

**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: Michael S. Harrison
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: 504-658-5757
Appointing Authority E-mail: msharrison@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Deltanya Dunlap
Current Class (if current employee): N/A **Proposed Class:** Executive Secretary
Is this a promotion or a new hire? What is the new job class? New Hire, Executive Secretary

JOB POSTING & APPOINTMENT

Duration of job posting: 8 months **How position was advertised:** online, newspaper
Date of appointment: 8/22/2016 **Type of appointment (provisional, etc.):**
 probationary

Detailed position description:

Important and independent administrative support work in performing a wide variety of complex and confidential technical and supervisory support tasks in support of the Deputy Department Head, the Deputy CAO, or comparable or higher level classifications. Work includes composing routine correspondence, interacting with departmental managers and administrators on behalf of the employee's superior, and management of a variety of executive office clerical function; and related work as required.

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 30, four others have been submitted for extraordinary qualification but for slightly different qualifications.
- 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) 3 years experience | Applicant has almost 20 years of work experience, including 10 years work providing office support at Girls and Boys TOWN | 3 years experience: Clerk of Court, prior experience with city government and administrative assistance. 10 years experience: Girls and Boys Town, extensive experience with maintaining files, keeping confidential material, interactions with clients |

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| 2) | | |
| 3) | | |

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

Ms. Dunlap has experience far beyond the minimum level required by the job announcement. With almost two decades of work experience, including highly responsible and accountable administrative work, her qualifications exceed local market availability.

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

Ms. Dunlap's experience with the Clerk of Court provide her with an understanding of City work processes, while her decade of experience with the Girls and Boys Town demonstrates that she will be able to effectively organize the administrative work of the District she works in, as well as effectively communicate with both internal and external stakeholders.

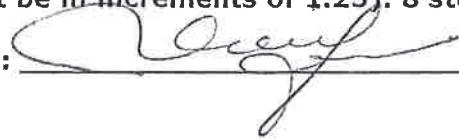
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

First, the proposed rate of pay provides a substantial financial benefit to the City because the work was being previously performed by NOPD officers. The average cost of an officer to the city on an annual basis is about \$85,000 whereas the cost of an Executive Secretary at the proposed rate is only about \$60,000. Secondly, the Bureau of Labor Statistics indicates that the average annual wage for Executive Secretaries in the New Orleans metro area is \$43,250, which is still 10% more pay than is being offered under this extraordinary qualifications request.

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.

There are four employees in this classification who possess the exceeded qualification and they all have received equivalent pay.

Rate granted (in steps; % must be in increments of 1.25): 8 steps, (\$39,893.17)

Appointing Authority Signature: 

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