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: Superintendent Michael Harrison Appointing Authority Department: New Orleans Police Department

Appointing Authority Phone Number: 504-658-5757 Appointing Authority E-mail: msharrison@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Christopher Mark

Current Class (if current employee): Police Secondary Employment Coordinator Analyst II

Proposed Class: Fleet Services Manager

Is this a promotion or a new hire? New Hire What is the new job class? Fleet Services Manager

JOB POSTING & APPOINTMENT

Duration of job posting: 4 months

How position was advertised: newspaper, online, job

fairs

Date of appointment: 4/11/16

Type of appointment (provisional, etc.): Permanent

Detailed position description:

Responsible work coordinating and monitoring the acquisition, outfitting, maintenance, and inventory control of police vehicles. Duties include: acting as fleet maintenance liaison for the Police Department; conducing cost analysis related to maintenance project bids; managing the fleet of leased vehicles including tracking, invoice reconciliation, and maintenance notification; working through a designated contact within the Equipment Maintenance Division of the Chief Administrative Office to ensure that maintenance of existing vehicles is consistent with department needs and priorities; coordinating the maintenance of existing police vehicles, including scheduling for cleaning, warranty, and factory recall work from dealers, repair on interiors; and related work as required.

QUALIFICATIONS

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

Four applicants were on eligible list. Only the proposed hire possessed all of the below 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	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
job announcement)		7 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -

1) No education requirement	Bachelors Degree and Masters Degree	Bachelors from Lincoln University, Masters from Webster University		
2) No military experience	23 years of military experience	Army, Marine Corps		
3) Three years of fleet management experience	7 years of fleet management experience	2 years as Fleet Manager, 2 years as Plans and Transportation Officer, 3 years as Senior Operations and Future Plans Officer		

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

The minimum entrance rate of \$44,061 is far below equivalent private sector salaries for logistics and fleet managers. The Bureau of Labor Statistics puts the median salary for "Transportation, Storage, and Distribution Managers" at \$95,930. It should also be noted that the Fleet Manager position in the CAO's office offers a much larger minimum salary of \$79,987 and yet the City has had difficulty filling that position even at a higher salary. The last Fleet Manager that the City hired only stayed on the job for 1.5 years before leaving for the private sector and the City has not been able to hire a replacement in the 19 months since he left the City.

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

Advanced education allows Mr. Mark to bring a business mindset to the position of fleet manager. This will enable him to more effectively manage the fleet, find operational savings, and ensure proper inventory controls. Additionally, Mr. Mark has a number of years of experience in managing both large budgets and large fleets during his time in the military. This will allow him to enter the job with a limited learning curve.

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

Yes. This position is currently filled by a Police Sergeant who makes in excess of \$66,000 annually. Additionally, Mr. Mark's experience will allow NOPD to more efficiently manage our fleet of almost 1,000 vehicles. Even small efficiency improvements in terms of gas used or vehicles maintained properly will result in very significant savings to the City, far in excess of the proposed pay for this 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.

No other departmental employees in this classification.

Rate granted (in ste Appointing Authorit	eps; % must be ir y Signature:	increments of	1.25): 8 step incre	ease Degu	l_	
				y		12
					Þ	
					163°	20 ED