

**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: Lamar Gardere
Appointing Authority Department: Information Technology & Innovation/CAO
Appointing Authority Phone Number: (504) 658-7639
Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Whitney Soenksen
Current Class (if current employee): **Proposed Class:** CC0177
Is this a promotion or a new hire? What is the new job class? New hire

JOB POSTING & APPOINTMENT

Duration of job posting: Ongoing **How position was advertised:** City website
Date of appointment: 10/28/15 **Type of appointment** (provisional, etc.):
Probational

Detailed position description:

Highly responsible technical and analytical work of a specialized nature providing technical and project management support of the Project Management Office (PMO). This position will be responsible for managing the PMO processes for managing projects, project deliverables, and reporting project performance metrics. Work also includes: Monitoring project milestones/critical paths and communicating with project leads the status of projects to ensure timelines are met. Managing issues, risks, and constraints to deliver projects on time and within budget. Facilitating weekly project status meetings and reporting to project stakeholders up-to-date and accurate data on project performances. Determining the best project approach and methodology that best suits the task requirements and customer's expectations. Continually looking for process improvements to support on-going quality project management. Related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**
3 applicants qualified for the position.

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	Advance Degree	MS, Leadership, Northeastern University. The biggest challenge this position will face is advocating for organizational change. However, we can't force change, we must

		inspire change. This requires someone that can "lead from behind," meaning that in order for our projects to be successful, we must be able to encourage departments to become proactive in their data management.
2) 2 years experience	8+ years experience	Data-centered Salesforce implementations at Massachusetts Coalition for Occupational Safety and Health, Points of Light Institute, and The Harwood Institute. Project manager at the City of New Orleans to implement the One Stop Shop. Project manager at The Data Center managing data-focused projects to improve the production and visualization of data for consumption by the public.
3) Specialized Training	ITIL (Information Technology Infrastructure Library) Foundation Certification	The City's IT department uses ITIL as the foundation of its philosophy for servicing customers, focusing on aligning IT services with the business needs of users. This training is essential as we embark on major projects focusing on understanding business processes and needs so that we can help departments produce better data and share it across the enterprise.

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

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

4. How are the duties of the position relevant to the advanced qualification?

Skills in content management require broad knowledge from multiple fields to be done well. The understanding of various media channels, and how best to reach people using those channels allows for the content manager to be strategic about content delivery and organization. Being able to handle the needs of multiple agencies within a single large organization is critical as the each new requests can affect the system as a whole. Ultimately, the entire web architecture must be coherent and Chantrice's experience, background and trainings speak directly to this challenge.

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 this position as a contractor would cost the City either \$164,164 or \$186,550 depending on the qualifications of the candidate.

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.

Corliss Thornton, Gary LeBlanc, Matthew Riccardo, Christopher Boudy. No commensurate qualifications.

Rate granted (in steps; % must be in increments of 1.25): 20%, \$70,643.14

step 17

Appointing Authority Signature:

