

Extraordinary Qualifications - Civil Service Form #1099

Requester Information

Name: Corneisha Brown Date: 9/10/2017
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 Phone Number: 504-658-3522
 Department: Civil Service

Employee Details

Employee Name: Matthew Patin
 Department: 210 - Mayor
 Appointing Authority: Aaron Miller
 Judy Reese-Morse
 Katie Dignan

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

Proposed Classification: PRINCIPAL EMERGENCY MANAGEMENT SERVICES COORDINATOR

Job Posting and Appointment

Type of Appointment: Probationary
 Date of Appointment (if known):

Duration of Job Posting: 3 weeks

Method(s) of Advertising?: Civil Service

Detailed Position Description: Highly responsible supervisory and administrative work to oversee the operation of the Real Time Crime Center and the Grounds Patrol Division providing security to city buildings. This work will encompass the oversight of a divisional staff of over 50 employees. The division supervised will be comprised of several 24/7 operations. This position is designated as "essential personnel" and is considered 24/7 for all critical and emergency situations. Work includes directing, through subordinate supervisors, the work of all personnel in the division's security operations and Real Time Crime Center including the management of all safety and security-related training programs and protocols. Work also includes responsibility for formulating and developing the division's goals and objectives related to the day-to-day personnel and fiscal operations of the division. Additional duties include assisting Homeland Security in the development and implementation of emergency action plans to provide safe environment and immediate response to imminent threats of natural disasters, violence, and criminal incidents, emergency medical incidents, and others.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?

There were 3 candidates on the eligible list. All candidates had some form of additional qualifications over and above the minimum. The candidate chosen has the most relevant extraordinary qualifications and received the highest ranking by Civil Service. In addition, the selected candidate is the only candidate with both law enforcement and private security administrative experience.

Describe

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Individuals with similar qualifications can be found, but they are in higher paying positions than what the minimum entrance rate offers. The combination of administrative and operational experience that is required for this position demands a higher rate of compensation.

How are the duties of the position relevant to the advanced qualification?: This position will be responsible for recruiting, onboarding, training, and supervision of both Real Time Crime Center as well as Ground Patrol line employees and supervisors. It requires a unique combination of skills, knowledge, and abilities to effectively manage both the highly technical RTCC as well as the entry level security forces for municipal buildings.

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): 21 **Rate Granted as a Percentage (must be divisible by 1-25):** 25%

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

Hiring a manager who is capable of overseeing both the RTCC and the Grounds Patrol operations will save the City from having to hire two lower level managers whose combined salary and fringe benefits would exceed the cost of this single position.

Appointing Authority Approval

Name: Aaron Miller

Date: 9/10/2017

Approval: Approved Denied

Comment

Class & Pay Approval

Name: Samuel Stout

Date: 9/21/2017

Approval: Approved Denied

Comment