

**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: Jeff Hebert
Appointing Authority Department: Chief Administrative Office
Appointing Authority Phone Number: (504) 658-8900
Appointing Authority E-mail: jphebert@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Christopher A. Melton
Current Class (if current employee): **Proposed Class:** C0502, Fleet Manager
Is this a promotion or a new hire? New hire **What is the new job class?**

JOB POSTING & APPOINTMENT

Duration of job posting: 15 months **How position was advertised:** nola.gov, industry associations, LinkedIn, worknola.com

Date of appointment: TBD; candidate is transitioning from private sector

Type of appointment (provisional, etc.): Permanent/Classified

Detailed position description: The Fleet Manager is responsible for technical, supervisory, and strategic management of the Equipment Maintenance Division while leading the operations of a centralized automotive maintenance facility. Work also includes:

- Developing strategic plans for vehicle sourcing and disposal, vehicle lifecycle planning, and repair.
- Managing the City's acquisition, utilization, repair, and replacement of vehicles and equipment.
- Managing external vendor contracts to ensure the City receives the full value of contracts.
- Managing the acquisition, delivery, and dispensing of fuel for vehicles and equipment.
- Monitoring expenditures throughout the fiscal year to insure strict adherence to budget.
- Reporting on fleet operations as required.

QUALIFICATIONS

1. How many applicants were on the eligible list? 7 How many of them possessed this extraordinary qualification (described below)? One other candidate possessed similar extraordinary qualifications. However, he declined the City's job offer in October of 2015. Thus, Chris Melton was the only other candidate to possess these extraordinary qualifications.

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) Bachelor's Degree with 5 years fleet experience OR Associate's Degree with 7 years fleet experience	Master's Degree with 10 years fleet experience	University of Arkansas – Master's in Transportation and Logistics Management; 10 years of increasing levels of fleet & freight logistics

2)3 years of Heavy Equipment fleet experience	6 years of heavy equipment fleet experience	2 years at J.B. Hunt (trucks) and 4 years at Shell (naval & freight vessels)
3) Logistics management systems experience (not in min quals)	10+ years of optimizing fleet logistics through the use of large asset and logistics management systems	Advanced knowledge of fleet management & analytical software (Simio, Tableau, Fleetmatics, Spotfire, Access, Excel) throughout career

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: Most applicants for the fleet management position do not possess either the educational history or fleet & logistics management experience that Mr. Melton possess. The position was posted locally and nationally for over 15 months. The last Fleet Manager that the City hired stayed in the position for 1.5 years before leaving for the private sector and the City has not been able to hire a replacement in the 23 months since he left. The Bureau of Labor Statistics puts the median salary for "Transportation, Storage and Distribution Managers" at \$95,930. In addition, Mr. Melton's last position paid 56% more than the minimum entrance rate for this position (\$125,000 vs. \$79,987).

4. How are the duties of the position relevant to the advanced qualification?
 The incoming Fleet Manager will need to have experience managing a diverse set of fleet vehicles and equipment. Mr. Melton has managed typical fleet vehicles like cars and vans through his time at Office Depot, as well as trucks and marine vessels while at J.B. Hunt and Shell. This diversity and interest in many different types of assets will be crucial for the City, which possess a wide array of unique vehicles and equipment. In addition, Mr. Melton has worked with numerous fleet and assessment management software systems and his knowledge of them will assist the City as it responds to a fleet management system RFP.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Currently, the City uses an increasing number of outsourced repair contractors to keep the City's fleet operational. Mr. Melton has deep experience in conducting outsource analysis which will allow the City to likely decrease the number of contractors the City uses. In his last position, he was a part of a team which realized savings of \$250 million and reduced the fleet size nearly in half while still delivering quality operations. Given that the City annually outsources over \$2 million in repairs, the City would certainly recoup the \$10,580 increase in the Fleet Manager's salary quickly and likely much more than that.

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 no other departmental employees in this classification.

Rate granted (in steps; % must be in increments of 1.25): Requesting a rate of \$90,567 (Grade 99, Step 11), ~~25%~~ 12.5% above the base.

Appointing Authority Signature: _____

