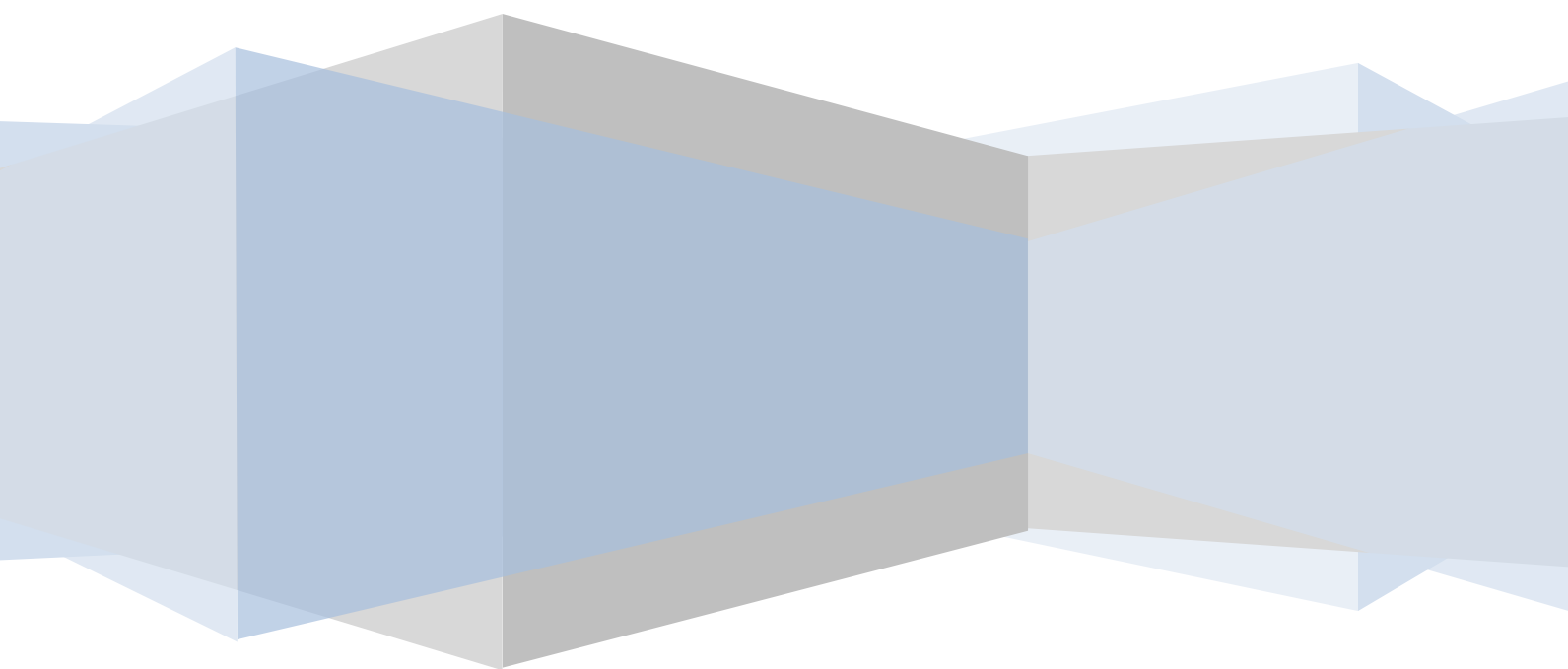


CITY OF BATON ROUGE

# Applicant Handbook

A Guide to City-Parish Employment



# Table of Contents

<i>Introduction</i> .....	1
<i>Human Resources Mission Statement</i> .....	1
<i>Organization</i> .....	2
<i>City-Parish Benefits</i> .....	16
<i>Application Process</i> .....	19
<i>How to Fill Out Your City Parish Employment Application</i> .....	20
<i>Examination Study Guides</i> .....	22
<i>General Information &amp; Tips for Taking Tests</i> .....	22
<i>Frequently Asked Questions</i> .....	24

## *Introduction*

The award-winning City-Parish Government offers exciting career opportunities in architecture, clerical support, engineering, heavy equipment operations, information services, library services, social services, urban planning and more. It is our goal that this recruitment guide will provide applicants with the information necessary to pursue a career with the City of Baton Rouge-Parish of East Baton Rouge. Offering excellent benefits and growth opportunities, we welcome your employment application and are here to help you along the way.



Annette I. Bookter, Ph.D.  
Director

## *Human Resources Mission Statement*

To provide leadership and partnership in creating and implementing innovative people strategies in order to meet the current and emerging human resources needs of the diverse population of employees and citizens of the City of Baton Rouge and Parish of East Baton Rouge.

# Organization



The City of Baton Rouge and Parish of East Baton Rouge operate under a charter entitled The Plan of Government, which became effective on January 1, 1949. The Plan is unique in that the government of the City of Baton Rouge substantially consolidated with that of the parish. The Metropolitan Council of the Parish of East Baton Rouge serves as the governing authority of the city and parish. Its authority is exercised over the city and parish general funds, all districts created by the council, the Greater Baton Rouge Airport District, the Public Transportation Commission, the East Baton Rouge Sewerage Control Commission and the Greater Baton Rouge Parking Authority. The Council is required by the Plan of Government to conduct meetings on the second and fourth Wednesdays of every month. The Mayor-President is elected at large and is the chief executive officer for the City-Parish, supervising and directing the administration of all departments, offices, and agencies of the government. The Mayor keeps the Metropolitan Council informed of the financial condition of the government, with recommendations for action; submits the annual budget to the Council; and performs other duties prescribed by the Plan of Government, ordinances, and resolutions.



## **Animal Control Center**

The main purpose of the Animal Control Center is to ensure public safety and health through the enforcement of Title 14 of the Code of Ordinances, the Animal Control Ordinance. This includes administration of the anti-rabies vaccination, enforcement of the licensing program providing quarantine of biting and/or rabies-suspect animals, and euthanasia of surplus, unclaimed, diseased, or injured animals. The Animal Control Center provides educational and informational programs of interest to groups, schools, and the general public. Other duties include the collection of various fees and fines, investigation of animal cruelty and interaction with animal-related organizations to solve animal control and care problems.

## **City Constable**

The City Constable is an elected official. The primary responsibilities of this department are to execute all City Court orders, such as civil mandates, judgements, seizures, and evictions, and to provide security for the City Court judges and building. Other duties include serving condemnation notices and civil service subpoenas.

## City Court



The Baton Rouge City Court was created by L.R.S. 13:2071 and extended by the Plan of Government. Its jurisdiction covers the City of Baton Rouge. This is a court of record that processes civil, criminal, and traffic matters. Civil claims heard include personal injury, contract, and landlord-tenant cases up to \$15,000, as well as, small-claims cases of \$2,000 or less. It also has criminal jurisdiction over misdemeanors, which are offenses generally punishable by a fine of not more than \$1,000 and/or a jail term of not more than 6 months.

## Council Administrator

### ◆ *Administration*

In accordance with the provisions of Section 2.08 of the Plan of Government, the Council Administrator / Treasurer is appointed by the Metropolitan Council to serve as liaison officer between the Metropolitan Council members and the City-Parish departments, divisions, agencies, constitutional offices and other officials. The Administration Division is responsible for the preparation and distribution of the agendas, resumes, and ultimately the official minutes of all Metropolitan Council meetings. The office also administers the budgets of the Metropolitan Council, Justices of the Peace/Ward Constables, and Municipal Associations. Other functions performed include advertising of Council proceedings in the office journal, payment of all City-Parish election costs, microfilming of all ordinances, resolutions, and Council minutes, maintaining a computer indexing system of all Council action taken, and assisting other departments and the general public in securing information relative to actions taken by the Council.



### ◆ *Election Cost*

This division was established to cover the amounts payable by the City-Parish for elections held during the year. Additionally, it is responsible for paying for any abstracts prepared by the Assessor's office for proposed annexation of areas of the parish into the city limits.

### ◆ *Mail Services*

The Mail Services Division was created in 1956 and acts as the central pickup and delivery office for all outgoing and incoming U.S. mail, as well as for all interoffice mail. The Mail Services Division pre-sorts and meters all outgoing mail and transports it to the post office. Financial records are maintained for funds on deposit with the post office for bulk mailing permits, as well as, for funds on deposit in postage meters.

### ◆ *Treasurer*

The major function of this division is the prudent investment of idle cash. All payroll and vendor checks are processed by the Treasurer's office. Other functions involve the maintenance of blank check inventories, payment of federal and state payroll taxes, manual check processing, and savings bond processing and distribution.

