

**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: Jeffrey M. Elder, M.D.  
 Appointing Authority Department: Emergency Medical Services  
 Appointing Authority Phone Number: 504-658-2650  
 Appointing Authority E-mail: jmelder@nola.gov

**EMPLOYEE INFORMATION**

Name of Employee with Extraordinary Qualifications: Robyn Burchfield  
 Current Class (if current employee): C5171 Proposed Class: C5132  
 Is this a promotion or a new hire? New Position - Promotion  
 What is the new job class? Community Paramedic Program (Public Health Nurse III)

RECEIVED  
 CIVIL SERVICE DEPT  
 NEW ORLEANS  
 2016 OCT 10 AM 9:30

**JOB POSTING & APPOINTMENT**

Duration of job posting: 30 Days How position was advertised: City of New Orleans Job Portal

Date of appointment: \_\_\_\_\_ Type of appointment (provisional, etc.): Probationary

Detailed position description: *Highly responsible professional work as the care management coordinator for community paramedicine services within the New Orleans Emergency Medical Services System. Work includes coordination of care and management of patients enrolled in the Community Paramedic Program. Incumbents in this position are responsible for assessment, interaction, and treatment of patients enrolled in the Community Paramedic Program, including facilitating continuity of care by interacting with their Primary Care Physician and, social services, mental health, hospitals, NOFD, regional EMS providers, and alternative healthcare facilities. Work also includes participating in advanced medical research and treatment modalities as directed by the Medical Director; and other operational support functions as assigned. Additional duties include training/mentoring, development of policies and procedures, managing data entry and creating reports; and related work as required.*

**QUALIFICATIONS**

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?  
*There were three qualified Applicant but only one with experience*
- 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.)
1) Current R.N. License	Employee also holds a Legal Nursing Consulting Certification for since 2013	Charity School of Nursing
2) Paramedic Experience Preferred	23 years' experience as a Paramedic	City of New Orleans Trained; Flight Paramedic Experience
3) Professional Certifications and Specialized training	Certifications	Advanced Cardiac Life Support (ACLS); Advanced Medical Life Support (AMLS); Pediatric Advanced Life Support

	<p>(PALS); Pediatric Education for Prehospital Professionals (PEPP); Prehospital Trauma Life Support (PHTLS); Crisis Intervention Training Certification</p>
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3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

*Candidates with this much experience are usually compensated above base rates with considerations provided to experience, education and institutional knowledge or expertise. Local RN Case manager positions range from \$65,000 to \$80,000+.*

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

*This position requires not only clinical nursing experience but also nurse management experience, and paramedic experience including, but not limited to prehospital assessment and treatment expertise as patients that will be visited and assessed in the field in uncontrolled environments. The additional education, training and experienced possessed by this candidate is not easily attained and is usually found only in advanced positions in hospitals or contract work.*

*Mrs. Burchfield far exceeds the minimum qualification and yields special consideration as she has developed the program for the City of New Orleans while working in a part-time capacity. Through this work she has been able to quantify the needs of our department and our at risk patient population. She has also already developed the relationships required with key stake holders in our healthcare system to help provide coordinated care effort to the impacted citizens of New Orleans*

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

*Private contractors are the only other positions that may have this level of experience and would cost the City of New Orleans far more than the highest range of salary noted above at a likely range of \$100,000 + annually.*

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.

*There are none.*

Rate granted (in steps; % must be in increments of 1.25): \$66,388 (\$55,102 base plus 18.75% above the minimum = \$66,388 plus one longevity (2.5%) = \$68,058)

Appointing Authority Signature:

*[Handwritten Signature]*  
 Approved