

**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: Michael Harrison, Superintendent of Police
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: (504) 658-5757
Appointing Authority E-mail: msharrison@nola.gov

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CIVIL SERVICE DEPT
NEW ORLEANS
2016 MAY 26 AM 11:54

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Stephanie Landry
Current Class Management Services Administrator **Proposed Class:** N/A
Is this a promotion or a new hire? Promotion **What is the new job class:** Police Fiscal and Budget Administrator

JOB POSTING & APPOINTMENT

Duration of job posting: Currently Open **How position was advertised:** Civil Service Website
Date of appointment: **Type of appointment** (provisional, etc.): Probationary
Detailed position description:
 Under general direction of the Assistant Superintendent of Police, this position serves as New Orleans Police Department's (NOPD) chief fiscal officer and encompasses the oversight and coordination of all budgeting, purchasing, fiscal planning, financial and grant management functions for the Police Department. Work includes reporting to City Council on the current and projected future financial condition of NOPD and representing the department in complex financial negotiations with other government jurisdictions and community organizations. Work also includes the supervision of lower level managers which include professional, paraprofessional, and administrative support staff who are responsible for facilities, fiscal and budget management planning, organizing, directing and evaluating the performance of assigned staff; establishing performance requirements and personal development targets; and related duties as required.

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 1
- 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) six (6) years of responsible professional administrative	Applicant possesses over 15 years of budget experience.	New Orleans Police Department,

experience in budget preparation, statistical analysis, accounting, auditing, or a closely related financial/fiscal activity.		
2)		
3)		

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of candidates on the eligible list determined that Mrs. Landry possessed a vast amount of years of experience that far exceeded that of other applicants as well Mrs. Landry has specific knowledge as it relates to the New Orleans Police Department budget as she has worked in that capacity for over 10 years.

4. How are the duties of the position relevant to the advanced qualification? The advanced qualifications possessed by Mrs. Landry are imperative to successfully performing the duties of a Fiscal and Budget Administrator. Mrs. Landry advanced knowledge as it relates to the specifics of the New Orleans Police Department fiscal and budget activity in that it will aid in the coordination of all budgeting, purchasing, fiscal planning, financial and grant management activity, and negotiating financial contracts with other government jurisdictions and community organizations.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. The promotion of Mrs. Landry will demonstrate immediate financial advantage for the City of New Orleans. Promoting Mrs. Landry will allow the department to better manage fiscal activity as well as address all fiscal and budget requirements as mandated by the Federal Consent Decree. The current average annual salary for Budget Administrators in markets similar to that of the New Orleans Metropolitan Area is approximately \$94K. After salary negotiations Mrs. Landry agreed to a salary of \$81,999 for the position of Police Fiscal and Budget Administrator within NOPD a difference of \$18,039 above the minimum salary based on superior qualifications.

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.

Rate granted (in steps; % must be in increments of 1.25): Grade: 90 Step: 21, 25% above the minimum.

Appointing Authority Signature: 
 MICHAEL S. HARRISON, SUPERINTENDENT OF POLICE