

Extraordinary Qualifications - Civil Service Form #1327

Requester Information

Name: SineadDaniell Date: 8/1/2018
Email: scdaniell@nola.gov
Phone Number: 504-658-7204
Department: Safety & Permits

Employee Details

Employee Name: Jay Dufour
Department: 260 - Safety & Permits
Appointing Authority: Zachary R. Smith
Jennifer Cecil

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: BUILDING PLAN EXAMINER, CHIEF

Job Posting and Appointment

Type of Appointment: Probationary
Duration of Job Posting: Several weeks
Method(s) of Advertising?: Civil Service Website

Date of Appointment (if known):

Detailed Position Description:

Highly responsible technical and supervisory work in the examination of construction plans of new buildings or alterations of existing structures for compliance with building regulations, and related work as required. Work involves responsibility for the examination and review of plans and specifications to determine compliance with the provisions of a particular area of specialty, i.e., building, mechanical or electrical, of the building code and related ordinances.

Examples of work-

- Examines plans for buildings and structures, including alterations, additions and repairs to existing structures for compliance with the building code and ordinances.
- Informs applicants, architects, engineers, and contractors of the alterations in the plans which are necessary to obtain conformance with the building code.
- May inspect construction work to determine conformance to plans and specifications approved.
- Assembles and presents information on violations of the building code to the Board of Standards and Appeals
- Instructs prospective builders on general requirements and details of the building code.
- Plans, assigns and supervises the work of subordinate technical and clerical personnel

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?: There were a total of six applicants on the register. Only Mr. Dufour possessed the extraordinary qualifications.

Describe:

Minimum Qualification - from Job Announcement

Employee Qualification that Exceeds the Minimum

Details

1. Graduation from an accredited college or university with a degree in Architecture, Engineering, or a closely related field. 2. Five (5) years of experience as a Building, Electrical or Mechanical Plan Examiner with the City of New Orleans. OR: Five (5) years of full-time professional experience reviewing and/or creating building construction plans for compliance with building regulations either as an architect, engineer, or building plan examiner.

1. Mr. Dufour has an Architecture degree which is especially relevant to the position. 2. Mr. Dufour has 22 years of drafting and plan review experience, all of which was within the City of New Orleans. This lends to a better understanding of the unique New Orleans style and needs which Mr. Dufour will encounter as Chief Building Plan Examiner.

Mr. Dufour has spent his entire career planning and reviewing plans including replacement of housing projects after Katrina, building hospital s, and contributions to the drafting of the Ernest N. Morial Convention Center. His experience with projects of all size, complexity, and involvement make him an incredible asset to the department considering the scope of what will be Mr. Dufour's duties.

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Describe how similar qualifications are not readily available in the labor market at the minimum rate: 22 years of experience and proficiency in such a vast range of experience in structural type is unique in the labor market.

How are the duties of the position relevant to the advanced qualification?:

His nearly quarter-century of experience in remarkably impressive positions is the primary reason we're requesting a pay above minimum. His CAD and planning experience in conjunction with his management experience and style have made him the perfect candidate to fill this role. Mr. Dufour is marked as above average when examining his qualifications on our pay matrix which factors in education, experience, quality of experience, and supplemental training and certificates.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): 10

Rate Granted as a Percentage (must be divisible by 1.25):

12.5

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis): Mr. Dufour has the required experience of a combined five individuals under this classification. His background has demonstrated his attention to detail, cutting of unnecessary extras, as well as streamlined work from his subordinates leading to maximum productivity resulting in saved time and money.

Appointing Authority Approval

Name: Jennifer Cecil

Date: 8/1/2018

Approval: Approved Denied

Comment:

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Class & Pay Approval

Name: Caitlin Doszkewycz

Date: 8/3/2018

Approval: Approved Denied Cancel

Comment:

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