

**CITY OF NEW ORLEANS  
CIVIL SERVICE FORM**

Item #3

**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:** New Orleans Civil Service Commission

**Appointing Authority Department:** Civil Service Department

**Appointing Authority Phone Number:**

**Appointing Authority E-mail:** brichardsoncsc@gmail.com

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Amy Trepagnier  
**Current Class** (if current employee): Personnel Director      **Proposed Class:** N/A  
**Is this a promotion or a new hire?** Promotion

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 2 weeks    **How position was advertised:** nola.gov and governmentjobs.com  
**Date of appointment:** December 30, 2020 (appointment pending salary request)  
**Type of appointment** (provisional, etc.): probationary  
**Detailed position description:** Important and responsible administrative work in directing all activities of the Department of the Civil Service of the City of New Orleans according to Civil Service Law and established merit system principles, and acting as Secretary to the Civil Service Commission; and related work as required.

**QUALIFICATIONS**

- 1. How many applicants were on the eligible list? Two    How many of them possessed this extraordinary qualification (described below)? No other candidates possessed them.**
- 2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

<b>Minimum Qualification (from job announcement)</b>	<b>Employee's Qualification that exceeds the minimum</b>	<b>Details (university, location, relevance, etc.)</b>
<b>1)</b> Ten (10) years of progressively responsible human resource experience within the classified service of the City of New Orleans. Five (5) years of this experience must have been at an exempt (salaried) level directing the activities of a centralized personnel/human resource program in one or more of the following areas: Compensation, Employee Growth and Development, Employee Relations, Management Services, Test Development, or Recruitment and Selection. This experience must have included at least two (2) years of experience	Twenty years of progressively responsible Human Resources experience within the classified service of the City of New Orleans. Experience in multiple divisions of the Civil Service Department including Test Development and Validation, Certification, Classification and Compensation, Recruitment and Selection and the Director's Office. Fifteen years as a supervisor. Fifteen years at an exempt level. Five years as Deputy Director.	City of New Orleans Civil Service May 2000 to present.

supervising professional human resource personnel.		
<b>2) A Bachelor's Degree from an accredited college or university.</b>	A Master's Degree in Industrial/Organizational Psychology	LA Tech University August 2000

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** The pool of Human Resources professionals with high level experience in a civil service system is limited due to increased market demand for experienced HR professionals. This job posting attracted only one other qualified applicant. Additionally, the number of Master's programs in Industrial/Organizational Psychology has steadily declined over the last several years resulting in fewer individuals who possess this specialized degree. The department has attempted to recruit Masters level I/O professionals to work as psychometricians and has met with very limited success.
- 4. How are the duties of the position relevant to the advanced qualification?** Understanding the operations of the Civil Service Department while possessing advanced level knowledge of both Civil Service Rules and employment law is crucial successfully performing the requirements of this position. A Master's degree in I/O ensures better technical supervision over the Test Development and Validation Division of Civil Service.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Specialized support of the divisions of the department will be provided without expanding contractual support. Possession of a Master's Degree in Industrial/Organizational Psychology uniquely positions the candidate to oversee the technical requirements of test development, training, and pay plan administration.
- 6. List other departmental employees in this classification. Do they also possess the exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications.** N/A This is a one-person position.

**Rate granted (in steps; % must be in increments of 1.25):** (step 21) 15% above the base step (step 09) new base pay rate would be \$122,025. Per Civil Service Rules, longevity pay (2.5% for years 1,5,10,15,20) and merit pay (1.25% for 3 years) would be added to this figure for a total of \$143,412.

**Appointing Authority Signature:**    
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 Brittany Richardson (Feb 15, 2021 11:57 CST)