Management. According to the LA State Fire Marshal, there is no position of “K-9 Team Leader.” The JPOIG verified that the APPOINTEE was employed in the following capacities:

- Deputy 1 from 12/03/2013-12/02/2014 (12 months)
- Deputy 2 from 12/03/2014-12/02/2015 (12 months)
- Senior Deputy from 12/03/2015-08/18/2017 (19 months).²²

A review of the job descriptions obtained from the LA State Civil Service Department for each of the positions held specifically reflects “Supervision Exercised” as “None” or “None, but may provide functional supervision over lower-level State Fire Marshal Deputies.”²³ The LA State Fire Marshal has no record of the APPOINTEE acting at a supervisory level, managing an emergency management program or public safety program or acting in a capacity above the first responder level during the term of his employment.

Further, the LA State Fire Marshal confirmed that the APPOINTEE handled a canine for 24 months of his approximately 43 months of employment.

²² Attachment J. Email dated 04/27/2019 10:26 AM from Macie Kinchen (LA DPS) to Jeff Adolph

²³ Attachment K. State of Louisiana Civil Service Job Descriptions.

City of Kenner Fire Company, Captain, 7/2007 – 12/2013.²⁴

The APPOINTEE listed the City of Kenner Fire Company as a previous employer. The APPOINTEE reported that he performed the following duties in this position:

- Public safety management and administration of lieutenants and firefighters
- Responded to natural and man-made emergencies, fires, explosions, and hazardous material events as the company's incident command
- Created emergency pre-planning of areas within jurisdiction
- On scene logistics coordinator for events
- Assisted other first responding agencies with planning and coordination of large-scale events
- Prepared for disasters – natural and man-made
- Responded to incidents and scenes involving hazardous materials and incidents involving the release of chemicals, fatalities, etc.

The JPOIG learned that the APPOINTEE's position with the City of Kenner Fire Company was a volunteer position and unpaid.²⁵ The APPOINTEE acknowledged the position was unpaid.

Based on the JPOIG's analysis, the APPOINTEE only possessed approximately 1 year and 4 months of the necessary paid work experience when he applied for the position of Assistant Director – Emergency Management. This is well short of the 9 years necessary for an individual applying with a high school diploma.

C. APPOINTEE's Previous Work Experience - HAZMAT Assistant Risk Coordinator

The JPOIG also reviewed the APPOINTEE's application for the position of HAZMAT Assistant Risk Coordinator, the Parish position he held at the time he applied for Assistant Director – Emergency Management. In comparing the minimum qualifications for the position of HAZMAT Assistant Risk Coordinator with the APPOINTEE's application submission the JPOIG concluded that he did not possess the minimum qualifications based on his actual work experience.

The position of HAZMAT Assistant Risk Coordinator required "a minimum of three (3) years of full-time, paid work experience **developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery.**"²⁶

1. Education

While the position did not require any educational requirements the JPOIG noted that in the section captioned, "Personal Information," the APPOINTEE claimed a Bachelor's Degree as the "highest level of education." Based on the analysis above it is clear that the representation, although not required for the position was untruthful. The APPOINTEE did not provide any

²⁴ The official name is "Kenner Volunteer Fire Company." "Volunteer" was left out of the title in the APPOINTEE's application.

²⁵ Attachment E. APPOINTEE's Assistant Director - Emergency Management Application.

²⁶ Attachment D. Requisition 12140: Hazardous Materials Risk Coordinator, Assistant (Bold added)

information regarding the bachelor's degree under the section "Education." Rather, he identified himself as a possessing a high school diploma and various professional certifications.

2. Work Experience

Supplemental Question No. 3 on the application for the position of HAZMAT Assistant Risk Coordinator asks, "How many years of full-time, paid work experience do you have developing policies and procedures or training programs/curricula in the area of hazardous material response and recover experience." The APPOINTEE responded, "3 years to less than 4 years."²⁷

The APPOINTEE's application also represented he had 3 years full-time, paid work experience developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery experience.

On 07/26/2017, Personnel wrote to the APPOINTEE asking that he "Describe your full-time, post-certification, paid work experience developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery." The APPOINTEE responded by describing his work with the Louisiana State Fire Marshal to include organizing, developing and coordinating policies and procedures for hazardous materials.

Based upon a review of the job descriptions obtained from the State of LA Civil Service Department for each of the positions held by the APPOINTEE, he did not occupy any position which required him to develop policies and procedures or training programs/curricula in the area of hazardous materials.²⁸

The appointee also claimed work experience as "Captain" for City of Kenner Fire Company on his application. The position with the City of Kenner Fire Company was a volunteer position and unpaid, thus any experience gained was not eligible for consideration.²⁹

CONCLUSION

In conclusion, this report demonstrates that the Personnel Department's process for selecting applicants as eligible for a position within the Parish failed to adequately evaluate the work experience and education achieved by applicants. The failure to implement a more robust process of independently verifying information claimed by applicants leaves the Parish at an increased risk of hiring unqualified applicants.

The APPOINTEE resigned on May 24, 2019 following an interview with the JPOIG.

²⁷ Attachment L. APPOINTEE's Hazardous Materials Risk Coordinator, Assistant application.

²⁸ Attachment K. State of Louisiana Civil Service Job Descriptions. Notably, the APPOINTEE described his position with the LA State Fire Marshal as "Inspector/Investigator," on his application for Hazardous Materials Coordinator, Assistant. He later described the position as "K9 Team Leader."

²⁹ Attachment L. APPOINTEE's Hazardous Materials Risk Coordinator, Assistant application.

FINDINGS AND RECOMMENDATIONS

Finding # 1: The Personnel Department failed to verify an applicant's claimed education and certified the applicant as eligible who did not meet minimum qualifications.

Condition: Personnel failed to, and fails to, verify applicant's educational history before determining eligibility; to include, in matters where the education is an element necessary to achieve eligibility. The result was that Personnel's rating of the applicants "Training and Experience," yielded incorrect and unfair results.

In this matter Personnel failed to verify with, or through, the respective institutions (LSU- Baton Rouge and the University of New Orleans) that the applicant had earned the degrees claimed. Efforts to do so should have resulted in the applicant choosing not to proceed or the discovery that neither degree had been earned and that a falsified transcript had been submitted.

Recommendation: Personnel verify education and certifications before determining eligibility for applicants where applicants are receiving credit for possessing a degree or certification and/or where education and certification is relevant to determining whether applicant meets minimum qualifications. The verification is typically performed by securing official transcripts directly from the institution.

Finding # 2: The Personnel Department failed to verify work experience and certified an applicant who did not meet minimum qualifications.

Condition: The Personnel Department failed to correctly validate the applicants work experience before determining eligibility; to include, in matters where work experience is an element necessary to achieve eligibility. Based on the information obtained by the JPOIG the applicant possessed 16 months of verifiable, paid work experience at a supervisory level, well short of the more than 10 years of credit determined by Personnel.

In this matter Personnel failed to verify with prior employers, or through verified supplemental support from the applicant, that the applicant possessed the specific experience claimed and that was necessary to determine eligibility. Efforts to do so should have resulted in the applicant choosing not to proceed or the discovery that the applicant had claimed experience with a previous employer that was not supported.

Additionally, the Personnel Department credited the applicant for unpaid volunteer with the City of Kenner Fire Company when only paid work experience should have been considered. The applicant listed \$0.00 as his monthly salary for this position; however, the word "volunteer" was omitted when he cited the "City of Kenner Fire Company" on the application.

Recommendations: Personnel verify work experience before determining eligibility for applicants where applicants are receiving credit for specific work experience and/or where specific work experience is relevant to determining whether applicant meets minimum qualifications. Validation typically occurs through the use of waivers and questionnaires provided to the former employer but may be accomplished in a variety of other manners depending upon the individual circumstances.

Attachment A

Email from John Dumas



From: [John Dumas](#)
To: [Jeff Adolph](#)
Cc: [REDACTED]
Subject: RE: Assistant Director - Emergency Management Questions
Date: Wednesday, May 29, 2019 3:45:03 PM
Attachments: [Emergency Management Board Memo - Assistant Director-Emergency Management.pdf](#)

Jeff,

See the attached. As it pertains to your questions, when a new position is created, the department that has the vacancy submits a job description for review to determine if a new position is necessary or if an existing position already in the Pay Plan would suffice. When a Parish Department is interested in creating a new position, the department submits a job description to the Personnel Department for review to determine if creation of a new classification is necessary. If upon review by Personnel Department staff, it's determined that the submitted job description does not fit into one of our existing classifications in the Pay Plan and assuming there is the need to create the new position, the class specification along with the proposal for the new position is prepared for the Personnel Board's review. In this case, [REDACTED] prepared the board memo and class specification. The Director and the Assistant Director review and approve the class specification for new positions prior to submission to the Personnel Board. The Board receives a copy of the specification when they receive the board memo. The Personnel Board approves the creation of the new position to be added in the Pay Plan, but not the class specification. Ultimately, once approved by the Personnel Board, the Parish Council must ratify via the item being placed on the Council agenda.

The supporting documents that were sent to the Personnel Board in 2013 are attached. The Personnel Technician III in Classification and Pay division of the Personnel Department at the time handled this, [REDACTED]. Based on the fact that the information was submitted to the Personnel Board indicates approval by the Director and the Assistant Director.

The Personnel Technician III over the Recruitment Division develops job announcements. They are submitted to the Director of the department for which the vacancies exist and if it's for a position utilized in multiple departments, the Assistant Director-Personnel may approve instead.

Job announcements are one page announcements of a position vacancy. They are developed using the job description submitted by the department in Neogov. A job description should be more specific than a class specification. The Technicians in the Classification and Pay Division, approve the job description submitted in Neogov. If the hiring department wishes to modify the existing minimum qualifications of their vacancy and on the job announcement, that department must collaborate with Personnel Department staff, primarily the Personnel Technician III over Test Development and the Assistant Director, on doing so. Generally, making changes to existing minimum qualifications is a process involving back-and forth discussion between Personnel and the hiring department, prior to the Personnel Department's ultimate approval. Personnel Department staff is responsible for considering several factors in ensuring that the minimum qualifications are appropriate for the classification in-question. For example, we review the appropriateness of qualifications with regard to the job duties and pay grade of that class and must consider the qualifications of the other, similar class titles, particularly when the class in-question is part of a series. If multiple positions exist in the

Parish under the classification in-question, we must consider how changes impact all positions, which may be in various departments. In such cases, involving the Directors of other departments may be necessary. We also consider the hiring department's recruitment needs.

Yes, requisition 13789 is the same document as required under the Personnel Rules to be generated by the department direction to fill a vacancy.

John G. Dumas, MPA, SPHR, SHRM-SCP
Personnel Director
Jefferson Parish Personnel Department
Office 504-364-2730
Fax 504-365-3320
Jdumas@jeffparish.net

From: Jeff Adolph [mailto:jadolph@jpoig.net]
Sent: Wednesday, May 29, 2019 11:45 AM
To: John Dumas
Cc: [REDACTED]
Subject: Assistant Director - Emergency Management Questions

John,

Attached are "Class Description 2013", the position announcement, and "Requisition 13789" for the Assistant Director – Emergency Management. Please advise to the following questions about this position.

- Who develops class descriptions? Are class descriptions approved, and if so, by who?
- Are there supporting documents showing approval of class description?
- Who develops job announcements? Are they reviewed and approved before publication? If so, by who?
- Do job announcements have to conform to class descriptions? Does anyone approve deviations and substitutions?
- Is "Requisition 13789", attached, the same document as required under Personnel Rules to be generated by department direction to fill vacancy?

Thanks,

Jeffrey Adolph
Special Agent-Investigations
Office of Inspector General-Jefferson Parish, Louisiana
990 N. Corporate Dr. Suite 300
Jefferson, LA 70123

Office: 504-736-8962 Ext. 344
Cell: 504-826-4219
Fax: 504-736-8963
jadolph@jpoig.net

Please be advised any information provided to Jefferson Parish Government may be subject to disclosure under the Louisiana Public Records Law. Information contained in any correspondence, regardless of its source, may be a public record subject to public inspection and reproduction in accordance with the Louisiana Public Records Law, La. Rev. Stat. 44:1 et seq.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: ██████████, PERSONNEL TECHNICIAN III, CLASSIFICATION AND PAY DIVISION
SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO ADD THE CLASS OF ASSISTANT DIRECTOR-EMERGENCY MANAGEMENT
DATE: 11/12/2013
CC: CORRESPONDENCE FILE

Mr. Charles Hudson, Director of the Department of Emergency Management, and Mr. Brian Fitzsimmons, Chief Administrative Assistant, requested that the Personnel Department investigate the possibility of the creation of an Assistant Director position for the Department of Emergency Management. The Assistant Director-Emergency Management would be responsible for work previously completed by the Emergency Management Coordinator III (vacant), assisting with duties from the Executive Assistant's desk and the Director's desk, new duties assigned to the department, and assist with duties of other staff members.

Mr. Hudson submitted a tentative job description with what they envision this position would be responsible for and worked with Personnel Department staff to further develop said job description. Based upon the information provided, the Personnel Department has determined that the creation of this job classification is in order.

I have recommended the minimum qualification requirements for the class of Assistant Director-Emergency Management to be the following:

Possession of a Bachelor's degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; **PLUS**, at least five (5) years of paid work experience managing an emergency management program or public safety program at a supervisory level.

Substitution: Possession of a Master's Degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field may substitute for two (2) years of the required work experience.

PREFERRED: Possession of certification from the International Association of Emergency Managers as a Certified Emergency Manager or an Associate Emergency Manager.

An evaluation was conducted in the Archer Evaluation System on the requested new class. The Archer evaluation for the class of Assistant Director-Emergency Management puts the overall point total at 856, with a responsibility valuation of 1.41663. This makes the recommended pay grade for the new class of Assistant Director-Emergency Management pay grade 34. Hours of work will be 35 hours per week, and will be Exempt from overtime compensation under the Fair Labor Standards Act. A tentative class description for the class of Assistant Director-Emergency Management has been prepared and is included with this report. The recommendation to be placed in the pay plan is as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
5008	Assistant Director-Emergency Management	34	\$50,140	\$70,552	35	E

The Personnel Department recommends approval of the addition of the class of Assistant Director-Emergency Management by the Personnel Board.

**JEFFERSON PARISH, LOUISIANA
CLASS DESCRIPTION – 2013**

POSITION TITLE: ASSISTANT DIRECTOR – EMERGENCY MANAGEMENT

KIND OF WORK

Under administrative direction of the Director, assists in directing, coordinating, and administering the plans, programs, activities and emergency management operations of the Department of Emergency Management. Assists in coordinating emergency management activities and functions with those of the state and federal governments and with other public and private organizations. Assists in administering and coordinating U.S. Department of Homeland Security mandates and programs. Performs related work as required.

DISTINGUISHING FEATURES OF WORK

This is a one position class under the direction of the Director of Emergency Management, with the responsibility for assisting the director in administering and implementing all emergency management plans, programs, activities and operations for the parish, and by acting in the place of the Director in his/her absence. This class supervises a staff of professional and clerical workers, and differs from the professional staff in that the latter focuses on a single criteria rather than the overall management of the department functions.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assists in administering the development, preparation, and implementation of emergency management and homeland security plans, programs and activities to protect the health, safety and welfare of the public during emergency, disaster, and elevated threat conditions; Assists in development of special emergency and operational plans.

Assists in coordinating department plans, operations, and functions with those of the State and Federal governments and with other public and private organizations and groups.

Operates Web EOC and Zero Hour Programs; Assists in directing a preparedness planning program to include the preparation, review, and maintenance of detailed plans, standard operating procedures, checklists, cooperative aid agreements and periodic exercises and training.

Assists in directing overall emergency response operations to include set up and maintenance of the primary and alternate emergency operating centers, notification and activation procedures, emergency communications networking, and incident reporting and recording.

Assists in directing planning for recovery activities to be carried out following disasters to provide continuity of operations, restore vital services, conduct damage assessment, provide emergency shelter and care, and supervise resource management and economic stabilization.

Assists in preparing and managing the department's budget process and prepares activity reports; Prepares budget amendments, requisitions, and expenditures; Verify account numbers and funding for department resolutions.

Assists the Director in various administrative procedures; including preparing responses to subpoenas, Public Records Requests, and public complaints, complex record keeping and reporting systems using the AS/400 system related to personnel, payroll, purchasing, operating budget, capital budget, hummingbird, work order system, resolutions, and managing department inventory, and secretarial and other office functions.

Communicates with parish departments, other governmental agencies, local First Responder Agencies, other emergency preparedness professionals, and the general public to coordinate planning and response efforts.

Oversees the daily operational function of the Emergency Management support staff. Including hiring, assigning and directing job duties, scheduling (on-call and standby), approving leave requests, instructing employees in the performance of their duties, and conducting evaluations.

Assists the Director in developing and implementing policies and procedures; Enforces work rules, Personnel Rules, Parish Administrative Policies.

Makes recommendations to the Director as necessary regarding budget, staffing, planning, training, and scheduling.

On behalf of the Director, evaluates and reports on a regular basis to the Parish President and the Chief Operating Officer information on the operations of the Department of Emergency Management.

On behalf of the Director, counsels with the Parish President and the Chief Operating Officer for information on policy decisions and areas under the responsibility of the Department of Emergency Management.

Relieves the Director of Emergency Management of a wide variety of administrative and operational duties by performing specialized tasks in personnel administration, budget preparation, record maintenance, and by attending designated meetings, as directed or required.

Represents the department and/or the department director in his or her absence at all required functions, including staff meetings, business association meetings, Parish Council meetings, budget hearings, civic association meetings, agenda meetings, and other special events, as directed.

Acts on behalf of the Director in his/her absence or as authorized; advises the Director regarding department operations and proposals.

Drives the Mobile Command Post and Communications Truck; Delivers or coordinates delivery of departmental resources to requesting agencies; Coordinates vehicle maintenance.

Coordinates the Emergency OPS Room; Assigns positions of the EOC OPS Room.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Carries out other managerial functions and duties as may be assigned by the Director.

Performs related duties as required or assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of parish and departmental rules regulations, policies and procedures, and the ability to interpret them.

Thorough knowledge of the organization, programs, events and operations of the department and the parish.

Thorough knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Thorough knowledge of administrative and secretarial practices and procedures.

Considerable knowledge of research methods and procedures.

Demonstrated presentation skills to enable training as well as public education and relations.

Considerable knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local government level.

Considerable knowledge of the current literature, trends and developments in the field of emergency response planning and management.

Skill in planning and setting up meetings.

Ability to react promptly and effectively in a disaster situation.

Ability to plan and coordinate efficient and effective emergency response efforts during natural and man-made disasters.

Ability to use common office equipment, including popular computer-based word processing, spreadsheet, database and file maintenance programs.

Ability to supervise, plan and coordinate the work of other parish employees, volunteers and interns.

Ability to research program documents and narrative materials and to compile reports from information gathered.

Ability to make complex administrative decisions independently in accordance with laws, regulations, and parish policies & procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow complex oral and written instructions.

Ability to communicate clearly orally and in writing.

Ability to explain departmental policies and procedures to parish employees.

Ability to exercise memory, concentration and judgment.

Ability to exercise independent judgment and initiative in identifying required work assignments and appropriate methods to be utilized.

Ability to exercise independent judgment and initiative in applying standards to variety of work situations.

Ability to exercise tact and discretion in handling confidential personal information.

Ability to exercise tact and courtesy in frequent contact with parish employees and the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM QUALIFICATION REQUIREMENTS

Possession of a Bachelor's degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; **PLUS**, at least five (5) years of paid work experience managing an emergency management program or public safety program at a supervisory level.

Substitution: Possession of a Master's Degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field may substitute for two (2) years of the required work experience.

PREFERRED: Possession of certification from the International Association of Emergency Managers as a Certified Emergency Manager or an Associate Emergency Manager.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require oral communications ability, visual perception and discrimination, the ability to perceive and discriminate odors and the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as, wetness, humidity, rain, fumes, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. Tasks may risk exposure to temperature and noise extremes, strong odors, smoke, dust, pollen, vibrations, and machinery.

Employee's Signature

Supervisor's Signature

Date

Date

Jefferson Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Created: November 2013

Attachment B

Job Announcement: Assistant Director – Emergency Management





JEFFERSON PARISH
Personnel Department

<http://www.jeffparish.net/jpod>

**INVITES APPLICATIONS FOR THE POSITION OF:
ASSISTANT DIRECTOR - EMERGENCY MANAGEMENT
(5008)**

An Equal Opportunity Employer

SALARY
\$50,140.00 Annually

ISSUE DATE: 11/30/18

FINAL FILING DATE: 12/14/18

THE POSITION

EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF EMERGENCY MANAGEMENT AND FOR FUTURE VACANCIES AS THEY OCCUR.

KIND OF WORK

Under administrative direction of the Director, assists in administering the development, preparation, and implementation of emergency management and homeland security plans, programs and activities to protect the health, safety and welfare of the public during emergency, disaster, and elevated threat conditions. Assists in coordinating department plans, operations, and functions with those of the State and Federal governments and with other public and private organizations and groups. Assists in directing a preparedness planning program to include the preparation, review, and maintenance of detailed plans, standard operating procedures, checklists, cooperative aid agreements and periodic exercises and training. Performs related work as required. This position is an essential, emergency duty status worker and may not be relieved of duty when the Parish President or his designee recommends a voluntary or mandatory evacuation of Jefferson Parish. Position requires driving of a Parish vehicle, thus possession of a valid driver's license and acceptable driving record will be given preference.

MINIMUM QUALIFICATIONS FOR ADMISSION TO EXAMINATION

I. Possession of an accredited Bachelor's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least five (5) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.

OR

II. Possession of an accredited Associate's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least seven (7) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.

OR

III. Possession of a high school diploma or equivalency certificate; PLUS, at least nine (9) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level.

SUBSTITUTION: An accredited Master's degree in a major as stated in Option I may substitute for two (2) years of the required work experience of Option I.

PREFERRED: Certified Emergency Manager or Associate Emergency Manager from IAEM; completion of Incident Command System (ICS) training; completion of FEMA EMI coursework; and experience leading courses (or public presentations) related to Emergency Management.

KIND OF EXAMINATION

(ENTRANCE AND PROMOTIONAL)

The examination may consist of a written test, a rating of training and experience, an oral panel interview or any combination thereof. Acceptable applicants will be notified of the time, date, and place of any assembled testing. Applicants must supply complete and accurate information concerning their training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification and the Personnel Department reserves the right to determine the quality and quantity of education and experience claimed for credit.

JOB POSTING NO: 5008-02A

DATE: 02/07/14

AMENDED: 11/30/18

Application Offices

East Jefferson
Room 206
1221 Elmwood Park Blvd
Jefferson LA 70123
(504) 736-6364

West Jefferson
Suite 3100
200 Derbigny Street
Gretna LA 70053
(504) 364-2730

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.jeffparish.net/jpod>
OR
Either of the office addresses listed above.

EXAM # 5008-02A
ASSISTANT DIRECTOR - EMERGENCY
MANAGEMENT (5008)
SC

Attachment C

Requisition 13789: Assistant Director – Emergency Management



Creator [REDACTED]

Fields marked with an asterisk (*) are required

* Requisition # : 13789
 * Department : Emergency Management
 Division: Emergency Management Administration 0140-114

* Class Spec: 5008 - Assistant Director-Emergency Management
 Working Title : Assistant Director-Emergency Management

Desired Start Date: 12/10/18

* Hiring Managers: [REDACTED]

Job Term: Permanent

List Type: Regular and Promotional

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control:	Position #	First Name	Last Name	Vacancy Date
	6781.001	[REDACTED]	[REDACTED]	01/19/2018

Skills:

Comments:

Authorization Comments:

Class & Pay comments: Prior to approving the requisition, the Division of Classification & Pay has verified with the above listed Department that the driver's license required on the requisition is appropriate for the type of vehicle, equipment, trailer, etc. that this position will be required to drive and tow at any given time. It shall be the responsibility of the hiring Department to continuously verify and enforce that the employee does not drive or tow any vehicle, trailer, equipment that would require a higher driver's license classification as mandated by the State of Louisiana. [REDACTED] 11/28/2018

Full-time Fixed, Part-time Fixed, or Variable? Employee will work fixed schedule as stated in the pay plan.

Is this a reclassification of an existing position? No

If reclassification, please fill in the present Title and Class Code:

Is this a conditional replacement of an employee on leave? No

If conditional replacement, please fill in the First Name, Last Name, Job Title, and Class Code of the employee on leave:

If Employee will work a fixed schedule, other than base hours in the pay plan, indicate HOURS PER PAY PERIOD:

Anticipated beginning date: (If appointment is Transient, Emergency or Limited Term, this date is needed)

Anticipated ending date: (If appointment is Transient, Emergency or Limited Term, this date is needed)

Location of work: West Jefferson Parish

Location Code (From Location Code/Description List) 1619

Location Code Address: (From Location Code/Description List) 910 3RD ST, GRETNA LA 70053

Request for Selective Certification Justification: This position requires a valid Louisiana driver's license and an acceptable driving record.

Notations:

Supervisor's Name and Class Title Joseph A. Valiente - Director

Essential Functions: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Assists in administering the development, preparation, and implementation of emergency management and homeland security plans, programs and activities to protect the health, safety and welfare of the public during emergency, disaster, and elevated threat conditions; Assists in development of special emergency and operational plans; Assists in coordinating department plans, operations, and functions with those of the State and Federal governments and with other public and private organizations and groups; Operates Web EOC and Zero Hour Programs; Assists in directing a preparedness planning program to include the preparation, review, and maintenance of detailed plans, standard operating procedures, checklists, cooperative aid agreements and periodic exercises and training; Assists in directing overall emergency response operations to include set up and maintenance of the primary and alternate emergency operating centers, notification and activation procedures, emergency communications networking, and incident reporting and recording; Assists in directing planning for recovery activities to be carried out following disasters to provide continuity of operations, restore vital services, conduct damage assessment, provide emergency shelter and care, and supervise resource management and economic stabilization; Assists in preparing and managing the department's budget process and prepares activity reports; Prepares budget amendments, requisitions, and expenditures; Verify account numbers and funding for department resolutions; Assists the Director in various administrative procedures; including preparing responses to subpoenas, Public Records Requests, and public complaints, complex record keeping and reporting systems using the AS/400 system related to personnel, payroll, purchasing, operating budget, capital budget, hummingbird, work order system, resolutions, and managing department inventory, and secretarial and other office functions; Communicates with Parish departments, other governmental agencies, local First Responder Agencies, other

emergency preparedness professionals, and the general public to coordinate planning and response efforts; Oversees the daily operational function of the Emergency Management support staff including hiring, assigning and directing job duties, scheduling (on-call and standby), approving leave requests, instructing employees in the performance of their duties, and conducting evaluations; Assists the Director in developing and implementing policies and procedures; Enforces work rules, Personnel Rules, Parish Administrative Policies; Makes recommendations to the Director as necessary regarding budget, staffing, planning, training, and scheduling; On behalf of the Director, evaluates and reports on a regular basis to the Parish President and the Chief Operating Officer information on the operations of the Department of Emergency Management; On behalf of the Director, counsels with the Parish President and the Chief Operating Officer for information on policy decisions and areas under the responsibility of the Department of Emergency Management; Relieves the Director of Emergency Management of a wide variety of administrative and operational duties by performing specialized tasks in personnel administration, budget preparation, record maintenance, and by attending designated meetings, as directed or required; Represents the department and/or the department director in his or her absence at all required functions, including staff meetings, business association meetings, Parish Council meetings, budget hearings, civic association meetings, agenda meetings, and other special events, as directed; Acts on behalf of the Director in his/her absence or as authorized; advises the Director regarding department operations and proposals; Drives the Mobile Command Post and Communications Truck; Delivers or coordinates delivery of departmental resources to requesting agencies; Coordinates vehicle maintenance; Coordinates the Emergency OPS Room; Assigns positions of the EOC OPS Room. This is an essential duty position.

Non-essential functions:

Relieves the Director of Emergency Management of a wide variety of administrative and operational duties by performing specialized tasks in personnel administration, budget preparation, record maintenance, and by attending designated meetings, as directed or required; Represents the department and/or the department director in his or her absence at all required functions, including staff meetings, business association meetings, Parish Council meetings, budget hearings, civic association meetings, agenda meetings, and other special events, as directed; Acts on behalf of the Director in his/her absence or as authorized; advises the Director regarding department operations and proposals; Drives the Mobile Command Post and Communications Truck; Delivers or coordinates delivery of departmental resources to requesting agencies; Coordinates vehicle maintenance; Coordinates the Emergency OPS Room; Assigns positions of the EOC OPS Room. Carries out other managerial functions and duties as may be assigned by the Director; May be required to perform other duties as they relate to this position.

Knowledge, Skills, Abilities or Other Qualifications:

This position is essential duty, therefore employee may not be relieved of duty when the Parish President or his designee recommends a voluntary or mandatory evacuation of Jefferson Parish. Thorough knowledge of Parish and departmental rules regulations, policies and procedures, and the ability to interpret them; Thorough knowledge of the organization, programs, events and operations of the department and the Parish; Thorough knowledge of arithmetic, spelling, grammar, punctuation and vocabulary; Thorough knowledge of administrative and secretarial practices and procedures; Considerable knowledge of research methods and procedures; Demonstrated presentation skills to enable training as well as public education and relations; Considerable knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local government level.; Considerable knowledge of the current literature, trends and developments in the field of emergency response planning and management; Skill in planning and setting up meetings; Ability to react promptly and effectively in a disaster situation; Ability to plan and coordinate efficient and effective emergency response efforts during natural and man-made disasters; Ability to use common office equipment, including popular computer-based word processing, spreadsheet, database and file maintenance programs; Ability to supervise, plan and coordinate the work of other Parish employees, volunteers and interns; Ability to research program documents and narrative materials and to compile reports from information gathered; Ability to make complex administrative decisions independently in accordance with laws, regulations, and Parish policies & procedures, and to solve problems and answer questions; Ability to develop and modify work procedures, methods and processes to improve efficiency; Ability to understand and follow complex oral and written instructions; Ability to communicate clearly orally and in writing; Ability to explain departmental policies and procedures to Parish employees; Ability to exercise memory, concentration and judgment; Ability to exercise independent judgment and initiative in identifying required work assignments and appropriate methods

to be utilized; Ability to exercise independent judgment and initiative in applying standards to variety of work situations; Ability to exercise tact and discretion in handling confidential personal information; Ability to exercise tact and courtesy in frequent contact with Parish employees and the public; Ability to establish and maintain effective working relationships as necessitated by work assignments. PER LOUISIANA STATUTE R.S. 32:402(C)(4), ONLY A CLASS E DRIVER'S LICENSE IS REQUIRED TO OPERATE AN EMERGENCY COMMAND POST VEHICLE, REGARDLESS OF WEIGHT OR SIZE.

**Minimum Qualification Requirements
(1)**

I. Possession of an accredited Bachelor's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least five (5) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level. OR II. Possession of an accredited Associate's degree in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field; PLUS, at least seven (7) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level. OR III. Possession of a high school diploma or equivalency certificate; PLUS, at least nine (9) years of verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level. SUBSTITUTION: An accredited Master's degree in a major as stated in Option I may substitute for two (2) years of the required work experience of Option I. PREFERRED: Certified Emergency Manager or Associate Emergency Manager from IAEM; completion of Incident Command System (ICS) training; completion of FEMA EMI coursework; experience leading courses (or public presentations) related to Emergency Management.

**Ergonomic Work Conditions
(Physical, Environmental, Sensory)**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). **Sensory Requirements:** Some tasks require oral communications ability, visual perception and discrimination, the ability to perceive and discriminate odors and the ability to perceive and discriminate sounds. **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as, wetness, humidity, rain, fumes, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. Tasks may risk exposure to temperature and noise extremes, strong odors, smoke, dust, pollen, vibrations, and machinery.

Does this position require driving?

Yes

License/Certification:

Requires possession of a current Louisiana driver's license and an acceptable driving record. NOTE: A valid license from a state other than Louisiana is acceptable for application; however, once an employment offer is extended, an applicant has ten (10) days to obtain the required Louisiana license. Failure to obtain a Louisiana license will disqualify an applicant for permanent employment in this position.

**If driving is required, description of
PRIMARY VEHICLE this position is
required to drive:**

2013 FORD EXPLORER, 6160 LBS, UNIT NO. 1543

**If driving is required, description of all
ADDITIONAL VEHICLE(S) this
position may be required to drive:**

2009 40' KIBBILLIC FREIGHTLINER RV 300 ZM, 29800 LBS, UNIT NO. 1522, MOBILE COMMAND VEHICLE - PER LOUISIANA STATUTE R.S. 32:402(C)(4), ONLY A CLASS E DRIVER'S LICENSE IS REQUIRED TO OPERATE AN EMERGENCY COMMAND POST VEHICLE, REGARDLESS OF WEIGHT OR SIZE.

**Description of TRAILER(S) may tow,
including which vehicle(s) will tow
trailer AND what equipment will be on
trailer while in tow:**

If Equipment Operator position, select PRIMARY EQUIPMENT required to operate:

If Equipment Operator position, description of PRIMARY EQUIPMENT selected above:

If Equipment Operator position, list all ADDITIONAL EQUIPMENT this position may be required to operate:

Select the most appropriate category which describes vehicles driven/operated by this position:

To Erase a Selection Error

CDL License requirement: (may select more than one)

Type of Appointment:

Personnel Use Only: Does this fall under DOT regulations regarding controlled substance and alcohol use and testing?

Authorization Comments:

Is this a Safety Sensitive Position? No

Is this a supervisory position? Yes

Is this an Essential Duty Position? Yes

Is this position's time managed by Kronos? Yes

* Approval 1: Department Director

Must approve before next approval

- [Redacted Signature]

Approval 2: Appointing Authority

Must approve before next approval

- [Redacted Signature]

Approval 3: Human Resource Manager Req Approval

Must approve before next approval

- [Redacted Signature]

Approval 4: Finance Department

Must approve before next approval

- [Redacted Signature]



Action Date	Approver	Phone	Approve/Deny	Returned To	Phone
11/08/18 09:30 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/08/18 09:48 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/13/18 11:43 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/13/18 01:29 PM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Please wait until funding source has been established before submitting in NEOGOV					
11/26/18 01:49 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/26/18 01:51 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/27/18 02:39 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/28/18 09:18 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
11/29/18 10:41 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A

Requisition #	13789	Job Type	Permanent
Requisition Title	Assistant Director-Emergency Management	Vacancies	1
Working Title	Assistant Director-Emergency Management	HR Analyst	[REDACTED]
Department	Emergency Management	HR Analyst Phone	[REDACTED]
Division	Emergency Management Administration 0140-114	HR Liaison	[REDACTED]
Positions	6781.001	HR Liaison Phone	[REDACTED]

Comments: 01/03/19 [REDACTED] WEST Jefferson - (requisition requires driving) ** Please Check for Appropriate Drivers License PRIOR to appointment! TIED Rankings!

Name	Master Profile	Status	Action Date	Effective Date	Elig Exp Date	Notices	Referral Code	Elig Comments
[REDACTED]	View	<u>Hired</u>	02/22/19	03/02/19	01/03/22	View	026632	View
[REDACTED]	View	<u>Rejected</u>	02/07/19	02/07/19	07/03/20	View	026632	View
[REDACTED]	View	<u>Rejected</u>	02/07/19	02/07/19	01/03/22	View	026632	
[REDACTED]	View	<u>Rejected</u>	02/07/19	02/07/19	07/03/20	View	026632	
[REDACTED]	View	<u>Rejected</u>	01/11/19	01/11/19	07/03/20	View	026632	
[REDACTED]	View	<u>Rejected</u>	01/11/19	01/11/19	07/03/20	View	026632	View
[REDACTED]	View	<u>Rejected</u>	02/07/19	02/07/19	07/03/20	View	026632	View

Requisition #	<u>13789</u>	Job Type	Permanent
Requisition Title	Assistant Director-Emergency Management	Vacancies	1
Working Title	Assistant Director-Emergency Management	HR Analyst	██████████
Department	Emergency Management	HR Analyst Phone	██████████
Division	Emergency Management Administration 0140-114	HR Liaison	██████████
Positions	6781.001	HR Liaison Phone	██████████

Candidate Name	██████████
Person ID	██████████
Date Referred	01/03/19
Offer Date	02/07/19
Offer Amount	\$56,856.00
Bonus Amount	\$0.00
Answer Date	02/21/19
Filled On Date	02/21/19
Start Date	03/02/19
Keep Active on Eligible List	No
Has the Pre-Employment Physical been completed on the potential employee?	No
Has the criminal background check and/or driving record check been completed on the potential employee?	Yes
For Personnel Use Only (FLSA Overtime Designation)	Exempt
For Personnel Use Only (C & P):	Hourly \$31.2396; Emp #47189
For Personnel Use Only (Cert):	Promotional

Appointing Authority's Signature: _____ Date: _____

By signing this document, you are acknowledging that you have received a copy of this job description from your department.

Employee's Signature: _____ Date: _____

Personnel Department Review/Approval:

Personnel Director: _____ Date: _____

Attachment D

Requisition 12140: Hazardous Materials Risk Coordinator, Assistant



* Requisition #: 12140

* Department: Fire Services

Division: Fire Services - Hazardous Materials 2860

* Class Spec: 5014 - Hazardous Materials Risk Coordinator, As...

Working Title: Hazardous Materials Risk Coordinator, Assistant

Desired Start Date:

* Hiring Managers: Greco, Joseph

Job Term: Permanent

List Type: Regular

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control	Position #	First Name	Last Name	Vacancy Date
	1815-003			06/01/2017

Skills:

Comments:

Authorization Comments:

Class & Pay comments: Prior to approving the requisition, the Division of Classification & Pay has verified with the above listed Department that the driver's license required on the requisition is appropriate for the type of vehicle, equipment, trailer, etc. that this position will be required to drive and tow at any given time. It shall be the responsibility of the hiring Department to continuously verify and enforce that the employee does not drive or tow any vehicle, trailer, equipment that would require a higher driver's license classification as mandated by the State of Louisiana. 8/15/17

Full-time Fixed, Part-time Fixed, or Variable? Employee will work fixed schedule as stated in the pay plan.

Is this a reclassification of an existing position? No

If reclassification, please fill in the present Title and Class Code:

Is this a conditional replacement of an employee on leave? No

If conditional replacement, please fill

John J. Dumas

JAN - 8 2018 035

for an

In the First Name, Last Name, Job Title, and Class Code of the employee on leave:

If Employee will work a fixed schedule, other than base hours in the pay plan, indicate HOURS PER PAY PERIOD:

Anticipated beginning date: (If appointment is Transient, Emergency or Limited Term, this date is needed)

Anticipated ending date: (If appointment is Transient, Emergency or Limited Term, this date is needed)

Location of work East Jefferson Parish

Location Code (From Location Code/Description List) 2284

Location Code Address: (From Location Code/Description List) 834 South Clearview Parkway Jefferson, LA 70123

Request for Selective Certification Justification: Possession of a current Louisiana Driver's license and acceptable driving record is also required.

Notations:

Supervisor's Name and Class Title [REDACTED] Hazardous Materials Risk Coordinator

Essential Functions: Directs personnel during hazardous materials incident response and during post-incident activities. Coordinates hazardous materials team activities on a daily basis and during emergency response. Assists in the development, direction and at times administers required training for hazardous materials team members. Conducts random inspections of hazardous materials units assigned to stations and report the results of the inspection to the Hazardous Materials Risk Coordinator. Represents the hazardous materials Unit at various Parish fire fighter meetings, LEPC meetings, PR meetings, etc. Assists in providing OSHA required Hazardous Materials Technician level training administered by the Training Division. Conducts hazardous materials facility inspections and determines correct Hazardous Materials Service Fee. Assists hazardous materials Risk Coordinator in implementation of region wide Mutual Aid Agreements. Reviews Parish Wide Hazardous Materials Facility Tier II (Community Right to Know) Reports. Inputs Tier II reports into CAMEO (Computer Aided Management of Emergency Operations) Database. Maintains up to date certification and training in state of the art response techniques. Assumes responsibility for the Hazardous Materials Division in the absence of the Hazardous Materials Risk Coordinator.

Non-essential functions: Assist clerical staff in preparing mailings for LEPC meetings and Hazardous Materials Service Fees. Answer phones for Hazardous Materials Division. Make petty cash purchases at local distributors. Necessary Knowledge, Skills and Abilities: Extensive knowledge of hazardous materials planning and response techniques. Considerable knowledge of safety programs and techniques. Working knowledge of laws and regulations pertaining to OSHA, HAZWOPER, DOT, EPA, and Federal Clean Air Act 112 (R). Working knowledge of U.S DOT #49, CFR-Superfund Amendment and Reauthorization Act-Title III. Knowledge of Local Emergency Planning Committee workings. Knowledge of and the ability to use a personal computer. Ability to work effectively and to establish and maintain effective working relationships with a wide range of officials and representatives. Ability to effectively communicate orally and in writing. Ability to evaluate the operational readiness and effectiveness of emergency operations, training programs, and fire/rescue personnel. Ability to travel Parish-wide to conduct on-site inspection of facilities, equipment, training

operations. Ability to respond to emergency situations to observe operations. Ability to be on 24-hour call for emergencies.

Knowledge, Skills, Abilities or Other Qualifications:

Extensive knowledge of hazardous materials planning and response techniques. Considerable knowledge of safety programs and techniques. Working knowledge of laws and regulations pertaining to OSHA, HAZWOPER, DOT, EPA, and Federal Clean Air Act 112 (R). Working knowledge of U.S. DOT #49, CFR-Superfund Amendment and Reauthorization Act-Title III. Knowledge of Local Emergency Planning Committee workings. Knowledge of and the ability to use a personal computer. Ability to work effectively and to establish and maintain effective working relationships with a wide range of officials and representatives. Ability to effectively communicate orally and in writing. Ability to evaluate the operational readiness and effectiveness of emergency operations, training programs, and fire/rescue personnel. Ability to negotiate contracts, mutual aid agreements and response strategies, and equipment/apparatus purchase agreements. Ability to travel Parish-wide to conduct on-site inspection of facilities, equipment, training operations. Ability to respond to emergency situations to observe operations. Ability to be on 24-hour call for emergencies.

Minimum Qualification Requirements (1)

*Current certification as a Hazardous Materials Technician granted by a Fire/Emergency Training Institute following National Fire Protection Association 472: "Standard for Competence of Responders to Hazardous Materials"; PLUS, a minimum of three (3) years of full-time, paid work experience developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery."

Ergonomic Work Conditions (Physical, Environmental, Sensory)

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). **Sensory Requirements:** Some tasks require visual, odor, depth and sound perception and discrimination. Some tasks require oral communications ability. **Environmental Factors:** Tasks may risk exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals and dust or pollen.

Does this position require driving?

Yes

License/Certification:

Possession of a current Louisiana Driver's license and acceptable driving record is also required. *NOTE: A valid driver's license from a state other than Louisiana is acceptable for application; however, once an employment offer is extended, an applicant has ten (10) days to obtain the required Louisiana License. Failure to obtain a Louisiana license will disqualify an applicant for permanent employment in this position.

If driving is required, description of PRIMARY VEHICLE this position is required to drive:

2008 Ford Explorer Unit:1131 4000lbs GVWR

If driving is required, description of all ADDITIONAL VEHICLE(S) this position may be required to drive:

Description of TRAILER(S) may tow, including which vehicle(s) will tow trailer AND what equipment will be on trailer while in tow:

If Equipment Operator position, select PRIMARY EQUIPMENT required to operate:

If Equipment Operator position, description of PRIMARY EQUIPMENT selected above:

If Equipment Operator position, list all

ADDITIONAL EQUIPMENT this position may be required to operate:

Select the most appropriate category which describes vehicles driven/operated by this position:

CDL License requirement: (may select more than one)

Type of Appointment:

Personnel Use Only: Does this fall under DOT regulations regarding controlled substance and alcohol use and testing?

Authorization Comments: 6/27/17 & 8/11/17 Updated MQR's [REDACTED]

Is this a Safety Sensitive Position? Yes

Is this a supervisory position? Yes

Is this an Essential Duty Position? Yes

Is this position's time managed by Kronos? No

Approval 1: Department Director
[REDACTED]

Must approve before next approval

Approval 2: Appointing Authority
[REDACTED]

Must approve before next approval

Approval 3: Human Resource Manager Req Approval
[REDACTED]

Must approve before next approval

Approval 4: Finance Department
[REDACTED]

Must approve before next approval

Approval 5: Personnel Department
[REDACTED]

Final approval

Action Data	Approver	Phone	Approve/Deny	Returned To	Phone
06/11/17 10:44 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
06/17/17 10:29 AM	[REDACTED]	[REDACTED]	Denied	[REDACTED]	[REDACTED]
Please provide Administration approval and follow correct order of route approvals through the NEOGOV approval process.					
06/02/17 01:00 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
06/02/17 01:01 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
06/14/17 08:54 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
06/14/17 01:22 PM	[REDACTED]	[REDACTED]	Approved	N/A	N/A
06/15/17 11:26 AM	[REDACTED]	[REDACTED]	Approved	N/A	N/A

Requisition # 12140

Job Type Permanent

Requisition Title Hazardous Materials Risk Coordinator, Assistant

Vacancies 1

Working Title Hazardous Materials Risk Coordinator, Assistant

HR Analyst [REDACTED]

Department Fire Services

HR Analyst Phone [REDACTED]

Division Fire Services - Hazardous Materials 2860

HR Liaison [REDACTED]

Positions 1915-003

HR Liaison Phone [REDACTED]

Comments: [Edit](#) [Delete](#) 06/01/17 [REDACTED] EAST Jefferson - requires driving
[Add Comment](#)

*Please check for appropriate Driver's License PRIOR to appointment!

NOTE to AA: All eligible names have been referred. Class remains open and announced; will refer additional names when available, IF an appointment has not been made.

[Edit](#) [Delete](#) 09/19/17 [REDACTED]: Please mark [REDACTED] and [REDACTED] that were referred on 08/01/17 as Rejected, then select "Removed Per Personnel Instructions" And Notate "Reapplied, Duplicate Referral". This Must be done in order for Personnel to have waived the Score/Rating of Training & Experience.

Name	Master Profile	Person ID	Status	Action Date	Effective Date	Ending Exp Date	Waiver	Print PA	Notes	Referral Code	File Comments
[REDACTED]	View	[REDACTED]	Rejected	09/13/17	09/13/17	02/01/19	Apply		View	022552	
[REDACTED]	View	[REDACTED]	Hired	12/18/17	09/16/17	03/13/19	Apply	Print	View	022979	View
[REDACTED]	View	[REDACTED]	Rejected	08/14/17	08/14/17	02/01/19	Apply		View	022552	View
[REDACTED]	View	[REDACTED]	Rejected	09/13/17	09/13/17	02/01/19	Apply		View	022552	
[REDACTED]	View	[REDACTED]	Referred	09/18/17	09/13/17	03/13/19	Apply		View	022979	
[REDACTED]	View	[REDACTED]	Referred	09/13/17	09/13/17	03/13/19	Apply		View	022979	
[REDACTED]	View	[REDACTED]	Referred	09/13/17	09/13/17	03/13/19	Apply		View	022979	

Requisition # 12140
Requisition Title Hazardous Materials Risk Coordinator, Assistant
Working Title Hazardous Materials Risk Coordinator, Assistant
Department Fire Services
Division Fire Services - Hazardous Materials 2860
Positions 1915-003

Job Type Permanent
Vacancies 1
HR Analyst [REDACTED]
HR Analyst Phone [REDACTED]
HR Liaison [REDACTED]
HR Liaison Phone [REDACTED]

Candidate Name [REDACTED]
Person ID [REDACTED]
Date Referred 09/13/17
Offer Date 09/16/17
Offer Amount \$45,462.00
Bonus Amount \$0.00
Answer Date 09/16/17
Filed On Date 09/16/17
Start Date 09/16/17

Orientation Date

Keep Active on Eligible List No

Comments Tied to Provisional Requisition #12514

Has the Pre-Employment Physical been completed on the potential employee? Yes

Has the criminal background check and/or driving record check been completed on the potential employee? Yes

For Personnel Use Only (FLSA Overtime Designation) Non-Exempt

For Personnel Use Only (C & P): \$24.9791 hourly; EMP # 47189; Eligibility date is 03/01

For Personnel Use Only (Cert): Entrance (credit time served in provisional, with a start date of 08/19/17)

Appointing Authority's Signature: Joseph R. Gumpf Date: 1-3-18

By signing this document, you are acknowledging that you have received a copy of this job description from your department.

Employee's Signature: [REDACTED] Date: 1-3-18

Personnel Department Review/Approval

Personnel Director: John A. Dumas Date: JAN - 8 2018

RECEIVED
2018 JAN -5 PM 2:36
PERSONNEL DEPARTMENT

Jac
A

Attachment E

Assistant Director – Emergency Management Application



Contact Information -- Person ID: [REDACTED]

Name: [REDACTED] Address: [REDACTED]
US

Home Phone: [REDACTED] Alternate Phone:
Email: [REDACTED] Notification Email
Preference:

Former Last Name: Month and Day of Birth:

Personal Information

Driver's License: Yes, Louisiana, [REDACTED], Class D
What is your highest level of education? Bachelor's Degree

Education

College Did you graduate: Yes
Louisiana State University College Major/Minor: Fire Administration
10/2014 - 5/2018 Degree Received: Bachelor's
Baton Rouge, Louisiana

College Did you graduate: Yes
University of New Orleans College Major/Minor: Political Science
8/2007 - 5/2011 Degree Received: Bachelor's
New Orleans, Louisiana

High School Did you graduate: Yes
Brother Martin High School Highest Level Completed: 12
8/2003 - 5/2007 Did you receive a GED? No
New Orleans, Louisiana Degree Received: High School Diploma

Professional Did you graduate: Yes
National Fire Academy College Major/Minor:
[Unspecified Start] - [Unspecified End] Degree Received: Professional
Emmitsburg, Maryland

Work Experience

Assistant Hazardous Materials Risk Coordinator Hours worked per week: 35
8/2017 - Present Monthly Salary: \$4,000.00
Name of Supervisor: [REDACTED] - Hazardous
Materials Risk Coordinator
Jefferson Parish Hazardous Materials Unit May we contact this employer? Yes
Jefferson, Louisiana 70123

Duties

- Managed public safety hazardous materials division under the hazmat risk coordinator
- Develops, interprets and implements policies, regulations, procedures and programs for the work unit; reviews legislation and evaluates impact of parish and state policies and procedures on local programs; identifies operational problems or inefficiencies and recommends corrective action.
- Performs the more complex or sensitive investigations or studies involving emergency hazardous material control laws, regulations, and technologies; directs major monitoring and surveillance activities and initiates prosecution actions with the District Attorney.
- Represents the Parish and division in responding to media inquires; gives presentations to educate hazardous material handlers and the public in the proper management of hazardous materials.
- Prepares project reports for management and governmental agencies; prepares records,

statistics and correspondence.

Reason for Leaving

Still employed

K9 Team Leader

12/2013 - 8/2017

Hours worked per week: 40

Monthly Salary: \$4,000.00

May we contact this employer? No

State of Louisiana / Department of Public Safety

www.lasfm.org

1450 Poydras Street, Suite 1500

New Orleans, Louisiana 70112

504-568-8506

Duties

- Managed public safety explosives detection canine unit
- Directed personnel during emergency events - natural/man-made disasters such as fires, explosions, hazardous material events, etc.
- Established procedures, assist and oversee administrative paperwork
- Supervise the canine unit, organize the unit and job responsibilities, provide advice and direction
- Lead and direct the canine unit during investigations of fires and explosions.

Reason for Leaving

Better opportunity.

Captain

7/2007 - 12/2013

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 15

May we contact this employer? No

City of Kenner Fire Company

Kenner, Louisiana 70062

Duties

- Public safety management and administration of lieutenants and firefighters
- Responded to natural and man-made emergencies, fires, explosions, and hazardous material events as the company's incident command
- Created emergency pre-planning of areas within jurisdiction
- On-scene logistics coordinator for events
- Assisted other first responding agencies with planning and coordination of large-scale events
- Prepared for disasters - natural and man-made
- Responded to incidents and scenes involving hazardous materials and incidents involving the release of chemicals, fatalities, etc.

Reason for Leaving

Other opportunities.

Certificates and Licenses

Type: CPR

Number:

Issued by:

Date Issued: 1 /2017 Date Expires: 1 /2018

Type: Medical First Responder

Number:

Issued by:

Date Issued: 1 /2017 Date Expires: 1 /2018

Type: Peace Officer Standards & Training /

Police Academy

Number:

Issued by:

Date Issued: 7 /2014 Date Expires:

Type: Firefighter

Number:

Issued by:

Date Issued: 12 /2013 Date Expires:

Type: Radiological Emergency
Management

Number:

Issued by:

Date Issued: 5 /2016 Date Expires:

Type: Certified Emergency Manager

Number:

Issued by:

Date Issued: 9 /2018 Date Expires: 9 /2020

Type: FEMA ICS

Number: ICS : 3, 5, 15, 26, 29, 36, 42, 75, 100, 120, 156, 200, 230, 235, 240, 241, 242, 244,
271, 300, 324

Issued by: FEMA

Date Issued: 5 /2016 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Professional

Caraway, Steve

CAA - Jefferson Parish

504-736-6400

Professional

Greco, Joe

Director of Fire - Jefferson Parish

504-736-6400

Professional

Robertson, Don

Fire Chief - Marrero Harvey Fire

Department

504-239-4231

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
FEMA Certificates.pdf	FEMA Certificates.pdf	Other	Job Seeker
FEMA Certificates 2.pdf	FEMA Certificates 2.pdf	Other	Job Seeker
FEMA Professional Development Certificate.pdf	FEMA Professional Development Certificate.pdf	Other	Job Seeker
FEMA Incident Command.pdf	FEMA Incident Command.pdf	Other	Job Seeker
Fire Instructor.pdf	Fire Instructor.pdf	License	Job Seeker
Medical Training Specialist.pdf	Medical Training Specialist.pdf	License	Job Seeker
Highway Emergency Response Specialist.pdf	Highway Emergency Response Specialist.pdf	License	Job Seeker
Incident Response to Terrorism Bombings.pdf	Incident Response to Terrorism Bombings.pdf	Other	Job Seeker
WMD Training.pdf	WMD Training.pdf	Other	Job Seeker
POST Certification.pdf	POST Certification.pdf	License	Job Seeker
Aspects of a Critical Incident.pdf	Aspects of a Critical Incident.pdf	Other	Job Seeker
Hazmat Technician.pdf	Hazmat Technician.pdf	License	Job Seeker
Certified Fire & Explosion Investigator.pdf	Certified Fire & Explosion Investigator.pdf	License	Job Seeker
Certified Post-Blast Investigator.pdf	Certified Post-Blast Investigator.pdf	License	Job Seeker
Hazmat-WMD Awareness.pdf	Hazmat-WMD Awareness.pdf	Other	Job Seeker
Certified Emergency Manager.pdf	Certified Emergency Manager.pdf	License	Job Seeker
██████████ CollegeTranscript.pdf	██████████ CollegeTranscript.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: A complete work history is required. For periods of unemployment please list the start and end date, as you would for a period of employment, and state unemployed. Did you submit a complete work history?

A: Yes

2. Q: Failure to supply requested information may cause your application to be rejected. Answer every question truthfully, completely and accurately. This information is needed to determine your employment eligibility. Omitted, incomplete, false or misleading information may cause your application to be rejected. I understand the above:

A: Yes

3. Q: Are you currently authorized to work in the United States?

A: Yes

4. Q: As a condition for employment with Jefferson Parish Civil Service, or as a condition of continued employment with Jefferson Parish Civil Service, Jefferson Parish Civil Service may obtain information about your employment and education verifications, criminal history, DMV records, and any other information bearing on your character or general reputation. By selecting "Yes" below, I hereby authorize and consent to Jefferson Parish Civil Service's procurement of the above stated information and waive such legal rights that may exist and do release any and all persons from liability in connection with the furnishing of such information. Failure to select "Yes" below will result in your application being withdrawn from further consideration.

A: Yes

5. Q: Have you ever been convicted of, or plead guilty to, any law violation other than minor traffic violations? Include drug and DWI Convictions: Please Note: Jefferson Parish

Personnel Department does not automatically bar applicants for the mere fact of possessing a conviction record (misdemeanor or felony).

A: No

6. Q: If you checked yes to the above question, please give a detailed explanation.

A:

7. Q: Were you ever fired or asked to resign from any job?

A: No

8. Q: If the answer to were you ever fired was answered yes then please give a detailed explanation, including the name and address of the employer.

A:

9. Q: Do you currently hold, or are you a candidate, for any elected office?

A: No

10. Q: If the answer to currently holding office or being a candidate for office, is yes, then please explain giving details.

A:

11. Q: Select the location of employment that interest you: NOTE: The selection of East Bank or West Bank will be used for initial hire only. Any employee may be transferred to other job locations as the needs of the department dictate.

A: Parish Wide

12. Q: Select the conditions of employment of interest:

A: Permanent

13. Q: If selected for this position, current Jefferson Parish employees will receive a hiring rate in accordance with Jefferson Parish Personnel Rules. Individuals NOT currently employed by Jefferson Parish will be hired at the minimum salary listed on the job posting. Individuals not willing to accept the minimum salary may not be considered for this or future vacancies, within this job classification. Please check one of the following options to show that you have read and understand this pay policy.

A: I am a current Jefferson Parish employee and understand my hiring rate will be set in accordance with Jefferson Parish Personnel Rules.

14. Q: Are members of your immediate family (parents, brothers, sisters, children, spouse or spouse of children) presently employed by the Jefferson Parish?

A: Yes

15. Q: If members of your immediate family are employed by Jefferson Parish please list the name, relationship and the employing department:

A: [REDACTED]

16. Q: If applying for Veteran's Preference the following will give you the documentation needed to support the request: 1 True copy of honorable discharge or discharge under honorable conditions, establishing active service between: September 16, 1940 and July 25, 1947; or, June 27, 1950 and January 31, 1955; or, July 1, 1958 and May 7, 1975, the Vietnam Era; however the period of July 1, 1958 and August 4, 1964 is considered a wartime period only for those who served within the are known as the

Vietnam Theater; or, August 2, 1990 through January 2, 1992; or, Served on active duty for a period of more than 90 consecutive days any part of which occurred during the period beginning September 11, 2001; or service for which a campaign badge has been authorized. 2 Certificate of existing disability (dated within the past year) for service connected disability. 3 Statement from physician that veteran is unable to perform regular occupational duties, or certification that veteran is permanently and totally disabled. 4 True copy of veteran's death certificate. Do you understand that this proof is required, and must be submitted?

A: Yes

-
17. Q: Please print a copy of the Employment Information Release form, found on the Jefferson Parish Website - <http://www.jeffparish.net/modules/showdocument.aspx?documentid=653> **FORM 3 - Employment Information Release** (Necessary only when initially applying. Only last two (2) lines are to be completed.) **Must be in our office within two weeks of application, or the application will be withdrawn.** Mail this to: Jefferson Parish Personnel Department 200 Derbigny, Suite 3100 Gretna, LA 70053

A: Yes

-
18. Q: Current employees of Jefferson Parish Please select the department you are currently employed in.

A:

-
19. Q: If you are a Current Employee of Jefferson Parish please enter your current CLASS TITLE.

A: Assistant Hazardous Materials Coordinator

-
20. Q: Select Conditions of employment, Full Time, Part Time and On Call. Please select all that apply.

A: Full Time

-
21. Q: The working test period for all positions shall be six months, unless otherwise stated on the announcement. However, any six-month working test period may be extended for a maximum of six additional months in accordance with the Personnel Rules. I understand the above:

A: Yes

-
22. Q: To help with future recruitment efforts please answer the following question: How did you **FIRST** learn about this particular job opening? Please **DO NOT** select ****Personnel Department Use only**** this choice is only for internal use only.

A: Jefferson Parish website

Supplemental Questions

1. Q: The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation in the supplemental questions and in your application may result in failure or disqualification for this position. This means you will be ineligible for further consideration in this recruitment process. Please check "yes" to show that you have read and understand this statement.

A: Yes

-
2. Q: Select the option that describes your highest level of education.

A: Bachelor's Degree

3. Q: Do you possess a Master's degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field?

A: No

4. Q: Do you possess a Bachelor's degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field?

A: Yes

5. Q: Do you possess an Associate's degree from an accredited college or university in Emergency Management, Public Safety, Public Administration, Business Administration, or a related field?

A: No

6. Q: The Jefferson Parish Personnel office must verify all educational credentials. Thus, you must provide a copy of your college transcripts (non-official transcript are acceptable). If you are claiming any additional educational credits on your application, please submit proof of those credentials as well. To expedite the hiring process, we suggest you begin the process of obtaining this information. Once obtained, please mail the information to the following address: Attn: Recruitment (Neo-Gov) Jefferson Parish Personnel Department 200 Derbigny St. Suite 3100 Gretna, LA 70053 Failure to submit this information will result in the rejection of your application. Please check "yes" to show that you have read and understand this statement.

A: Yes

7. Q: How many years of verifiable, paid work experience do you have at a supervisory level, managing an emergency management program or public safety program above the first responder level?

A: 10 years or more

8. Q: Describe your verifiable, paid work experience at a supervisory level, managing an emergency management program or public safety program above the first responder level. Please be sure to include when and where this experience was obtained.

**A: -Managed emergency management division of hazardous materials unit under the hazmat risk coordinator
-Public safety management and administration of lieutenants and firefighters
-Managed public safety explosives detection canine unit**

9. Q: Do you possess certification from the International Association of Emergency Managers (IAEM) as a Certified Emergency Manager or an Associate Emergency Manager?

A: Yes

10. Q: Have you completed Incident Command System (ICS) training or FEMA EMI coursework?

A: Yes

11. Q: Do you have experience leading courses (or public presentations) related to Emergency Management?

A: Yes

12. Q: Please describe your experience leading courses (or public presentations) related to Emergency Management? Include when and where this occurred.

A: I have led presentations on emergency responses to hazardous materials and

explosives incidents to employees in both the public and private sector, from 2014-2018, throughout the Greater New Orleans area.

13. Q: Do you have a certification awarded by the Louisiana Emergency Preparedness Association (LEPA), such as LEM-Pro, LEM-Basic, or LEM-T?

A: Yes

Attachment F

Letter from LSU Registrar





Office of Academic Affairs
Office of the University Registrar

May 14, 2019

Jefferson Parish Office of Inspector General
Attn: Kim Raines Chatelain
990 N. Corporate Drive, Suite 300
Jefferson, LA 70123

SUBJECT: [REDACTED]

Dear Ms. Chatelain:

I am writing in response to your request for the academic records of [REDACTED] from Louisiana State University. We have thoroughly searched our records using the name, and date of birth provided in the enclosed subpoena.

We can find no record that the individual referenced was ever enrolled at Louisiana State University.

Please note that our search was limited to the Baton Rouge Campus. There are other institutions in the LSU System. They are found in Alexandria, Eunice, Shreveport, and at the University of New Orleans until January 1, 2012. There are also two Health Science Centers located in Shreveport and New Orleans, La.

We will be happy to continue our search if you can send us additional information that will aid us in finding his records. Please do not hesitate to contact me if you have questions regarding our inability to comply with your request.

Sincerely,

A handwritten signature in black ink, appearing to read "Clay Benton".

Clay Benton
University Registrar

Attachment G

LSU FETI Transcript





Carrol L. Herring Fire & Emergency Training Institute

Student Transcript

May 14, 2019

██████████
DOB: ██████████
Last 4 SSN: ██████

Dear ██████:

Below is the official transcript you requested from LSU Fire and Emergency Training Institute. Please compare it with your records and notify us of any discrepancies.

Course Name	Date Offered	Hours Earned
Fire Service Instructor I - 40 Hours	02/23/2018	40

If I can be of further assistance, please call.

Prepared by: Cheri Muller



Carrol L. Herring Fire & Emergency Training Institute
Firefighter and Emergency Responder Certification Program

May 14, 2019

[REDACTED]

Dear [REDACTED],

As per your request of this date, the following information reflects the complete Louisiana Firefighter Certification Program record for:

[REDACTED]	Last 4 of SSN: [REDACTED]
Date of Examination	Certification Level
08/22/2014	Hazardous Materials/WMD - Awareness
08/26/2014	Fire Inspector I
03/09/2016	Fire Investigator
02/23/2018	Fire Service Instructor I

END OF TRANSCRIPT

Sincerely,

Certification Office
Fire & Emergency Training Institute

Attachment H

UNO Transcript Submitted by APPOINTEE



Student Name: [REDACTED]
 Birth Date: [REDACTED]
 Date Created: 02/24/2010 08:34:52

Student Number: [REDACTED]
 Student ID: [REDACTED]

UNO Work

Undergraduate Career							2007 Fall						
Course	Subject	Cat No	Grade	HC	HE	GP	Per GPA	No GPA	Earn	Qty	Pts	GPA	
English Composition	ENGL	1187	A	3.0	3.0	12.0							
World Regional Geography	GEOG	1001	C	3.0	3.0	6.0							
World History I	HIST	1001	C	3.0	3.0	6.0							
Survey Mathematical Thought	MATH	1031	C	3.0	3.0	6.0							
Per GPA No GPA Earn Qty Pts GPA			Per GPA No GPA Earn Qty Pts GPA			UNO Totals 12.00 6.00 12.00 30.00 2.800							
Semester	12.00	6.00	12.00	30.00	2.800								

UNO Work

Undergraduate Career							2008 Spring						
Course	Subject	Cat No	Grade	HC	HE	GP	Per GPA	No GPA	Earn	Qty	Pts	GPA	
Contemporary Biology	BIOC	1053	F	3.0	0.0	0.0							
Principles of Macroeconomics	ECON	1204	F	3.0	0.0	0.0							
English Composition	ENGL	1188	S	3.0	3.0	6.0							
Survey Mathematical Thought	MATH	1032	F	3.0	0.0	0.0							
Per GPA No GPA Earn Qty Pts GPA			Per GPA No GPA Earn Qty Pts GPA			UNO Totals 24.00 0.00 18.00 36.00 1.625							
Semester	12.00	0.00	3.00	9.00	0.750								

UNO Work

Undergraduate Career							2008 Fall						
Course	Subject	Cat No	Grade	HC	HE	GP	Per GPA	No GPA	Earn	Qty	Pts	GPA	
Contemporary Biology	BIOC	1053	D	3.0	3.0	3.0							
Principles of Macroeconomics	ECON	1204	D	3.0	3.0	3.0							
American History	HIST	2001	B	3.0	3.0	6.0							
American Government	POLI	2151	F	3.0	0.0	0.0							
Per GPA No GPA Earn Qty Pts GPA			Per GPA No GPA Earn Qty Pts GPA			UNO Totals 36.00 0.00 34.00 64.00 1.800							
Semester	12.00	0.00	9.00	15.00	1.250								
Placed on Probation													

UNO Work

Undergraduate Career							2009 Spring						
Course	Subject	Cat No	Grade	HC	HE	GP	Per GPA	No GPA	Earn	Qty	Pts	GPA	
Introduction to Fiction	ENGL	2238	C	3.0	3.0	6.0							
American History	HIST	2002	D	3.0	3.0	3.0							
Introduction to Journalism	JOUR	2700	B	3.0	3.0	6.0							
Early Jazz	MUS	1003	W	3.0	0.0	0.0							
Per GPA No GPA Earn Qty Pts GPA			Per GPA No GPA Earn Qty Pts GPA			UNO Totals 45.00 3.00 33.00 72.00 1.800							
Semester	9.00	3.00	9.00	15.00	2.000								
Continued on Probation													

UNO Work

Undergraduate Career							2009 Summer						
Course	Subject	Cat No	Grade	HC	HE	GP	Per GPA	No GPA	Earn	Qty	Pts	GPA	
Survey Mathematical Thought	MATH	1032	A	3.0	3.0	12.0							
General Psychology	PSYC	1000	B	3.0	3.0	6.0							
Intro Logic and Scientific Meth	PHIL	2001	C	3.0	3.0	6.0							
American Government	POLI	2151	C	3.0	3.0	6.0							
Per GPA No GPA Earn Qty Pts GPA			Per GPA No GPA Earn Qty Pts GPA			UNO Totals 57.00 0.00 45.00 87.00 1.940							
Semester	12.00	6.00	12.00	63.00	2.750								
Continued on Probation													

Issued to: [REDACTED]

Electronic-OneTime

Student Name:
Birth Date:
Date Created:

[REDACTED]
02/24/2010 09:34:52

Student Number:
Student ID:

[REDACTED]

UNO Work

2009 Fall

Undergraduate Career

Course	Subject	Cat No	Grade	HC	HE	QP					
Elem Stat for Pol Sci	POLI	2502	C	3.0	3.0	6.0					
Understanding Social Theory	PSCY	2500	C	3.0	3.0	6.0					
Social Structures and Change	POLI	2239	C	3.0	3.0	6.0					
Hist of West Civilization	HIST	2000	C	3.0	3.0	6.0					
For GPA	No GPA	Earn	Qty Pts	GPA	For GPA	No GPA	Earn	Qty Pts	GPA		
Semester	12.00	0.00	15.00	12.00	2.000	UNO Totals	69.00	0.00	57.00	93.00	1.920

UNO Work

2010 Spring

Undergraduate Career

Course	Subject	Cat No	Grade	HC	HE	QP					
Intro to West Civilization	POLI	2500	C	3.0	3.0	6.0					
Hist of West Civilization II	HIST	2002	B	3.0	3.0	6.0					
Intro to Comparative Politics	POLI	2801	B	3.0	3.0	6.0					
Media, Culture, and Society	SOCI	2705	B	3.0	3.0	6.0					
Principles of International Law	POLI	2503	C	3.0	3.0	6.0					
For GPA	No GPA	Earn	Qty Pts	GPA	For GPA	No GPA	Earn	Qty Pts	GPA		
Semester	15.00	0.00	15.00	15.00	2.000	UNO Totals	84.00	0.00	84.00	100.00	2.280

UNO Work

2010 Summer

Undergraduate Career

Course	Subject	Cat No	Grade	HC	HE	QP					
Politics and Conflict	POLI	3001	B	3.0	3.0	6.0					
American Political Parties	POLI	3116	B	3.0	3.0	6.0					
American Constitutional Law	POLI	3136	B	3.0	3.0	6.0					
Campaigns and Elections	POLI	2700	C	3.0	3.0	6.0					
The American Presidency	POLI	2153	C	3.0	3.0	6.0					
For GPA	No GPA	Earn	Qty Pts	GPA	For GPA	No GPA	Earn	Qty Pts	GPA		
Semester	15.00	0.00	15.00	15.00	2.600	UNO Totals	99.00	0.00	99.00	104.00	2.280

UNO Work

2010 Fall

Undergraduate Career

Course	Subject	Cat No	Grade	HC	HE	QP					
Law and the Political System	POLI	3001	C	3.0	3.0	6.0					
Intro to Basic Spanish	SPAN	3116	A	3.0	3.0	6.0					
National Security Policy	POLI	3136	B	3.0	3.0	6.0					
Early Jazz	MUS	2700	A	3.0	3.0	6.0					
New Orleans Literature	ENG	2153	A	3.0	3.0	6.0					
For GPA	No GPA	Earn	Qty Pts	GPA	For GPA	No GPA	Earn	Qty Pts	GPA		
Semester	15.00	0.00	15.00	15.00	3.400	UNO Totals	114.00	0.00	114.00	110.00	2.830

UNO WORK

2011 Spring

Undergraduate Career

Course	Subject	Cat No	Grade	HC	HE	QP					
Western Political Thought	POLI	3550	B	3.0	3.0	6.0					
Moral Questions and Social Policies	POLI	4200	B	3.0	3.0	6.0					
For GPA	No GPA	Earn	Qty Pts	GPA	For GPA	No GPA	Earn	Qty Pts	GPA		
Semester	6.00	0.00	6.00	6.00	3.000	UNO Totals	120.00	0.00	120.00	120.00	2.910

Good Standing

Completed requirements of the College of Liberal Arts for Bachelor of Arts in Political Science
Bachelor of Liberal Arts - Political Science earned in Spring 2011

End of Transcript

NO FURTHER ENTRIES ON THIS PAGE

From University of New Orleans to [REDACTED] on 02/24/2010 10:37 AM TRAN000001061662