## Council Budget Office

This office keeps the Metropolitan Council informed about financial matters and works with the administration to supply financial information to the Metropolitan Council members so that they will be fully informed of the financial impact of items in their decision-making process. The Council Budget Officer also chairs the committees that review all federal, state, and local grants. The office schedules and conducts the annual Council hearings.

## Downtown Development District



The Downtown Development District is the officially designated agency charged with development activity in downtown Baton Rouge. The District was established by Louisiana Revised Statute 33:2740.8 and is funded by a 10-mill property tax originally approved by district residential voters in 1986. The DDD focuses on economic development, community programming, and residential development and is governed by a seven-member commission appointed by the Mayor-President, with the approval of the Metropolitan Council, which includes representatives from the major business and residential institutions downtown.

The mission of the organization is to ensure that the City's urban core reflects an image of social, economic, and cultural health.

## Emergency Medical Services

### ◆ *Administration*

This department is responsible for dispatching and coordinating the pre-hospital movement of all emergency medical vehicles within the Parish. It provides public awareness and CPR and first-aid training to citizens, provides continuing medical education to physicians, nurses, respiratory therapists, and other allied health professionals and conducts on-going EMT Paramedic training. In addition, responsibilities include issuing all permits to operate an ambulance within the Parish and coordinating all emergency medical radio communications frequencies within the Parish.

### ◆ *Communications District*

The EBRP Communications District, through the Department of Emergency Medical Services, provides for the emergency communications needs of the City-Parish government. Personnel working in the District answer 911 calls for service assistance, dispatch EMS personnel to respond to those calls, and maintain all of the communications equipment used by the department.

### ◆ *Prison Medical Services*

The Prison Medical Services Division provides quality medical care to all inmates housed within the East Baton Rouge Parish Prison, and complies with the federal consent decree regarding medical staffing and services available to inmates.

◆ **Telecommunications**

The Telecommunications Division is responsible for providing all communications needs for City-Parish departments and agencies. This includes the City-Parish radio shop, the 800-MHZ radio system, the ESSX telephone system, the City-Parish switchboard, and digital paging system.

**Finance Department**

◆ **Accounting**

The Accounting Division maintains accounting systems for the Parish, the City, and special districts. This division keeps records for and exercises financial and budgetary control over each department, office, and agency. Other functions performed by Accounting include cost analysis on the issuance of long-term debt and compliance with federal, state, and local mandates for financial matters.



◆ **Administration**

The Administration Division provides general supervision and direction relative to the overall financial management system of the City-Parish. This division works with elected officials, governmental agencies, public and private organizations, employees, and the public relative to issues which concern governmental finance; and ensuring that the duties and responsibilities of the department are carried out in accordance with the law and the highest standards of professional practice.

◆ **Auditing**

Internal Auditing is an independent appraisal activity established to conduct reviews of operations and procedures and to report findings and recommendations to City-Parish management. The Revenue Auditing section's purposes are to perform sales, use, occupational license, insurance premium, and gross receipts tax audits, to perform river boat casino admission fee audits, and to increase the number of businesses registered for and properly paying taxes.

◆ **Budgeting**

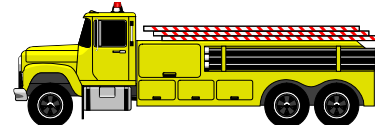
The Budgeting Division plans, prepares, controls, and executes the annual operating budgets for the general fund and the many special funds of the City-Parish. In addition, Budgeting reviews and recommends action on all budgetary amendments and all grant applications applied for by City-Parish departments and agencies, performs cost analyses for proposed projects, and, in general, supplies budgetary information to the Administration, the Council, the judiciary, and the general public, as requested.

◆ **Revenue**

The Revenue Division collects, records and forwards to the City-Parish Treasurer all revenues paid to the City and Parish. Among the revenues directly collected by the Revenue Division are sales and use taxes; hotel-motel taxes; special assessments; taxicab franchises; public utility taxes; parking meter collections. This division also receives funds paid to other agencies and departments of the government and administers, collects, and enforces occupational license taxes and insurance premium taxes. The Revenue Division maintains a field collection and enforcement of the sales and use tax and special assessment ordinances. Service Fee personnel bill, collect, and account for various user fees assessed by the Parish of East Baton Rouge. These fees provide funds for sewer maintenance and improvements and disposal.

## Fire

The Baton Rouge Fire Department functions in accordance with Section 7.01 of the Plan of Government and is charged with the responsibility of providing professional services to the citizens of Baton Rouge in the protections of life and property from the perils of fire and other emergencies. The department maintains a Class One Fire Rating from the Property Insurance Association of Louisiana.



### ◆ *Administration*

Functions directly under the Fire Chief. Personnel act in an advisory capacity to the Fire Chief and furnish information on the operations of all phases of the Fire Department. The division maintains records of all personnel, training, maintenance of vehicles and facilities, budgets, and financial data.

### ◆ *Communications and Maintenance*

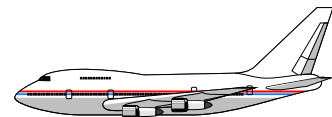
Responsible for the upkeep, maintenance, and repair of all Fire Department buildings, apparatus, tools, and equipment and for distribution and issuance of materials and supplies necessary for the operations of the department. The first contact of the general public on its request for aid lies with this division, therefore, a high degree of skill and professionalism on the part of personnel will result in a rapid response to an emergency reducing the possibility of the loss of life and the amount of fire damage to property.

### ◆ *Fire Suppression and Prevention*

Responsible for the protection of life and property from fire and other emergencies through the execution of the latest methods in rescue, first aid, and firefighting. Fire prevention conducts year-round fire safety programs for the general public, schools, hospitals, industry, business, and civic and fraternal organizations. The Arson Task Force investigates fires to determine their cause and origin and performs arson investigations to apprehend and convict persons responsible for deliberately setting fires. The Hazardous Materials Section is responsible for command and coordination of response capabilities of city and parish emergency service in the event of an incident involving hazardous materials.

## Greater Baton Rouge Airport District

The Baton Rouge Metropolitan Airport provides for the traveling public of the Parish and City of East Baton Rouge and surrounding market areas a safe, economical, and efficient mode of traveling in an environment that provides complete services from and to the airport and beyond. The airport provides a stimulus for economic development in regard to government, education, and tourism.



## Homeland Security/Emergency Preparedness

The East Baton Rouge Parish Office of Homeland Security and Emergency Preparedness is the coordinating agency for emergency and disaster activities. The authority for the direction of local government is specified in various state and federal laws. Additionally, Emergency Preparedness is responsible for developing programs and emergency operation capacities to prevent disasters if possible; reducing the vulnerability of parish residents to any disaster that cannot be prevented; establishing capabilities for protecting citizens from the effects of disasters; responding effectively to the actual occurrence of disasters; and providing for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community. Making use of the four phases of



Emergency Management, i.e., Preparedness, Mitigation, Response and Recovery, so as to save or protect life and property during survivable crises, the Homeland Security/Emergency Preparedness Department joins with local, state, and federal agencies to ensure that a national emergency management awareness effort is developed for total community preparedness to meet natural or manmade disasters.

## **Human Development and Services**

The Department of Human Development and Services manages all entitlement social service programs for the Parish and City of East Baton Rouge, funded by federal and state governments, and serves as a liaison with other social service organizations to provide an efficient service delivery system. The aim of these services and activities is to increase the capacity of the individuals and families to become self-sufficient, to revitalize the community and capacity of children, youths, and families so that they can become able to create their own opportunities.

### **Office of Social Services**

- ◆ **Head Start** - Educational and recreational programs for preschool aged children in day care centers.
- ◆ **Commodity Program** - Supplemental nutrition in the form of surplus commodities to needy families.
- ◆ **Child Care Food Program** - Food to help meet children's daily nutritional needs in Head Start Centers and in children's homes.
- ◆ **Low Income Home Energy Assistance Program** - Energy assistance to low-income and disadvantaged families.
- ◆ **Workforce Investment Act** - Provides occupational and educational skills training opportunities to adults and youth who face serious barriers to economic self-sufficiency. Programs operated through WIA include: preparation of adults for participation in the labor force by increasing their occupational and educational skills; retraining and basic adjustment services for workers who have lost their jobs.
- ◆ **Office of Community and Economic Development**-Funding for all operations of this agency is through federal and state grant programs, primarily U.S. Department of Housing and Urban Development. The office provides decent housing opportunities, improved living environments, and expanding opportunities principally for persons of low and moderate incomes.

