Extraordinary Qualifications - Civil Service Form #2669

Requester Information				
Name:	CorneishaBrown Date: 3/15/2022			
Email:	corbrown@nola.gov			
Phone Number:	504-658-8606			
Department:	Personnel and Training Office			
And the state of the second se				
Employee Details				
Employee Name:	Giselle Cwik			
Department:	700 - Miscellaneous Appointing Authority: Maya Wyche			
Topical Control of the Control of th				
Is this a promotion or a new h	ire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)			
Proposed Classification:	MANAGEMENT DEVELOPMENT SPECIALIST II			
Job Posting and Appointm	ont			
ood i comg and Appointin				
Type of Appointment:	Probationary			
Duration of Job Post	Job Posting: 103 days			
Method(s) of Advertisin	g?: Civil Service Government Jobs Portal			
Detailed Position Descript	ion: Plan and implement accident prevention/safety policies, procedures and programs designed to eliminate or minimize employee incidents. Conduct accident investigations to discover root cause and corrective actions to prevent reoccurrence.			
	Prepare and enforce policies to establish a culture of health and workplace safety. Prepare and lead employee/supervisor safety training sessions on a regular basis.			
	Work with internal departments to identify accident frequency trends and recommend solutions to issues, improvement opportunities and/or new loss prevention measures.			
	Prepare and present reports on accidents/violations and determined causes to management			
	Develop strategies to eliminate identified root causes of claims, identify process bottlenecks and recommend timely solutions.			
	Assist in the enforcement of preventative measures. Inspect equipment and machinery to observe possible unsafe acts and/or conditions.			
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:		one of the second second
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.	4
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).	A.
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Are there other departmental employees in this classification with the same or equivalent qualifications:	OYes ●No	or media
Additional Documentation		
Attachment 1:		
Attachment 3:		
Proposed Pay Rate		
Rate Granted in Steps (maximum of 21): Rate Granted as a Percentage How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an o		

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gana pendembahan saran tertaman sarang dan kalansak sarang mengan sarang	compared to previous years, to departments (leadership and and implementation of applica	compensation program/claims cost exceeded \$20 Million. Although the numbers are trending downward, as the additional of a dedicated safety analyst, will help Risk Management continue in our efforts to engage staff) in proactive safety activities as well as reduce accident frequency / severity (via root cause analyst able corrective actions). A reduction in our total workers compensation claims cost/expense by as little as sed the requested base salary (\$59,500.00) for the Safety Analyst.		
Γ	Appointing Authority Appro	oval		
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mary while the same	Name:	Christina Hamilton		
	Date:	3/18/2022		
	Approval:			
	Comment:		VV-PPARRAN VIII (A. W. 1984) PROGRAMMENT (ARRONNESS PROGRAM PARA ARRONNAS (ARRONNAS (A	, :
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HUNGER, WILLIAM				v [
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Class & Pay Approval				
Name:	Tia Harrison			
Date:	3/22/2022			
Approval:	Approved Oenied Ocancel			
Comment:	Civil Service does not have any objections to this request at this time.			
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Civil Service Form: Extraordinary Qualifications

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