

Extraordinary Qualifications - Civil Service Form #1959

Requester Information

Name: LeKeysheaJenkins Date: 8/8/2019

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Phone Number: 504-303-7722

Department:

Employee Details

Employee Name: Dale Thayer

Department: 900 - Aviation

Appointing Authority:

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: AIRPORT SERVICES MANAGER

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known):

Duration of Job Posting: 2 months

Method(s) of Advertising?: Civil Service, AAAE and NCI

Detailed Position Description: Under general direction, serves as the specialized Airport planning specialist by managing special projects, developing new programs, and leading staff involved in a major comprehensive airport planning function in support of the NOAB Planning and Environmental Services programs. Directs the work of a major division and is responsible for recommending divisional planning policies and projects.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?: There were five (5) applicants on the eligible list. Only one (1) possessed the extraordinary qualification(s).

Describe:

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

The applicant has Master Plan experience over the other applicants. The applicant also has extensive Environmental Planning experience over the other applicants. With the background in Planning and Environmental, the applicant has an understanding of Sustainable planning and development which is also important for an Airport. The applicant has 5 years' experience as Manager of a Planning Division which is appropriate for this level of position and fits within the organizational pay structure.

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

This is a management level position, overseeing airport Master Planning for complex projects as part of multi-million dollar program. The applicant has a Master's in Planning and already has significant management experience of a public sector Planning Division. This combination of education, technical skills and management experience will be a significant benefit in this position.

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):

Currently this management experience is contracted out at a rate of \$300 per hour which is essentially \$624,000 annually. Hiring someone in this position at midpoint which is \$ 81,999 (plus benefits) is significant less money annually. By hiring this position it will mitigate the need for full time contracted services. It is also important organizationally to have the manager in this position incorporated as a City position and not to have it contracted out in terms of retaining institutional knowledge, being economical, improve efficiency of utilization and a streamlined internal business process as well as building a sustainable organization with succession planning.

Appointing Authority Approval

Name: Alexandra Norton

Date: 8/11/2019

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Sharon McDaniel

Date: 8/21/2019

Approval: Approved Denied Cancel

Comment: