Extraordinary Qualifications - Civil Service Form #1375

Requester Information	
Name: Email:	SineadDaniell Date: 1/8/2019 scdaniell@nola.gov
Phone Number:	
	Safety & Permits
Берантен.	Salety & Petitilis
Employee Details	
Employee Name: Department:	Nicholas Kindel 260 - Safety & Permits Appointing Authority: Zechary R. Smith Jennifes Cacil
Is this a promotion or a new h	hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification:	ZONING ADMINISTRATOR
Job Posting and Appointm	nent
Type of Appointment:	Probationary Date of Appointment (if known):
Duration of Job Pos	
Method(s) of Advertisi	ing?: Civil Service Website
Detailed Position Descrip	This work involves reviewing applications for various permits to determine compliance with the Comprehensive Zoning Ordinance and other City ordinances affecting land use. The employee in this class also reviews all appeals to the Board of Zoning Adjustments and serves as a liaison between that board and other sections of the Department of Safety and Permits. Supervision may be exercised over a small professional staff assigned to permit application review. The employee works under general administrative direction and consults with a superior on unusual situations involving policy or procedures. Highly responsible professional work reviewing permit applications received in the Department of Safety and Permits for conformance to the Comprehensive Zoning Ordinance, and providing technical assistance to the Board of Zoning Adjustments; and related work as required. Reviews applications for building permits, alcoholic beverage permits, occupational licenses, and use and occupancy certificates to determine compliance with the Comprehensive Zoning Ordinance. Reviews all appeals to the Board of Zoning Adjustments; presents appeals to the board, explaining the Comprehensive Zoning Ordinance as it applies to each case. Conducts field investigations relating to permitting applications, Board of Zoning Adjustments appeals, and zoning complaints. Distributes and explains to inspectors amendments to the Comprehensive Zoning Ordinance, and assists inspectors in the interpretation of the ordinance in difficult or unusual cases. Explains and interprets the Comprehensive Zoning Ordinance to public officials, developers, neighborhood organizations and interprets the
Qualifications	
How many applicants were or	in 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 extra	ordinary qualifi	cations of Mr. Kindel.			
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Describe:	Minimum Qualification - from Job Anouncement	Employee Qu	alification 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.		s upwards of 8 years of experience, four and a half been with the City of New Orleans.	Mr. Kindel has the longest and most directly relevant experience with a Comprehencity of New Orleans'. Within the interviews, the scope of experience of each candidate the most applicable experience.	sive Zoning Ordinance with that te was reviewed and it was	
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 the experience possessed by Mr. Kindel as well as his Administrator will act as liaison to on behalf of Safe	orough understanding of the New Orleans Zoning Ordinance. The amount of previous work with the Board of Zoning Adjustments, a department the Zoning ty and Permits.	^	
Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No						
Additional Docume	entation					
Attachi Attachi Attachi						
Proposed Pay Rat	ie					
Rate Granted in Step		_	(must be divisible by 1.25): 2.5 Dijective financial analysis):			

	who has remarkably insight in department to broaden its sco	where not need by any other carbinates. Paying someone with such specific qualifications will allow the ope and services for the city. These services are often offered with an accompanying fee.
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	Appointing Authority Appre	oval
	Name:	Zachary Smith
	Date:	1/9/2019
	Approval:	Approved Openied
	Comment:	^
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L	Class & Pay Approval	
	Name:	Samuel Stoute
	Date:	1/15/2019
	Approval:	Approved Denied Cancel
	Comment:	^
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