

Extraordinary Qualifications - Civil Service Form #1662

Requester Information

Name: JovanBell      Date: 6/30/2019  
 Email: JDBell@nola.gov  
 Phone Number: 504-658-2528  
 Department: Health Department

Employee Details

Employee Name:   
 Department:       Appointing Authority:   
 Is this a promotion or a new hire?:  New Hire (Hired Above Minimum)     Promotion (Qualified Above Minimum)  
 Proposed Classification:

Job Posting and Appointment

Type of Appointment:       Date of Appointment (if known):   
 Duration of Job Posting:   
 Method(s) of Advertising?:   
 Detailed Position Description:

Qualifications

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

There are 3 applicants on the eligible list. Only Fran possessed the extraordinary qualification of having 13+ years of experience as administrator of the program.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	1. Bachelor's Degree in Public Health, Hospital Administration, Public Administration, Business Administration or a closely related field from an accredited college or university *	1) Master's Degree-Health Administration	Tulane University
	2. Five (5) years of management level experience in directing, planning and coordinating a large health program where healthcare services are provided. At least two (2) years of this experience must have been in a supervisory capacity	Served as administrator of program for 13 years including supervisory duties. 1.) Oversee implementation & coordination of Ryan White Services for entire continuum of care. 2.) Establish & ensure working relationship with HRSA and stakeholders to have all grant & program requirements met 3.) Acquire additional funding to enhance program operations. During tenure, Fran was able to apply for and be awarded multiple additional grants and funds.	NOHD-Ryan White Program

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Very few individuals nationwide have the extensive experience Ms. Lawless brings to this position; there are no others on the current list that can bring the breadth and depth of practical and high-level knowledge to the job.

How are the duties of the position relevant to the advanced qualification?: Again, Fran has directed this program for several years so fully meets (and exceeds) the basic qualifications. She has won national acclaim for her hard work as the director, and contributed to improving conditions for HIV+ individuals in our community.

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

List the other departmental employees in this classification with the same or equivalent qualifications (an Extraordinary Qualifications form should be submitted for each):

Employee Name	Date of Hire/Current Salary	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Ragan Collins	3/2/2015/\$69,771.01	1. Bachelor's Degree in Public Health, Hospital Administration, Public Administration, Business Administration or a closely related field from an accredited college or university * 1) Master's Degree-Health Administration Tulane University 2. Five (5) years of management level experience in directing, planning and coordinating a large health program where healthcare services are provided. At least two (2) years of this experience must have been in a supervisory capacity	Master's Degree-Health Systems Management 1. Provide direct oversight of the New Orleans Health Department's Health Care for the Homeless, a Federally Qualified Health Center for over 4 years. Oversee the daily operations of the medical, dental and behavioral health clinic sites, and provide guidance on the use of the Electronic Medical and Dental Record system Monitor multiple grant funds with an annual budget of over \$3,000,000 Oversee contractual agreements and deliverables Formulate and implement policies and procedures related to Federal, State and local compliance for healthcare service provision. Supervise a staff of 30 employees 2. Provided direct oversight of federally funded evidence-based interventions focusing on improving adolescents' health outcomes in Orleans and Jefferson parishes Prepared grant proposals, reports, and managed annual budget of \$300,000 in grant funds Facilitated vendor payments and stipends to program participants Developed and coordinated training in evidence-based curricula, and monitored fidelity of program implementation Developed recruitment and retention strategies; implemented plans to achieve goals and objectives Established partnerships and secured contracts with youth-serving organizations Developed protocols for fidelity monitoring and Continuous Quality Improvement Supervised and trained over 60 health educators; facilitated training/workshops for partnering agencies	Tulane University NOHD-Healthcare for the Homeless Ethnic Studies 12/10-3/15

**Additional Documentation**

Attachment 1:

Attachment 2:

Attachment 3:

**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):

This position is 100% funded by stable federal grants and by Fran returning full-time to Ryan White, the general funds Deputy Director salary will be less than current expenditure, as a new individual will move into that position at the starting rate.

**Appointing Authority Approval**

Name: Jennifer Avegno

Date: 6/30/2019

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 7/9/2019

Approval:  Approved  Denied  Cancel

Comment:

Fran Lawless is approved for extraordinary pay at step 21.  
Ragan Collins will need a separate Workflow Gen entry so we may determine if her qualifications are equivalent to Fran Lawless.