

**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: Charles Brown
Appointing Authority Department: NOPL
Appointing Authority Phone Number: 504-596-2607
Appointing Authority E-mail: cbrown@nolaibray.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Terme Pinkston
Current Class (if current employee): CO178 **Proposed Class:** CO178
Is this a promotion or a new hire? What is the new job class?
Base salary change (same classification)

JOB POSTING & APPOINTMENT

Duration of job posting: _____ **How position was advertised:** _____
Date of appointment: 7/16/2009 **Type of appointment (provisional, etc.):** _____
Detailed position description: Probationary

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 8; 1
- 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) <u>Bachelors degree</u>	<u>10yr experience @ hiring 7/2009</u>	<u>BS Computer Science</u>
2)		
3)		

- Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: system administrator, network administrator + database administrator for 14-branch operation
- How are the duties of the position relevant to the advanced qualification?
Primary liaison for IT management (NOPL) 17 years experience, 10 years supervisory IT
- How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. large point of contact second + third tier IT@library; support 560 computers, 250,000 users - advanced
- List other departmental employees in this classification. Do they also possess the skill exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications.

Rate granted (in steps; % must be in increments of 1.25): None 22.5%
Appointing Authority Signature: _____

Charles M. Brown

**City Of New Orleans
Civil Service Department
Interoffice Memorandum**

TO: Charles Brown, City Librarian
FROM: Robert Haggmann, Personnel Administrator
DATE: February 21, 2017
SUBJECT: Equity Special Qualifications Pay Request for Jerome Pinston

As per Civil Service Commission decision at its February 20, 2017 meeting, your request for retroactive application of Rule IV Section 2.7 (d) for extraordinary qualifications pay for Jerome Pinkston, Information Technology Manager (class code C0178) has been approved.

Rule IV: Section 2.7(d)

The salaries of all current probationary and permanent employees who occupy positions in the same job classification and who possess the same or equivalent qualifications, experience, and/or credentials shall be adjusted up to but not to exceed the rate granted to that employee provided that the qualifications, experience, and/or credentials are also verified and documented in the same manner as that employee. Such adjustments shall only be made on the same date that the higher pay rate is given to that employee.

Consequently, you are authorized to increase the pay for Mr. Pinkston effective June 6, 2016 (i.e., the hiring of Caroline Demay – a 22.5% increase). The pay grade and step should increase from pay grade 93, step 3 (\$74,242 annually to pay grade 93, step 21 (\$92,845 including longevity). You may now initiate the relevant transactions in ADP to implement his pay increase and back pay.

If you have any questions regarding please contact Samuel Stoute of the Classification and Compensation Division at 658-3506.

cc: Valeaka Jordan

Instructions to Approvers

The changes made by a manager are shown below. If any of the information is incorrect, reject the changes and the manager will be notified so that they can make corrections. You can also add comments, which will display in the approval history.

Comments:

Employee Name: Jerome Pinkston
Employee ID: 020153
Hire Date: 07/06/2009
Service Date: 07/06/2009
Employee Type: Salaried

Status: Active
Job: C0178 - INFORMATION TECH MANAGER
Department: 6306301 - LIBRARY ADMINISTRATION
Pay Group: ADM
Position: 63010176 - INFORMATION TECH MANAGER

Compensation Rate: \$74,242.08 Per: Year
Salary Grade: 053
Salary Step: 3

Change Job & Salary Info: [Promotion/Step Increase/Lateral/Transfer](#)

■ Promotion

Effective Date: 06/06/2016
Reason: DAM - Qualified Above Minimum
Position: 63010178 - INFORMATION TECH MANAGER
Job: C0178 - INFORMATION TECH MANAGER
Salary Step: 21
Percentage Change: 19.00

14102.64 Per Year : Year

New Salary: \$66344.72

Additional Job Salary Information: [Click here for additional details.](#)