

**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: Charlotte Parent
Appointing Authority Department: Health Department
Appointing Authority Phone Number: 504-658-2515
Appointing Authority E-mail: cmparent@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Timothy Murphy
Current Class (if current employee): **Proposed Class:** Health Project & Planning Analyst
Is this a promotion or a new hire? What is the new job class? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 8 weeks **How position was advertised:** nola.gov; facebook; worknola.com
Previously posted from April, 2015 until new system was put in place. Hired off of current list.

Date of appointment: TBD **Type of appointment** (provisional, etc.): permanent/classified

Detailed position description:

Inspectional, educational and consultative work in securing compliance with laws and regulations governing environmental health programs including sound. Work includes developing and conducting presentations and training programs on noise abatement and mitigation. Work also includes coordinating the public involvement process and working with the New Orleans Police Department, community leaders, businesses and citizens on proactive approaches to Healthy Environments and related work as required.

This position requires field work which may be performed outdoors and on evenings and weekends.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 2 people have been deemed civil service eligible list, refused the position due to low salary. Over 20 applicants inquired were considered and position discussed by telephone, but did not follow up with applications.
- 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	JD	Albany Law School, 2013
No experience	Field manager for organization that does outreach for various social service campaigns. Served as Environmental Protection Bureau as a legal intern for 6 months.	Field Manager, Grassroots Campaign, Inc. Environmental Protection Bureau.
*Additional Trainings	Certified Mediator	

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

As this is a new program for the Health Department, as well as a public facing program where the person must have excellent interpersonal skills, the ability to hire a Masters (juris doctorate prepared candidate) who has public facing experience as well as a volunteer performing public outreach is advantageous rather than a person with no experience.

4. How are the duties of the position relevant to the advanced qualification? The Healthy Environment outreach/educator position requires the ability of the candidate to carry out the educational aspects as well as the enforcement issues that will be required in a program that will include heavy engagement of the public, citizens as well as tourist to the city. As an associate attorney he has conducted site inspections. He also has experience with difficult populations through work with domestic violence victims. He has also conducted trainings in his most recent position. As a masters prepared (juris doctorate) candidate, who has experience engaging the public as well as mediator training, it will help in performing somewhat difficult conversations with a controversial issue.

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 hire a well-qualified candidate that will stay in the position. We have had challenges identifying appropriate candidates for this position.

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. Juliette Frazier

Rate granted (in steps; % must be in increments of 1.25): Requesting a rate of \$29,608.00
(Grade 54 , Strep 11) 12.5% above base.

Appointing Authority Signature: _____