## **Human Resources**

The Human Resources Department is commissioned to provide the necessary human resources functions upon which all other departments depend. The Human Resources Department currently services over 4500 employees, as well as the general public. Among the number of City-Parish employees are 1300 Municipal fire and police employees and 3100 employees defined as classified or civil service employees by the Plan of Government. The remaining employees consist of elected officials, unclassified or appointed employees and contract employees. The goal of the Human Resources Department is to excel at identifying and meeting its customer requirements in each of the major functional areas identified below. The Services provided are categorized into one of the following areas:

◆ **Classification and Pay:** Provides equitable pay systems, monitors salary administration, conducts job studies to assess proper classification, assists in labor negotiations, research and data analysis.

◆ **Human Resources Administration:** Provides expertise in all HR areas, acting as advisors and subject matter experts (SME's).

◆ **Payroll and Benefits:** Monitors and administers services such as: unemployment, workers' compensation, deferred compensation, family medical leave, employee pay and benefits including direct deposit.



◆ **Recruitment and Examination:** Recruitment and certification of the most qualified applicants for vacant positions, maintenance of the personnel allotment, examination administration, construction, validation and research and statistical analysis.

◆ **Employee Health and Wellness:** Drug testing, emergency evacuation plans, employee assistance, equal employment opportunity, family medical leave, administration of pre-employment and fit-for-duty physicals, safety and health problems resolution, accident/incident report review, and monitoring workers' compensation.

◆ **Training and Development:** Provides employees with a means to increase their capabilities and opportunities for advancement. Computer software classes, accounting, supervisory/management and more are offered by the Employee Relations Division.

◆ **Employee Relations:** Assist employees with discrimination//harassment related issues

## Information Services

The Information Services Department is dedicated to improving City-Parish operations by providing effective and efficient automation, information, communication and consulting services. To accomplish this, the operational status of midrange computers is maintained 24 hours a day, seven days a week. The technical staff provides programming and support services to a wide variety of systems and applications by maintaining, enhancing and writing new systems as required. The operations section continuously executes jobs, monitors a large terminal network and on-line applications, enters data, updates information, maintains a tape library and distributes reports to the requesting agencies. For agencies requiring departmental solutions, IS provides services thorough analysis, recommendations, and user support.

## Juvenile Services

### ◆ Administration

The Department of Juvenile Services provides services in the areas of diversion, family services, and public safety and engages in agency programming, education, and community partnerships for the prevention of juvenile delinquency. The Administration Division coordinates the efforts of the Probation and Family Services Division and the Juvenile Detention Facility.

### ◆ Detention Facility

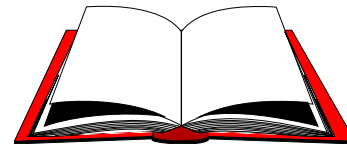
The Juvenile Detention Facility provides secure physical custody for juveniles accused of having committed crimes. This encompasses total 24-hour care, with educational and medical services, physical and recreational activities, food, and clothing. Specialized services include psychiatric, dental services, speech therapy, and counseling.

◆ *Probation And Family Services*

Responsible for all aspects pertaining to supervision of juveniles in accordance with Juvenile Court orders. Primary responsibilities are: provide intake services; monitor special conditions of probation; council children and families and provide educational and preventive programs; develop community and other resources to help meet special needs; referral to other agencies that are able to meet their needs; collect and monitor payment of restitution; schedule and monitor community service as court ordered.

**Library Board of Control**

The East Baton Rouge Parish Library is the busiest library system of any type in Louisiana with an annual circulation of 2.5 million items. It serves all segments of a diverse population with books, periodicals, non-book materials, electronic databases, exhibitions, and programs to meet the ever-changing needs of its constituency. The system consists of a main library and twelve branches and is open for use 848 hours weekly. In an effort to serve the total community, all outlets are connected electronically. Dial-in patron access is provided for patrons to the library's catalog and for full text accessibility to over 500 current journals. The library affords the right of all individuals to equal access to its resources and provides convenient outlets with sufficient hours to serve the public library needs of the entire community.



**Mosquito Abatement and Rodent Control District**

The East Baton Rouge Parish Mosquito Abatement and Rodent Control District was created by the City-Parish Council in January 1979. The District became a reality when the voters of the parish passed a special property tax. The main function of the District is to reduce populations of annoying and potentially disease-bearing pests. District personnel employ surveillance measures to locate and assess populations of mosquitoes and rodents and implement appropriate pest-management techniques. The department has developed and maintained a public education program designed to stress simple non-chemical control methods involving the integration of teaching plans in the school curriculum to promote citizen involvement in reducing mosquitoes and rodents.

**Parish Attorney**

◆ *Administration*

In accordance with Section 11.01 of the Plan of Government, the Parish Attorney, appointed by the Metropolitan Council, is the legal advisor to the Council, the Mayor-President, and all departments, offices, and agencies appointed by, or under the jurisdiction of any of the above. The Parish Attorney represents the Parish, the City, and any district of which the Council is the governing body in all civil litigation and through an Assistant Parish Attorney assigned to such duty and designated as the City Prosecutor, represents the city in the prosecution of all ordinance violations in City Court. The Parish Attorney further represents both the Parish and the City in any criminal case in which the constitutionality or validity of any ordinance or resolution of the Council is an issue.

◆ ***Alcoholic Beverage Control Board***

City and Parish ordinances created the A.B.C. office to license and regulate all businesses and individuals in East Baton Rouge Parish (excluding Baker and Zachary) who sell, serve, or dispense alcoholic beverages. Businesses are routinely inspected for compliance with laws regulating alcohol, complaints are investigated, and citations are issued for violations. New applicants are interviewed and criminal histories checked. Weekly alcohol awareness and responsible service classes are taught to all applicants. Assistance is rendered to the Revenue Division in the collection of delinquent sales taxes owed by businesses holding alcohol licenses.

◆ ***City Prosecutor***

The office of the City Prosecutor is responsible for the prosecution of all criminal and traffic violations of the Code of Ordinances for the City of Baton Rouge in the Baton Rouge City Court.

◆ ***Gaming Enforcement***

Gaming Enforcement Division is responsible for enforcing the Metropolitan Council gaming ordinance and administering guidelines and regulations relative to the playing of charitable bingo by licensed organizations.

◆ ***Investigations***

The Division of Investigation was created in 1996 as a division of the Parish Attorney's office. It assists the litigation section of that office in investigating civil cases; including but not limited to surveillance for workers' compensation claims, obtaining accident and arrest reports, investigating claims for Risk Management, obtaining answers to interrogations and requests for productions, obtaining statements from witnesses, and monitoring daily the boarding records of the river boat casinos.

◆ ***Pretrial Diversion***

Pretrial Diversion was established in 1975 to divert criminal first offenders from City Court into a program of counseling, supervision, and direction to help them avoid further criminal activity. Each participant is required to attend sessions with a probation officer, attend a rehabilitative workshop, and pay a program fee.

## **Personnel Board**

The Plan of Government established a Personnel Board for the purpose of adopting and amending, on the recommendation of the Human Resources Director, rules consistent with the Plan of Government and the ordinances of the City-Parish Council. The Personnel Board is composed of five members, two of whom are classified employees of the City-Parish. The Board hears appeals from employees of the Classified Service affected by the classification, reclassification, and allocation of positions, and also hears appeals resulting from any disciplinary action such as suspension, reduction in rank and pay, or removal of any member of the Classified Service. The board investigates any or all matters relating to conditions of employment in all departments and agencies in which members of the Classified Service are employed.



## Planning Commission

The Planning Commission develops, maintains, and implements a master plan for the development and growth of the Parish of East Baton Rouge that promotes the health, safety and prosperity, and general welfare of the community. This department prepares studies, analyses, plans, and recommendations from the Planning Commission, the Mayor and Council, and other City-Parish departments, the School Board, BREC, and other related agencies.

## Public Information

The Public Information office keeps all City-Parish departments and the general public thoroughly informed on all matters concerning local government through an extensive internal and external communications plan. The office is available to respond to all council members, the Mayor, and City-Parish departments. In addition to assisting the press on a daily basis, the Public Information office receives thousands of informational calls each year and tours of local government are conducted for various organizations.

## Police



The Baton Rouge Police Department functions in accordance with Section 6.02 of the Plan of Government and is responsible for furnishing police protection, crime prevention, traffic control, accident prevention, and law enforcement for the citizens of Baton Rouge. In 1996, the department joined the nation's elite law enforcement agencies when it was awarded national accreditation by the Commission for the Accreditation of Law Enforcement Agencies.

### ◆ *Administration*

**Chief's Office** - Responsible for the overall management of the department including the major areas of personnel administration, training, fiscal management, and policy formulation.

**Intelligence** - Gathers and investigates information relative to criminal trends activity and monitors street gang activity and all public demonstrations.

