

Extraordinary Qualifications - Civil Service Form #3036

Requester Information

Name: Christopher Madison Date: 3/6/2023
Email: Christopher.Madison@nola.gov
Phone Number: 504-658-2424
Department: Mosquito & Termite Control

Employee Details

Employee Name: Michelle Segura
Department: 685 - Mosquito Control Board Appointing Authority: Claudia Riegal
Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification: EXECUTIVE ASSISTANT Executive Secretary

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 3/5/2023
Duration of Job Posting: 30 days
Method(s) of Advertising?: NEOGOV job portal
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 Mosquito Control Board, or comparable or higher-level classifications. Work includes procurement, composing routine correspondence, interacting with departmental managers and administrators on behalf of the employee's superior, and management of a variety of mosquito control clerical function; and related work as required.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below? 2 employees on the eligible list (M. Segura)

Describe:

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

It has been tremendously difficult to find applicants for hiring for this type of role at the City of New Orleans. It is a person for working in the office to conduct the job duties listed above.

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

Mrs. Segura has over 20 years of experience managing office staff, working directly with the Director and accounting. She also has supervisory experience. She has skills beyond the job duties listed above.

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):

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):

This position will assist the Director in order for her to use her grants to procure funding, work on improving abatement strategies, clerical and other day to day responsibilities. I did not have EPA worth \$120,000 and \$150,000, respectively. It is imperative for the City of New Orleans Mosquito, Termite and Rodent Control.

Appointing Authority Approval

Name: Claudia Riegel

Date: 3/6/2023

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Matthew Downey

Date: 3/6/2023

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections at this time to your hire above minimum request for Michelle Segura