

Extraordinary Qualifications - Civil Service Form #1353

Requester Information

Name: JovanBell Date: 11/4/2018
Email: JDBell@nola.gov
Phone Number: 504-658-2528
Department: Health Department

Employee Details

Employee Name: Kate Andrus

Department: 360 - Health

Appointing Authority:
Jennifer Avegno
Fran Lawless
Jennifer Avegno
Emily NicholsIs this a promotion or a new hire?: ☒ New Hire (Hired Above Minimum) ☐ Promotion (Qualified Above Minimum)

Proposed Classification: HEALTH PROJECT & PLANNING MANAGER

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 11/3/2018

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: nola.gov

Detailed Position Description:

Works with the Community, Clients, Members, Staff, to oversee day to day administration and operation of the grant program. Overall responsibility for program development, staffing and adhering to federally approved plans. Provide agency leadership to collectively create the vision and plans continuing to serve the diverse communities suffering from increased infant mortality rates. Responsible for financial stability, including the following a state approved budget, compliance with the funding source requirements and reporting to auditors. Become a role model for staff, with a strong value on team building, self-esteem building, and motivating staff. Oversee operations, programs, public relations, coalition work, marketing, and human resources. Ensure the success of Public Sector and Private Fundraising. Represent the agency and community advocate in the decision-making setting. Raise community awareness and educate about available services. Provides excellent customer service for both internal and external customers.

Qualifications

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

There are 14 applicants on the register but only 1, Ms. Andrus possess the extraordinary qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Bachelor's Degree	Master of Public Health	Tulane University
	4 years Management Experience	8 years Management experience	Diabetes Prevention Manager LDH August 2016-present Public Health Nutritionist NOHD WIC Program Oct.2011- ector Health Educator Tulane University August 2011-August 2012 Obesity Prevention Grants Coordinator Texas - June 2011

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

Specific program experience working in a WIC program as a licensed dietitian is not readily available in the labor market at the minimum entrance rate.

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

With the advanced qualifications, the incumbent may serve a dual role in that she can serve high risk infants who are unable to see the nutritionist at the locations and times available. Hiring this individual will allow us to expand our capacity to see additional patients.

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

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 WIC program is a cost reimbursement grant from the State that is dependent upon the number of clients who are served by the program. Having an additional licensed dietitian serving the dual role of administrator and High Risk nutritionist on staff will allow the program to increase the number of clients and thus increase the amount of funding.

Appointing Authority Approval

Name: Jennifer Avegno

Date: 11/4/2018

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 11/13/2018

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Reviewed and approved.