**Internal Affairs** - Responsible for maintaining departmental internal security and integrity.

**Operational Management** - Responsible for long and short range planning, research and development of products used by the department, policies and procedures, grants and inventory control functions.

**Public Affairs** - Improves cooperation and understanding between the Police Department and the citizens of Baton Rouge through crime prevention and safety education programs that emphasize the mutual dependence of police and community in preventing and combating crime.

### ◆ *Criminal Investigations*

Conducts investigations of all unsolved felony crimes. Subdivisions include: Felony/Follow-up, Burglary/Pawn Shop, Evidence, Forgery, Homicide/Robbery, Juvenile/Sex Crimes, Narcotics, Auto Theft, School Drug Task Force, Crime Stoppers, Special Investigations.

◆ *Operational Services*

Comprises the following main sections: Communications, Latent Fingerprint, Crime Scene Lab, Training Academy, Bicycle Registration, Court Support-Warrants, Alarm Enforcement and Licensing, Impound, Polygraph, Traffic and Criminal Records.

◆ *Uniform Patrol*

**Patrol** - Functions in the prevention of crime through high visibility patrol and the apprehension of offenders. The Patrol division places emphasis on building strong community relations and actively assessing citizens' needs for public services.

**Traffic** - Responsible for enforcing traffic ordinances and parking regulations, working traffic accidents, managing traffic for football games, enforcing speed limits, controlling crowds at festivals, escorting wide loads and funeral processions. The Traffic Homicide unit serves as the investigative branch of the Traffic Division.

**Support Services** - The K-9 unit operates with highly trained dogs that supplement the officers' ability to track and apprehend suspects as well as afford protection to the officers.

## Public Works

◆ *Administration*

The function of the Administration Division is to provide administrative oversight to the various Public Works divisions. The Director's office receives requests for service from the public, and personnel within this office respond. The Operations and Maintenance Office coordinates the field activities for the street and drainage divisions, the Neighborhood Improvement office is in charge of the demolition of condemned structures in the parish, and the business office provides services in the areas of purchasing, personnel, and accounting to all Public Works Divisions and coordinates all activity relative to urban forestry and beautification.

◆ *Bridge And Canal Maintenance*

The Bridge and Canal Divisions maintain all drainage structures, including ditches, canals, bayous, drain pipes, catch basins, and other devices used to catch and drain water. Examples of maintenance activities are: cutting trees and other vegetation in canals, removing debris from ditches, digging out roadside ditches to return them to pipe invert depth, and cleaning and repairing catch basins and drainage pipes.



◆ *Central Garage*

**Operations and Maintenance** -The Operations and Maintenance division of Central Garage utilizes all possible resources to service, repair, purchase, and receive all equipment for the Department of Public Works and all other using agencies of Central Garage.

**Fleet Rental and Replacement** - The Fleet Rental and Replacement unit furnishes motorized equipment to Public Works divisions and provides for their scheduled replacement at the end of the economic life of the asset.

◆ *Demolition Program*

This program is administered by the Department of Public Works and was established to remove or demolish, through condemnation procedures, any building or structure that is in a dilapidated and dangerous condition which endangers the public welfare.

◆ *Engineering*

The major functions of this division are: to design and prepare plans, specifications, reports, and cost estimates for and to supervise the construction of streets, bridges, drainage and sewerage systems, buildings, structures, and other public improvements, and to supervise consulting engineers performing these services; to maintain and provide to the public, flood elevations and maps, subdivision plans, final plats and sewer and drainage maps; to make surveys and prepare maps and descriptions for property acquisition and disposal; to perform inspections of all parish bridges; to provide support services for the Street/Road Rehabilitation Program; and to provide all management services for the City-Parish Engineer and Architectural Professional Services Selection Boards.

◆ *Inspection*

The Inspection Division's functions are: review plans and issue permits for all types of building construction within City-Parish; issue occupancy permits and house-moving permits; enforce zoning ordinances, standard building code, and electrical, plumbing, heating and air-conditioning codes; and investigate complaints and enforce the sign ordinance and minimum housing code.

◆ *Public Building Maintenance*

Building Maintenance maintains, constructs, and renovates buildings owned and operated by City-Parish government, to maximize building and equipment use and service life, and to maintain a safe building environment for the public and employees.

◆ *Sewerage Operations and Maintenance*

**Administration** - This division was established to provide supervisory support to the Sewerage Operations and Maintenance Divisions of the department of Public Works and is also responsible for performing project management duties for the Sewer Rehabilitation Program.

**Environmental** - This division acts as a regulatory agency over parish ordinances concerning wastewater, solid waste, and hazardous waste, as a consulting unit for Public Works or other departments, regarding compliance with federal and state environmental statutes, and as a service organization to parish citizens in resolving problems including odor complaints, storm drainage, hazardous spills, and raw sewage.

◆ *Sewerage Operations and Maintenance*

**Wastewater Collection** - This division is responsible for the operation, maintenance, repair and rehabilitation of the wastewater collection system. These duties are classified into three general activity areas:

- Repair Services - excavation, manhole rehabilitation, etc.
- Maintenance Services - sewer line cleaning, manhole maintenance, etc.
- Support Services - equipment inventory, communications, etc.

**Wastewater Treatment** - This division transports, processes, and disposes of municipal wastewater in accordance with state and federal regulations with 400+ pump stations, 3 major treatment plants - South, North, Central - several minor treatment plants, numerous booster stations, and oxidation ponds. This division is also responsible for the operation and maintenance of peak flow storage facilities, as well as storm water pumping stations.

◆ *Solid Waste Disposal Facility*

**Operations - North Landfill** - The North Landfill is mandated by the Environmental Protection Agency and the Louisiana Department of Environmental Quality to dispose of municipal solid waste and non-hazardous waste from East Baton Rouge Parish and from surrounding cities, towns, and parishes.

**Recycling** - The Recycling Division manages numerous recycling and composting programs and serves as a base of operations for an ongoing public education campaign that targets all aspects of the community, as a learning house for public education materials on recycling, and as the liaison between the Recycling Task Force, Department of Public Works, Department of Environmental Quality, and other city and state departments involved in solid waste management.



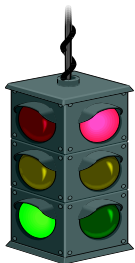
◆ *State Highway Maintenance*

This division provides right-of-way maintenance (grass cutting and litter collection) on 134.17 miles of state highway, including the entire interstate system in the parish.

◆ *Streets and Roads Maintenance*

The Street Maintenance Division's main function is street maintenance and road repairs for the City-Parish which includes: repair potholes; cut grass and remove litter; trim and remove trees from street rights-of-way; maintain street shoulders; apply sand to bridges; grade and add aggregate to gravel roads.

◆ *Traffic Engineering*



The Traffic Engineering Division is responsible for the justification, installation, and maintenance of traffic control devices throughout the City-Parish which includes signs, traffic signals, and roadway markings. This division performs studies to justify or modify traffic signals, signal timing and intersection capacity analysis, speed studies, etc. It also inspects, installs, and maintains parking meters; supervises and coordinates all contract striping activities on City-Parish roads; analyzes high-accident locations to determine corrective countermeasures, investigates commercial sign violations, reviews street closures and develops detour plans; and coordinates traffic control activities with the State Department of Transportation and Development, the City-Parish and the Sheriff's office.

◆ *Warehouse*

The DPW warehouse exists to improve the productivity and effectiveness of DPW crews and other City-Parish agencies by continuously providing supplies and materials that are purchased, stored, and issued by this division.

◆ **Waste Management**

This division collects trash in front of vacant lots, vacant houses, and illegal dumpsites. The crews also collect canal trash for the North, South, and East Lots of DPW; pickup limbs for the Landscape and Forestry Division; and cleanup illegal dump sites for the Environmental Division.



**Purchasing**

The Purchasing Department procures supplies, materials, and contractual services for all user agencies of the City-Parish government, all districts of which the Metropolitan Council is the governing authority, and other departments, commissions, and agencies that may request such services. This centralized purchasing system was established by the Plan of Government and is implemented through council ordinances and regulations established by the Purchasing Director. Purchasing handles vendor/contractor insurance and coordinates the office supply vendor stocking program.

- ◆ **Auction Facility:** This section of the Purchasing Division maintains the City-Parish fixed and movable assets inventory control, and handles public auctions for surplus City-Parish material and equipment.

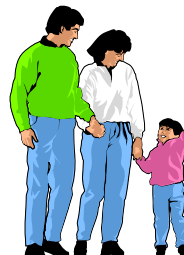
**Retirement**

The Plan of Government created the Employees' Retirement system governed by an independent Board of Trustees. This department accounts for the accumulation of contributions for an employee pension plan to provide retirement benefits to qualified employees, provides information to active members concerning retirement options available to them, and assists retirees with spousal benefits and benefits provided through payroll deductions.

