

Extraordinary Qualifications - Civil Service Form #2668

Requester Information

Name: **Glenn Constable** Date: **3/14/2022**
 Email: **gconstable@nola.gov**
 Phone Number: **504-658-2569**
 Department: **Essential Public Health Administration**

Employee Details

Employee Name: **Brandye Delarge**
 Department: **350 - Health**

Appointing Authority:

**Jennifer Avegno
 Fran Lawless
 Emily Nichols**

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

Proposed Classification:

FINANCE OPERATIONS MANAGER

Current Classification:

BUDGET COORDINATOR

Job Posting and Appointment

Type of Appointment: **Probationary**

Date of Appointment (if known):

Duration of Job Posting: **2/15/22-present**

Method(s) of Advertising?

Civ Website

Detailed Position Description:

Regular Budget Coordinator Duties: Preparing budgets; approving or denying departmental purchase requests; managing Municipal Participation Agreements; overseeing the Health Department's Fiscal team, etc.
Overseeing Contracts: This duty was previously assigned to another role in the department. This duty is not related to the role of Budget Coordinator, and not listed on the provided departmental job description.
Asset Management including cell phones, laptops, computers, printers, and office furniture: This duty was previously assigned to another role in the department. This duty is not related to the role of Budget Coordinator, and not listed on the provided departmental job description.
Fleet Management (Vehicle Coordinator): This duty was previously assigned to another role in the department. This duty is not related to the role of Budget Coordinator, and not listed on the provided departmental job description.
Parking Coordinator: This duty was previously assigned to another role in the department. This duty is not related to the role of Budget Coordinator, and not listed on the provided departmental job description.
Managing Municipal Participations Grants for Total Community Action, Council on Aging, SPCA, LSU AgCenter, and Veterans Affairs: These vendors are not directly tied to the Health Department, but are assigned to us by the CAO to manage.
Assisting with the renovation and patient records: This duty in no way is related to the role of Budget Coordinator.
Administration of the fiscal aspects of the following grants: Ryan Title, Healthcare for the Homeless, and Healthy Start: All of these grant programs have fiscal staff, and while Ms. Delarge is responsible for approving their purchase requests, she is tasked with taking on the role of providing all fiscal management and administration. Ms. Delarge is tasked with training them, and overseeing their fiscal work files because this is matter their supervisors are not trained in. Ms. Delarge also facilitates all aspects of the City Audit with respect to the Health Department, even for the grant programs that have fiscal staff. Meanwhile, she is already completing these same tasks, and more, for multiple general fund accounts and over 30 grants funds.

Qualifications

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

There are 9 candidates on the register and zero with MS. DeLange's qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Bachelor's Degree in Accounting or Finance, or any field with 24 semester hours of accounting and/or finance coursework.	Master's of Business with 34 hours of accounting/finance coursework, PHD Coursework completed for Organization and Management, all but dissertation completed.	MBA Received from Florida A&M August 2003 PHD Coursework, (ABD) with Capella University Florida A&M University ACCG2002301 - Financial Accounting - 3 hours ACG3101301 - Managerial Accounting - 3 hours ACG3101301 - Intermediate Accounting I - 3 hours ACG34632302 - Bus. Assurance & Ethics ACG351302 - Cost Accounting - 3 hours ACG351302 - Theory of Finance - 3 hours FIN4424303 - Prob. Finance Management - 3 hours FIN5515302 - Invest. Anal. & Pt. Mgt. - 3 hours FIN5405301 - Theory of Finance - 3 hours Capella University OMT040 - Accounting & Financial Management - 4 hours Degado Community College ACC1240 - Excel for Accounting - 3 hours ACC1222 - Computerized Quickbooks - 3 hours City of New Orleans, 2019-present (Budget Coordinator for NOHD) Shipping Great Young Minds, 2007-2011 Pfizer, 2003-2006 Schering-Plow gph/lerck, 2007-2010
	Five (5) years of full-time professional experience providing professional accounting, bill collectors or accounts, financial or budget management services. One (1) of which must have included the suspension of a professional staff. Professional experience must have been earned in a position that required a bachelor's degree upon entrance.	Over 10 years of full-time professional experience in the required fields, and over 7 years included supervision of staff.	

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

Ms. DeLange meets and exceeds the minimum qualifications for the job posting. This is unique to what is found with others in the labor market. Additionally, NOHD has the need to retain experienced personnel to oversee fiscal and administrative functions of the department. Additionally, no other candidates that has been identified on the register with this level of experience in handling financial requirements that are specific to public health.

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

The advanced qualifications and exemplary experience of Ms. DeLange are integral to maintaining and growing successful operations of NOHD. Ms. DeLange has been instrumental in redefining financial and administrative operations within the department. She has built a framework for this position requires considerable knowledge to ensure all financial and administrative requirements for NOHD grants and general funds are met, and that deadlines are met. It is also imperative that budgetary assumptions are well documented and justified. These are all duties that have been performed by Ms. DeLange in the past.

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 Scale

Rate Granted in Steps (maximum of 21): Rate Granted as a Percentage (must be divisible by 1.25):

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

Hiring Ms. DeLange at the rate specified below will be a financial advantage to the City because this promotion will add in retaining her in NOHD, rather than taking on a new employee who will incur new hire costs. Additionally, Ms. DeLange has proven that she is dedicated to her work, and will always do what is needed to put the City first. There is no bigger advantage than this.

Appointing Authority Approval

Name: Jennifer Avegno

Date: 3/15/2022

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Naitka Vassel

Date: 3/29/2022

Approval: Approved Denied Cancel

Comment:

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