

Extraordinary Qualifications - Civil Service Form #1465

**Requester Information**

Name: Debra Calderon      Date: 5/7/2019

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Phone Number: 504-658-3035

Department: NORDC

**Employee Details**

Employee Name:

Department:       Appointing Authority:

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

Proposed Classification:

**Job Posting and Appointment**

Type of Appointment:       Date of Appointment (if known):

Duration of Job Posting:

Method(s) of Advertising?:

Detailed Position Description:

**Qualifications**

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

18 candidates, of which five (5) responded and expressed interest by the given deadline. Of the five; Geraldine Calhoun, Sandra Ziller, Catherine Perrilloux, Clarissa Koederitz, and Danielle Wilson; Danielle is the only candidate that possesses both the experience and education to qualify for the extraordinary qualification.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
			after denial, additional documentation was submitted via email on Monday, May 6, 2019 for review

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 oversee and provide quality administrative services to the CEO of NORD Commission. Ms. Wilson possesses those skillsets and executive level administrative experience needed to enhance workflows, quality and performance improvement within this capacity. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate.

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

No other interviewed candidate was identified in the market with Ms. Wilson's level of experience. The executive assistant to the CEO has to have extensive experience working in a high level executive confidential environment as well as adept to a fast, flexible culture, must understand the dynamics of working in an agency that is governed by various entities. Because Ms. Wilson in her current work experience at HANO as the executive assistant to the CEO and her past work as the administrative specialist with OPCSO compliance she will be able to step into the role and function independently and without difficulty.

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):

Ms. Wilson in her current work experience at HANO as the executive assistant to the CEO and her past work as the administrative specialist with OPCSO compliance she will be able to step into the role and function independently and without difficulty. The current average salary for an Executive Assistant in markets similar to the New Orleans Metropolitan Area is approx. 64K. The base salary for the Executive Assistant is \$41,925, because of the eight years of administrative experience and her graduate degree, she was offered \$45,170.

Appointing Authority Approval

Name: Tomekia Dunkley

Date: 5/7/2019

Approval:  Approved  Denied

Comment: after denial, additional documentation was submitted by email on Monday, Ma y6, 2019

Class & Pay Approval

Name: Samuel Stoute

Date: 5/8/2019

Approval:  Approved  Denied  Cancel

Comment: Based on additional information provided, we have no objection. Please process.