

Extraordinary Qualifications - Civil Service Form #2794

Requester Information

Name: AllisonLee

Date: 6/7/2022

Email: amlee@nola.gov

Phone Number: 504-658-1507

Department: Director's Office

Employee Details

Employee Name: Andrea Jackson

Department: 400 - Finance

Appointing Authority: Norman White
Kathia Pottou

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

Proposed Classification: PAYROLL SUPERVISOR

Current Classification: ACCOUNTANT I

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known):

Duration of Job Posting: currently open

Method(s) of Advertising?: nola.gov

Detailed Position Description: Responsible administrative and supervisory work directing the operations of the payroll section of the Department of Finance; Duties include managing weekly payroll processing in ADP; preparing quarterly statements; maintaining payroll deductions; supervising staff; and related work as required.

Qualifications

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

1

Describe:

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

The Payroll Supervisor position has expanded and continue to evolve to meet the demands of processing all payroll for the City of New Orleans and handling new tasks and assignments daily. Accounting experience is vital to eliminating audit findings relative payroll expenditures. The payroll supervisor salary in today's labor market ranges from 77,000 to 101,000 annually.

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

The Payroll Supervisor position requires a lot of knowledge and experience in both payroll and governmental accounting. Ms. Andrea 34 years of payroll and accounting experience is vital to preventing audit findings, processing special calculations relative to backpay, court judgements, retro payments, New Orleans Police Department pension plan and assist with related payroll general ledger transactions.

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): 68.909

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

Promoting Ms. Jackson is an asset to the City of New Orleans in which her extensive payroll and accounting experience help to performance and operational efficiency in the Bureau of Accounting - Payroll Division and provide cost savings to the City with r She is Qualified Above the Minimum for the Payroll Supervisor position. The Department of Finance is requesting \$68,909. The supervisor salary in today's labor market ranges from 77,000 to 101,000 annually.

Appointing Authority Approval

Name: Karla Felton

Date: 6/12/2022

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 6/29/2022

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Civil Service does not have any objections to this request at this time.

