

Extraordinary Qualifications - Civil Service Form #2954

Requester Information

Name: CorneishaBrown Date: 11/15/2022
Email: corbrown@nola.gov
Phone Number: 504-658-8606
Department: Personnel and Training Office

Employee Details

Employee Name: Patrick Sullivan
Department: 220 - CAO
Appointing Authority: Christina Hamilton
Kimberly LaGrue
Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification: ASSISTANT FLEET ADMINISTRATOR
Current Classification: ASSISTANT FLEET MANAGER

Job Posting and Appointment

Type of Appointment: Probationary
Date of Appointment (if known): 11/5/2022
Duration of Job Posting: Continuous
Method(s) of Advertising?: The Civil Service government jobs webpage.
Detailed Position Description: Second in command of The City of New Orleans Equipment Maintenance Division. Work is responsible for directing and coordinating all phases of operation, repair and maintenance of a wide variety of vehicles and specialized pieces of equipment. Employee works under broad administrative direction and is given wide latitude in developing work schedules, procedures and methodology, but all matters involving policy determinations or changes in operations are reviewed by a superior. Supervision is exercised over a subordinate staff engaged in the acquisition of city assets, fuel management, accounting, development of maintenance and repair standards, preparation of bid specifications, safety and training programs, and other comparable activities.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

Sullivan is the only candidate on the eligible list.

Describe:

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

There has been minimal interest in the position since it's been posted. To date there have only been six applicants and Sullivan was the sole qualified candidate. Sullivan has been deeply involved in EMD operations for years and someone with his in-depth knowledge of municipal equipment operations isn't readily available in the labor market at the minimum rate currently posted.

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

Sullivan's depth of experience in fleet management and operations is directly related to the responsibilities of the Assistant Fleet Administrator. He uses this experience daily in his role as Assistant Fleet Manager and we don't want to lose him to another City department.

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):

21

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

7.5

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Sullivan will protect and conserve City funds by using a superior understanding of the City fleet to guide EMD toward the most e decisions. By hiring Sullivan at the higher rate, we will be saving ourselves the cost of transitional mistakes someone without Su experience would likely make.

Appointing Authority Approval

Name: Christina Hamilton

Date: 11/15/2022

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 11/17/2022

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections to this request at this time.

