

**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: Alexandra Norton _____
Appointing Authority Department: _____ NOAB _____
Appointing Authority Phone Number: ___ 504-303-7637 _____
Appointing Authority E-mail: ___ alexn@flymsy.com _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Leon Danna
Current Class (if current employee): Building Maintenance Manager – Engineer (C2413)
Is this a promotion or a new hire? New Hire Pay Correction – Request is for Retroactive Pay above the Minimum to the hire date due to an administrative oversight by the NOAB **What is the new job class?**
C2413

JOB POSTING & APPOINTMENT

Duration of job posting: January 2017 – July 2014 **How position was advertised:** Civil Service Site
Date of appointment: 7/17/17 **Type of appointment** (provisional, etc.): Probationary
Detailed position description:
 See attached

QUALIFICATIONS

1. How many applicants were on the eligible list? 6. How many of them possessed this extraordinary qualification (described below) one
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) 1 st Class Air Conditioning or Refrigeration License and 1 st Class Boiler License	Recovery Refrigerant usage EPA C S 107-OSHA certificate certified and instructor for forklift drivers and scissor lift. IOS 9000 certified.	Certifications as an instructor as well as additional refrigerant work
2) 5 years of experience as a Chief Engineer	≥ 22 years as a Chief Engineer	Extensive work with complex building support systems
3) Experience with multi-million dollar startup operations	Worked on four major projects in the city from construction to startup of day to day operations	Expertise needed to take new airport facility from construction to startup

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** *We have a proven history of difficulty in recruiting a Manager for the Central Plant operations at the Airport which is why the job announcement was changed from Airport Services Manager to Building Maintenance Manager.*
4. **How are the duties of the position relevant to the advanced qualification?**
Duties include "supervisory administrative and skilled work in directing a large group of skilled workers in the operation, maintenance and repair of all climate control system and other related equipment..." having vast experience with the construction and startup phases of the several

multimillion dollar facilities we anticipate that his knowledge and skill set will translate into a department that is able to function at a higher level and be more effective.

5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** *We will be able to complete work in-house during regular hours instead of contracting out or incurring overtime. Generally it costs us 3 times more to contract out the services and 50% more per hour to use current employees on overtime.*
6. **List other departmental employees in this classification.** *There are no other employees. 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.*

Rate granted (in steps; % must be in increments of 1.25): 19 steps above the hiring minimum \$79,987.12

Appointing Authority Signature:  8/31/17

Comments: We plan to come before the Civil Service Commission in September to request the retroactive pay above the minimum.

