

**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 Harrison, Superintendent of Police  
**Appointing Authority Department:** New Orleans Police Department  
**Appointing Authority Phone Number:** (504) 658-5488  
**Appointing Authority E-mail:** jdmthomas@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Don Kinney  
**Current Class** (if current employee): **Proposed Class:** C7143  
**Is this a promotion or a new hire? What is the new job class?** Planner & Estimator

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** N/A **How position was advertised:** N/A  
**Date of appointment:** 8/7/2016 **Type of appointment** (provisional, etc.): Provisional  
**Detailed position description:** Technical work in planning, preparing specifications and estimating cost for small scale building, remodeling, improvements and repairs; are related work as required.

**QUALIFICATIONS**

1. How many applicants were on the eligible list? N/A How many of them possessed this extraordinary qualification (described below)? N/A
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) 3 years of experience	25 years Carpenter experience	Please see Personal History form and Provisional Request
2)		
3)		

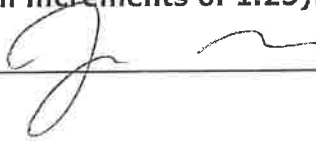
3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: Mr. Kinney possesses 25 years of carpentry experience with the NOPD prior to his retirement in July 2016.
4. How are the duties of the position relevant to the advanced qualification? Mr. Kinney's prior experience with NOPD will aid in supply and bid procurement for various NOPD Capital Projects.
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Hiring Mr. Kinney will prove to be

an immediate financial advantage. Mr. Kinney returning to NOPD will aid in the departments civilianization efforts. The former incumbent of this position received an annual salary of \$57,909. After salary negotiations Mr. Kinney agreed to an annual salary of \$30,353.43. The agreed upon salary will save the city an estimated \$27,000 per year.

6. List other departmental employees in this classification. John Faust Do they also possess the exceeded qualification and is it job related? No 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): Grade: 52 Step: 17

Appointing Authority Signature: \_\_\_\_\_



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