



Shannon Templet  
Director

**State of Louisiana**  
**DEPARTMENT OF CIVIL SERVICE**  
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ASSISTANCE  
DIVISION  
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TDD: 1.800.846.5277

February 15, 2010

Mrs. Mary L. Livers, Deputy Secretary  
Office of Juvenile Justice  
P.O. Box 66458  
Baton Rouge, LA 70896

Dear Mrs. Livers:

**Please make this letter generally available to the employees of Office of Juvenile Justice – Jetson Center for Youth.**

In response to your letter dated February 5, 2010 proposing a layoff at Office of Juvenile Justice – Jetson Center of Youth, I am approving your request as outlined in that letter. Six (6) positions have been proposed for abolishment in this layoff.

This layoff, which will be effective at the close of business on February 23, 2010, must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is OJJ – Jetson Center of Youth, and the commuting area is East Baton Rouge Parish. C.S. Rule 17.20 (a) will apply and will freeze hiring in applicable career fields. All affected permanent employees are eligible for the Department Preferred Reemployment List, as outlined herein.

The positions to be abolished are listed in your layoff plan, a copy of which is attached. We note that you have requested exemption under C.S. Rule 17.15 (e) to expand the career field 9999 but no exceptions under C.S. Rule 17.3.

Please make this plan generally available to the employees of Office of Juvenile Justice - Jetson Center of Youth in accordance with Civil Service Rule 17.12 (d). If there are future amendments to the layoff plan, approval of such amendments must also be made available to employees.

In accordance with Civil Service Rule 17.22, please send us a report notifying us of all personnel actions taken relative to the layoff as soon as all layoff actions are concluded. Indicate any employees who have not attained permanent status, so their names will not be placed on the preferred reemployment lists. A chart of layoff actions (Post Layoff Action Report) and a Post Layoff Summary Report are attached. An electronic version of the Post Layoff Action Report is available on the DSCS website in the Layoff portion of the handbook. It is important that all information requested on the Post Layoff Action Report and Post Layoff Summary Report be provided. Please submit both of these reports, and copies of all Department Preferred Reemployment List forms (see attached) and Civil Service applications, if applicable, for each employee as discussed below. It is acceptable to submit a current completed copy of the SF 10 for this purpose only.

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Mrs. Mary Livers  
February 15, 2010  
Page 2

You are instructed to distribute and explain to each permanent employee his/her rights for the Department Preferred Reemployment List. For purposes of the Department Preferred Reemployment List, the department as defined in Civil Service Rule 1.12 for employees affected by this layoff plan shall be Office of Juvenile Justice. Please see that each employee is given a copy of Civil Service Rule 17.19 (attached) at the time final notification of the layoff is given to each employee.

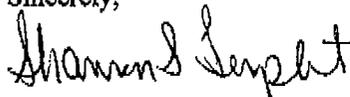
All eligible permanent employees must be given an opportunity to be placed on the Department Preferred Reemployment List (DPRL). (See attached form.) Three copies of this form should be made on each employee. One copy should be sent to Civil Service, one should be given to the employee and one should be kept in your agency files.

If an employee is eligible for the DPRL, but does not fill out and return the DPRL Form, document this, on the blank form and send a copy to Civil Service. Give a copy to the employee and keep a copy for your agency files.

Employees shall be notified of layoff actions, and there shall be at least five (5) calendar days between the last such notice and the effective date of layoff. Therefore, the approval of this layoff plan has no effect on employees' continued rights to make comments concerning this layoff and for those comments to receive full consideration.

Please contact the Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,



Shannon Templet  
Director

SST/ELM

Attachments

cc: Gwen Jones, Human Resources Director  
Elizabeth Montalbano, Assistance Coordinator  
Amy Templet, Staffing Analyst

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BOBBY JINDAL, Governor

## Office of Juvenile Justice

MARY L. LIVERS, MSW, PH.D., Deputy Secretary

February 5, 2010

Director of Civil Service  
 Department of State Civil Service  
 P.O. Box 94111  
 Baton Rouge, LA 70804 -94111

Dear Director:

In accordance with the provisions of Rule 17.14, we are submitting the following written plan for a proposed layoff for the Office of Juvenile Justice. We have provided the required information below in the order listed in Rule 17.14.

1. The affected organization unit (per Rule 1.21.1) is the Office of Juvenile Justice - Jetson Center for Youth.
  2. The layoff is being proposed because of extremely difficult budgetary challenges in this current fiscal year. In spite of layoff avoidance measures taken earlier: all merit increases suspended for the 2010 calendar year and retirement incentive, we are still facing extreme budgetary deficits.
  3. We have taken the following budgetary reduction measures to help avoid the layoff: suspended all merit pay increases agency wide for calendar year 2010, initiated an internal hiring freeze on jobs that were previously exempt from the hiring freeze by the Division of Administration, and offered a retirement incentive to eligible employees.
  4. The proposed effective date is February 21, 2010 at the close of business.
  5. The commuting area (per Rule 1.9.01) to be used for this layoff is East Baton Rouge Parish.
  6. The pay of employees who relocate to lower jobs will be cut. If pay will be cut, by what %? Pay will be reduced to the range minimum. If there is a Special Entrance Rate (SER) for a position, it will be paid according to the SER. Will the pay of any employees be red-circled? No.
  7. a.) The positions to be abolished are domiciled in the parish (es) of East Baton Rouge.  
 b.) The job titles, number of positions in each job title and the career fields for the positions being abolished: See Attachment A
- | <u>Civil Service Job Title</u>   | <u># of Positions</u> | <u>Career Field</u> |
|--|-----------------------|---------------------|
| 8. Jobs in Career Field 9999 <u>will</u> be abolished. If any affected employees are in Career Field 9999, propose an appropriate expansion of their career field, with justification. <u>We are not requesting an expansion because we do not believe it to be in the best interest of the agency in light of the serious budget deficits we face. Further we do not believe that there are comparative or appropriate jobs suitable to these individuals.</u>  |                       |                     |
| 9. The Parish, Career Field, Name, Job Title and Adjusted Service Date for employees expected to be laid off. <u>See Attachment B</u>  |                       |                     |
| 10. The Parish, Career Field, Name, Job Title and Adjusted Service Date and proposed job title to be offered for employees who will be moved to vacancies created as the result of the layoff. <u>See Attachment C</u>   |                       |                     |
| 11. We <u>have not</u> exempted any employees from layoff under Civil Service Rule 17.15(e). (Reasons for any requested exemptions must be provided.)  |                       |                     |
| 12. We <u>are</u> requesting an exception under Civil Service Rule 17.3. We are requesting to expand Career Field 9999 to Career Field 6106. <u>The job for which we are requesting the exception is Youth Facility Deputy Director. The employee currently in this position progressed from the security division that this exemption would allow him to relocate back to as a result of this layoff. The employee does meet the minimum qualifications.</u> (Reasons must be provided for any requested exceptions. Include exceptions that may be needed during recall of employees on Department Preferred Reemployment List.) |                       |                     |

