

**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: Sewerage and Water Board of New Orleans

Appointing Authority Department: Water Purification Department

Appointing Authority Phone Number: (504) 865-0405

Appointing Authority E-mail: clavole@swbno.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Sanaa Muheisen

Current Class (If current employee): **Proposed Class:** C5241 - Water Chemist II (Microbiology)

Is this a promotion or a new hire? new hire **What is the new job class?**

JOB POSTING & APPOINTMENT

Duration of job posting: continuous

How position was advertised: nola.gov

Date of appointment:

Type of appointment (provisional, etc.): Probationary

Detailed position description:

Very responsible supervisory and professional work in the performance of advanced and complex chemical, microbiological, and physical tests; and related work as required. Ensures that approved procedures are followed, and that the microbiological lab section complies with LDH and EPA certification requirements. Maintains equipment and orders supplies. Prepare reports of analytical results for SWB, LDH, and EPA. Supervise and train subordinate microbiologists, laboratory technicians, and sample collectors. Assist laboratory supervisor with administrative matters. Conduct investigations of customer complaints regarding water quality. Advise Laboratory and Water Purification Department supervisors regarding water treatment and water quality issues.

QUALIFICATIONS

1. How many applicants were on the eligible list? 2 How many of them possessed this extraordinary qualification (described below)? 1

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) Bachelor's Degree in Microbiology or Bacteriology	Master of Science in Clinical Laboratory Science	Univ of Wisconsin - Milwaukee
	Bachelor of Science in Microbiology with a minor in Computer Science	Kuwait University - Kuwait City
2) 2 years exp of full-time professional experience as an analytical microbiologist in a water, environment,	27 years of experience in clinical and research laboratories which included supervisory responsibilities.	Medical College of Wisconsin; Blood Research Institute, Wisconsin; Medical Genetics Institute, Wisconsin; Medical Center, Amman, Jordan;

clinical or research laboratory		Medical College of Kuwait, Kuwait

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** There are 2 applicants on the eligible list, and the other applicant did not respond to multiple attempts to schedule an interview.
4. **How are the duties of the position relevant to the advanced qualification?** Ms. Muheisen's graduate education and work experience in clinical laboratory settings greatly exceeds the minimum requirements of this position and will be a valuable asset in improving SWB Laboratory.
5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** One of our two microbiologists recently retired. Ms. Muhelsen is the only candidate we have found this year interested in the position; however, she will not accept the minimum hiring rate. Hiring her at the requested rate will fill a vacancy, and ensure continuity of laboratory operations in the absence of the other microbiologist. Failure to fill this position may result in the need to outsource microbiological testing, increasing costs and delaying sample results reporting. Ms. Muheisen will need minimal training to learn the SWB Lab's workflow. In addition, the SWB Laboratory Chemistry sections are in the process of purchasing new instruments and developing procedures to perform analyses in-house that are currently performed by contract laboratories and converting some workflow from manual analyses to automated analyses. Because of her extensive experience with a variety of advanced and complex laboratory instrumentation and analyses, Ms. Muheisen will also be assigned to assist with this transition. She will assist with training less experienced chemists, developing procedures, and assuring that proper quality control methods are in place. Hiring Ms. Muheisen will help to reduce financial costs and time associated with sending samples to contract labs; it will reduce laboratory expenses related to hiring outside trainers; and, in addition to filling a vacancy in the Microbiology section, will eliminate the need to hire another experienced chemist in the Chemistry sections.
6. **List other departmental employees in this classification.** Samuel Elberson **Do they also possess the exceeded qualification and is it job related?** No, Mr. Elberson has 4 years of experience as a microbiologist, and does not have a Master's Degree. **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): Step 21 (7.5% above the current hiring rate of Step 15)

Appointing Authority Signature: Chad Lavoie

Digitally signed by Chad Lavoie
DN: cn=Chad Lavoie, o, ou, email=clavoie@swbno.org, c=US
Date: 2024.11.07 14:52:21 -0500