**Social Service Community Centers**

The Social Service Community Centers serve as multi-purpose agencies providing a comprehensive system of social, civic, medical, and recreational activities to the residents of the parish.

- Chaneyville Community Center
- Delmont Community Center
- Dr. Martin Luther King, Jr. Community Center
- Leo S. Butler Community Center
- North Baton Rouge Community Center



# *City-Parish Benefits*

## **Retirement Benefits:**

### ➤ *Retirement Program*

City-Parish employees do not contribute to the Social Security system. Instead, employees participate in the City-Parish retirement system which is funded by a percentage of salary contributions from employees and also from contributions by the City-Parish. Employees with 25 years of service earn a retirement benefit of 75% of the average of their highest 3 years' salaries.

### ➤ *Tax Deferred Compensation*

Employees are eligible to have a portion of their salary paid directly to a tax deferred compensation program thus reducing current taxable income. The deferred compensation program allows employees to invest a portion of their current earnings into an account for future retirement.

### ➤ *Deferred Retirement Option Plan*

The Deferred Retirement Option Plan (DROP) is an optional program in which City employees eligible for retirement may elect to freeze their regular retirement benefits and to have those benefits deposited in a special interest-bearing account while they continue to work. They continue to draw their regular salary plus the percentage they formerly contributed to the retirement system.

## **Education/Employee Development:**

### ➤ *Tuition Reimbursement Program*

The Tuition Reimbursement Program affords City-Parish employees an opportunity to obtain additional education in their fields, therefore, increasing their job skills and preparing them for future advancement.

### ➤ *Employee Relations Division*

The Employee Relations Division provides employees with a means to increase their capabilities and opportunities for advancement. Below is a list of a few computer and developmental classes that are offered::

Access

Computer Literacy

Defensive Driving

Excel

Internet

Leadership Academy

New Employee Orientation

PowerPoint

Word

### ➤ *Professional Organizations/Certifications*

The City-Parish encourages participation in and certification by professional organizations in various fields.

**Insurance:**

➤ ***Medical/Dental Insurance***

Employees of the City-Parish and their dependents are eligible to participate in a group medical hospitalization program at the onset of work. The City-Parish offers a POS (Point of Service) plan for their medical insurance and a separate dental insurance plan is also available. Most of the cost for these plans is paid by the City-Parish.

➤ ***Life Insurance***

City Parish provides a group life policy on each employee at no cost to the employee. The policy includes both term life insurance and accidental death and dismemberment insurance. Supplemental life insurance policies are available for nominal fees.

**Paid Leave Benefits:**

➤ ***Civil Leave***

Employees are granted time off without loss of pay or vacation time when performing jury duty or when subpoenaed to appear before a court public body or commission.

➤ ***Funeral leave***

Leave, without loss of pay, is granted to employees for the purpose of attending the funerals of close family members.

➤ ***Holidays***

All employees in the classified civil service receive twelve paid holidays annually including:

- |                               |                     |
|-------------------------------|---------------------|
| New Year’s Day                | Labor Day           |
| Martin Luther King’s birthday | Veteran’s Day       |
| Mardi Gras                    | Thanksgiving Day    |
| Good Friday                   | Christmas Day       |
| Memorial Day                  | A floating holiday  |
| Independence Day              | Employee’s birthday |

➤ ***Military Leave***

Employees who volunteer, or are ordered into the armed forces, are granted fifteen days with pay per calendar year for military service.

➤ ***Sick Leave***

Sick leave is earned on a pro-rated schedule according to years of service beginning with one day per month up to a maximum of 2 days per month. Sick leave may be accrued with no maximum cap.

➤ ***Vacation Leave***

Vacation leave is also earned on a pro-rated schedule according to years of service beginning with one day per month up to a maximum of 2 days per month. Vacation leave may be accrued up to a maximum of five year’s worth of time.

## **Other Financial Benefits:**

### ➤ *Credit Union*

Employees and family members are eligible to join the credit union at any time. Payroll deductions are used for the purchase of shares and the repayment of loans. The credit union offers accounts and automatic teller machine use to all members

### ➤ *Longevity Pay*

Employees in the classified service with 10 years of service receive longevity pay at a rate of 5% of each employee's current base pay. An additional 1% is granted for each year of service thereafter, up to a maximum of 20%.

# *Application Process*

If interested in pursuing career opportunities with the City-Parish government, it is necessary for applicants to complete an employment application and, for many positions, take a written examination. A position must be open for application for interested applicants to apply. The best ways to research these opportunities are by visiting our web site at [www.brgov.com/dept/hr](http://www.brgov.com/dept/hr) or calling our job line at 344-4636 • Current Openings - Ext. 1603 • Continuous Openings - Ext. 1604 • Promotional Openings - Ext. 1609. New positions are listed each week.

Many of our positions require a written examination. The listings on the web site will indicate if an examination is required. All positions of interest require a completed employment application, which may be downloaded from the web. If applying for a position requiring a written examination, applicants bring the completed employment application, along with a picture identification and proof of social security number to the Recruitment office on a test day, at the check-in time listed on the employment examination schedule (also available on our site). Testing is on a first-come, first-served basis; no appointment is necessary.

Personal data assistants, beepers, cell phones and other communication devices are not permitted in the test room. Possession of such devices may result in disqualification.

If applying for a position that does not require a written test, employment applications may be mailed or faxed to the Recruitment office.

It is important to be thorough when completing the employment application and provide supporting documentation such as transcripts, military discharge papers (DD-214) and the like. Résumés are welcome in addition to the employment application but are not accepted in lieu of the application form.

City-Parish applicants are expected to provide accurate and complete application information regarding employment, education, criminal history, etc. Any misrepresentation of information will disqualify applicants from employment consideration and subject current employees to dismissal.

Scores are based on a written examination, education and experience or a combination of the two. Scores are mailed to applicants' homes. With that score, candidates are placed on employment lists, in order by score. Applicants in the top 3 grade groups are certified for interview. Scores are valid for one year from the date applicants are placed on employment registers.

It is also recommended that all interested clerical applicants take P.C. skills examinations and accounting applicants take a Lotus or Excel skills examination. Other positions may require P.C. skills. These are listed on job announcements as applicable. Picture identification and proof of social security number are required for entry to the test.

You may take a PC skills test if any one of the following applies to you:

- You are currently on an employment list that may require PC skills
- You are going to be applying for/testing for a currently posted job that requires PC skills
- You are a current classified City-Parish employee planning on testing soon for a position that requires PC skills

If you are not currently on an employment list but qualify to take the PC skills test under one of the last two criteria, you are required to bring a completed employment application with you on your PC skills testing day. Your application will be reviewed to ensure that you meet the minimum requirements to apply/test for the position in which you are interested.

Failed examinations may be retaken after 3 months, provided that the position is open for application at that time. (Job announcements should be referenced at 344-4636 • Current Openings - Ext. 1603 • Continuous Openings - Ext. 1604 • Promotional Openings - Ext. 1609 or at <http://brgov.com/dept/HR> .) Passed examinations may be retaken after six months, also provided that the position is open for application. It is important to note that if a test is retaken, the most recent score stands. The applicant does not have the option of selecting the better of the two.

Criminal Record Checks are run on all applicants not currently employed with the City-Parish Government, as well as those employees with less than six months of service. These record checks are run prior to candidates being eligible for interview.

## *How to Fill Out Your City Parish Employment Application*

Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following list is an effort to help you avoid the most common mistakes. Please read it carefully before submitting your employment application.

### **Education Related Information**

Bring your original high school diploma unless you will be bringing your college diploma. We will copy the original to attach to your employment application.

If your college diploma does not specify what your major field of study was, an official transcript is a better document to submit. Education points may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit an official transcript of completed courses because partial credit may be afforded.

If you are applying for a position that requires a college degree and you either did not complete college, or completed but not in the required field, you must list your major undergraduate subjects and credit hours to be considered for admitting.

Attach certificates/diplomas indicating completion of business college or trade school.

### **Employment Related**

Where you have held supervisory positions, titles of people supervised, not just the number of people, must be indicated in the appropriate box.

Months and years must be indicated for the start and end dates of each job held. "Current", "present", "still employed", or similar must be indicated if an ending date is omitted from an application.

If hours worked are omitted, you will not get credit for that period of employment. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hours box.

Check your starting and ending dates for feasibility. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93. These types of errors will prevent you from receiving credit for some of your employment history.

Proof of volunteer experience must be attached to your application. A letter on the organization's letterhead specifying the nature of work, average number of hours worked per week and beginning and ending dates is required.

Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.