From University of New Orleans to [REDACTED] on 02/24/2010 10:37 AM TRAN000001061662

Attachment I

Official UNO Transcript



Student Name: [REDACTED]
 Birth Date: [REDACTED]
 Date Created: 05/01/2019 10:32:01

Student Number: [REDACTED]

 Transfer Work

UGRD DELGADO COMMUNITY COLLEGE

Est Term	Articulation Term	For GPA	Not for GPA	Earned	Qual Points	GPA
2009 FALL	2010 Fall	9 00	3 00	9 00	30 00	3 333
TOTALS for this College/University		9 00	0 00	9 00	30 00	3 333

 UNO Work

Undergraduate Career

Course	Subject	Cat No	Grade	2007 Fall			Course Codes	Grading Basis									
				HC	HE	QP											
English Composition	ENGL	1157	A	3 0	3 0	12 0											
World Regional Geography	GEOG	1001	C	3 0	3 0	6 0											
World History I	HIST	1001	C	3 0	3 0	6 0											
Survey Mathematical Thought	MATH	1031	C	3 0	3 0	6 0											
				For GPA	No GPA	Earn	Qty Pts	GPA									
Semester	12 00	0 00	12 00	30 00	2 500	UNO Totals	12 00	0 00	12 00	30 00	2 500	Overall	12 00	0 00	12 00	30 00	2 500

 UNO Work

Undergraduate Career

Course	Subject	Cat No	Grade	2008 Spring			Course Codes	Grading Basis									
				HC	HE	QP											
Contemporary Biology	BIOS	1053	F	3 0	0 0	0 0											
Principles of Macroeconomics	ECON	1204	F	3 0	0 0	0 0											
English Composition	ENGL	1158	B	3 0	3 0	9 0											
Survey Mathematical Thought	MATH	1032	F	3 0	0 0	0 0											
				For GPA	No GPA	Earn	Qty Pts	GPA									
Semester	12 00	0 00	3 00	9 00	0 750	UNO Totals	24 00	0 00	15 00	39 00	1 625	Overall	24 00	0 00	15 00	39 00	1 625

 UNO Work

Undergraduate Career

Course	Subject	Cat No	Grade	2008 Fall			Course Codes	Grading Basis									
				HC	HE	QP											
Contemporary Biology	BIOS	1053	D	3 0	3 0	3 0											
Principles of Macroeconomics	ECON	1204	D	3 0	3 0	3 0											
American History	HIST	2501	B	3 0	3 0	9 0											
American Government	POLJ	2151	F	3 0	0 0	0 0											
				For GPA	No GPA	Earn	Qty Pts	GPA									
Semester	12 00	0 00	9 00	15 00	1 250	UNO Totals	36 00	0 00	24 00	64 00	1 500	Overall	36 00	0 00	24 00	64 00	1 500

Placed on Probation

 NO FURTHER ENTRIES ON THIS PAGE

Issued to: For Campus Use Only

Student Name:
 Birth Date:
 Date Created:

05/01/2019 10:32:01

Student Number:

[REDACTED]

UNO Work

Undergraduate Career		2009 Spring																
Course	Subject	Cat No	Grade	HC	HE	QP	Course Codes	Grading Basis										
Introduction to Fiction	ENGL	2238	C	3.0	3.0	6.0												
American History	HIST	2502	D	3.0	3.0	3.0												
Introduction to Journalism	JOUR	2700	B	3.0	3.0	9.0												
Early Jazz	MUS	1003	W	3.0	0.0	0.0												
	For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA	
Semester	9.00	3.00	9.00	18.00	2.000		UNO Totals	45.00	3.00	33.00	72.00	1.600	Overall	45.00	3.00	33.00	72.00	1.600
Continued on Probation																		

UNO Work

Undergraduate Career		2010 Fall																
Re-entered on Probation		Course	Subject	Cat No	Grade	HC	HE	QP	Course Codes	Grading Basis								
		Introduction to Physics	PHYS	1001	W	3.0	0.0	0.0										
		Judicial Process	POLI	2200	XF	3.0	0.0	0.0										
		Issues in Criminal Justice	POLI	2450	A	3.0	3.0	12.0										
		Educational Psychology	PSYC	2200	W	3.0	0.0	0.0										
	For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA	
Semester	6.00	6.00	3.00	12.00	2.000		UNO Totals	51.00	9.00	36.00	84.00	1.647	Overall	60.00	9.00	45.00	114.00	1.900
Continued on Probation																		

UNO Work

Undergraduate Career		2011 Fall																
Re-entered on Probation		Course	Subject	Cat No	Grade	HC	HE	QP	Course Codes	Grading Basis								
		Introduction to Philosophy	PHIL	1000	W	3.0	0.0	0.0										
		American Government	POLI	2151	B	3.0	3.0	9.0										
		Human Sexual Behavior	PSYC	1520	C	3.0	3.0	6.0										
		Sociology of Pop Culture	SOC	4150	C	3.0	3.0	6.0										
	For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA	
Semester	9.00	3.00	9.00	21.00	2.333		UNO Totals	60.00	12.00	45.00	105.00	1.750	Overall	69.00	12.00	54.00	135.00	1.957
Continued on Probation																		

UNO Work

Undergraduate Career		2012 Spring																
Course	Subject	Cat No	Grade	HC	HE	QP	Course Codes	Grading Basis										
History of New Orleans	HIST	2603	W	3.0	0.0	0.0												
Survey Mathematical Thought	MATH	1032	W	3.0	0.0	0.0												
Public Opinion	POLI	4621	W	3.0	0.0	0.0												
	For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA		For GPA	No GPA	Earn	Qty Pts	GPA	
Semester	0.00	9.00	0.00	0.00	0.000		UNO Totals	60.00	21.00	45.00	105.00	1.750	Overall	69.00	21.00	54.00	135.00	1.957
Continued on Probation																		
Withdraw 17-MAR-2012																		

NO FURTHER ENTRIES ON THIS PAGE

Student Name: [REDACTED]
Birth Date: [REDACTED]
Date Created 05/01/2019 10:32:02

Student Number: [REDACTED]

		Statistical Totals by Course Career					
(Undergraduate Courses Only)	GPA Type	Hrs In GPA	Hrs not In GPA	Hrs Earned	Qty Points	GPA	
	UNO Cumulative	60.00	21.00	45.00	105.00	1.750	
	All Transfer Work	9.00	0.00	9.00	30.00	3.333	
	Cumulative GPA	69.00	21.00	54.00	135.00	1.957	
(Graduate Courses Only)	GPA Type	Hrs In GPA	Hrs not In GPA	Hrs Earned	Qty Points	GPA	
	UNO Cumulative	0.00	0.00	0.00	0.00	0.000	
	All Transfer Work	0.00	0.00	0.00	0.00	0.000	
	Cumulative GPA	0.00	0.00	0.00	0.00	0.000	

Non-Academic Return Eligibility

Student is Eligible to Return

End of Transcript

NO FURTHER ENTRIES ON THIS PAGE

Attachment J

Email from LA Department of Public Safety



From: [Macie Kinchen](#)
To: [Jeff Adolph](#)
Subject: RE: Employment Verification Request
Date: Wednesday, February 27, 2019 10:26:56 AM

██████████ was employed with the SFM office 12/3/13 to 8/18/2017

██████████ was a SFM Deputy 1 – 12/3/13 to 12/2/14
SFM Deputy 2 – 12/3/14 to 12/2/15
SFM Senior Deputy – 12/3/15 to 8/18/17

From: Jeff Adolph <jadolph@jpoig.net>
Sent: Wednesday, February 27, 2019 10:20 AM
To: Macie Kinchen <Macie.Kinchen@la.gov>
Subject: Employment Verification Request

Ms. Kinchen,

Thank you for taking time to take my phone call this morning.

I am trying to validate employment for ██████████, who was a previous employee of the Louisiana Office of the State Fire Marshal. If possible, please provide me with the positions that ██████████ held as well as the dates that he held those positions.

If you have any questions, please do not hesitate to give me a call at 504-736-8962 ext. 344.

Thank you,

Jeffrey Adolph
Special Agent-Investigations
Office of Inspector General-Jefferson Parish, Louisiana
990 N. Corporate Dr. Suite 300
Jefferson, LA 70123
Office: 504-736-8962 Ext. 344
Fax: 504-736-8963
jadolph@jpoig.net

Attachment K

State of LA Civil Service Job Descriptions





STATE CIVIL SERVICE

172710
STATE FIRE MARSHAL DEPUTY 1
PS109 \$34,632 - \$61,443
Creation Date: 07/15/2011
Change Date: 04/10/2014

FUNCTION OF WORK:

To learn codes, standards, laws, policies, and procedures relative to State Fire Marshal program areas and to become familiar with inspection and investigation practices.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

Usually direct from a State Fire Marshal Captain or State Fire Marshal District Chief.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Public Safety, Office of State Fire Marshal.

JOB DISTINCTIONS:

Differs from a State Fire Marshal Deputy 2 by the absence of experienced level duties.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Observes and practices inspection and investigation techniques under close supervision and completes basic inspection and investigation reports.

Researches codes and data files for compliance.

May read and interpret construction plans and manufacturers' specifications.

May test various fire and safety systems and conduct evacuation drills.

May discuss corrective actions required for compliance with building owners, facility administrators, contractors, manufacturers, architects, etc.

May assist in photographing sites of suspected arson, collecting and analyzing evidence, and interviewing witnesses.

Attends schools and/or training programs to develop program area expertise and investigative abilities.

Assists other law enforcement agencies in investigations and may provide testimony as necessary.

Trains and responds to man-made or natural disasters or emergencies including, but not limited to: fire, weather, search and rescue, medical, and hazardous material events.

Assists in evaluating and inspecting emergency shelters for occupancy.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Three years of experience in law enforcement, criminal justice, arson/criminal/fire investigations, inspections, fire service, fire science, fire protection, fire prevention, fire prevention education, codes enforcement, building construction, construction technology, construction management, architecture, occupational safety, engineering, or engineering technology.

SUBSTITUTIONS:

Possession of one of the following will substitute for all of the experience:

- 1) Certification as a Firefighter 1 by the Louisiana Fire and Emergency Training Institute or equivalent recognized by the International Fire Service Accreditation Congress.
- 2) Certification as a Certified Building Official by the International Code Council or any current building inspector certification accepted by the State Fire Marshal's Office.
- 3) P. O. S. T. (Peace Officer Standard Training) certification as a peace officer.
- 4) A baccalaureate degree.

An Associate's degree in law enforcement, criminal justice, fire science, construction, construction technology, architecture, engineering, or engineering technology will substitute for two years of the required experience.

An Associate's degree in any field will substitute for one year of the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England

Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

172740
STATE FIRE MARSHAL DEPUTY 2
PS110 \$37,066 - \$65,749
Creation Date: 07/15/2011
Change Date: 04/10/2014

FUNCTION OF WORK:

To apply codes, standards, laws, policies, and procedures relative to State Fire Marshal program areas and to conduct inspections and investigations.

LEVEL OF WORK:

Experienced.

SUPERVISION RECEIVED:

Usually direct from a State Fire Marshal Captain or State Fire Marshal District Chief.

SUPERVISION EXERCISED:

None, but may provide functional supervision over lower-level State Fire Marshal Deputies.

LOCATION OF WORK:

Department of Public Safety, Office of State Fire Marshal.

JOB DISTINCTIONS:

Differs from State Fire Marshal Deputy 1 by the presence of experienced level duties.

Differs from State Fire Marshal Senior Deputy by the absence of advanced level duties.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Conducts routine inspections and investigations and completes related reports.

Researches codes and data files for compliance.

Reads and interprets construction plans and manufacturers' specifications.

Conducts tests of various fire and safety systems; conducts evacuation drills.

Discusses corrective actions required for compliance with building owners, facility administrators, contractors, manufacturers, architects, etc.

Photographs sites of suspected arson, collects and analyzes evidence, interviews witnesses, determines origins of fire, and may present evidence in court.

Assists other law enforcement agencies in investigations and may provide testimony as necessary.

Trains and responds to man-made or natural disasters or emergencies including, but not limited to: fire, weather, search and rescue, medical, and hazardous material events.

May perform fire or arson investigations and may arrest individuals suspected of having violated criminal laws and/or seize contraband subject to forfeiture.

Evaluates and inspects emergency shelters for occupancy.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Either of the following will qualify:

OPTION 1 One year of experience as a State Fire Marshal Deputy 1.

OPTION 2 Four years of experience in law enforcement, criminal justice, arson/criminal/fire investigations, inspections, fire service, fire science, fire protection, fire prevention, fire prevention education, codes enforcement, building construction, construction technology, construction management, architecture, occupational safety, engineering, or engineering technology.

SUBSTITUTIONS: for OPTION 2 ONLY

A) A baccalaureate degree in law enforcement, criminal justice, fire science, construction, construction technology, construction management, occupational safety, architecture, engineering, or engineering technology will substitute for all of the required experience.

B) A baccalaureate degree in other fields will substitute for three years of the required experience.

C) Certification as one of the following will substitute for three years of the required experience:

1) Firefighter 1 by the Louisiana Fire and Emergency Training Institute or equivalent recognized by the International Fire Service Accreditation Congress.

2) Certified Building Official by the International Code Council or any current building inspector certification accepted by the State Fire Marshal's Office.

3) P. O. S. T. Peace Officer Standard Training certified peace officer.

D) An associate degree in law enforcement, criminal justice, fire science, construction, construction technology, architecture, engineering, or engineering technology will substitute for two years of the required experience.

E) Other associate degrees will substitute for one year of the required experience.

F) Possession of one of the following certifications or commissions will substitute for one year of the required experience:

1) Fire Inspector LSU Office of Academic Affairs Firefighter and Emergency Responder certification or equivalent from an organization accredited by the International Fire Service Accreditation Congress.

2) National Association of Amusement Ride Safety Official NAARSO

3) National Board of Boiler and Pressure Vessel Inspection

4) Fire Investigator -National Fire Academy or equivalent recognized by the International Fire Service Accreditation Congress

5) Life Safety Code Specialist certification from CMS -Centers for Medicare and Medicaid Services-

6) NICET 1 National Institute for Certification in Engineering & Technologies in fire alarm or fire sprinkler or special hazards.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.



STATE CIVIL SERVICE

172750

STATE FIRE MARSHAL SENIOR DEPUTY

PS112 \$42,432 - \$75,275

Creation Date: 07/15/2011

Change Date: 11/30/2018

FUNCTION OF WORK:

To apply codes, standards, laws, policies, and procedures relative to State Fire Marshal program areas and to conduct complex inspections and investigations.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

Usually direct from a State Fire Marshal Captain or State Fire Marshal District Chief.

