

**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: Henrietta Brown
Appointing Authority Department: NOAB
Appointing Authority Phone Number: 504-303-7511
Appointing Authority E-mail: _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Todd Schnell
Current Class (if current employee): (8048) Skilled Maintenance Supervisor **Proposed Class:** _____
Is this a promotion or a new hire? Promotional. **If New Hire what is the new job class?** _____

JOB POSTING & APPOINTMENT

Duration of job posting: - _____ **How position was advertised:** Civil Service web site
Date of appointment: TBD **Type of appointment** (provisional, etc.): Probationary
Detailed position description: _____
See attached

QUALIFICATIONS

1. How many applicants were on the eligible list? 1. How many of them possessed this extraordinary qualification (described below)? 1
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) Official High School Diploma or GED issued by a State Department of Education.		
2) Permanent status with the New Orleans Aviation Board as an Airport Technician II.	<i>Eight years + experience as a Tech III which is a higher level than required.</i>	<i>Tech III since 2014</i>
3) Two years of full performance level experience in one or more of the following trade areas carpentry, electrical work (class D), plastering, sheetrock installation, spray painting, sign painting, roofing, sheet metal work, welding, specialized painting, motorized equipment repair, heavy equipment operation; operation and maintenance of heating and cooling systems; and related work as required.	<i>19 years of experience</i>	<i>Hired in 2004</i>

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

The Skilled Maintenance Supervisor-Security supervises the locksmith function of NOAB as well as coordinating compliance with TSA Rules. This is a working supervisory position which often requires that the incumbent perform the locksmith duties. Qualified locksmiths who also have the ability to supervise and to meet the TSA requirements are not readily available in the marketplace.

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

The overall purpose of this job is to maintain compliance with the Transportation Security Administration Rules and Regulations related to access to restricted/secured areas. Supervises at least 1 locksmith and coordinates with the shared tenant service provider used to supply various tenants with keys/cores for their leased areas. This position is required to ensure that all doors, gates, gate controllers, access card readers, and locking mechanisms at the Airport terminal, South Campus and all other facilities having access to the restricted/secured areas of the Airport are secured and operating/functioning properly. Plans, coordinates, schedules, inspects and supervises the work of locksmith personnel. Ensures all repairs and services are timely completed and that assigned personnel follow work methods and procedures. Educates assigned personnel on TSA requirements, rules, regulations, codes and potential hazards presented by their work environment. When a key is lost or stolen, required to ensure that all locks using that key are immediately modified (involves the replacement of the existing lock/cylinder for all locks that such key opened) so that the key is rendered inoperative. In addition, coordinates the inspection, maintenance and repair of security access control key pads and door controls to insure compliance with federal security requirements. The pool of applicants with the following skills is difficult to obtain: Requires specialized training (Certification) as a Locksmith and access control.

A minimum of three (3) years of relevant experience

Knowledge of laws, rules, regulations, requirements and directives pertaining to federal airport security (including TSA Part 1542).

Knowledge of Best locking System

Knowledge of airport access controls systems and door hardware

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

Hiring this person at the rate specified would enable the Airport to obtain a person with extensive years of experience and familiarity with the Airport's security operations, which supports maintaining compliance with TSA rules and regulations, at a rate comparable to contracting these duties. If we had to contract out these duties, the rate would be \$24.00/hour (\$49,920/year). However, the contracted-out person would not possess the familiarity of the Airport's security operations and could jeopardize compliance with TSA security requirements. Failure to fill this position with proper knowledge could potentially cost the Airport \$14,000 per occurrence in TSA fines.

6. List other departmental employees in this classification. None. 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.

Rate granted (in steps; % must be in increments of 1.25): \$50,513 Step 72/18 _____

Appointing Authority Signature: _____

Hendetta Brown