13. The names and pay of unclassified employees authorized under the provisions of Civil Service Rule 4.1(d)1 or 4.1(d)2 in the affected organizational unit are: See Attachment D

Job Title

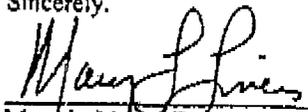
Rule #

Salary Per Year

14. We do not have contracts currently in effect or anticipated that may be causative or related to the layoff. Explain.

We would appreciate your review and approval of our plan so that we may proceed with this layoff.

Sincerely,

  
Mary L. Livers, Deputy Secretary

cc: OJJ Legal  
Gwen Jones, HR Director

attachments (4)



**Attachment B**

| Parrish | Career Field | Employee Name       | Job Title                      | Advised       |
|---------|--------------|---------------------|--------------------------------|---------------|
| EBR     | 5312         | Richard Carroll     | Therapeutic Rec Specialist 2   | 01/06/1999    |
| EBR     | 5312         | Alonzo Jones        | Therapeutic Rec Specialist 3-A | 02/26/1993    |
| EBR     | 5915         | Courtney Robottom   | Social Service Counselor 1     | 07/13/2009    |
| EBR     | 6601         | William Lapo (prob) | Corrections Cadet              | 12/14/2009    |
| EBR     | 8314         | Arthur Brown        | Maintenance Foreman            | 09/05/1993    |
| EBR     | 6601         | Troyce Smith (prob) | Corrections Cadet              | 12/14/2009    |
|         |              |                     |                                |               |
|         |              |                     |                                |               |
|         |              |                     |                                | 02/04/2010 s] |

#9 on the layoff letter (expected to be laid off) - Jetson Center for Youth

**Attachment C**

| PANSH | Career Field | Employee Name   | Job Title                      | Advised Pt | Proposed Job Title (if any) |
|-------|--------------|-----------------|--------------------------------|------------|-----------------------------|
| EBR   | 5915         | Annie Leblanc   | Social Service Counselor 2     | 0/28/1967  | Social Service Counselor    |
| EBR   | 9999         | Lewis North     | Youth Facility Deputy Director | 05/12/1985 | Corrections Cadet*          |
| EBR   | 6601         | Lindsey Sanders | Corrections Lieutenant         | 01/19/1980 | Corrections Cadet*          |
|       |              |                 |                                |            |                             |
|       |              |                 |                                |            | 02/04/2010 sj               |

#10 on the layoff letter (to be moved to vacancies created) Jetson Center for Youth

\*currently occupied by probational/vacant

**Attachment D**

Office of Juvenile Justice -- Central Office Unclassified

| PersNo   | Last name First name | ESG Text           | Job Title                 | Ann. Salary   | Rule #  |
|----------|----------------------|--------------------|---------------------------|---------------|---------|
| 00080246 | ANDERSON JOHN        | Unclass Appt Ex    | ADMINISTRATOR             | \$ 309,200.00 | 4.1(d)2 |
| 00216649 | BEAUCHAMP KIM        | Unclass Regular Ex | EDUCATIONAL DIR           | 97,843.20     | 4.1(d)2 |
| 00224486 | BOXBERGER ALAN       | Unclass Regular Ex | UNDERSECRETARY            | 109,009.50    | 4.1(d)2 |
| 00016410 | FAIRCHILD ELLA       | Unclass Regular Ex | COORDINATOR               | 109,218.98    | 4.1(d)2 |
| 00226530 | GREEN JAMES          | Unclass Regular Ex | COORDINATOR               | 101,961.08    | 4.1(d)2 |
| 00217912 | LIVERS MARY          | Unclass Regular Ex | DEPUTY SECRETARY          | 123,613.88    | 4.1(d)2 |
| 00174617 | MELANCON GIRARD      | Unclass Appt Ex    | ASST SECRETARY            | 102,000.08    | 4.1(d)2 |
| 00038624 | PETERSON JULIA       | Unclass Regular Ex | CONFIDENTIAL ASST         | 106,080.00    | 4.1(d)2 |
| 00043725 | SHANKLIN JUANITA     | Unclass Regular Ex | PRIVATE SECRETARY-DEPARTM | 55,910.40     | 4.1(d)2 |
| 00182388 | SMITH KELLY          | Unclass Regular Ex | ADMINISTRATOR             | 96,000.06     | 4.1(d)2 |

reviewed 2/4/2010 sj