

Extraordinary Qualifications - Civil Service Form #2508

Requester Information

Name: SineadDaniell Date: 8/8/2021
 Email: scdaniell@nola.gov
 Phone Number: 504-658-7625
 Department: ITI

Employee Details

Employee Name: Ron Nelson
 Department: 220 - CAO
 Appointing Authority: Christina Hamilton
 Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
 Proposed Classification: INFORMATION TECHNOLOGY MANAGER

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 8/5/2021
 Duration of Job Posting: More than 30 days
 Method(s) of Advertising?: <https://www.governmentjobs.com/>
 Detailed Position Description: Highly responsible technical and supervisory work of a specialized nature providing technical and project management support of the Project Management Office (PMO). This position will be responsible for managing the PMO processes for managing projects, project deliverables, and reporting project performance metrics.
 Work also includes:
 Monitoring project milestones/critical paths and communicating with project leads the status of projects to ensure timelines are met.
 Selecting and Managing IT Service Vendors as may be required, drafting vendor Statement of Work (SOW) documents, reviewing and approving of contracted deliverables
 Managing issues, risks, and constraints within a highly matrixed IT organizational structure to deliver projects on time and within budget.
 Facilitating weekly project status meetings and reporting to project stakeholders up-to-date and accurate data on project performances.
 Determining the best project approach and methodology that best suits the task requirements and customer's expectations.
 Continually looking for process improvements to support on-going quality project management.
 Related work as required.
 Employees in this classification may work a fixed or rotating shift, Saturdays and emergencies. Employees in this classification are considered essential and must report to work in declared emergencies.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below? Four. Mr. Nelson had by and far more years fact. Mr. Nelson, had nearly double the amo

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Experience		Mr. Nelson has over 35 years of directly related experience.	Mr. Nelson has over 35 years of direct each of the programs that we wish fo
Supervision		Mr. Nelson has over 35 years of supervisory Experience.	2. Mr. Nelson will be in charge of supervision is required for continued operation Nelson has had over 35 years of sup
Certifications and Training		Mr. Nelson has received specialized training in multiple applications	Mr. Nelson has been trained in multiple department

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

The private sector pays nearly double what the City of New Orleans pays Project Managers at this level. It is rare to have someone apply with such extraordinary qualifications. It is imperative that we do our best to compensate them at least as much as is recommended by our matrix within the allowable limits of the Civil Service.

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

The duties of the position are directly related to the advanced qualifications. The directly related experience Mr. Nelson has gained working directly with ITI over several years will allow him to have been being tasked with maintaining and growing. The City is becoming increasingly tech focused with increasing demands and direction which has been expressed to ITI. Mr. Nelson's experience of directly related experience is something that we can't risk passing up.

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): 17

Rate Granted as a Percentage (must be divisible by 1.25): 10% above min

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

Project Managers in the private sector are paid above the rate. The uninterrupted functionality of several important programs use Mr. Nelson as an asset. Hiring a contractor with Mr. Nelson's qualifications through ITI costs \$205,192 annually. Hiring Mr. Nelson at the annual salary of \$100,000 is a significant financial advantage to the City.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 6/23/2021

Approval: Approved Denied

Comment:

Empty text area for comments.

Class & Pay Approval

Name: Tia Harrison

Date: 9/21/2021

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objection to this Extraordinary Qualifications.

Civil Service Form: Extraordinary Qualifications