New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE **ENTRANCE SALARY**: $49,889 PER YEAR

MANAGEMENT DEVELOPMENT SUPERVISOR I (NOPL)
(CLASS CODE 0365)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:
Professional work in directing the administrative activities of the Human Resources Division of the New Orleans Public Library. Duties may include budget management, personnel administration, organizational planning and development, and liaison duties with other agencies. Work also includes:

- Coordinating and supervising all aspects of departmental personnel and payroll for approximately 200 employees and maintaining appropriate discretion while doing so.
- Partnering with other members of NOPL's senior management team regarding organizational design and effectiveness, change management, employee relations/compliance, workplace safety, recruitment and the development of effective performance metrics.
- Creating and maintaining a reputation for offering a quality work environment, ensuring a continuing flow of highly qualified and diverse applicants and positioning NOPL as a preferred employer.
- Representing NOPL at Unemployment, Civil Service and EEOC hearings and appeals.
- Identifying organizational volunteer opportunities and facilitating the recruitment and placement of volunteers from the community to fulfill them.
- Contributing to the creation of high customer satisfaction by users of the NOPL by providing employees with the orientation, training, staff development and resources needed to maximize employee performance, organizational commitment/moral and teamwork.
- Leading the resolution of employee relations' issues and conducts related investigations as necessary.
- Providing effective employee and leadership training on topics such as conflict avoidance, conflict resolution and ethics in the workplace.
- Championing employees' career development and training to enhance personal growth and job satisfaction, utilizing various state of the art resources within established budgetary guidelines.
- Providing guidance to management on current industry related regulations and current state-of-the-art HR practices and resources.
- Assisting the Library Director in involving staff in understanding, accepting and contributing to changes required to make the New Orleans Public Library a more efficient and responsive (to community needs) organization.
- Working with the Library Director, fellow senior staff members and other managers to identify specific areas where process improvement, to improve efficiency, is possible and working with the respective manager to prepare and engage impacted staff in the change process.
- Identifying measures that will aid in addressing communication and command/control issues that can tend to constrain the organization in being as flexible and responsive as it needs to be in an ever-changing environment; and related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS:

1) A Bachelor's Degree in from an accredited college or university. **Official college transcript or original college diploma must be presented at the time of application.**

2) Four years* of progressively responsible professional administrative exempt (salaried) level experience in human resources, organizational development or a related field. Professional experience must have been gained after the receipt of a Bachelor's Degree. The Civil Service Department reserves the right to determine whether experience is qualifying.

   *A Master's Degree in Organizational Development, Human Resources or a related field from an accredited college or university may be substituted for two years of experience.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Knowledge of Civil Service systems is preferred.

All applicants must complete a special Management Development Supervisor I (NOPL) work history form supplied by the Civil Service Department. This special work history from must be completed and submitted by all applicants by the date provided on the form.

KIND OF EXAMINATION:

A written examination weighted 50% and a rating of training and experience, weighted 50%. Credit will only be given for related experience gained within the last ten (10) years.

The written test is designed to measure: Basic Management Principles, Decision-Making & Organizing, Interpersonal Skills, Written Communication and Mathematics.

This is an original entrance examination.

DOMICILE requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. **Criminal history will not automatically disqualify a candidate.**

Announcement No. 8939 May 30, 2014
(Amended 08/22/2014)

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

AT

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.