Title of position held should be your official title and not a working title or multiple titles.

Print legibly in ink or type so that we are able to read and understand what is written.

If you have held a position requiring skill in the operation of a specific piece of equipment, please indicate this within your list of duties/responsibilities.

### **Application Supplements**

For Heavy Equipment Operator, Maintenance Worker and Public Works Supervisor applications, equipment lists must list employers and must be consistent with the employment history on your employment application.

If you are applying for a Heavy Equipment Operator, Maintenance Worker or Maintenance Worker Supervisor position and have a Commercial Driver's License, ask us to copy your CDL for your application.

### **Veteran's Preference**

You must submit a copy of your DD214 indicating six months active duty (not for training) and honorable discharge and/or proof of service connected disability for veteran's preference points to be awarded.

### **Miscellaneous**

Remember to sign and date your employment application.

Résumés may be attached, but are not accepted in place of the employment application.

A separate employment application is required for each position for which you are applying. However, copies are acceptable if each is complete and signed.

A current City employee who is working out of class must submit a letter from his or her supervisor indicating the duties being performed. Without this documentation, credit cannot be given for the higher level of responsibilities.

All certifications and licenses listed in your employment application need to be documented. Please bring your original documents for proof of certification/licensure. We'll copy your originals and return them to you. Then, as long as they remain valid, you do not need to provide them again. However, when you renew a  
The application form and its contents are the official property of the City of Baton Rouge and will not be returned, reused or copied for you after being submitted. You should retain a copy of your application for future use or reference.

# Examination Preparation

Examination preparation information is available at <http://brgov.com/dept/HR/ExamBreakdown.htm>

## General Study Guides That May be Useful:

Barron's Civil Service Exams  
ARCO Civil Service Arithmetic and Vocabulary  
ARCO Civil Service Handbook  
ARCO General Test Practice for 101 U.S. Jobs  
ARCO Clerical Exams  
ARCO 24 Hours to the Civil Service Exams  
Federal Clerical Exams  
Reading Comprehension Success in 20 Minutes a Day  
Writing Skills Success in 20 Minutes a Day  
Reading Comprehension Builder for Admission & Standardized Tests  
501 Reading Comprehension Questions

Also, the East Baton Rouge Parish Library web site has a link to the LearningExpress Library site that has some useful online practice tests on various subject areas. Users get immediate scoring, complete answer explanations, and an individualized analysis of test results. Further study information is also offered.

To access these practice tests follow these steps:

Go to [www.ebr.lib.la.us](http://www.ebr.lib.la.us)  
Click on "online resources"  
Click on "online databases"  
Input your library card number and click on "enter"  
Click on "LearningExpress Library"  
Sign in as new user (this is free)  
Select the practice test you wish to take  
Continue following the online directions



## General Information & Tips for Taking Tests

Proof of social security number is required, along with photo identification, for admittance to the examination room. Photo identification containing social security number is sufficient identification for admittance to the exam.

Occasionally exams must be canceled. Please confirm your preferred test date with the recruitment staff a day or two before you come.

Office hours are 8 a.m. until 5 p.m., Monday through Friday. All customers must vacate the building by closing time.

Customer parking is available in the Florida Street parking lot of the City Parish building. Additional parking is available in the rear lot accessible from North 18th Street.

Avoid the risk of arriving late by allowing extra time for travel to the Recruitment and Examination Office. Late arrivals will not be admitted to the test.

Notify the Examination/Recruitment Division in advance if you will need a special accommodation due to a disability.

Pay close attention to the instructions given by the monitor at the beginning of the test session.

Read the instructions included in the actual test booklet carefully. These instructions are given to help you and should be followed closely.

Read each question carefully. Then read all of the answer choices before deciding the best answer.

Try to answer all questions even if you must guess at the answer. Your final grade will be based only on the number of correct answers you give. There is no penalty for guessing.

Be sure to mark your answers properly on your answer sheet and not in the test booklet. You will only be given credit for answers you mark on the answer sheet.

Your answer sheet is graded by machine. Light and incomplete marks may not be read correctly. To be sure you get complete credit for your answers, fill in the circles dark and completely.

# *Frequently Asked Questions*

## **1. HOW DOES THE CITY-PARISH CIVIL SERVICE SYSTEM OPERATE?**

As provided by Plan of Government, practically all positions with the City-Parish come under the Civil Service System. A Civil Service System based on merit is your insurance that municipal government is conducted on the highest level and that the employees are fully qualified.

The Civil Service System is operated and managed by a Human Resources Director. The Plan of Government established a Personnel Board for the purpose of adopting and amending, on the recommendation of the Human Resources Director, rules consistent with the Plan of Government and the ordinances of the City-Parish Council. The Personnel Board is composed of five members, two of whom are classified employees of the City-Parish.

The Board hears the appeals from employees of the Classified Service affected by the classification, reclassification, and allocation of positions, and also hears appeals resulting from any disciplinary action such as suspension, reduction in rank or pay, or removal of any member of the classified service. The Board investigates any or all matters relating to conditions of employment in all departments and agencies in which members of the classified service are employed.

## **2. HOW DOES THE MAYOR-COUNCIL FORM OF GOVERNMENT OPERATE?**

The City of Baton Rouge and Parish of East Baton Rouge has operated under a consolidated system of a Mayor-President and Council for the city and parish since January 1, 1949. Under this form of government, the people elect the Mayor-President and a twelve member Metropolitan Council, which make up the legislative body of our local government.

The Mayor-President is the chief executive officer and is responsible for administering the affairs of the city and the parish under the policies and procedures established by the Metropolitan Council by preparing and submitting annual budgets to the Council, supervising and directing the administration of all departments, and presiding over Council meetings with the right to speak but not to vote.

Departments that fall under the jurisdiction of the Mayor-President are: Finance, Fire, Human Development and Services, Human Resources, Purchasing, Police, Citizens Service, Emergency Medical Services, Information Services, Public Works, and Service Fee Department. These department heads are appointed by the Mayor-President. This is a partial list of departments within the City-Parish Government.

The City-Parish Council has the responsibility for the establishment of policy which includes such matters as authorizing the expenditures of funds, adopting ordinances to regulate the conduct of people and enterprises, approving the annual budget, establishing salary scales and amending them when necessary.

The Metropolitan Council appoints the Parish Attorney, Council Administrator/Treasurer, Council Budget Officer, Director of Emergency Management, Planning Director, Director of Aviation, Library Director, Director of Mosquito Abatement and Rodent Control. This is a partial list of Department Heads within the City's structure.

## **3. WHAT IS THE CLASSIFIED SERVICE?**

Classified Service is another term for civil service, and is based on the merit principle. It is a comprehensive program of Human Resources management designed to provide employees and potential employees with an environment of political neutrality, equal opportunity and competition based on merit during the recruitment, selection and promotional process.



#### **4. WHAT ARE THE BENEFITS OF THE CLASSIFIED SERVICE?**

- a. Job Security.
- b. Equal Employment Opportunity based on Merit.
- c. Protection from forced participation in political activities.
- d. Freedom from harassment and discrimination.
- e. Opportunity to serve the public

#### **5. WHAT BENEFITS ARE AVAILABLE TO CITY-PARISH EMPLOYEES?**

Below is an informal listing of the benefit package available to employees holding permanent positions. This is not to be considered a binding statement since some benefits may vary depending upon the employment status of positions.

- **Civil Leave**
- **Credit Union**
- **Tax Deferred Compensation Program**
- **Funeral Leave**
- **Health Insurance**
- **Holidays**
- **Life Insurance**
- **Leave of Absence**
- **Longevity**
- **Family Medical Leave**
- **Military Leave**
- **Retirement Program**
- **Sick Leave**
- **Training/Employee Development Program**
- **Tuition Reimbursement Program**
- **Vacation Leave**
- **Workers' Compensation**

#### **6. WHAT KINDS OF JOBS DOES THE CITY HAVE?**

The City has approximately 400 different job titles and 4,000 employees. These employees work in locations all over East Baton Rouge Parish. Each week the City accepts applications for numerous job classifications in order to establish eligible lists. These eligible lists are then used to fill jobs throughout the City. Each City department does its own hiring from these eligible lists.

#### **7. HOW WILL I KNOW WHAT JOB I MIGHT BE QUALIFIED FOR?**

All City-Parish classified positions are included in the Occupational Groups link (<http://brgov.com/dept/HR/catlist>) on the Human Resources web site.

