

Extraordinary Qualifications - Civil Service Form #1085

Requester Information

Name: JosiahMorgan Date: 8/15/2017
 Email: jdmorgan@nola.gov
 Phone Number: 504-658-5404
 Department: NOPD

Employee Details

Employee Name: Leatrice Lalimbre
 Department: 270 - Police
 Appointing Authority: Courtney Bagneris
 John Thomas
 Stephanie Landry
 Derek Frick
 Eric J Melancon
 Josiah Morgan
 John Salomone

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

Proposed Classification: POLICE RECRUITMENT & APPLICANT INVESTIGATION ADMINISTRATOR

Job Posting and Appointment

Type of Appointment: Probationary
 Duration of Job Posting: Continuous
 Method(s) of Advertising?: NEOGOV
 Date of Appointment (if known): 8/20/2017

Detailed Position Description: Under general direction of the Assistant Superintendent of Police, this position serves as N O P.D.'s Recruitment Director by managing and directly supervising the activities of civilian and commissioned staff in the Recruitment and Applicant Investigation Section, including acting as liaison with the civil service department. Work includes implementing marketing strategies, planning and organizing recruitment events and activities, and reviewing and approving background investigations. This position participates in consent decree activities and various committees. Work also includes planning, organizing, directing and evaluating the performance of assigned staff, establishing performance requirements and personal development targets; and related duties as required.

Qualifications

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

8 applicants on eligible list, but only Ms. Latimore possessed these extra qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	6 years of responsible exempt level (salaried) professional recruitment and/or applicant investigation experience in a large organization (100 or more employees)	7 years of responsible exempt level (salaried) professional recruitment and/or applicant investigation experience in a large organization (100 or more employees)	Ms. Latimore was in Interim Director of Recruitment, Admissions, and Retention for 3 years at SUNO and Vice C years at SUNO
	At least 1 year of this experience must have been in a supervisory capacity	Ms. Latimore has 7 years of experience in a supervisory capacity	Ms. Latimore supervised the overall functions of the recruitment and admissions office, trained staff, & oversaw the division
	Related government experience preferred	Ms. Latimore worked for the Southern University system, a public university.	Ms. Latimore has contacts within local & state college systems that will greatly assist NOPD recruiting efforts

Describe how similar qualifications are not readily available in the labor market at the minimum rate: No other candidate that has been identified in the market with this level of experience in recruitment and background investigation for as large an organization as NOPD. In prior positions, Ms. Latimore earned above the minimum rate of pay established by the position.

How are the duties of the position relevant to the advanced qualification?: The position requires extensive knowledge in background investigation, recruitment techniques, and the ability to supervise a team of investigators and recruiters. All of these duties have been performed by Ms. Latimore in the past.

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): 3 Rate Granted as a Percentage (must be divisible by 1.25): 2.5%

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

Hiring this candidate at the proposed rate of \$65,569.19 (Grade 90 / Step 3) would cost the City an additional \$2,077.86 in salary and fringes costs above the minimum rate of pay of \$63,960.19.

Given her years of supervisory experience and greater qualifications, the applicant will be expected to improve the efficiency of operations for the recruitment section, resulting in minimum of 10% less overtime spent by the unit. Currently, the recruitment and applicant investigation unit is allocated 9,620 hours of overtime each year. A 10% reduction would save 962 hours of overtime, with an average cost of \$41.00/hr for overtime would save the department \$39,442 in overtime pay before fringe costs. It would be a financial advantage for the City to hire the applicant at 5 steps above the minimum, because it would result in a net savings of at least \$37,364.14 to the City.

5. List other departmental employees in this

Appointing Authority Approval

Name: Josiah Morgan

Date: 8/15/2017

Approval: Approved Denied

Comment: Approved per Appointing Authority