

**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

RECEIVED  
CIVIL SERVICE DEPT  
NEW ORLEANS  
2016 JUL 25 AM 11:16

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Deidre Magee

**Current Class** Police Academy Administrator **Proposed Class:** N/A

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

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 01/01/16-06/10/16 **How position was advertised:** Civil Service Website, TP, Advocate

**Date of appointment:** 05/29/2016

**Type of appointment** (provisional, etc.): Probationary

**Detailed position description:** Professional, supervisory and administrative work involving the oversight of systematic and routine assessments of both instructors and instructor material to measure and plan continuous improvement for the New Orleans Police Department's Training Academy as mandated by the Department of Justice Consent Judgment. Work includes reviewing and approving primary instructional materials such as curricula and lesson plans; coordinating the delivery of recruit training, in-service training, and specialized training on an annual basis; structuring and designing course of instruction for Academy's primary course modules, including Recruit Training, In-Service Training, and specialized training; overseeing instructor selection process; ensuring that Academy pedagogy reflects educational best practices; overseeing and driving implementation of required Consent Decree reforms; and related work as required.

**QUALIFICATIONS**

**1. How many applicants were on the eligible list? 12**

**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.)
Five (5) years of full-time paid professional post-doctoral experience, with at least two of those years directing, teaching, evaluating courses, and developing curricula and	10 years professional post-doctoral experience.	Please see attached personal history form

academic programs; and four (4) years of which must have been in a supervisory or administrative role in higher education.		
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 Dr. Magee possessed a vast amount of years of experience that far exceeded that of other applicants.

**4. How are the duties of the position relevant to the advanced qualification?** The advanced qualifications possessed by Dr. Magee are imperative to successfully performing the duties of a Police Academy Administrator. The advance qualifications of Dr. Magee will aid in the successful review of the academy primary instructional material and coordinating the delivery of recruit and in-service training.

**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 hiring of Dr. Magee will demonstrate immediate financial advantage for the City of New Orleans. Hiring Dr. Magee will allow the department to better manage the coordination of commissioned personnel training as mandated by the Federal Consent Decree. The current average annual salary for an academic administrator in markets similar to that of the New Orleans Metropolitan Area is approximately \$88K. After salary negotiations Dr. Magee agreed to a salary of \$86,176.83 for the position of Police Academy Administrator within NOPD a difference of \$4,174 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: 100 Step: 5, 5% above the minimum.

**Appointing Authority Signature:**

