

**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:** Joseph Kanter  
**Appointing Authority Department:** Health Department  
**Appointing Authority Phone Number:** 504-658-2518  
**Appointing Authority E-mail:** JMKanter@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Dianne Walker-Houston  
**Current Class** (if current employee): **Proposed Class:** Dentist  
**Is this a promotion or a new hire? What is the new job class?** New Hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 2 weeks **How position was advertised:** nola.gov; worknola.com  
**Date of appointment:** December 8, 2017 **Type of appointment** (provisional, etc.): Provisional  
**Detailed position description:** Qualified and highly responsible professional dentist; Provides dental services to Health Care for the Homeless (HCH) patients; instructing dental assistants on dental guidelines, their activities and services; Assists Dental Director and Dentists in assuring implementation of quality improvement programs; Follows through on deliverables and reporting requirements to meet established timelines.

**QUALIFICATIONS**

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Dr. Walker-Houston possesses extraordinary qualification for the Dentist position based on her 38 years of experience.
- 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) Graduation from an accredited College of Dentistry.	DDS License	Howard University College of Dentistry, Washington, D.C.
2) Graduation from an accredited school.	Bachelor's in Zoology	Howard University, Washington, D.C.
3) Thirty-eight (38) years of professional experience.	May 1980 to Present	General Dentistry Private Practice, Houston, TX Harris County Dental Center, Houston, TX McTavish Dental, Houston, TX Dianne Walker-Pace, DDS, Houston, TX City of New Orleans, New Orleans, LA

		General Dentistry Private Practice, New Orleans, LA Romell Madison Family Dental, New Orleans, LA The Smile Gallery New Orleans, New Orleans, LA
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**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

This position requires qualifications to provide quality dental care to HCH patients, while ensuring the clinic is in compliance with Federal, State and local laws and regulations. Dr. Walker-Houston possesses the dental and managerial experience needed to enhance the clinic's workflows, quality and performance improvement initiatives, and oversee dental staff. The extraordinary qualifications listed above are difficult to find at the minimum entrance rate.

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

The HCH program is a federal funded grant providing access to comprehensive healthcare to a vulnerable population. Working with homeless individuals, community and social service agencies to meet the immediate healthcare needs of their patients. Dr. Walker-Houston has extensive experience working with such populations, the general public, patients and their family members to improve their oral hygiene and overall health outcomes.

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

Hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will retain 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 Dr. Walker-Houston's experience she will be able to perform her role, as well as perform other duties.

**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.**

A'Lise Steward and Mabel Blache are two employees in this classification. They do not qualify for Extraordinary Qualifications as this is only for new employees.

**Rate granted (in steps; % must be in increments of 1.25):** The NOHD is requesting a rate of \$159,346.12 (Grade 112, Step 20) 12.5% above the salary range.

**Appointing Authority Signature:**

