

**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:** Alicia Barthe'-Prevost  
**Appointing Authority Department:** Health Department  
**Appointing Authority Phone Number:** 504-658-2529  
**Appointing Authority E-mail:** aabprevost@nola.gov

RECEIVED  
 CIVIL SERVICE DEPT  
 2016 OCT -5 12:05 PM  
 CIVIL SERVICE DEPT  
 2016 OCT -5 12:05 PM

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Kanako Fuwa  
**Current Class** (if current employee): N/A      **Proposed Class:** Public Health Educator  
**Is this a promotion or a new hire? What is the new job class?** New Hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 2 weeks      **How position was advertised:** nola.gov; indeed.com  
**Date of appointment:** September 26, 2016      **Type of appointment** (provisional, etc.): Provisional  
**Detailed position description:** Highly responsible professional providing counseling and instruction to WIC children and parents to enable these families to have positive health outcomes, collecting and evaluating health data to develop health promotion programs, performing assessments of individuals and families by evaluating measurements, lab values, nutritional, medical, and social histories; as well as performing related work as required.

**QUALIFICATIONS**

**1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Ms. Fuwa has extensive experience in teaching educational music to special education and special needs children. She possesses a unique set of skills and abilities to teach children and their parents based on her 10+ years of professional experience in developing and facilitating curriculum in educational music therapy.

**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 Maternal and Child Health, Nutrition, Dietetics, Public Health, or a closely related field.	1) Bachelor of Arts Degree in Educational Music Therapy 2) Bachelor of Music in Vocal Music Performance	1) Sam Houston State University, Houston, TX 2) Nagoya Music College, Nagoya, Japan
2) Minimum two years professional experience preferably in the public health arena.	1) Educational Music Therapy Instructor- 2011-2015 2) Special Education/Music Education Instructor, 2009	1) Anna's Art School, New Orleans 2) Stewart Elementary School, Huntsville, TX

- 1. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position requires a unique set of qualifications to provide quality counseling, instruction, and empathy to a nutritionally-at-risk population. Ms. Fuwa possesses the teaching and development experience needed to engage WIC children and their parents and develop nutrition education material based on her extensive experience engaging special education children in the public school systems along with the unique set of skills she utilizes continually in her educational music therapy sessions.
- 2. How are the duties of the position relevant to the advanced qualification?** The Women's, Infants and Children Program (WIC) is a federally funded grant program providing a nutrition education and benefit program to an extremely vulnerable population. Ms. Fuwa has an extensive background and experience serving vulnerable populations, the general public, and their families in enhancing their knowledge, developing educational curriculums and programs, and providing excellent counseling therapies to help improve her client's quality of life. These qualities are vital in the enhancement of the WIC Program.
- 3. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. With Ms. Fuwa's experience she will be able to step into the role, function independently, and without difficulty
- 4. 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.** None

**Rate granted (in steps; % must be in increments of 1.25):** The NOHD is requesting a rate of \$24,271.00, 12.5% above the base salary. Grade: 46 Step: 11.

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

*Alina B. Prevost*