

Extraordinary Qualifications - Civil Service Form #2820

Requester Information

Name: RobertStevenson Date: 6/30/2022
Email: rstevenson@nola.gov
Phone Number: 504-658-3600
Department: Property Management Directors Office

Employee Details

Employee Name: Sterling Higgins

Department: 450 - Property Management

Appointing Authority: Martha Gisset

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

Proposed Classification: BUILDINGS MAINTENANCE MANAGER

Current Classification: PLANT ENGINEER

Job Posting and Appointment

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

Duration of Job Posting: n/a

Method(s) of Advertising?: Indeed

Detailed Position Description: Very responsible 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 in city-owned buildings; and related work as required. Determines skilled and license requirements for operation of each municipal building's engineering plant, and develops shift schedules and training programs to provide those skills. Provides general supervision and technical advice to senior operating engineers, and may participate personally in more difficult operating, maintenance and repair tasks. Develops and oversees service wide operating procedures and maintenance schedules for engineering plant equipment. Makes regular inspections of all machinery plants under his supervision, to insure safe and efficient working procedures; orders or approves requisitions for necessary tools, parts and repairs for machinery. Keeps records and makes report as necessary to advise management on effective and cost-efficient use of the machinery and personnel.

Qualifications

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

8.2.

Describe:

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

Applications received for this position have only met the minimum qualifications. while Sterling has 17 years over the required 8 years of experience.

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

While the duties of the position can be carried out by a minimum skill applicant, a bachelor's degree offers a candidate with a higher skill set to handle the supervisory and administrative aspects of the position.

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):

4

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

5

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

Hiring Sterling 5% above the minimum allows the department to reach the market value for this position while retaining an employee promotion out of a position he was overqualified for.

Appointing Authority Approval

Name: Stephanie Landry

Date: 7/4/2022

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 7/8/2022

Approval: Approved Denied Cancel

Comment:

Class and Pay does not have any objections to this request at this time.