

**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

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**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Marjory Patterson  
**Current Class** (if current employee): N/A **Proposed Class:** Police Accounting Section Manager  
**Is this a promotion or a new hire? What is the new job class?** Police Accounting Section Manager

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 6 months **How position was advertised:** online  
**Date of appointment:** 10/16/2016 **Type of appointment** (provisional, etc.): Probationary  
**Detailed position description:** Professional and supervisory work in directing the administrative and accounting activities of grants and special projects divisions of the New Orleans Police Department. Work includes supervisor staff in the coordinating, implementing and facilitating departmental grants including tracking deliverables, documenting grant requirements and generating statistical reports.

**QUALIFICATIONS**

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Three applicants have been provided to NOPD on the eligible list. Only one 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):**

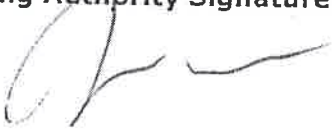
Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) Master's Degree	Meets	Tulane University
2) 7 years of professional exempt (salaried) experience in grants management	Exceeds- 11 years of professional exempt experience	Experience at Louisiana Commission on Law Enforcement, Tulane University and Orleans Parish Criminal Sheriff's Office.
3) 2 years of supervisory experience in grants management	Exceeds - 5 years of supervisory experience in grants management	Managerial experience is important because it will enhance employee's ability to manage day to day administrative operations of NOPD. Supervisory Experience at Louisiana Commission on Law Enforcement and Orleans Parish Criminal Sheriff's Office.

**minimum entrance rate:** Employees with 23+ years of progressively responsible work experience, including 11 years of grants management experience and 5 years of managerial experience are rare. Ms. Patterson will be paid less in this position than she was in her previous public 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 NOPD's development process in support of new programs and the enhancement of existing programs through grant funding. The experience cited in this candidate's resume clearly demonstrates 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 and Salary.com, the mean salary of "grants manager" in the New Orleans region is \$74,504. Therefore, the proposed salary of \$66,388 remains below market rate.
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):** 15 steps above minimum base salary \$66,388 (Grade 84, Step 16)

**Appointing Authority Signature:**



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