SUPERVISION EXERCISED:

None, but may provide functional supervision over lower-level State Fire Marshal Deputies.

LOCATION OF WORK:

Department of Public Safety, Office of State Fire Marshal.

JOB DISTINCTIONS:

Differs from State Fire Marshal Deputy 2 by the presence of advanced level duties.

Differs from State Fire Marshal Captain by the absence of direct supervision of lower-level State Fire Marshal personnel or by the performance of specialized tasks as approved by SCS.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Conducts complex inspections or investigations and completes related reports.

Advises and assists lower-level personnel on inspections or investigations relative to State Fire Marshal program area of specialty.

Discusses corrective actions required for compliance with building owners, facility administrators, contractors, manufacturers, architects, etc.

Photographs sites of suspected arson, collects and analyzes evidence, interviews witnesses,

determines origins of fire, presents evidence in court, follows case to successful prosecution and/or conviction, and closes the case.

May provide technical expertise to District Attorneys, Attorney General, United States Attorney, and the insurance industry; provides testimony in court as needed.

May carry and use firearms for necessary restraint of persons arrested or sought to be arrested for arson crimes; may execute legal search and arrest warrants.

May perform fire or arson investigations and may arrest individuals suspected of having violated criminal laws and/or seize contraband subject to forfeiture.

Evaluates and inspects emergency shelters for occupancy.

Trains and responds to man-made or natural disasters or emergencies including, but not limited to: fire, weather, search and rescue, medical, and hazardous material events.

Performs and assists with on-scene emergency operations including, but not limited to, coordinating resources and/or manpower.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Any of the following will qualify:

OPTION 1 One year of experience as a State Fire Marshal Deputy 2 plus one of following certifications or commissions:

- A) Fire Inspector-LSU Office of Academic Affairs Firefighter & Emergency Responder Certification or equivalent recognized by the International Fire Service Accreditation Congress
- B) Fire Investigator-National Fire Academy or equivalent recognized by the International Fire Service Accreditation Congress
- C) National Association of Amusement Ride Safety Official (NAARSO)
- D) Life Safety Code Specialist certification from CMS (Centers for Medicare and Medicaid Services)
- E) NICET 1 (National Institute for Certification in Engineering Technologies) in fire alarm or fire sprinkler or special hazards
- F) Firefighter 1 by the Louisiana Fire and Emergency Training Institute or equivalent recognized by the International Fire Service Accreditation Congress
- G) P. O. S. T. (Peace Officer Standard Training) certification as a peace officer
- H) Certified Building Official by the International Code Council or any current building inspector certification accepted by the State Fire Marshal's Office.

OPTION 2 Possession of a commission from the National Board of Boiler and Pressure Vessel Inspectors plus one of the following:

- A) Five years of experience in boiler and pressure vessel inspections
- B) One of the following endorsements:
 - 1. In-service Commission Endorsement:
 - a. O -Owner User Inspector Supervisor
 - 2. New Construction Commission Endorsement:
 - a. A -Authorized Inspector
 - b. AR -A Repairs Alterations
 - c. B -Inspector Supervisor
 - d. N -Nuclear Inspector
 - e. I -Nuclear in-service Inspector
 - f. NS -Nuclear Inspector Supervisor
 - g. C -Nuclear Inspector (Concrete)
- C) Certification from the National Association of Amusement Ride Safety Official (NAARSO)

OPTION 3 Possession of a Team Leader certification from the National Board of Boiler and Pressure Vessel Inspectors OR from the American Society of Mechanical Engineers.

Attachment L

Hazardous Materials Risk Coordinator, Assistant Application



421

5014-02A - HAZARDOUS MATERIALS RISK COORDINATOR, ASSISTANT (5014)

Contact Information -- Person ID: [Redacted]

Name: [Redacted] Address: [Redacted]
 Home Phone: [Redacted] Alternate Phone: [Redacted]
 Email: [Redacted] Notification Preference: Email
 Former Last Name: [Redacted] Month and Day of Birth: [Redacted]

Personal Information

Driver's License: Yes, Louisiana, [Redacted], Class D
 What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary: \$50,000.00 per year
 Are you willing to relocate? Maybe
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day, Evening, Night, Rotating, Weekends, On Call (as needed)

Objective

[Redacted]

Education

Professional
National Fire Academy - Emmitsburg, Maryland
<https://www.usfa.fema.gov/>
 11/2016 - 11/2016
 Emmitsburg, Maryland
 Did you graduate: Yes
 College Major/Minor:
 Degree Received: Professional

High School
Brother Martin High School
 8/2003 - 5/2007
 New Orleans, Louisiana
 Did you graduate: Yes
 Highest Level Completed: 12
 Did you receive a GED? No
 Degree Received: High School Diploma

Professional
GOHSEP - Homemade Explosives Recognition
 [Unspecified Start] - [Unspecified End]
 Waggaman, Louisiana
 Did you graduate:
 College Major/Minor:
 Degree Received: Professional

Professional
FBI - Pipeline Awareness Awareness
 [Unspecified Start] - [Unspecified End]
 Metairie, Louisiana
 Did you graduate:
 College Major/Minor:
 Degree Received: Professional

Professional
EPA/DEA - Methamphetamine Laboratory Awareness
 [Unspecified Start] - [Unspecified End]
 Baton Rouge, Louisiana
 Did you graduate:
 College Major/Minor:
 Degree Received: Professional

Professional

ATF - Post-Blast Investigation
 [Unspecified Start] - [Unspecified End]
 Jefferson, Louisiana

Did you graduate:
 College Major/Minor:
 Degree Received: Professional

Professional

FBI - Law Enforcement Surveillance Training
 [Unspecified Start] - [Unspecified End]
 Baton Rouge, Louisiana

Did you graduate:
 College Major/Minor:
 Degree Received: Professional

Professional

Louisiana State Police - Hazardous Materials Technician
 [Unspecified Start] - [Unspecified End]
 Baton Rouge, Louisiana

Did you graduate: Yes
 College Major/Minor: Hazardous
 Materials Technician
 Degree Received: Professional

Work Experience

Inspector / Investigator
 12/2013 - Present

Hours worked per week: 40
 Monthly Salary: \$4,000.00
 May we contact this employer? No

State of Louisiana / Department of Public Safety
 www.lasfm.org
 1450 Poydras Street, Suite 1500
 New Orleans, Louisiana 70112
 504-568-8506

Duties

Assigned to the Louisiana State Fire Marshal - New Orleans District, covering GOHSEP Region 1, Areas 1 & 9 - 13 parishes surrounding Orleans Parish.

Responded to and took command of incidents and scenes involving hazardous materials. Responded to fires, explosions, incidents involving the release of chemicals, fatalities, etc. Performed inspections in reference to the storage of hazardous materials and enforced all applicable codes, laws, rules, and regulations pertaining.

Captain

7/2007 - Present

Hours worked per week: 40
 Monthly Salary: \$0.00
 # of Employees Supervised: 15
 May we contact this employer?

City of Kenner / Volunteer Fire Department
 200 Veterans Boulevard
 Kenner, Louisiana 70062

Duties

Responded to fire, explosion, and hazardous material events as well as emergency scenes
 Created emergency pre-planning of areas within jurisdiction
 On-scene logistics coordinator for events
 Assisted other first responding agencies with planning and coordination of large-scale events
 Prepared for disasters - natural and man-made
 Responded to incidents and scenes involving hazardous materials. Responded to fires, explosions, incidents involving the release of chemicals, fatalities, etc.

Certificates and Licenses

Type: CPR

Number:

Issued by:

Date Issued: 1 /2017 Date Expires: 1 /2018

Type: Medical First Responder

Number:

Issued by:

Date Issued: 1 /2017 Date Expires: 1 /2018

Type: Peace Officer Standards & Training / Police Academy

Number:

Issued by:

Date Issued: 7 /2014 Date Expires:

Type: Firefighter 1

Number:

Issued by:

Date Issued: 12 /2013 Date Expires:

Type: Fire Inspector 1

Number:

Issued by:

Date Issued: 1 /2014 Date Expires:

Type: Fire Investigator

Number:

Issued by:

Date Issued: 12 /2014 Date Expires:

Type: Certified Fire & Explosion Investigator

Number:

Issued by:

Date Issued: 1 /2016 Date Expires: 1 /2018

Type: FEMA - Protecting Critical Infrastructure Against Insider Threats

Number:

Issued by:

Date Issued: 5 /2016 Date Expires:

Type: FEMA - Special Events Contingency Planning for Public Safety Agencies

Number:

Issued by:

Date Issued: 5 /2016 Date Expires:

Type: FEMA - Introduction to Hazardous Materials

Number:

Issued by:

Date Issued: 6 /2016 Date Expires:

Type: FEMA - Building Design for Homeland Security for Continuity of Operations

Number:
Issued by:
Date Issued: 6 /2016 Date Expires:

Type: FEMA - Local Damage Assesment

Number:
Issued by:
Date Issued: 5 /2016 Date Expires:

Type: FEMA - Radiological Emergency Management

Number:
Issued by:
Date Issued: 5 /2016 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Professional
McConnell, Tim
Fire Chief - City of New Orleans
504-658-4700

Professional
Degrange, Paul
Fire Prevention Chief - City of New Orleans
504-658-4700

Professional
Hellmers, John
Fire Chief - City of Kenner
504-468-4000

Professional
Tibbetts, Dave
Fire Chief - Jefferson Parish
504-736-6200

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: A complete work history is required. For periods of unemployment please list the start and end date, as you would for a period of employment, and state unemployed. Did you submit a complete work history?

A: Yes

2. Q: Failure to supply requested information may cause your application to be rejected.

Answer every question truthfully, completely and accurately. This information is needed to determine your employment eligibility. Omitted, incomplete, false or misleading information may cause your application to be rejected. I understand the above:

A: Yes

3. Q: Are you currently authorized to work in the United States?

A: Yes

4. Q: As a condition for employment with Jefferson Parish Civil Service, or as a condition of continued employment with Jefferson Parish Civil Service, Jefferson Parish Civil Service may obtain information about your employment and education verifications, criminal history, DMV records, and any other information bearing on your character or general reputation. By selecting "Yes" below, I hereby authorize and consent to Jefferson Parish Civil Service's procurement of the above stated information and waive such legal rights that may exist and do release any and all persons from liability in connection with the furnishing of such information. Failure to select "Yes" below will result in your application being withdrawn from further consideration.

A: Yes

5. Q: Have you ever been convicted of, or plead guilty to, any law violation other than minor traffic violations? Include drug and DWI Convictions: Please Note: Jefferson Parish Personnel Department does not automatically bar applicants for the mere fact of possessing a conviction record (misdemeanor or felony).

A: No

6. Q: If you checked yes to the above question, please give a detailed explanation.

A:

7. Q: Were you ever fired or asked to resign from any job?

A: No

8. Q: If the answer to were you ever fired was answered yes then please give a detailed explanation, including the name and address of the employer.

A:

9. Q: Do you currently hold, or are you a candidate, for any elected office?

A: No

10. Q: If the answer to currently holding office or being a candidate for office, is yes, then please explain giving details.

A:

11. Q: Select the location of employment that interest you: NOTE: The selection of East Bank or West Bank will be used for initial hire only. Any employee may be transferred to other job locations as the needs of the department dictate.

A: Parish Wide

12. Q: Select the conditions of employment of interest:

A: Permanent

13. Q: If selected for this position, current Jefferson Parish employees will receive a hiring rate in accordance with Jefferson Parish Personnel Rules. Individuals NOT currently

employed by Jefferson Parish will be hired at the minimum salary listed on the job posting. Individuals not willing to accept the minimum salary may not be considered for this or future vacancies, within this job classification. Please check one of the following options to show that you have read and understand this pay policy.

A: I reviewed and will accept the minimum salary listed on the job posting for this job classification.

14. Q: Are members of your Immediate family (parents, brothers, sisters, children, spouse or spouse of children) presently employed by the Jefferson Parish?

A: Yes

15. Q: If members of your immediate family are employed by Jefferson Parish please list the name, relationship and the employing department:

A: [REDACTED]

16. Q: If applying for Veteran's Preference the following will give you the documentation needed to support the request: 1 True copy of honorable discharge or discharge under honorable conditions, establishing active service between: September 16, 1940 and July 25, 1947; or, June 27, 1950 and January 31, 1955; or, July 1, 1958 and May 7, 1975, the Vietnam Era; however the period of July 1, 1958 and August 4, 1964 is considered a wartime period only for those who served within the are known as the Vietnam Theater; or, August 2, 1990 through January 2, 1992; or, Served on active duty for a period of more than 90 consecutive days any part of which occurred during the period beginning September 11, 2001; or service for which a campaign badge has been authorized. 2 Certificate of existing disability (dated within the past year) for service connected disability. 3 Statement from physician that veteran is unable to perform regular occupational duties, or certification that veteran is permanently and totally disabled. 4 True copy of veteran's death certificate. Do you understand that this proof is required, and must be submitted?

A: Yes

17. Q: Please print a copy of the Employment Information Release form, found on the Jefferson Parish Website - <http://www.jeffparish.net/modules/showdocument.aspx?documentid=653> **FORM 3 - Employment Information Release (Necessary only when initially applying. Only last two (2) lines are to be completed.) Must be in our office within two weeks of application, or the application will be withdrawn. Mail this to: Jefferson Parish Personnel Department 200 Derbigny, Suite 3100 Gretna, LA 70053**

A: Yes

18. Q: Current employees of Jefferson Parish Please select the department you are currently employed in.

A:

19. Q: If you are a Current Employee of Jefferson Parish please enter your current CLASS TITLE.

A:

20. Q: Select Conditions of employment, Full Time, Part Time and On Call. Please select all that apply.

A: Full Time

21. Q: The working test period for all positions shall be six months, unless otherwise stated on the announcement. However, any six-month working test period may be extended for a maximum of six additional months in accordance with the Personnel Rules. I understand the above:

A: Yes

22. Q: To help with our future recruitment efforts please answer the following question: How did you first learn about this particular job opening? Please do not select ****Personnel Department Use only**** that choice is only for Internal Personnel Department use.

A: Jefferson Parish website

Supplemental Questions

1. Q: The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation in the supplemental questions and in your application may result in failure or disqualification for this position. This means you will be ineligible for further consideration in this recruitment process. Please check "yes" to show that you have read and understand this statement.

A: Yes

2. Q: Do you possess a current certification as a Hazardous Materials Technician granted by a Fire/Emergency Training Institute following National Fire Protection Association 472: "Standard for Competence of Responders to Hazardous Materials"?

A: Yes

3. Q: How many years of full-time, paid work experience do you have developing policies and procedures or training programs/curricula in the area of hazardous materials response and recovery experience?

