

Extraordinary Qualifications - Civil Service Form #3002

Requester Information

Name: SineadDaniell Date: 1/19/2023

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Department: Information Systems Management

Employee Details

Employee Name: Ariane Patton

Department: 782 - Code Enforcement

Appointing Authority: David Grunberg
Thomas Mulligan

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: CODE ENFORCEMENT CASE SPECIALIST II

Current Classification: CODE ENFORCEMENT CASE SPECIALIST I

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 10/22/2022

Duration of Job Posting: Unknown due to HR transfer, but at le

Method(s) of Advertising?: <https://www.governmentjobs.com/>

Detailed Position Description: Researching ownership in anticipation of Administrative Hearings. Also, related duties as required.
Manage multiple demolition programs.
Draft enforcement actions.
Organize compliance schedules.
Maintain fiscal records and accounts regarding demolitions.

Qualifications

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

Ms. Patton was the only candidate on the register.

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Experience	Eleven years of experience.	Ms. Patton has worked for the City doing demolition case work for over nine years. Prior to her appointment to the City and took a pay cut to become a civil servant. In her role as a contractor she performed highly sophisticated demolition work for the City. To her service date, she had worked as a contractor for the City performing these tasks as well. Ms. Patton has worked for the City for about nine years.

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

The current national average for entry level Case Specialists is \$54,166. Code Enforcement has attempted to fill several vacancies, but can't compete with the private sector's pay. We wish to do what we can to retain Ms. Patton both because she is a highly productive employee and because the position is generally difficult to fill.

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

Ms. Patton has eleven years of experience in this role. Throughout the years she has been given additional duties based on her institutional knowledge and ability. She is extremely familiar with the systems and regulatory requirements of the role.

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):

16 base

Rate Granted as a Percentage (must be divisible by 1.25):

3.75

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

The current national average for entry level Case Specialists is \$54,166. By offering Ms. Patton a rate of \$40,391 in lieu of hiring to perform the work, the City would save \$13,775. This work had previously been performed by contractors, so additional attrition the department to revisit that resource.

Appointing Authority Approval

Name: David Grunberg

Date: 1/22/2023

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 2/2/2023

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections to this request at this time.