

Extraordinary Qualifications - Civil Service Form #2438

Requester Information

Name: EricaBurkhalter Date: 8/3/2021
Email: eeburkhalter@nola.gov
Phone Number: 504-658-5404
Department: NOPD

Employee Details

Employee Name: John Hoang
Department: 270 - Police

Appointing Authority:
Bryan Bartholomew
Fabian Barbann

Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: CRIMINALIST IV

Current Classification: CRIMINALIST III

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known):

Duration of Job Posting: Continuous

Method(s) of Advertising?: Civil Service Website

Detailed Position Description:
Highly responsible professional and supervisory work in the direction of drug chemistry testing in the crime laboratory of the Police Department. Examining and testing unknown substances for the presence of controlled dangerous substances; Conducting, analyzing, and interpreting results of chemical testing using Gas Chromatography / Mass Spectrometer (GCMS), Fourier Transform Infrared spectroscopy (FTIR), and other benchtop chemistry machines. Use of a Laboratory Information Management Systems (LIMS) and an evidence management system.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below? One applicant

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
<p>(Promotional) Permanent status and one (1) year of fulltime experience as a Criminalist III with the New Orleans Police Department (Entrance) 1. A Bachelor's Degree from an accredited college or university with a major in a Natural Science (biology, chemistry, physics) Criminalistics, Criminal Justice, Forensic Science, or closely related field. * 2. Six (6) Years of full-time professional experience in an accredited crime laboratory examining and testing unknown substances for the presence of controlled dangerous substances. Experience must have included conducting, analyzing, and interpreting results of chemical testing using Gas Chromatography / Mass Spectrometer (GCMS), Fourier Transform Infrared spectroscopy (FTIR), and other benchtop chemistry machines. Experience must have also included the use of a Laboratory Information Management Systems (LIMS) and an evidence management system. (Professional experience is defined as experience gained in a position that required a Bachelor's Degree upon entrance).</p>	<p>Over 20 years of experience in an accredited crime laboratory examining and testing unknown substances for the presence of controlled dangerous substances. Experience must have included conducting, analyzing, and interpreting results of chemical testing using Gas Chromatography / Mass Spectrometer (GCMS), Fourier Transform Infrared spectroscopy (FTIR), and other benchtop chemistry machines. Experience must have also included the use of a Laboratory Information Management Systems (LIMS) and an evidence management system.</p>		

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

Mr. Hoang is the only Candidate on the eligibility list. He also has over 24 years of experience, working in the Drug Chemistry Division in the New Orleans Police Department.

Mr. Hoang has extensive professional knowledge and skill in the operation of various pieces of laboratory equipment including microscopes, gas chromatographs, mass spectrometers and ultra-violet and infra-red spectrophotometers, knowledge of scientific research techniques and analytical method, knowledge of biology, chemistry and related scientific fields. He exceeds the qualifications, because he possesses over 24 years of the experience in the needed to carry out the functions of this position.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

- Attachment 1:
- Attachment 2:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21):

Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Mr. Hoang above the minimum, will ensure that this position is filled with an extremely qualified current employee.

Appointing Authority Approval

Name: Ceasar Ruffin

Date: 8/4/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Natika Vassel

Date: 8/6/2021

Approval: Approved Denied Cancel

Comment:

Civil Service does not have any objections at this time.

Civil Service Form: Extraordinary Qualifications