

**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: Superintendent Michael S. Harrison
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: 504-658-5757
Appointing Authority E-mail: msharrison@nola.gov

2016 APR 19 12:29
 CIVIL SERVICE DIST
 TRAINING

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Betty M. Johnson
Current Class (if current employee): N/A **Proposed Class:** Executive Secretary
Is this a promotion or a new hire? What is the new job class? New hire, Executive Secretary

JOB POSTING & APPOINTMENT

Duration of job posting: 2 months
Date of appointment: 3/21/2016
How position was advertised: online, job fairs
Type of appointment (provisional, etc.): Probationary

Detailed position description: Important and independent administrative support work in performing a wide variety of complex and confidential technical and supervisory support tasks in support of the Deputy Department Head, the Deputy CAO, or comparable or higher level classifications. Work includes composing routine correspondence, interacting with departmental managers and administrators on behalf of the employee's superior, and management of a variety of executive office clerical function; 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)?

Six applicants have been provided to NOPD on an eligible list. NOPD continues to hire from this list, but only two of the applicants thus far have qualifications that are deemed extraordinary.

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.)
1) Bachelors	Meets	Southern University of New Orleans
2) 3 years of high level admin support experience	Exceeds - 6 years of experience in a managerial capacity, overseeing daily operations. Additionally, 8 years of experience in emergency services with NOPD, providing departmental knowledge.	Managerial experience is important because it will enhance employee's ability to manage day to day administrative operations of district. Experience working with NOPD previously allows employee knowledge of NOPD culture and procedures.

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

Employees with 14+ years of progressively responsible work experience, including 6 years of managerial experience and 8 years in emergency management are rare. Ms. Johnson will be paid less in this position than she was in her previous private sector jobs.

4. How are the duties of the position relevant to the advanced qualification?

The employee in this position must be highly responsible, organized, and capable of managing an office environment. The experience cited in this candidate's resume clearly demonstrate significant experience in performing such tasks.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

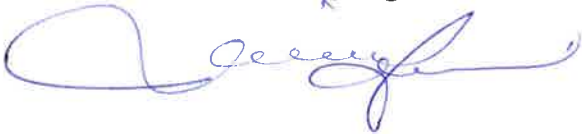
According to the Bureau of Labor Statistics' latest Occupational Employment Survey of the New Orleans metro area, the mean salary of "executive secretaries and executive administrative assistants" (occupation code 42-6011) in the New Orleans region is \$42,830. Therefore, the proposed salary of \$39,893 remains below market rate. Additionally, it is important to look at the cost to the City of the previous employees filling this role. Previously NOPD assigned Police Officers to serve as District Administrative Officers. The average salary for a PO II is \$47,182, far in excess of the proposed salary. As a result, the City is saving substantially by employing Ms. Johnson to replace the Police Officer previously assigned.

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.

There are not currently any other employees in NOPD with this job classification.

Rate granted (in steps; % must be in increments of 1.25): 8 steps, base salary of \$39,893

Appointing Authority Signature:



RECEIVED
CIVIL SERVICE DEPT
APR 19 12 29