

CAREER SERVICE EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER

The Plaquemines Parish Civil Service Department is the "clearing house" for Parish jobs in a number of departments in Parish government which are under civil service. Some of these include Administrative Offices, Departments of Internal Auditor, Oil Gas and Mineral, Land, Economic Development, Port Harbor & Terminal, Finance, Data Processing, Sales Tax, Purchasing, Machine Room, Human Resources, Parish Courier, Civil Service, Health, Mosquito Control, Water Quality, Environmental Services, Animal Control, Medicaid, Ambulances, Retarded Citizens, Parish Farm and Home Economics, Community Action, 911 Services, Davant Swimming Pool, Buildings, Maintenance, Telecommunications, Libraries, Solid Waste, Ferries, Recreation, Sign, Permits Planning and Zoning, Engineering and Public Works, Drainage, Flood Control, Bridges, Public Right of Way Maintenance, and Boat Harbors. Some departments hire new employees frequently; others only a few when replacements are necessary. By publicizing job opportunities, we do not want to imply that vacancies occur every day or week.

EMPLOYMENT PROCEDURE

The Civil Service Department posts current notices of job opportunities prior to examination dates. A job interest card may be filed with the Civil Service Department at any time, but applications must be filed when the examination is announced. Some examinations have a deadline for the filing of applications; others are given on a continuous basis, until a sufficient number has been received.

The Civil Service Department does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Therefore, reasonable accommodations will be provided to allow access to the Department's programs and activities for individuals with disabilities unless such accommodations would result in undue hardship.

Applications must be made on the official forms: Personal History Record and Application for Examination, which may be obtained at the Civil Service Department in Port Sulphur. Applicants may request accommodations or assistance in completing any or all application forms. Completed forms must be received by the Civil Service Department, prior to the closing date specified. Applicants will be notified whether their applications have been accepted or rejected, and qualified applicants will be contacted when an assembled test is required.

Fill out your application carefully, including a record of your work experience and address where this experience can be verified. Failure to give complete information may result in rejection of your application or may lower your score where such information is credited as part of the final grade.

Applications for examinations shall be open to all persons irrespective of race, color, national origin, sex, religion, age, or disability; However, permanent Plaquemines Parish residents will receive preference on certifications for employment over non-residents.

A Competitive examination may include a written test, a rating of training and experience, a performance test, an oral interview; or any combination of these selection methods. Some jobs are filled on a non-competitive basis, requiring only that the applicant meet certain basic qualifications, such as physical fitness.

Candidates who are successful on competitive examinations are placed on a eligible list in the order of test scores, usually for a period of six months to three years. Veterans receive extra points in accordance with the Rules. When a vacancy occurs, the Civil Service Department refers, from the appropriate eligibility list, the names of persons within the final grade group or groups until there are at least three available candidates to the hiring department. You will be notified by mail when your name is referred to a department. If you are not selected, the Civil Service Department will continue to send your name for consideration when other openings occur, until the list expires. If you fail one or more parts of an examination the score will remain on file for 90 days from the date you took the test. Following the expiration of that time period, you may reapply for another position. You will be notified by mail of your eligibility status.

Each examination announcement describes the work to be performed and specified requirements for admission which may include any of the following: educational level, experience, physical ability, special skills, etc. The kind of work and examination shown, as well as the qualification listed, indicate what the applicant might expect in the way of testing, and the content is indicated as to areas of knowledge whenever possible.

THE MERIT SYSTEM

Examinations Appointments are thus made on the basis of competitive examinations, or pertinent qualifications. Plaquemines Parish actively pursues a program to make job opportunities available to all segments of the population. There are open-competitive and promotional examinations, the latter limited to employees with permanent civil service status in Plaquemines Parish. A wide range of Parish jobs offer employees opportunity for promotion. Employees are encouraged to prepare themselves for higher positions to which they may wish to advance.

If selected, as a condition of employment, applicants shall be required to satisfactorily participate in a post-offer medical examination which shall include drug testing.

Probationary Period The first six months of employment in a position is a (working test period) probationary period, unless extended to a maximum of one year. Successful completion of a probationary period results in permanent status in that classification.

Pay Practices and Working Conditions Every Job classification is assigned to a pay range. All employees in the classified service, subject to the availability of funds and satisfactory work performance, shall be eligible for a pay increase on each individual employee's pay raise eligibility date. Employees are paid biweekly. Automatic deductions are made for federal and state income taxes, medicare, and the retirement system, if a member. Any other deductions for insurance, Credit Union, or deferred compensation are voluntary and subject to employee approval. Full-time employees work 40 hours each week, unless other departmental regulations exist.

Employees injured on the job are covered by the Workmen's Compensation Act.

An employee may be dismissed for sufficient cause, and may appeal any disciplinary action taken against him, to the Civil Service Commission. Probationary employees have a limited right to appeal, based on discrimination. There is no current mandatory retirement age.

Benefits Annual Leave is accumulated by employees at the initial rate of 4 hours biweekly, and accrued annual leave is usually paid upon separation from the service, after completion of the Probationary Period. An equal amount of sick leave is available for illness or medical consultations. Ten official holidays are observed, plus any holidays declared by Parish Officials. Employees who must work extra hours, over 40 in a week, are paid overtime at a time and a half rate. All regular employees receive a partially paid basic Major Medical, Dental and Life insurance. Special leaves of absence for military service, civil leave, etc. may be granted, in accordance with the Civil Service Rules. Most employees become contributing members in the parochial Employee's Retirement System.

Political Activity Classified employees are prohibited from participating publicly in the affairs of any political party or campaign, except to cast their votes and serve as commissioners or official watchers at the polls in any election.

Note This booklet is not a reference for all rules and regulations of the Civil Service Commission in Plaquemines Parish. It is intended to provide general information as to local Civil Service career opportunities. Persons interviewed for and appointed to fill Parish jobs are given more detailed instructions regarding procedures and working conditions in various department.

APPLICATION OFFICES

(504) 392-6690

**Civil Service Department – 481 F. Edward Hebert Blvd.
Belle Chasse, LA. 70037 E-Mail Address:
Civil_Service@plaqueminesparish.com**

**Receptionist - Council Office Building - Belle Chasse
106 Avenue G; Belle Chasse, LA 70037**

**Coordinator - Buras Auditorium - Buras
111 Auditorium Drive; Buras, LA 70041**

**Secretary - District 9 Council Office - Boothville
160 Gille Lane; Boothville, LA 70038**