

**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: Jade Brown Russell
Appointing Authority Department: French Market Corporation
Appointing Authority Phone Number: 504-636-6400
Appointing Authority E-mail: Jrussell@frenchmarket.org

2016 JUL 27 1:51
 CIVIL SERVICE DEPT
 NEW ORLEANS

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Vernon Haynes
Current Class (if current employee): _____ **Proposed Class:** C6179 Security Manager
Is this a promotion or a new hire? What is the new job class? New Hire - C6179 Security Manager

JOB POSTING & APPOINTMENT

Duration of job posting: 2 months **How position was advertised:** Civil Service
Date of appointment: 7/25/16 **Type of appointment (provisional, etc.):** _____
Detailed position description: Manage and supervise security/patrol officers for the French Market Corporation.

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 10 applied; 1 extraordinary
See attached.
2. 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) <u>High School</u>	<u>Master's Degree - Crim. Justice</u>	<u>SUNO</u>
2) <u>Security Experience</u>	<u>N.O.P.D. Retiree</u>	<u>NOPD</u>
3)		

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: See attached.
4. How are the duties of the position relevant to the advanced qualification? See attached
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. See attached
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. See attached.

Rate granted (in steps; % must be in increments of 1.25): 25% (20 steps)
Appointing Authority Signature: 

SUPPLEMENT TO EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS

VERNON HAYNES

SECURITY MANAGER – FRENCH MARKET

1. 10 applicants applied through Civil Service. Mr. Haynes was the only candidate who possess these extraordinary qualifications, including a Master's Degree in Criminal Justice and NOPD experience. There were a couple of candidates who were retired NOPD, but none possessed a Master's degree.
2. See above response and form regarding minimum qualifications and details regarding employee's qualifications.
3. Based on the responses to the job posting, a candidate with a Master's Degree in Criminal Justice coupled with NOPD experience is rare in the labor market. This candidate also had experience managing a similar team of officers at S&WB, which also makes him uniquely qualified for this position.
4. A Master's Degree in Criminal Justice, prior NOPD experience and prior management experience are critical to the position of Security Manager. This position is considered to be our top officer, and these unique qualifications will lend well in helping our officers better protect the patrons and visitors of the French Market.
5. Hiring Mr. Haynes at a higher rate will be a financial advantage to the City because his unique experience will help us position FMC to bring all patrolling duties in-house. We currently outsource some of our security to an outside firm. With his experience, we will be in a better position to finally bring that back in-house, which will yield an incredible cost-savings to FMC and will also provide more unity in our Security team.
6. None.