

**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: Henrietta Brown _____
Appointing Authority Department: _____ **NOAB** _____
Appointing Authority Phone Number: ___ **504-303-7511** _____
Appointing Authority E-mail: ___ **hbrown@msy.com** _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Louis Harvey
Current Class (if current employee): _____ **Proposed Class:** **C8320**
Is this a promotion or a new hire? **New Hire** **What is the new job class?**

JOB POSTING & APPOINTMENT

Duration of job posting: - 10/7/2022 **How position was advertised:** Civil Service website
Date of appointment: TBD **Type of appointment** (provisional, etc.): Probationary
Detailed position description: see attached
 See attached

QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 1**

- 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) A Bachelor's Degree from an accredited college or university		
2) Five (5) years professional administrative experience Overseeing janitorial operations of a single large of multiple medium-sized facilities such as airports, transportation terminals, shopping centers, arenas or manufacturing facilities; experience must have included personnel supervision, budgetary management and contract management. At least two (2) years of this experience must have been in a supervisory capacity.	Candidate has over 26+ years overseeing the maintenance and cleaning of various facilities, including proven experience in managing and motivating entry level staff in the performance of their job duties.	
3) A valid driver's license.* Applicants must be eligible for coverage under the airport's auto liability insurance policy		

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 management positions in specialized departments at the Airport. This candidate has over 26 years' experience in managing teams providing outstanding service in maintaining facilities including handling trash collection and bathroom care.

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

This is a management level position which requires extensive experience in the maintenance and day to day care of heavily trafficked facilities. Ability to coordinate with senior staff concessionaires, airline officials and front-line staff is essential, and the individual with these superior qualifications will be better positioned immediately to assume these responsibilities.

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

The alternative would be to continue to retain a consultant to manage the janitorial operations of the Airport. The estimated cost for a consultant is \$55 per hour, over the course of a year the consultant cost would be \$114,400 as compared to the proposed salary of \$78,999.

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.

Rate granted (in steps; % must be in increments of 1.25): 90 step 18 or \$78,999

Appointing Authority Signature: Henrietta Brown Digitally signed by Henrietta Brown
Date: 2022.12.15 15:54:50 -06'00'