

Extraordinary Qualifications - Civil Service Form #3050

Requester Information

Name: Robert Stevenson Date: 3/19/2023  
Email: rfstevenson@nola.gov  
Phone Number: 504-658-3603  
Department: Personnel and Training Office

Employee Details

Employee Name: Phoebe Winder  
Department: 220 - CAO  
Appointing Authority: Christina Hamilton  
Authority: LAG 2006

Is this a promotion or a new hire?  New Hire (Hired Above Minimum)  Promotion (Qualified Above Minimum)  
Proposed Classification: INFORMATION TECHNOLOGY SPECIALIST III  
Current Classification: POLICE APPLICATIONS SPECIALIST (EARLY INTERVENTION SPEC.)

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known):  
Duration of Job Posting: 06/09/2022  
Method(s) of Advertising?: nola.gov  
Detailed Position Description:  
-Highly responsible technical work of a specialized nature in the development, implementation and monitoring of the enterprise quality assurance and quality control strategy for the City of New Orleans.  
-Work includes researching and establishing test and control policies and procedures that protect the network/systems environment from failures. The QA/QC team will develop, track and manage the budget for the Information Technology and Innovation department. Work also includes:  
-Assisting in developing detailed requirements documents and test scenarios to ensure a smooth transition of developed/purchased systems into production.  
-Analyzing and reviewing QA/QC testing and process improvements.  
-Developing system level requirements and designs, resulting in value-added systems and processes.  
-Assisting in ensuring costs are managed within the budget.  
-Benchmarking the cost of IT services and identifying opportunities to reduce expenses.  
-Assisting in the development of the IT department's strategic architecture.  
-Maintaining the IT procurement process including the development of RFPs, RFQs and RFIs for all product and service types (e.g., hardware, software and professional services, etc.)

Qualifications

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

1

Describe:

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

Ms. Winkler possesses a unique blend of years of experience, in particular with City applications and technology. She has been a key part of a very successful enterprise technology deployment in partnership with ITI. In addition to this, she has multiple certifications in technology-related areas and a Master's degree that directly relates to this particular position. Similar roles are paid at \$75-\$95 per hour (source: recent quotes for Staff Augmentation RFP) which extrapolates to about \$156,000 and up annually. Ms. Winkler could easily command that salary on the open market and we have seen no other candidates that fit this role.

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

While there are no degrees specific to QA/QC, Phoebe's professional studies in Homeland Security and Emergency Management Master's Degree program are relevant to the QA/QC job duties. Phoebe has over eight years of experience performing work closely related to the QA/QC position as the Business Analyst for Insight (2015-2017) and as the Police Application Specialist for Insight (2017-2023). The most specific and relevant experience is detailed here.

QA/QC job duties:

-Assisting in developing detailed requirements documents and test scenarios to ensure a smooth transition of developed/purchased systems into production.

-Analyzing and reviewing QA/QC testing and process improvements.

-Developing system-level requirements and designs, resulting in value-added systems and processes.

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

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21):

21

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

25

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

Hiring Phoebe at 25% above the minimum allows the department to reach the target market value for this position while retaining employee through promotion.  
A contract employee at the rate of \$75/hour with these qualifications would cost the City \$156,000 annually. Hiring Ms. Winkler salary of \$74,242.00 presents a significant savings over a contract employee and allows the City to retain her institutional knowledge and continuity of operations.

Appointing Authority Approval

Name: Kimberly Walker-Laguna

Date: 3/20/2023

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 4/27/2023

Approval:  Approved  Denied  Cancel

Comment:

Civil Service does not have any objections to this request at this time.