#### **8. HOW WILL I KNOW IF A JOB IN WHICH I'M INTERESTED IS OPEN FOR RECRUITMENT?**

Reviewing the Current Employment Opportunities at <http://brgov.com/dept/HR/curlist> is the best way. Listening to the job recording at (225) 344-4636 (Current Openings - Ext. 1603 • Continuous Openings - Ext. 1604 • Promotional Openings - Ext. 1609) is another way. This recording lists all jobs currently being recruited and is updated each week (and sometimes twice weekly). The weekly summary of employment opportunities and individual job announcements, known as Recruitment Bulletins, are posted in the Human Resources Department, Recruitment Division. Announcements are also posted at many City work sites and are distributed to a large number of educational institutions and community groups.

The bulletin states the title of the position, place and manner of making application, position salary, a job description, statement of required training and experience, and a description of any special qualifications which may be required e.g., licenses, certifications etc. An opening and closing date appears on every bulletin. You must be certain your application is received in the Human Resources Department by the closing date. This means you must allow ample time if you are mailing your application. If you are applying for a position requiring a written

exam, personally bring your completed application to the Recruitment office the morning, or afternoon, you wish to test. Please obtain a written examination schedule for the dates and times examinations are offered.

## **9. WHAT DOES 'OPEN CONTINUOUS' MEAN?**

Certain difficult to fill positions are kept open on a continuous basis and will close without notice once a sufficient number of applications from qualified individuals has been received. If it is your intention to mail your application, call the Recruitment Division. The list of open continuous positions with requirements is available in the Recruitment Division.

## **10. HOW DO I FILE AN EMPLOYMENT APPLICATION?**

Applications are accepted for jobs that are open for recruitment. For each job in which you are interested and meet the minimum requirements, you may obtain an application from the Recruitment Division at the Human Resources Department. Applications are accepted only during the filing dates and times listed for each vacancy. There is no deadline in applying for the continuous employment opportunities.

Résumés are not accepted in the place of an application. Your résumé will only be reviewed for clarification purposes. Employment applications are an education and experience test. Therefore, it is necessary that you give a detailed description of your job duties on your employment application (do not state "See Résumé" when asked to describe your responsibilities and experience). If you need more space to describe additional work experience relevant to the position, request a job history application supplemental sheet to more fully explain specific experience or qualifications.

Educational requirements are met only through accredited institutions. The institution must be accredited by an agency recognized by the United States Department of Education, High School diploma, college degree, certification, training, licensing must be accompanied by documentation - diploma, transcript, certification, licenses, etc., to verify educational requirements and to receive credit for any education/training listed. Official transcripts or diplomas which indicate the type of degree received and major area of college course work are acceptable.

Some recruitment bulletins are "promotional", which means that only current City employees may apply.

## **11. CAN I MAKE VALID CHANGES OR ADDITIONS TO MY APPLICATION?**

Yes. Notify us in writing of any changes you want to make on your application. You are responsible for notifying us if you have any changes in your mailing address or telephone number. No changes can be made by our office prior to receiving an Address Change Form. Any documentation not submitted with your application must be received within 30 days of your original application date in order to be reviewed for re-grading purposes. Changes or additions to your work experience must be verified by the applicant in writing to the Examination Division.

## **12. IF I WANT TO APPLY FOR MORE THAN ONE JOB, DO I HAVE TO FILE MORE THAN ONE APPLICATION?**

You must submit a separate job application for each job. There is no limit to the number of jobs for which you may apply. You may submit a copy of your application if you prefer, but remember that your application is evaluated on how well your training and experience match the particular position for which you are applying. If you need to add additional information or employment history data, supplemental application forms are available.

### **13. HOW OFTEN CAN I APPLY FOR THE SAME JOB?**

Any applicant who has placed on an eligible list may apply for the same job after being certified to the list for a period of six months when the position is reopened for recruitment purposes.

If you took a test and failed to pass the test, you may reapply to take the examination after a minimum of 3 months has elapsed when the classification is reopened.

### **14. HOW DOES THE HUMAN RESOURCES DEPARTMENT DETERMINE IF I QUALIFY FOR THIS JOB?**

The Human Resources Analyst assigned to the Recruitment Division reviews the application materials submitted. These materials may include a special questionnaire, a list of college and training classes or a check list of experience. It is very important to include all information requested. Include not only paid work experience, but all other experience which may apply to the job e.g., volunteer experience, licenses, professional affiliations, classes you have taken, training or any other special qualifications. The Analyst will review all of the information you have submitted in comparison to qualifications of the position as stated in the class specification. Failure to include all information requested could result in the rejection of your application. Without accurate and complete information, we will not be able to determine whether or not you meet the minimum qualifications for the job class.

A "Supplemental Application Sheet" is available at the Recruitment Division if more space is needed to adequately describe your experience. Or, you may simply copy a blank experience page from the employment application.

### **15. MUST I LIVE WITHIN THE CITY BOUNDARIES TO APPLY FOR A JOB WITH THE CITY OF BATON ROUGE?**

Any applicant may apply for positions in which they qualify regardless of where they live. However, residents of East Baton Rouge Parish will have one additional point added to their scores.

### **16. DO I NEED TO TEST FOR A SEASONAL OR EMERGENCY WORKER JOB?**

No. These jobs are not covered under the City-Parish Civil Service Merit System.

### **17. HOW DO I QUALIFY TO TAKE THE EXAMINATION?**

If you meet the minimum requirements of the job, you will be able to take the examination on a walk-in basis, provided that the position is open for recruitment purposes. A monthly walk-in testing schedule is available from the Recruitment & Examination Division. You may want to call the day before your test to verify the dates available for walk-in testing. Proper picture identification, along with proof of social security number, is required for examination admittance. For some jobs, the applicant's work history is graded and is the only test required. If you need an accommodation in order to take a pre-employment test, you must indicate your need in writing prior to taking the examination.

### **18. IF A TEST IS GIVEN, DOES EVERYONE WHO APPLIES TAKE THE TEST?**

Before any decision is made regarding who is admitted to a test, each application is reviewed based upon the requirements of the position. Only those candidates who meet the requirements for the position will be admitted in the competitive testing process.

### **19. WHAT KIND OF EXAMINATION WILL I HAVE TO TAKE?**

Examinations are based on actual job duties. Depending on what knowledge, skills and abilities these job duties require, the examination may consist of one or more of the following:

- (a) Evaluation of Training and Experience on application
- (b) Written test
- (c) Skills (typing, shorthand, software proficiency) performance test

## **20. HOW DO I PREPARE FOR THE TEST? WHAT DO I STUDY?**

Examination preparation information is available in the Recruiting office or at <http://brgov.com/dept/HR/ExamBreakdown.htm> . Examination breakdowns after the test are available only to applicants who fail to make a passing score. They reveal the applicant's test performance relative to strengths and weaknesses.

The East Baton Rouge Parish Public Library has a great deal of reference material. The Reference Division and the Circulation Desk will help you locate study materials. The most widely used publications are the ARCO Series of Exams and the National Learning Corporation series of Exams. It is important to realize that these exams are merely samples, and are not used to develop City exams. With the assistance from the Library Reference Division and the Circulation Desk, you can link the title of the position you are applying for with a sample exam. Taking the sample exam may better prepare you for the City's exam.

## **21. HOW MANY DIFFERENT TESTS MAY I TAKE?**

You may take an unlimited number of tests if you meet the minimum requirements for each class. However, you can only take one written exam per testing session.

## **22. CAN I TAKE A TEST MORE THAN ONCE?**

Yes. According to the following retest procedures:

1. Applicants who have passed an examination are eligible to be retested after being certified to the employment list for a period of six (6) months when the position is reopened for recruitment (most recent score stands).
2. If you have failed to pass a test, you will be eligible to retake the test after 3 months provided that the position is open for recruitment.

## **23. WHAT HAPPENS AFTER I TAKE THE EXAMINATION?**

You will be notified by mail of your examination results. Pass/Fail determinations and the final score will be based on the distribution of scores resulting from the evaluation/examination.

If you pass the examination, you are placed on an eligible list in rank order. Applicants in the top 3 grade groups are certified to employing agencies as vacancies occur.

The departments review application materials of eligible applicants for their vacancy, and set up selection interviews. The department may hire any eligible referred to them who they believe is the best qualified for the vacancy.

**24. HOW LONG WILL I HAVE TO WAIT TO RECEIVE MY TEST RESULTS?**

The rating of each test shall be completed, the resulting list established and the notices of results mailed to the candidates no later than sixty (60) days after the date on which the test was held, unless such time is extended by the Administrator.

**25. DOES A PASSING SCORE MEAN I WILL BE CONSIDERED FOR A JOB?**

If your score is among the top three grade groups, you will be eligible for consideration.

**26. WHAT IS AN EMPLOYMENT LIST?**

An "employment list" means an original entrance employment list, a promotional list, or a reemployment list.

