

Extraordinary Qualifications - Civil Service Form #2432

Requester Information

Name: JovanBell Date: 6/8/2021

Email: JDBell@nola.gov

Phone Number: 504-658-3039

Department: NORD

Employee Details

Employee Name: Jezell Jones

Department: 580 - Recreation (NORDC) Appointing Authority: Tomekia T. Dunkley-Edmond
Larry Barabino, Jr.

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

Proposed Classification: RECREATION COORDINATOR II Current Classification: RECREATION AQUATICS MANAGER

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 5/30/2021

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: nola.gov

Detailed Position Description:
 Leading a team of lifeguards and support staff, and maintains effective relationships with partner organizations and community leaders;
 • Managing daily operations at all NORDC aquatics facilities, and ensure that all safety, health, and maintenance protocols are consistently enforced;
 • Managing all revenue streams, including proper collection, accounting, and routing of funds for facility rentals, fees for services, contractual vendor relationships, and merchandise sales;
 • Hiring, training, and evaluating a staff of aquatics managers, lifeguards, and senior lifeguards that operate-12-14 summertime NORDC swimming pools and 2-5 year-round natatoriums;
 • Managing a staff of more than 25-30 people year round and an additional 150-200 people in the summertime;
 • Submitting and managing payroll and personnel documents in a timely and compliant manner.
 • Planning accordingly to staff and open new natatoriums and new summertime pools as Capital Project development continues;
 • Ensuring that all aspects of aquatics operations are in compliance with all NORDC policies and

Qualifications

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

Jezell Jones is the only applicant on the register and possesses extraordinary qualification for the Recreation Coordinator II position based on her 5+ years of directing and managing aquatics programing and 20+years working with youth and supervisory duties.

Describe:	Minimum Qualification - from Job Anouncement	Employee Qualification that Exceeds the Minimum	Details
	EITHER: A Bachelor's Degree from an accredited college or university with a major in Recreation, Parks Administration, Health, Education, Physical Education, Fine Arts, or a closely related field* and four (4) years of responsible professional recreation work in a aquatic management with responsibility for implementing of a varie ty of aquatics programs. OR: A Master's Degree from an accredi ted college or university with a major in Recreation, Parks Adminis tration, Health, Education, Physical Education, Fine Arts, or a clos ely related field* and two (2) years of responsible professional rec reation work in aquatic management with responsibility for imple menting of a variety of aquatics programs. OR: Permanent status with the New Orleans Recreation Department and two (2) years o f experience as a Recreation Aquatics Manager.	SOUTHERN UNIVERSITY AT NEW ORLEANS August 1994 - D eceember 1998	Bachelor's Degree-Health/Physical Education/Safety 5+ years of directing and managing aquatics programing ar uth and supervisory duties.
	Valid driver's license.* Current, nationally recognized Lifeguard Tr aining Certification from a professional provider.* Current, nationa lly recognized Water Safety and/or Swim Instructor certification fr om a professional provider.* Current, nationally recognized Com munity First Aid and CPR for the Professional Rescuer certifica tio n from a professional provider.*	CPR Certification-exp. 8/22 WSI Certification-exp. 4/23 American Red Cross/First Aid-exp. 8/22	

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

This position requires a unique set of qualifications to direct and manage a complex aquatics program. Ms. Jones has been active in this role since she resumed the responsibility of Interim Aquatics Director for the past few years. Ms. Jones possesses the necessary experience needed to enhance NORDC's aquatics program. She is currently overseeing the current budget, daily operations, programming, and community relations of the all active pools while maintaining a high quality and performance improvement initiatives to supervise the clinical staff. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance.

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

The Aquatics Department has 14 active indoor and outdoor pools and staffs over 80 employees year-round and 150 employees during the summer throughout the City. Ms. Jones has been working within the capacity of overseeing the recruitment, training, and management of those employees and has had a very successful summer season last year. Working with the community, community partners, youth, and vendors collaborating is critical to the aquatics operations and Ms. Jones has extensive experience to improve the NORDC aquatics department outcomes.

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):

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

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

Hiring above the minimum entrance rate will allow the New Orleans Recreation Department to acquire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. With Ms. Jones experience she will be able to step into the role, function independently, and without difficulty.

Appointing Authority Approval

Name: Larry Barabino

Date: 6/21/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 6/30/2021

Approval: Approved Denied Cancel

Comment:

We do not have any objections to this Extraordinary qualifications at this time.

Civil Service Form: Extraordinary Qualifications