

2023-01720

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**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: Michelle M. Woodfork
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: 504-658-5757
Appointing Authority E-mail: mmwoodfork@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Shannon Williams

Current Class (if current employee): _____ **Proposed Class:** _____
Is this a promotion or a new hire? What is the new job class? New-Hire, Chief Accountant

JOB POSTING & APPOINTMENT

Duration of job posting: Continuous **How position was advertised:** Civil Service Website
Date of appointment: Unknown **Type of appointment:** Probationary

Detailed position description:

Fiscal Division- Performs accounting work of an advanced level in planning and supervising the operation of a major accounting section. Work involves the maintenance of subsidiary and control accounts, preparation of fiscal and accounting reports, and supervision of professionals and may include paraprofessional support staff. The Chief Accountant is also responsible for the implementation, design, and maintenance of cost and/or general accounting systems.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 8 were on the list at the time of selection. 1(One) possessed extraordinary qualifications.**
- 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.) |
|---|--|---|
| <u>EITHER:</u> A Bachelor's Degree in Accounting from an accredited college or university* <u>OR:</u> A Bachelor's Degree in any field with at least twenty-four (24) semester hours of accounting. * Credit will only be given for semester hours listed | Two(2) Master's Degrees(Accounting & Business Administration) & over Twenty(20) <u>Years</u> of progressively responsible professional accounting experience with increasing responsibility performing accounting functions AND Over Five(5) years preparing or auditing financial statements in | Louisiana State Civil Service(Southern University at New Orleans) |

on college transcript with an accounting course prefix.

AND

1)

EITHER: Permanent or probationary status as an Accountant III or Principal Accountant with the City of New Orleans **and** five (5) years of progressively responsible professional accounting experience with increasing responsibility performing accounting functions. Two (2) years of this experience must have included preparing or auditing financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

OR: Five (5) years of progressively responsible professional accounting experience with increasing responsibility performing accounting functions. Two (2) years of this experience must have included preparing or auditing financial statements in

accordance with Generally Accepted Accounting Principles (GAAP).

AND

Professional certification as a Certified Fraud examiner

| | | |
|--|--|--|
| accordance with Generally Accepted Accounting Principles (GAAP). | | |
| 2) | | |
| 3) | | |

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of Ms. Williams application application, revealed that she possesses an extensive background in accounting, working in a Louisiana State Civil Service system.

4. How are the duties of the position relevant to the advanced qualification? Ms. Williams possess over 20 years of accounting experience which includes performing accounting functions & auditing financial statements.

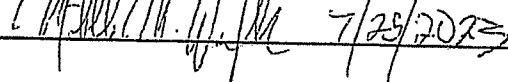
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. As a result of Ms. Williams experience and knowledge, training for this position would be minimal. Therefore, Ms. Williams would be able to begin her position as soon as possible. Filling this position above the minimum, will reduce costs related to on-going recruitments efforts along with the decreased unit productivity costs associated with having the position remain vacant.

NOTE:

At the time of selection, three candidates were chosen for interview (Shannon Williams, Tevince Forest, Kenosha Perry Allen). Originally, Tevince Forest was chosen, and placed into background for the position. However, Mr. Forest later declined 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. N/A

Rate granted (in steps; % must be in increments of 1.25): Step 21, 10%

Appointing Authority Signature:  7/25/2023

SUPERINTENDENT OFFICE
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