

**CITY OF NEW ORLEANS
CIVIL SERVICE FORM
EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS**

Please complete this form and attach the posted job announcement and verifiable documentation of extraordinary qualifications, experience, and/or credentials. If it is a provisional employee, please submit a prior announcement. Make sure you have vetted the candidate pool to determine how many candidates possessed extraordinary qualifications. Please keep a copy for your records and send a copy of the form to the Civil Service department for the employee's official personnel file. Do not enter this increase in ADP until you have filled out this form.

Appointing Authority Name: __Lamar Gardere__
Appointing Authority Department: __Information Technology and Innovation__
Appointing Authority Phone Number: __504-319-3216__
Appointing Authority E-mail: __lmgardere@nola.gov__

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Gary LeBlanc
Current Class (if current employee): C0177 **Proposed Class:** C0180
Is this a promotion or a new hire? Promotion **What is the new job class?**
Promotion, IT Supervisor - Systems

JOB POSTING & APPOINTMENT

Duration of job posting: 6 months **How position was advertised:** Civil service
Date of appointment: 1 **Type of appointment (provisional, etc.):** Permanent
Detailed position description:

Highly responsible technical and supervisory work of a specialized nature installing, supporting, and maintaining servers and other computer systems, and planning for and responding to service outages and other problems; and related work as required. Work also includes:

- Guiding, directing, training and providing managerial and technical guidance for the Systems team.
- Presenting reports on performance at the manager, and executive levels.
- Interfacing with other business units to deliver highly effective solutions.
- Standardizing all incident identification, tracking, and reporting procedures.
- Brainstorming, formalizing and managing policies to ensure performance goals are met. Policy areas include but are not limited to records retention, data center environment, testing procedures, backups, life cycle management, solutions evaluation and development, disaster recovery, etc..
- Set-up and maintenance of multiple types of computing environments including recent versions of Windows Server, Exchange, infrastructure virtualization and unified computing.
- Overall computing environment management through SCCM or similar.
- Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems.
- Responsible for all storage related hardware both disk/SAN (distributed and centralized) and tape based.

RECEIVED
CIVIL SERVICE DEPT
NEW ORLEANS
2015 DEC 29 P 12

- Initiating preventive maintenance on the computer systems as well as repair system/ environment problems.
- Maintaining and fully leveraging any remote sites for disaster recovery/business continuity.

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?

Of the 5 applicants, only one (1) possessed extraordinary qualifications comparable to Gary LeBlanc, and he is no longer interested in a position with the City of New Orleans. The remaining candidates did not have an equal amount of technical or supervisory experience.

2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) Bachelors Degree or 10 years experience	30 years of experience in IT industry, 10 years managing data center technologies and projects	20+ years Methodist Hospital; 5+ years Hibernia/Capital One; 4 years IT project management City of New Orleans
2) 5 years supervisory experience	10+ Years with supervisory experience	Methodist Hospital
3) Certifications	Employee holds two (2) current IT industry standard certifications, both directly relevant to his position.	ITIL Foundation; VMware VCA-DCA

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

4. How are the duties of the position relevant to the advanced qualification?

The Systems Supervisor oversees the data center components - servers, storage and compute resources. This oversight requires knowledge of the systems and technologies and understanding of the criticality of those systems in the day-to-day operations of our environment. Mr. LeBlanc has previously managed a data center and its staff. Additionally, for the past five years, he has been the technical project manager for the systems team and the build-out of the City's secondary data center. In this role he oversaw the installation and implementations of our newest data center technologies. This work provided firsthand knowledge of the roles of the systems administrators and allows Mr. LeBlanc to effectively manage the Systems team and accurately report their performance. He also is able to communicate what is required of other teams to successfully implement and maintain those technologies.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

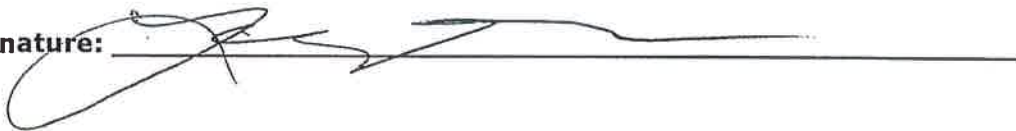
The previously contracted Systems Supervisor was paid at the rate of \$92.95 per hour or approximately \$180k annually. Even after adding fringe costs, hiring this civil servant at \$81,999 represents a significant savings to using a contractor to fill the position.

6. List other departmental employees in this classification. Do they also possess the exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications.

Kimberly LaGrue

Rate granted (in steps; % must be in increments of 1.25): 20 steps @ 25% above the minimum - \$81,999

Appointing Authority Signature:

A handwritten signature in black ink is written over a horizontal line. The signature is stylized and appears to be a cursive name.