

Extraordinary Qualifications - Civil Service Form #2669

Requester Information

Name: CorneishaBrown Date: 3/15/2022
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Phone Number: 504-658-8606
Department: Personnel and Training Office

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?:

Only one candidate was on the eligible list and she possesses the extraordinary qualifications described below.

Describe:

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

We have not received applications from any candidates with similar qualifications. Base salary range of similar job postings is \$35+ per hr.

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

Position will be tasked with oversight of over-all (Risk Management) safety activities, coordination of employee/supervisor training sessions, claim reviews (with user department leadership) as well as site accident investigations (both Workers compensation and liability).

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):

5%

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

In FY2021, the total workers compensation program/claims cost exceeded \$20 Million. Although the numbers are trending downward, as compared to previous years, the additional of a dedicated safety analyst, will help Risk Management continue in our efforts to engage departments (leadership and staff) in proactive safety activities as well as reduce accident frequency / severity (via root cause analyst and implementation of applicable corrective actions). A reduction in our total workers compensation claims cost/expense by as little as 0.003% (percent), would exceed the requested base salary (\$59,500.00) for the Safety Analyst.

Appointing Authority Approval

Name: Christina Hamilton

Date: 3/18/2022

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 3/22/2022

Approval: Approved Denied Cancel

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

