

Extraordinary Qualifications - Civil Service Form #1091

Requester Information

Name: Bejide Legania Date: 8/23/2017
Email: bjlegania@nola.gov
Phone Number: 504-658-7633
Department ITI

Employee Details

Employee Name: Bejide Legania
Department 220 - CAO ☐ Appointing Authority: Kimberly LaGrue
Courtney Bagners

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

Proposed Classification: MANAGEMENT DEVELOPMENT SUPERVISOR I



Current Classification: MANAGEMENT DEVELOPMENT SPECIALIST II



Job Posting and Appointment

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

Duration of Job Posting: 2 Weeks

Method(s) of Advertising?: Civil Service

- Detailed Position Description
- Leading recruiting and staffing, organizational/departmental planning, performance management and improvement systems
 - Coordinating organization development and compliance to regulatory concerns regarding employees
 - Guiding employees through onboarding, offboarding, career development, needs assessments, training, and any associated purchases
 - Leading internal HR, budget, procurement and contracting policy development and documentation, employee safety, welfare and wellness campaigns, and other employee relations through the department based on CAO, and Civil Service policies and procedures
 - Leading the annual capital and operating budget process and management and reporting of the department's current budget status to the Department Head, ITI Directors and Managers
 - Managing contract renewals, amendments, performance concerns and reviews
 - Managing and overseeing employees who are responsible for ITI procurement, contracting, and accounts payables
 - Drafting the substantial content for RFP's, RFQ's, ITG's and CEA's for the department
 - Conduct HR and Procurement seminars in IT as needed but no less than annually
 - Managing the process of ensuring the appropriate IT contracts are available during disasters and emergencies
 - Manage submission of Force Labor Account forms during disaster and emergency situations
 - Maintain compliance for any grants IT receives

Qualifications

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

13 on the Promotional Register; None possessed the extraordinary qualification(s)

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Relevant Experience		10 years of direct experience in Budget, Procurement, and Contracting 10 years of experience working in an HR capacity and/or back-up to HR Manager Currently working the proposed HR & Budget Manager Role since January 2017	ConocoPhillips Refinery (Belle Chasse, LA) 2007-2011) City of New Orleans (2011-present)
Education		Bachelor of Arts (Political Science) Master of Public Administration Master of Business Administration Master of Hospitality & Tourism Management	Louisiana Tech University (Ruston, LA) Capella University (Minneapolis, MN) University of New Orleans (NO, LA)
Certs/Training		Employee has already been trained for and is working the proposed job at her lower classification. Additionally, she has the following trainings which further qualify her: City of New Orleans/Civil Service Trainings Completed: • Introduction to Compensation • ADP Enterprise/MSS Training • WorkFlowGen • Buyspeed/ECMS • Professional Administrative Speaking & Presentation (14 hrs) • Professional Administrative Writing (14 hrs) • Professional Administrative Math & Statistics (12 hrs) • Professional Administrative Supervision (10.5 hrs) • Professional Administrative Managing Conflicts & Human Relations (7 hrs) • Professional Administrative Creative Problem Solving & Decision Making (7 hrs) • Professional Administrative Productive Meetings (3 hrs) Pursuing CPSM (Certified Professional Supply Management/Certified Purchasing Manager) Distinction	City of New Orleans (2011-present)

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Ms. Legania has multiple advanced degrees and over 10 years of directly related work experience. Individuals with these qualifications are typically able to command salaries far higher than the minimum entrance rate offered in this job classification. For example, within City government, Ms. Legania has applied for and qualified for higher-paying positions in other departments (i.e. Budget Coordinator \$57,909.00, Parking Administrator \$57k-\$63k, Police Fiscal & Budget Administrator \$64k-\$81k) and exceeded minimum qualifications for these roles as well. All four of Ms. Legania's degrees are directly related to government, finance/business, and/or human resources and employee/client relations. At a minimum, the position requires a Bachelor's in any one field. An employee with Ms. Legania's level of educational attainment is clearly able to command higher compensation in the labor market than the \$60,100.32 we are offering now.

How are the duties of the position relevant to the advanced qualification? The duties for this position were once fulfilled by multiple employees in ITI. ITI once had one person managing HR fulltime with another person helping, someone who managed the budget, two more people managing procurement, contracting and bill paying and a manager to oversee their activities. At that time, these functions were all managed by a single position in the IT Manager classification – the QA/QC Manager – with a salary range of \$68,909 – \$88,344. While the Management Development Supervisor position in ITI does not also include responsibility for quality assurance and control functions as the QA/QC Manager did, it does retain every other responsibility and therefore should be compensated at a salary level closer to that of the QA/QC Manager's. Ms. Legania's background, education and experience makes her uniquely qualified to move into this broad and complex role in ITI. All four of her degrees are directly related to government, finance/business, and/or human resources and employee/client relations. At a minimum, the position requires a Bachelor's in any one field. An employee with Ms. Legania's level of educational attainment is required to support managing this range of responsibilities with fewer staff members.

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): 18

Rate Granted as a Percentage (must be divisible by 1.25): 20

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

The annual salary for Ms. Legaria will be \$60,108.32. The duties assigned to this role at ITI were previously split between five people: the GARC Manager, a Management Development Specialist, an Administrative Support specialist, an MIS Project Leader, and an underskilled Urban Policy Specialist. Salaries for these positions totaled approximately \$490k, including fringe expenses. Having streamlined many of these areas, we now believe we can support these functions with three employees as long as the employees are sufficiently qualified and appropriately compensated. Those three positions include: a Management Development Specialist, a Management Development Specialist, and an underskilled Urban Policy Specialist. Given the expertise and education that Ms. Legaria brings to the position, we feel comfortable that she is the right person to lead this reduced team. If we hire Ms. Legaria at a salary of \$60,108.32, it allows us to operate this three person team for approximately \$2.1M, including fringe expenses, for an overall cost savings of approximately \$180k.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 8/23/2017

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Samuel Bloute

Date: 9/13/2017

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment:

Note a 20% increase would be step 17 (base 1 plus 16)

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