A: 3 years to less than 4 years

4. Q: Describe your full-time, paid work experience developing policies and procedures or training programs/curricula in the area of **hazardous materials response and recovery**. Please be sure to include when and where this experience was obtained.

A: I inspected hazardous materials facilities.
I responded to hazardous material events (fires, explosions, complaints, leaks, etc) as a scene commander.
I assisted in the aftermath/recovery of hazardous material events as a scene commander.

Attachment M

Responses





www.jeffparish.net

JEFFERSON PARISH

Department of Personnel



PERSONNEL BOARD

Rufus C. Harris, III
Michael L. Fantaci
Deborah A. Villio

John Dumas, MPA, SPIIR
Director

July 26, 2019

David N. McClintock
Jefferson Parish Inspector General
990 N. Corporate Drive, Suite 300
Jefferson, Louisiana 70123

RE: Personnel Department - Determination of Eligibility

Dear Mr. McClintock:

Pursuant to the Jefferson Parish Office of Inspector General's (JPOIG) Confidential Draft Report of Personnel Department – Determination of Eligibility, the Personnel Department offers the following response.

As cited in the draft audit report, changes are recommended to the Personnel Department's policy and guidelines governing our recruitment procedures for verifying education and work experience of applicants to ensure that minimum qualification requirements are met.

In accordance with Personnel Rule VI, Section 3. Admission to Examinations: Section 3.1 - Admission to examinations held by and under the authority of the Department of Personnel shall not be restricted by reason of race, color, national origin, sex, religion, age, disability, or politics. Section 3.3 – The Director shall fix requirements of training, residence, skill, education, and other qualifications for admission to examinations. Unless otherwise specified on the official announcement, such qualifications must be possessed by any applicant by the final filing date for each examination. The aforementioned sections of Personnel Rule VI establishes the basis for Personnel Department Policy 2.4 Verification of Education.

We have revised Policy 2.4 Verification of Education as of June 6, 2019. The stated purpose of this policy is to provide policy and procedural guidelines concerning employment eligibility of applicants submitting proof of education to meet minimum requirements. This was also a recommendation cited in "Finding #2" of the draft report of Personnel Department Determination.

The amended policy requires verification of an applicant's education if the position applied for requires a certain level of education as part of the minimum qualification requirements.

Applicants must meet all educational requirements by the final filing date for each examination and must provide proof of meeting said requirement. Proof of college education must be in the form of an official college or university printed transcript. Proof of a diploma must be presented to the Personnel Technicians or Personnel Assistants in the original form. The Personnel Technicians or Personnel

Assistants may then make a copy of the original diploma and must make a note on the copy stating "Original diploma reviewed on (date) by (Technician's or Assistant's name)". Electronic transcripts will only be accepted by email directly from the college or university. In cases where the official transcript is sent via email directly from the college or university the Technicians must make a note on the printed transcripts stating "Official transcripts received via email directly from (university name) on (date)."

Applicants are required to supply proof of education before the civil service test is given. See attached Verification of Education Policy.

Personnel Department Policy – 3.6 Verification of Past Experience has also been revised based on Finding #2 as cited in the draft audit report. Specifically, the Employment Release form has been revised. Once signed by the applicant, it authorizes the Personnel Department to obtain background information including employment history. The signed form also authorizes an applicant's previous employer to release information to Jefferson Parish Personnel Department pertaining to the employee's employment. Some questions on the form address the position the applicant held, full or part time, paid employment vs volunteer status, and the dates of employment. See the attached Employment Information Release form and the Employment Verification Policy.

The Employment Verification Policy provides procedural guidelines pertaining to the process of sending employment verification letters to past employers of applicants. The policy is in accordance with Personnel Rule VI, Section 3.5 A (2), which states: "Subject to the Rules, the Director shall reject the application of any person for admission to any test of fitness, or refuse to test any applicant, or cancel the eligibility of any eligible on any employment list, who because of character, reputation, criminal record, or employment history the Director deems unfit for employment in the class of work applied for."

Changes to the Verification of Education and the Verification of Experience to the Personnel policies provide procedures to verify applicant's qualifications to ensure that applicants have met stated requirements of the position(s) applied for. We recognize that the process of verifying employment may present challenges in consideration of limited information an employer may be willing to share. Thus, we will provide reports to the Personnel Board concerning the results of the revised policies.

Sincerely,



John G. Dumas, MPA, SPHR, SHRM-SCP
Personnel Director

JGD/cs

cc: Mr. Rufus C. Harris, III, Chairman Personnel Board
Mr. Michael Fantaci, Personnel Board Member
Honorable Michael Yenni, Parish President

TOPIC: Verification of Education			
SECTION: II	POLICY: 2.4	EFFECTIVE DATE: 06/06/19	VERSION: 3
PURSUANT PERSONNEL RULES: Rule VI Section 3.3			

Purpose:

To provide policy and procedural guidelines concerning employment eligibility of applicants submitting proof of education to meet minimum requirements.

Pursuant Personnel Rules:

Personnel Rule VI Section 3.3: “The Director shall fix requirements of training, residence, skill, education, and other qualifications for admission to examinations. Unless otherwise specified on the official announcement, such qualifications must be possessed by any applicant by the final filing date for each examination.”

Policy Statement:

Applicants must meet all educational requirements by the final filing date for each examination and must provide proof of meeting said requirements. Proof of college education must be in the form of an official college or university printed transcript. Proof of a diploma must be presented to the Personnel Technicians or Personnel Assistants in the original form. The Personnel Technicians or Personnel Assistants may then make a copy of the original diploma and must make a note on the copy stating “Original diploma reviewed on (date) by (Technician’s or Assistant’s name)”. Electronic transcripts will only be accepted by email directly from the college or university. In cases where the official transcript is sent via email directly from the college or university the Technicians must make a note on the printed transcripts stating “Official transcripts received via email directly from (university name) on (date).”

Applicants are required to supply proof of education before the civil service test is given.

Procedure:

A more information letter requesting proof of the required education is sent to applicants once their application has been reviewed. An applicant is given at least two weeks to supply the requested proof of education. If an applicant does not provide proof of education within the given time frame their application will be withdrawn.

Should an applicant supply the requested official transcript or diploma after their application has been withdrawn but the classification is still open, the applicant may have their application reactivated and be scheduled for the civil service test and/or placed on the eligible list.

TOPIC: Employment Verification			
SECTION: 1	POLICY: 1.5	EFFECTIVE DATE:	VERSION: 2
PURSUANT PERSONNEL RULES: Rule VI section 3.1			

Purpose:

To provide policy and procedural guidelines concerning sending employment verification letters to past employers of applicants. This policy is in accordance with Personnel Rule VI section 3.5 A. (2), which states:

“Subject to the Rules, the Director shall reject the application of any person for admission to any test of fitness, or refuse to test any applicant, or cancel the eligibility of any eligible on any employment list, who: (2) Because of character, reputation, criminal record, or employment history the Director deems unfit for employment in the class of work applied for.”

Policy Statement:

Employment verification letters shall be sent to all past employers deemed necessary in order for the technician to determine that the applicant has met the minimum qualification requirements for the position. Technicians may additionally contact past employers during the application process when necessary to confirm past employment. Verification should only be done on past employers, not on current employers, unless specific authorization is obtained in writing from the applicant.

Procedure:

1. Immediately after the Recruitment Technician determines that the applicant meets the minimum qualification requirements for the position, the Technician will send the Employment Information Release Form to all past employers deemed necessary in order to verify the experience portion of the minimum qualification requirements.

For applicants where the work experience needed was acquired at their current place of employment, an e-mail or call will be made by the Recruitment Technician to the applicant to authorize the Personnel Department to contact his or her current place of employment. If the applicant allows the Personnel Department to contact the applicant’s current employer, then the Recruitment Technician must obtain a signed

Information Release Form from the applicant strictly for current employers. This new form will be sent to the current employer only for verification. If the applicant does not allow the Personnel Department to contact his or her current employer, it is then the applicant's responsibility to provide the Personnel Department with proof of their current employment through W-2 forms, paycheck stubs, annual performance evaluations, or any documentation which may verify the applicant's current employment.

In cases where the work experience needed to meet the minimum qualification requirements was obtained while employed by a business that has since dissolved and/or is no longer in operation, it is the applicant's responsibility to provide the Personnel Department with proof of past employment through W-2 forms, paycheck stubs, annual performance evaluations, etc.

2. Once the Employment Information Release Forms are sent out, the Technician moves forward with scheduling the applicant for any written exams and/or Rating of Training and Experiences. Those applicants who pass all the examinations for the position will be placed on the eligible list. For any non-competitive positions, the applicants will be placed on the eligible list without any score.
3. All Employment Information Release Forms returned by employers are to be given to the Recruitment Supervisor, who will in turn give them to the appropriate Recruitment Technician to review along with the applicant's work experience information provided on their application. When a returned Employment Information Release Form has differing information from that of the submitted application, the Recruitment Technician will reject the application with the reasoning; "The work experience provided on your application is not consistent with the information provided by your previous employer."
4. At the time a Criminal Background Check is requested on the applicant, the Recruitment Technician will ensure the Employment Information Release Form has been returned by all previous employers to whom it was initially sent to for employment verification. If at this time all forms have not been returned by the necessary employers, the Recruitment Supervisor will call or contact the necessary employers to verify the employment experience. Any work experience that still cannot be verified by additional phone calls or contact made by the Recruitment Supervisor or documentation (i.e. W-2 forms, paycheck stubs, annual performance evaluations, etc.) provided by the applicant will be removed from the eligible list.

Dear Sir/Madame:

_____ has applied for employment with the Parish of Jefferson as _____, and stated that he/she was is employed by you in the capacity of _____ from _____ to present day. Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

Personnel Department

- =====
1. Are the dates of employment substantially correct? _____
If not, please give correct date: _____
 2. What position does applicant hold, and what type of work does applicant perform? _____
 3. Is the position full-time or part-time? Is applicant a paid employee or volunteer? _____
 - ~~4. Why did applicant leave your service? _____~~
 - ~~4. Would you reemploy applicant in a suitable vacancy? _____~~
 4. Please comment briefly on applicant's work habits, attendance and ability: _____

Signature: _____ Title: _____ Date: _____

To Be Completed By Applicant

I hereby authorize all my ~~previous~~ current employer(s) to furnish the Jefferson Parish Personnel Department information concerning my employment history. I hereby release the aforesaid employer(s) from any responsibility for damage on account of furnishing said information.

Applicant's Printed Name

Applicant's Signature

Date

Dear Sir/Madame:

_____ has applied for employment with the Parish of Jefferson as _____, and stated that he/she was employed by you in the capacity of _____ from _____ to _____. Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

Personnel Department

===== :

1. Are the dates of employment substantially correct? _____
If not, please give correct date: _____
2. What position did applicant hold, and what type of work did applicant perform? _____
3. Was the position full-time or part-time? Was applicant a paid employee or volunteer? _____
4. Why did applicant leave your service? _____
4. ~~Would you reemploy applicant in a suitable vacancy?~~ _____
5. Please comment briefly on applicant's work habits, attendance and ability: _____

Signature: _____ Title: _____ Date: _____

To Be Completed By Applicant

I hereby authorize all my previous employers to furnish the Jefferson Parish Personnel Department information concerning my employment history. I hereby release the aforesaid employers from any responsibility for damage on account of furnishing said information.

Applicant's Printed Name

Applicant's Signature

Date

Corrective Action Plan

A Corrective Action Plan should be completed for each recommendation by each identified department or branch of government.

Suggested process:

Within 10 Days of Issuance: Request or attend a meeting with the JPOIG to discuss the report and potential corrective actions.

Within 20 Days Following to Initial Meeting: Complete a Corrective Action Plan and submit to the JPOIG.

Responsible Department or Branch	Recommendation & Finding	Recommendation	Agree	In Part	Disagree	Corrective Measures	Time Frame	Means of Evaluation	Person Responsible
Personnel	1	Personnel verify education and certifications before determining eligibility for applicants where applicants are receiving credit for possessing a degree or certification and/or where education and certification is relevant to determining whether applicant meets minimums. The verification is typically performed by securing official transcripts directly from the institution.	✓	<input type="checkbox"/>	<input type="checkbox"/>	The Personnel Director has amended and implement a written policy/process for verification of an applicant's educational achievements, related to their application for employment with Jefferson Parish. The Policy became effective on 06/06/19	30 days	Finalized Written Policy and Process along with written letter dated 7/23/19 addressed to Mr. McClintock was mailed	John Dumas
Personnel	2	Personnel verify work experience before determining eligibility for applicants where applicants are receiving credit for specific work experience and/or where specific work experience is relevant to determining whether applicant meets minimum qualifications. Validation typically occurs through the use of waivers and questionnaires provided to the former employer but may be a of other manners depending upon the individual circumstances.	✓	<input type="checkbox"/>	<input type="checkbox"/>	The Personnel Director has amended and implement a written policy/process for applicant's work experience and job history, related to their application for employment with Jefferson Parish. The Policy became effective on 08/06/19.	30 days	Finalized Written Policy and Process along with written letter dated 07/23/19 addressed to Mr. McClintock was mailed	John Dumas



JEFFERSON PARISH

Office of the President

Michael S. Yenni
Parish President

Walter R. Brooks
Chief Operating Officer

Michele R. Morel
Dep. Chief Operating Officer

TO: Office of Inspector General, Jefferson Parish
FROM: Michele R. Morel, Deputy Chief Operating Officer
DATE: August 9, 2019
SUBJECT: Response to OIG Investigation Report No. 2019-0011

On behalf of the Administration and in accordance with JPCO 2-155.10(9), this response is hereby submitted to the OIG Investigation Report No. 2019-0011, its findings and recommendations.

The administration learned of this employees actions on May 24, 2019. Immediately upon becoming aware of the situation, the employee was given a choice by the administration to resign by the end of the work day or be terminated. The employee chose to resign and did so before the close of business on May 24, 2019.

Respectfully Submitted,

Michele R. Morel
Deputy Chief Operating Officer

CC: Michael S. Yenni, President Jefferson Parish
Walter R. Brooks, Chief Operating Officer Jefferson Parish
Tim Palmatier, Finance Director Jefferson Parish
Steve Caraway, CAA Jefferson Parish
David Courcelle, Jefferson Parish Attorney
Keith Conley, Jefferson Parish Councilman-At-Large A

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Cynthia Lee-Sheng, Jefferson Parish Councilwoman-At-Large B
Ricky Templet, Jefferson Parish Council District 1
Paul Johnston, Jefferson Parish Council District 2
Mark Spears, Jefferson Parish Council District 3
Dominick Impastato, Jefferson Parish Council District 4
Jennifer VanVrancken, Jefferson Parish Council District 5
John Dumas, Jefferson Parish Personnel Department