

**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:** \_\_\_\_\_Jennifer Avegno, MD\_\_\_\_\_  
**Appointing Authority Department:** \_\_\_Health Department\_\_\_\_\_  
**Appointing Authority Phone Number:** \_\_\_504-658-2517\_\_\_\_\_  
**Appointing Authority E-mail:** \_\_\_\_\_jennifer.avegno@nola.gov\_\_\_\_\_

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Arlise Steward.  
**Current Class** (if current employee): Dentist      **Proposed Class:** Dentist Supervisor  
**Is this a promotion or a new hire? What is the new job class?** Promotion

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 2 weeks      **How position was advertised:** nola.gov; indeed.com  
**Date of appointment:**      **Type of appointment** (provisional, etc.): Provisional  
**Detailed position description:** Professional, administrative, and supervisory work overseeing the dental services component of Health Care for the Homeless. Professional services include providing oral health care for the citizens of the greater New Orleans area who are typically uninsured or underinsured. These services include wellness evaluations, cleanings, fillings, extractions, dentures, and other related oral health care procedures. Administrative work includes developing and implementing policies which governs the daily operations of the clinic that ensures that OSHA, CDC, ADA, HIPAA, HCH, and NOHD standards are properly maintained. Supervision of a staff that includes dentists, a dental hygienist, and dental assistants.

**QUALIFICATIONS**

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?
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) Over 30 years of work experience in public health.	Over 30 years of working at a Federally Qualified Health Center as a practicing dentist, supervisor, and administrator.	Dr. Steward has worked with the City's Health Care for the Homeless program since August 1991.  Has experience working with patients who may be homeless, recovering from substance abuse, mental issues, unemployed, etc. and community partners to provide oral health care services.
2) Doctor of Dental Surgery (DDS) or Doctor of Medicine in Dentistry (DMD) from an accredited dental school.*		Dr. Steward possesses a DDS.

<b>3)</b> Unrestricted license to practice dentistry in Louisiana. Dental License must be current and will be verified through the Louisiana State Board of Dentistry on-line verification website.		Dr. Steward possesses all required licenses.
<b>4)</b> Unrestricted CDS license issued by the Louisiana Board of Pharmacy. CDS license must be current and will be verified through the Louisiana Board of Pharmacy online verification website.		Dr. Steward possesses all required licenses.
<b>5)</b> DEA registration with U.S. Department of Justice Drug Enforcement Administration (DEA). DEA registration must be current and will be verified through the DEA online verification website. Applicant's will be required to provide their DEA registration number.		Dr. Steward possesses all required licenses.

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position requires an individual who is compassionate and sensitive to a population that is traditionally underserved and has experience working with vulnerable populations. Most dentist earn incomes that are significantly higher than what is being offered in this setting. Their clientele is typically employed with some form of dental insurance. The extraordinary qualifications listed above are difficult to find at the minimum entrance rate.
- 4. How are the duties of the position relevant to the advanced qualification?** The Dentist Supervisor position requires the individual to multitask at minimum three (3) components of the dental program. First, the Dentist Supervisor must provide dental care, working the same as a salaried dentist of the program. Second, the Dentist Supervisor must provide oversight of a dental staff that consists of 2 dentists, and dental hygienist, and 3 dental assistants. Third, the Dental Supervisor works as a clinic administrator developing policies and following standards of care as required by OSHA, CDC, ADA, HIPAA, HCH, and NOHD standards. Additional duties and responsibilities also increase when the health center receives multiple grant opportunities.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** It will be keeping with the financial compensations of FQHC's locally. Additionally, hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will stay in the position. The position is 100% grant funded; therefore, should not be a financial burden to the City.

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. None

Rate granted (in steps; % must be in increments of 1.25): The NOHD is requesting a rate of 25% (Step 21) above the base salary.

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

