

**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:** Lamar M. Gardere  
**Appointing Authority Department:** Information Technology and Innovation  
**Appointing Authority Phone Number:** 504-658-7639  
**Appointing Authority E-mail:** lmgardere@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Timothy LeBlanc  
**Current Class (if current employee):** **Proposed Class:** CO177  
**Is this a promotion or a new hire?** **What is the new job class?**  
New IT Specialist III (Front-End Web Developer)

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** **How position was advertised:** Civil Service  
**Date of appointment:** **Type of appointment (provisional, etc.):** Permanent  
**Detailed position description:**

Highly responsible technical work developing and maintaining the City's Internet-based applications, services, and software. Work also includes:

- Writing strong and efficient semantic and standards-compliant HTML and CSS across common browsers and devices.
- Creating web interactions with jQuery.
- Creating and managing templates, layouts, and web components for multiple City websites.
- Managing the technology-related aspects of the CMS and web eco-system.
- Designing visually appealing web pages, layouts and components that can solve specific design problems.
- Assisting in the development and delivery of training to ensure website content is updated.
- Assisting in the strategic technology planning and implementation of major IT projects/support including infrastructure, computing, internet and e-systems.
- Maintaining technical and business documentation.
- Coordinating with operations to ensure availability, reliability, and scalability of web applications to meet business demands.
- Troubleshooting and resolving hardware and software problems.
- Recommending and executing modifications to Web software in order to improve efficiency, reliability, and performance.
- Related work as required.

## QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**

10 applicants qualified for the position

- 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) 2 years experience in a web development environment	6 years in a web development environment	5 years developing in HTML, CSS, JavaScript environment.

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

- 4. How are the duties of the position relevant to the advanced qualification?**

Mr. LeBlanc's work experience in front-end interfaces using JavaScript / HTML5 and CSS are the skills most relevant to the city's web technologies.

- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

The annual salary of Timothy LeBlanc will be \$65,569.19. If we did not hire Timothy LeBlanc as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$191,880 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$92.25/hour. Hiring Timothy LeBlanc as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

- 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.**

Stephen Price also possesses the exceeded qualification.

Rate granted (in steps; % must be in increments of 1.25):       \$65,569.19; 12.5%      

Appointing Authority Signature: \_\_\_\_\_

