

**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:** Charlotte Parent  
**Appointing Authority Department:** Health Department  
**Appointing Authority Phone Number:** 504-658-2515  
**Appointing Authority E-mail:** cmparent@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Tremayne Mackey  
**Current Class** (if current employee): \_\_\_\_\_ **Proposed Class:** Health Project & Planning Specialist  
**Is this a promotion or a new hire? What is the new job class?** New Hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 4 weeks **How position was advertised:** nola.gov; Facebook; worknola.com  
**Date of appointment:** TBD **Type of appointment** (provisional, etc.): permanent/classified  
**Detailed position description:**

Highly responsible professional and supervisory work performing specialized duties involving education and enforcement of ordinances related to environmental health concerns including noise, smoking and other issues as identified. The employee compiles and analyzes data, conducts statistical analyses, prepares reports and researches and develops programs and procedures for environmental public health related issues. Work includes the development of policy recommendations for the city's noise abatement program and implementing and managing the daily operations and maintenance of the noise abatement program. The employee has extensive contact with businesses, governmental agencies and the community in the development, monitoring and enforcement of environmental programs, procedures and regulations; and related work as required.

**QUALIFICATIONS**

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 34 candidates applied, Tremayne Mackey possessed extraordinary qualifications for the position based on 2 masters degrees in the related field as well as a 9 years' experience in public health education and programs.
- 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 Public Health	Master's degree in public health and a Master's degree in -business administration with a concentration in Healthcare Administration.	George Washington University and Morehouse School of Medicine
2) 4 years of work	5 years of professional work experience in	Has extensive experience working

experience in public health	public health education above minimum requirements.	with community partners and developing public health education campaigns for a number of audiences as required by the position.
-----------------------------	-----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

**3. 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 and a unique topic area which is difficult to find within public health. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate. Tremayne Mackey currently makes considerably more than the minimum entrance rate for this position.

**4. How are the duties of the position relevant to the advanced qualification?** The Healthy Environment Coordinator position requires developing a new and highly controversial program which will include implementing day to day operations for themselves and two other staff members, developing procedures for education and enforcement activities as well as analyzing data writing reports. Tremayne Mackey currently has extensive experience in these areas from both his educational background but also 9 years of work experience, many of which were managing programs. Mr. Mackey has experience in developing public health educational campaigns for a diverse audience which will be required for this position. Finally Mr. Mackey has already completed many of the trainings that are required for all Health Department employees.

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring for the Healthy Environment Coordinator position has been a difficult process that has taken a number of attempts over the past 2 years. Hiring above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in that position. Rehiring or this position or hiring someone that is not well-qualified will require time and money that could be better used running an effective program with the right candidate from the beginning. The return on investment will be the ability to initiate a program that will lead to enforcement of and the capacity to generate some revenue through fines for violations.

**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.**

Employee's Name	Date of Hire/Current Salary	Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
Byrne Sherwood	03/17/2014 \$46,306.18	Bachelor's degree in Public Health, healthcare management or closely related field.	Juris Doctorate	University of New Orleans Loyola University
		4 years of professional work experience in public health or education.	5 years of professional work experience in public health education above minimum requirements.	Coordinates and Oversees the community alternatives program, social service program run through municipal court. US Army veteran

