

## Extraordinary Qualifications - Civil Service Form #1871

## Requester Information

Name: EricaBurkhalter Date: 7/28/2019

Email: eeburkhalter@nola.gov

Phone Number: 504-658-5404

Department: NOPD

## Employee Details

Employee Name: Jaime Alexander

Department: 270 - Police

Appointing Authority: Courtney Bagneris

Marjory Patterson  
Jenerio Sanders  
Chris Goodly  
John SalomoneIs this a promotion or a new hire?: ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)

Proposed Classification: CRIMINALIST III

Current Classification: CRIMINALIST I

## Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 7/19/2019

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: Civil Service Website

Detailed Position Description:

- Manages, reviews and makes recommendations for NOPD's Crime Lab quality assurance program, procedures, audits and training ensuring compliance with guidelines of appropriate accrediting bodies and division policy
- Keeps abreast of changes in accrediting body guidelines
- Maintains and updates the lab wide quality manual to ensure that the NOPD Crime Laboratory meets accreditation
- Manages, reviews, evaluates and monitors the safety program and section inspections
- Reviews and evaluates case folder, and instrumental data
- Oversees the crime lab expert witness testimony program and monitors court appearances
- Determines compliance and makes recommendation regarding analytical procedures
- Reviews, evaluates, and determines adequacy of equipment, databases, and laboratory records

## Qualifications

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

There are 2 Applicants, none possessed the extraordinary qualifications

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
EITHER: Permanent status and one (1) year of full-time experience as a Criminalist II with the New Orleans Police Department. OR: A Bachelor's Degree from an accredited college or university with a major in a Natural Science (i.e. biology, chemistry, physics), Criminalistics, Criminal Justice, Forensic Science, or closely related field* and five (5) years of full-time professional experience in an accredited crime laboratory (Professional experience is defined as experience gained in a position that required a Bachelor's degree upon entrance.). Note: A Master's Degree in Natural Science (i.e. biology, chemistry, physics), Criminalistics, Criminal Justice, Forensic Science, or closely related field* may be substituted for two (2) years of the professional experience in a recognized crime laboratory. Note: Positions that oversee the quality control of the forensic firearms unit require the handling of firearms. Per the New Orleans Police Department, an employee must be at least 21 years of age to handle a firearm in accordance with Federal Statute 18 USC § 922(b). For these positions, prior to hire, the New Orleans Police Department must verify the applicant meets this age requirement.	Two (2) Master's degrees, one in Pharmacology and the other in Public Health and a Bachelor's Degree in biology/chemistry	

Hit "Update" to save

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

Jaime Alexander possess two (2) Master's degrees, one in Pharmacology and the other in Public Health. Both of these degrees are closely related to the QA/QC Manager's position. Additionally , her undergraduate degree is in biology/chemistry.

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

Ms. Alexander's degrees in Pharmacology, Public Health and Biology/Chemistry are closely related to this position. She has obtained the knowledge of research methods and techniques, and the current literature in the field of analytical chemistry, safety practices and procedures as they apply to analyses in the laboratory, and mathematics and statistics as they relate to analytical chemistry.

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):

Offering Ms. Alexander the position at this rate will ensure that the position is filled with extremely qualified employee.

Appointing Authority Approval

Name: Bryan Bartholomew

Date: 7/28/2019

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Sharon McDaniel

Date: 8/12/2019

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: