

Extraordinary Qualifications - Civil Service Form #1314

Requester Information

Name: ThelmaBowers Date: 7/19/2018
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Phone Number: 504-658-2073
Department: ITI

Employee Details

Employee Name: Jamaar Spurlock
Department: 220 - CAO Appointing Authority: Kimberly LaGrue
Courtney Bagnris
Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification: INFORMATION TECHNOLOGY SPECIALIST III

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 11/16/2017
Duration of Job Posting: Continuous
Method(s) of Advertising?: Civil Service
Detailed Position Description: ITI Employee that will Support NOPD Consent Decree/CJIS: Highly responsible technical work of a specialized nature installing, supporting, and maintaining servers and other computer systems, and planning for and responding to service outages and other problems. Work also includes presenting reports on performance at the manager, and executive levels; standardizing all incident identification, tracking, and reporting procedures; Brainstorming, formalizing and managing policies to ensure performance goals are met. Policy areas include but are not limited to records retention, data center environment, testing procedures, and backups; set-up and maintenance of multiple types of computer systems including Windows Server 2008, Exchange 2010 and VMWare 5.1 and later; analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems; responsible for all storage related hardware both HDD and tape based; initiate preventive maintenance on the computer systems as well as repair system/environment problems, 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?:

Of the 37 applicants who applied for the position, thirty-two (32) candidates did not have the relevant systems admin experience. Of the remaining candidates with similar qualifications, one declined our interview, one would not accept the salary within the posted range and one was not willing to relocate. Of the remaining candidates considered, Mr. Spurlock was the only candidate with experience supporting Criminal Justice applications and infrastructure.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	EITHER: A Bachelor's Degree in computer science, Computer Information Systems (CIS), Geographic Information Systems (GIS), engineering, telecommunications or a closely related field from an accredited college or university* AND two (2) years of progressively responsible SQL Server DBA experience managing SQL Server backups, performance tuning, and general maintenance. OR: Six (6) years of progressively responsible SQL Server DBA experience managing SQL Server backups, performance tuning, and general maintenance.	13 years of progressive technical experience in the development, implementation, and monitoring of IT enterprise and systems Bachelor's Degree in related field	• Three years specific support of CJIS/public safety applications and infrastructure • Eight years as systems and servers management of virtual server environment Bachelor's of Science: Computer Information Systems Concentration

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate. A candidate with Mr. Spurlock's unique CJIS qualification, years of experience, and education, would command a significantly higher salary regardless of the minimum entrance rate.

How are the duties of the position relevant to the advanced qualification?: Mr. Spurlock will be responsible for supporting the criminal justice infrastructure. His experience with public safety applications and his familiarity with our virtual server environment will allow him to effectively support and maintain the servers and other computer systems, plan for and respond to service outages and other problems.

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): 17 Rate Granted as a Percentage (must be divisible by 1.25): 70,643.14

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

The annual salary of Jamaar Spurlock will be \$70,643.14. Hiring Mr. Spurlock as a civil servant represents significant cost savings over maintaining the current contractor staff supporting the CJIS infrastructure. The City pays approximately \$179,920 annually for a contractor resource, based on a 2,080 hour year at a rate of \$86.50/hour. This hire provides financial value to the City

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 7/23/2018

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 8/29/2018

Approval: Approved Denied Cancel

Comment: Approved based on additional documentation. NOTE: If employees mark they will accept the position at the base, we will not accept future extraordinary qualification pay without written documentation from the employee that they would not accept the position at the base pay.