

Extraordinary Qualifications - Civil Service Form #1375

Requester Information

Name: SineadDaniell Date: 1/8/2019

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Phone Number: 504-658-7204

Department: Safety & Permits

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?:

Five applicants were on the eligible list. No other employees possessed the specific extraordinary qualifications of Mr. Kindel.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Three (3) years of professional experience which must have consisted of being engaged primarily in reviewing, investigating, and making recommendations concerning zoning petitions and/or permit applications regarding conformance to the Comprehensive Zoning Ordinance.	Mr. Kindel has upwards of 8 years of experience, four and a half of which has been with the City of New Orleans.	Mr. Kindel has the longest and most directly relevant experience with a Comprehensive Zoning Ordinance with the City of New Orleans'. Within the interviews, the scope of experience of each candidate was reviewed and it was found to be the most applicable experience.

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

Few individuals were deemed qualified after the announcement was open for several weeks. Of those, the five, two were removed for various reasons. Of the remaining applicants, Mr. Kindel had the longest and most applicable experience making him most suited for the position.

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

The duties of the Zoning Administrator require a thorough understanding of the New Orleans Zoning Ordinance. The amount of experience possessed by Mr. Kindel as well as his previous work with the Board of Zoning Adjustments, a department the Zoning Administrator will act as liaison to on behalf of Safety and Permits.

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): Rate Granted as a Percentage (must be divisible by 1.25):

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

These specific qualifications were not held by any other candidates. Paying Mr. Kindel above minimum will secure a Zoning Administrator who has remarkably insight into the Comprehensive Zoning Ordinance. Having someone with such specific qualifications will allow the department to broaden its scope and services for the city. These services are often offered with an accompanying fee.

Appointing Authority Approval

Name: Zachary Smith

Date: 1/9/2019

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 1/15/2019

Approval: Approved Denied Cancel

Comment:

