

**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: Alicia Barthe'-Prevost
Appointing Authority Department: Health Department
Appointing Authority Phone Number: 504-658-2529
Appointing Authority E-mail: aabprevost@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Tanya Joseph
Current Class (if current employee): _____ **Proposed Class:** PUBLIC HEALTH NURSING CLINIC SUPERVISOR/Clinical Nurse Manager

Is this a promotion or a new hire? What is the new job class? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 2 weeks **How position was advertised:** nola.gov; indeed.com
Date of appointment: September 12, 2016 **Type of appointment** (provisional, etc.): Provisional
Detailed position description: Highly responsible professional registered nurse, providing clinical management, supervising clinical support staff and their activities providing medical services to patients in the Healthcare for the Homeless clinics; as well as performing related work as required.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? None How many of them possessed this extraordinary qualification (described below)?** Tanya Joseph possesses extraordinary qualification for the clinical nurse manager's position based on her 17+ years of nursing experience and 13+ years of nursing management experience.
- 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) Graduation from an accredited school of professional nursing and license to practice nursing in the State of Louisiana.	1. Bachelor's Science Degree in Nursing (BSN) 1999 2. Master's of Health Care Administration (MHCA) 2006	Dillard University, New Orleans Loyola University, New Orleans
2) Four (4) years of professional nursing experience.	1. June 1999 to June 2002 worked as an Emergency Room staff nurse. 2. June 2002 to June 2003 worked as the Emergency Room assistant nurse manager.	Children's Hospital New Orleans
3) One (1) year of this experience must have included supervisory duties as a primary responsibility.	1. June 2003 to October 2015 worked as the Emergency Room nurse manager for 12 years.	Children's Hospital New Orleans

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position requires a unique set of qualifications to oversee and provide quality healthcare services to the patients seen at the Health Care for the Homeless clinics. Ms. Joseph possesses the nursing and management experience needed to enhance the clinic's workflows, quality and performance improvement initiatives to supervise the clinical staff. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate.
- 4. How are the duties of the position relevant to the advanced qualification?** The Health Care for the Homeless (HCH) program is a federal funded grant providing healthcare access to the vulnerable population. Working with homeless individuals, community and social service agencies to meet the immediate healthcare needs of their patients. Ms. Joseph has extensive nursing experience working with the general public, patients and their family members to improve their healthcare outcomes.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. Ms. Joseph's experience, she will be able to step into the role, function independently, and without difficulty.
- 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.** None

Rate granted (in steps; % must be in increments of 1.25): The NOHD is requesting a rate of \$70,643.14 (Grade 89, Step 11) 12.5% above the base salary.

Appointing Authority Signature: _____

Alicia Barthe-Premont