

Extraordinary Qualifications - Civil Service Form #1332

Requester Information	
Name: BrianneHart	Date: 8/14/2018
Email: bchart@nola.gov	
Phone Number: 504-658-5404	
Department: NOPD	
Employee Details	
Employee Name: Kimberly Palmer	
Department: 270 - Police	Appointing Authority: Courtney Bagneris Bryan Bartholomew Marjory Patterson Jenerio Sanders Chris Goodly John Salomone
Is this a promotion or a new hire?: <input type="radio"/> New Hire (Hired Above Minimum) <input checked="" type="radio"/> Promotion (Qualified Above Minimum)	
Proposed Classification: ADMINISTRATIVE SUPPORT SUPERVISOR IV	Current Classification: ADMINISTRATIVE SUPPORT SUPERVISOR III
Job Posting and Appointment	
Type of Appointment: Probationary	Date of Appointment (if known): 2/23/2018
Duration of Job Posting: Continuous	
Method(s) of Advertising?: NEOGOV	
Detailed Position Description:	Advanced level administrative and supervisory office programs, project management work providing office support and guidance to staff on office procedures. Assesses and improves office procedures, designs new programs and processes; recommends, develops, drafts, implements, revises and distributes policy and procedural documents. Ensures bureau staff are in compliance with City and bureau office policies. Work also includes developing, implementing and monitoring work plans to achieve goals and objectives. Supervises and participates in developing, implementing, evaluating plans, work processes, systems and procedures to achieve annual goals, objectives, work standards and related work as required for the New Orleans Police Department Payroll Division including the processing of a variety of complex payroll transactions.
Qualifications	
How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:	

5 applicants on the eligible list. There were 2 applicants on the eligible list who possess the advanced qualification. The other applicant declined due to the fact that she is in the Analyst series which is considered the professional series with the City of New Orleans.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	High School Diploma or GED issued by a State Department of Education.*	Bachelor's Degree- Business, Associate Degree-Accounting	Southern University-New Orleans ,LA, Delgado Community College-New Orleans, LA
	Permanent status with the City of New Orleans in a class of work having a pay grade equal to or higher than Administrative Support Supervisor III (pay grade 67) and one (1) year of experience at that level.	12 years of Personnel and Payroll experience.	New Orleans Police Department

Describe how similar qualifications are not readily available in the labor market at the minimum rate: ADP is comparatively rare in the public sector especially where complex civil service rules must be adhered to in a more challenging way than private sector HR and Payroll environments. The City of New Orleans and the New Orleans Police Department is still transitioning fully to this new pay system, Ms. Palmer has direct experience of the transition such as the payroll codes and work rule transfers that were created in ADP-Payroll Etime application specifically for the New Orleans Police Department due to the complexity of police payroll transactions, which is a key benefit.

How are the duties of the position relevant to the advanced qualification?: Due to the complexity of police payroll transactions, it is crucial that the payroll supervisor have a background in accounting, business management and payroll processing. After reviewing the register Ms. Palmer was the only applicant besides the applicant who declined that had experience with payroll processing specifically in an law enforcement environment and possessed an Associates Degree in Accounting and a Bachelor's Degree in Business. Ms. Palmer was the only eligible applicant, besides the applicant who declined, on the register who possessed any type of administrative experience and a Bachelor's Degree. No other applicant indicated in advanced degree on their application and all educational credential was verified by Civil Service

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): 4 Rate Granted as a Percentage (must be divisible by 1.25): 5

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

With the recent loss of our Payroll Supervisor of twelve years it is crucial that this position is filled with someone who is knowledgeable of police payroll processing. It is a financial advantage to higher this employee at the proposed rate due to the fact that she possesses advanced education behind a High School Diploma, which is the minimum requirement for this position because it supports the City of New Orleans and the Superintendent Of Police's initiative to reform city government through attracting and retaining public servants who possess college degrees. Furthermore the New Orleans Police Department accounts for approximately \$ 70 million of the City of New Orleans annual payroll. Ensuring that employees are paid timely, accurately, and appropriately as the high priority. The City of New Orleans and New Orleans Police Department has experienced significant financial penalties in the past when pay was not found to have been accurate in the past. The salary for a Payroll Supervisor is approximately 55K annually. Ms. Palmer has been offered a salary of \$54, 421 approximately 5% above the minimum salary.

Appointing Authority Approval

Name: Bryan Bartholomew

Date: 8/22/2018

Approval: Approved Denied

Comment: Promotion is effective February 22, 2018, plus 5% (4 steps). The total steps equal 12 to include keyboarding special rate of pay. This should bring Kim to Grade 69/Step 20 after the pay raise effective May 6, 2018.

Class & Pay Approval

Name: Samuel Stoute

Date: 8/23/2018

Approval: Approved Denied Cancel

Comment: Approved. On 2/22/18 the employee was at Pay Grade 67 / step 8. This includes a 5% (4 step) increase for a keyboarding special rate of pay.
Employee will be promoted to Administrative Support Supervisor IV at Pay Grade 67, Step 12. This will result in a QAM of 5% (4 steps) in addition to the 5% (4 steps) for the special rate of pay for a total of step 12.
On 5/6/18 the pay will increase to step 20 due to a pay plan amendment. This includes the 5% (4 step) special rate of pay.
NOTE: Special rates of pay are not included in terminal leave and must be removed upon leaving City employment.