

**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: Emily Painton  
 Appointing Authority Department: New Orleans Public Library  
 Appointing Authority Phone Number: 504-596-2405  
 Appointing Authority E-mail: epainton@nola.library.org

**EMPLOYEE INFORMATION**

Name of Employee with Extraordinary Qualifications: Sarah Lewis  
 Current Class (if current employee): C6531 Proposed Class: C0364DC  
 Is this a promotion or a new hire? Promotion What is the new job class? C0364DC

**JOB POSTING & APPOINTMENT**

Duration of job posting: continuous How position was advertised: nola.gov/jobs  
 Date of appointment: 10/30/22 Type of appointment (provisional, etc.):  
 Detailed position description: attached probationary

**QUALIFICATIONS**

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 32. 0.
2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications ,etc.) that exceed(s) the minimum qualification(s):

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
A Bachelor's Degree from an accredited college or university	The employee holds two Master's Degrees, a Master of Library and Information Science and a Master of Urban and Regional Planning. Both degrees are directly related to the strategic analytical work performed in this job.	MLIS: Louisiana State University, Baton Rouge, Louisiana  MURP: University of New Orleans, New Orleans, Louisiana
Four (4) years of professional experience that must have included at least one (1) year of professional experience conducting research and/or evaluations in quantitative and/or qualitative data collection; producing written reports that include conclusions drawn from the analyses and/or evidence compiled; and using technology such as Word, Excel,	Ms. Lewis has more than 15 years of professional experience including more than 7 years of research and data analysis in academic, nonprofit, and public library settings. Her experience includes quantitative, qualitative, and mixed methods research design. In addition to traditional written reports, Ms. Lewis has considerable experience	

and/or Access to organize, analyze, and present data and evidence.	creating interactive data visualizations using Microsoft Power BI and Tableau.	
--	--	--

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

Ms. Lewis's unique combination of planning and public library experience is not available in other candidates. Her 9 years of experience at the New Orleans Public Library provide institutional knowledge that cannot be found in outside candidates. Similar jobs in the industry offer approximately 25% higher pay than the currently listed civil service hiring rate.

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

Ms. Lewis has been performing the proposed job duties for approximately 3 years. The proposed job duties include collection, analysis, and communication of data regarding all functions of the New Orleans Public Library and the community it serves. The employee's Library Science degree and significant public library experience are directly relevant to the position because they indicate expertise in the function of public libraries and their databases. The employee's Urban Planning degree and social science research experience indicate expertise in demographic analysis, mapping, strategic planning, and communication of research findings.

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

This candidate possesses data visualization, analysis, and planning skills that will financially benefit the Library by making it unnecessary to hire consultants to perform higher level technical tasks.

**6. List other departmental employees in this classification. Do they possess the exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications.**

Rate granted (in steps; % must be in increments of 1.25): \_\_\_\_\_

Appointing Authority Signature: *E. Panton*