

**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: Lisa Hudson
Appointing Authority Department: Department of Civil Service
Appointing Authority Phone Number: 504-658-3500
Appointing Authority E-mail: lmhudson@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Bharati Belwalkar
Current Class (if current employee): **Proposed Class:** C4213
Is this a promotion or a new hire? What is the new job class?
 New hire Personnel Administrator

JOB POSTING & APPOINTMENT

Duration of job posting: 8 m/3 months **How position was advertised:** on nola.gov/SIOP website
Date of appointment: 9/6/16 **Type of appointment** (provisional, etc.): provisional
Detailed position description: Highly responsible professional, technical and supervisory work in conducting job analyses including interviews, meetings, writing surveys, analyzing survey responses and developing test plans; writing objective test items, interview questions, rating forms, and assessment center exercises; assisting in test development and validation; interpreting EEOC and related legislation pertinent to applicant flow, test development and test validation; conducting internal training in the areas of industrial and personnel psychology; and related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** None/none
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.)
Master's Degree in psychology	PhD in Industrial/Organizational Psychology	LA Tech University

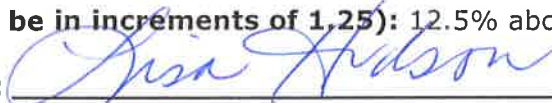
3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position was posted for eight months. Other applicants with Master's degrees lacked the technical knowledge regarding the construction of valid selection tools required for this position.
4. **How are the duties of the position relevant to the advanced qualification?** A person trained at the expert (PhD) level is able to independently construct legally defensible selection tools and provide expert testimony in court as required.

5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Purchasing canned selection instruments costs \$15,000-\$60,000 per test depending on the size of the applicant pool. Civil Service administers multiple tests per year. A PhD in Industrial Organizational Psychology will allow our department to construct valid tests and defend against any legal challenges to these tests, eliminating the need to purchase tests from outside vendors.

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.** Shelly Stolp, Robert Hagmann, and Doddie Smith. They do not possess this exceeded qualification.

Rate granted (in steps; % must be in increments of 1.25): 12.5% above the minimum \$72,420

Appointing Authority Signature:

A handwritten signature in blue ink, appearing to read "Lisa Hudson", is written over a horizontal line.