**27. HOW LONG IS THE ELIGIBLE LIST GOOD FOR?**

The life span of this list normally varies from six months to three years. Open Competitive - 1 year; Promotional - 3 years.

**28. IS AN EMPLOYMENT LIST REQUESTED EACH TIME A VACANCY IS TO BE FILLED?**

No. Vacancies may be filled by transferring another employee, or reinstatement of former employees, etc.

**29. COULD MY NAME BE REMOVED FROM THE ELIGIBLE LIST?**

Yes. Your name could be removed from the eligible list for any of the following reasons:

- a. Refusal of appointment.
- b. Appointment through certification from a list to fill a permanent position.
- c. Appointment through certification from the eligible list for another class at the same or higher compensation.
- d. Filing of a statement by the eligible that he/she is not willing to accept appointment
- e. Failure to respond, within the time specified in the notice, to any inquiry of the Administrator or appointing authority concerning availability for employment.
- f. Failure to report to work after accepting appointment.
- g. Expiration of the term of eligibility on an eligible list.
- h. Notice by postal authorities of their inability to locate the eligible at his/her last known address.
- i. Death of eligible.
- j. Loss of citizenship.

- k. Review of eligibility of an eligible who is found to:
  - 1. Lack any of the qualifications prescribed as requirements for admission;
  - 2. Be physically unfit to perform effectively the duties of a position;
  - 3. Be addicted to the habitual use of drugs or intoxicating liquors;
  - 4. Have been adjudged guilty of a crime involving moral turpitude or notoriously disgraceful conduct;
  - 5. Have been dismissed from the public service for delinquency or misconduct;
  - 6. Have intentionally made a false statement on his/her application or in his/her test; or otherwise in securing eligibility for appointment or attempting to do so;
- l. Failure of an eligible to receive an appointment after being certified three times to the same appointing authority;

### **30. DO I RECEIVE ANY POINTS FOR BEING AN EMPLOYEE OF THE CITY?**

All regular City-Parish employees who complete their probationary period (working test period) will have added to their rating in any examination, one seniority preference point per year of continuous service, up to a maximum of five (5) points on a scale of one hundred. You must first pass the examination prior to receiving any seniority preference points.

### **31. DO I GET EXTRA POINTS IF I AM A VETERAN AND/OR DISABLED VETERAN?**

Yes. Additional points are added to your final score, but you must first pass the examination. If you have passed and have submitted form DD214 indicating at least six months served on active duty and have been honorably discharged, you will receive five additional points. You will receive an additional five points if you are considered a disabled veteran with 10% or more disability.

### **32. IS THE CITY COVERED UNDER THE ADA?**

Under the provision of Title I of the American with Disabilities Act (ADA) discrimination is prohibited in state or local governments in all employment practices, including job application procedures, hiring, firing, advancement compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

Employers with 25 or more employees will be covered under Title I of the ADA starting July 26, 1992. The Human Resources Department, Recruitment and Examination Division has taken the necessary measures to comply with the provisions under Title I effective January 1, 1992.

We are an Equal Opportunity Employer. No employee or applicant shall be discriminated against in any terms, condition, or privilege of employment because of race, sex, creed, color, religion, national origin, age, marital status, ancestry, sexual orientation, reprisal, or disability (physical or mental).

### **33. WHAT ARE THE STEPS FOLLOWED BEFORE EMPLOYMENT?**

- a. Completion of a detailed application, filed with the Recruitment Division of the Human Resources Department.
- b. Applications are processed to assure eligibility of the applicant.
- c. Administration of written tests or for some classes training and experience grading.
- d. Certified list of applicants in the top three grade groups is submitted to requesting departments.
- e. Applicants are interviewed by requesting department.
- f. Final decision for employment is made by appointing authority.

- g. After a selection is made, the appointing authority will contact the applicant to schedule a pre-employment physical and drug screen test. Applicants who pass these examinations will be eligible for appointment.

#### **34. ARE DRUG SCREENS AND BACKGROUND CHECKS PART OF THE PRE-EMPLOYMENT PROCESS?**

Yes. Criminal record checks will be run prior to candidates being eligible for interview. Candidates selected for hire must pass a physical and drug screen prior to employment. The City of Baton Rouge is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Workplace Act.

#### **35. DOES THE DEPARTMENT OF HUMAN RESOURCES DO THE SELECTION INTERVIEW?**

No. In fact the Human Resources Department is not involved in the final selection decision. The City's objective is to hire the best person for the position. The Human Resources Department recruits, screens, and tests applicants based upon general requirements for the position in order to create a pool of eligible candidates for consideration. Individual jobs differ, however, and the supervisors or managers in the department where the vacancy actually exists are in a better position to evaluate each candidate's suitability for the particular job.

#### **36. WHAT SHOULD I DO IF I AM CALLED FOR AN INTERVIEW?**

Be sure that you know:

- a. Time and place you should appear for the interview;
- b. Name and phone number of the person who will be interviewing you;
- c. How long the interview is scheduled to take;
- d. The job for which you are being considered.

Before the interview review your application or resume and the job announcement. Be prepared to discuss how training and/or work experience relates to the job for which you are interviewing.

During the interview, listen carefully to the questions. Your answers should cover everything your interviewer needs to know to evaluate you fairly.

#### **37. WHAT HAPPENS IF I AM SELECTED?**

The City of Baton Rouge complies with the Immigration Reform and Control Act of 1986. If offered a job, before starting work with the City, you will be required to present identification and work authorization papers. The most common way to meet this requirement is your social security card (also required under tax law) and your driver's license or other state issued, pictured identification card. Other papers identified in law or regulation are acceptable. All people hired will be required to complete, and sign under penalty, a U.S. Department of Justice Employment Eligibility form.

After you have been offered and accept a job, be sure that you understand when you will start, where and whom you should report and whether there are any other steps you should take before starting work. Be sure to get the telephone number of the person who contacted you in case you have further questions.

When you are selected, your name is removed from the eligible list for that job.

#### **38. WHAT IF I AM NOT SELECTED, OR NOT INTERVIEWED?**

Our objective is to hire the best person for the job, so competition is keen. If you are not successful in getting a job immediately, your name will remain on the eligible list for consideration for any other vacancies that occur until the list expires. If you do not receive a job during that time, you must wait for another recruitment announcement and reapply. It is a good idea to keep your final grade notice(s). This way you will know what eligible lists you are on and when they expire.

If you are unable to attend an interview, contact the interviewing department. Your name may be removed from the eligible list if you fail to appear.

### **39. IS THERE A PROBATIONARY PERIOD FOR NEW EMPLOYEES?**

Yes. New employees hired are placed on probation for a period of six months. Upon completion of the probationary period with a satisfactory service rating, the employee becomes a regular employee of the City-Parish. The purpose of the probationary period is actually a part of the testing process to determine how well the employee performs the duties of the job.

### **40. WHAT ABOUT THE HOURS OF WORK?**

Employees usually work 40 hours a week, usually five days a week. Fire and EMS may work different schedules that require 56 hours per week or 24 hour shifts. Other work locations such as Information Services and Wastewater Treatment require that some positions work shift work. Immediate supervisors will disclose the work schedule with the various working period defined. Some departments work flex time.

### **41. WHAT TYPE OF SALARY DOES THE CITY-PARISH OFFER?**

Every job classification has an assigned pay range set by action of the City-Parish Council. Each range is divided into twelve steps with an approximate increase of 3% between the steps. Appointment to any position is at the minimum rate established for that class. An employee will normally become eligible for a merit increase after completion of the probationary period; however, this increase is at the discretion of the Department Head. Thereafter merit increases will be considered every year until the maximum of the pay range is accomplished.

### **42. HOW ARE EXAMINATION SCORES CALCULATED?**

**Written Scores** - Written test scores are based on the number of items answered correctly. Each test has an established minimum number of correct responses required for passing. This is the raw pass point score. For applicant score reporting purposes, raw scores (number correct) are converted to the standard range 70.00 to 100.00. In other words, a raw score equal to the pass point would convert to 70.00 and a perfect raw score (all items correct) would convert to 100.00.

**Training and Experience** - A rating based on the training and experience individuals describe on their applications. Since an applicant's score is based on the information described on the application it is important that the employment history, job duties and responsibilities be complete and clear. Applicants must meet the minimum training and experience requirements for a job classification before their application can be rated. Verification of all relevant academic training is important. Any applicant meeting the minimum training and experience requirements receives a base passing score of 70.00. Additional points are added to the base score (70.00) depending on the amount of additional training and experience relevant to the job classification.

To request additional information, call the Human Resources Department, Recruitment Division at (225) 389-3132 or email the staff at [recruiting@brgov.com](mailto:recruiting@brgov.com)