

Extraordinary Qualifications - Civil Service Form #1321

**Requester Information**

Name: JosiahMorgan      Date: 7/31/2018  
Email: jdmorgan@nola.gov  
Phone Number: 504-658-5404  
Department: NOPD

**Employee Details**

Employee Name: Rachelle Thomas  
Department: 270 - Police      Appointing Authority: Courtney Bagneris  
Bryan Bartholomew  
Marjory Patterson  
Jenerio Sanders  
Chris Goody  
John Salomone

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

Proposed Classification: MEDICAL AND SOCIAL SERVICES COORDINATOR      Current Classification: SOCIAL WORKER III

**Job Posting and Appointment**

Type of Appointment: Probationary      Date of Appointment (if known): 7/21/2018  
Duration of Job Posting: Continuous  
Method(s) of Advertising?: Civil Service Website

Detailed Position Description: Highly responsible supervisory professional and specialized work coordinating and directing a program of complex medical and/or social services to adults and/or adolescents; and related work as required. Duties include overseeing the civilian operation of the Special Victim Section(SVS) including daily supervision, systematic collaboration and networking with partnering community agencies in a highly confidential environment using a victim-centered and sensitive approach. Supervising Social Work staff, ensuring internal operations and procedures are compliant with local, state, and federal laws as well as departmental and consent decree regulations. Develop and assists the department with the implementation and facilitation of training consistent with the policies of the SVS to ensure efficient and maximum productivity in a safe and effective environment for the staff and departmental members.

**Qualifications**

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

There were a total of 6 applicants on the register. 1 applicant possessed all of the extraordinary qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	A Master's degree from an accredited college or university* in Counseling, Social Work or a closely related field** and five (5) years of professional experience in counseling or providing mental health services.	20 plus years of experience.	Please see attached application
	No licensure requirement	Licensed clinical social worker	Please see attached application
	no special training/requirement	Crisis Intervention Training	Please see attached application
	no program coordination/director requirement	17 years experience	NOPD- Instrumental in implementing and developing Crisis Intervention Unit, please see attached application

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

After review of all eligible candidates it was determined that the qualifications possessed by Ms. Thomas are not readily available in the labor market although two other candidates had approximately 20 years of experience. It is critical that this position is filled with someone that is knowledgeable in implementing federal mandates.

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

The advanced qualifications possessed by Ms. Thomas are imperative to successfully fulfill the duties of this position in NOPD. Ms. Thomas will serve as the program director for the Special Victims Unit and will be vital in implementing the expanded services as outlined by the Federal Consent Decree. Mrs. Thomas' advanced knowledge, numerous years of experience, licensure and special training will aid in ensuring that the expansion of the SVS unit Social Services offerings complies with the Federal Consent Decree.

Are there other departmental employees in this classification with the same or equivalent qualifications:  Yes  No

List the other departmental employees in this classification with the same or equivalent qualifications (an Extraordinary Qualifications form should be submitted for each):

Employee Name	Date of Hire/Current Salary	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Cecile Tebo	04/26/2015-52,431.14	Please see attached original HAM paperwork	Please see attached original HAM paperwork	Please see attached original HAM paperwork

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):

The promotion of Mrs. Thomas will demonstrate immediate financial advantage for the City of New Orleans. As the NOPD continues to work toward achieving full compliance with the Federal Consent Decree an area that is still lacking is the Special Victims Unit which has been outlined in several quarterly monitor reports. The expansion of services as well as the strategic plan that Mrs. Thomas will be required to develop and implement will aid the department in achieving full compliance thus saving the City the approximate \$10 million dollars per year spent towards consent decree activities. The current market rate for a Licensed Clinical Social Worker is approximately 50K. Mrs. Thomas has agreed to accept the position for a salary of \$50,513.

**Appointing Authority Approval**

Name: Bryan Bartholomew  
Date: 7/31/2018  
Approval:  Approved  Denied  
Comment:

**Class & Pay Approval**

Name: Samuel Stoute  
Date: 8/23/2018  
Approval:  Approved  Denied  Cancel  
Comment: