

## Extraordinary Qualifications - Civil Service Form #

## Requester Information

Name: JosiahMorgan Date: 6/13/2017  
Email: jdmorgan@nola.gov  
Phone Number: 504-658-5404  
Department: NOPD

## Employee Details

Employee Name: Jessica Heidelberg

Department: 270 - Police



Appointing Authority: Courtney Bagneris  
John Thomas  
Stephanie Landry  
Derek Frick  
Eric J Melancon  
Josiah Morgan  
John Salomone

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

Proposed Classification: POLICE APPLICATIONS SPECIALIST (EARLY INTERVENTION SPEC)



## Job Posting and Appointment

Type of Appointment: Probationary



Date of Appointment (if known): 6/10/2017

Duration of Job Posting: Continuous

Method(s) of Advertising?: Civil Service Website/Neogov

Detailed Position Description: Under general direction of a higher level administrator, this position provides technical and project management support of computer applications for the New Orleans Police Department's Early Intervention System INSIGHT and serves as project lead over all aspects of application implementation, maintenance and vendor management. Work includes analyzing, designing, testing, evaluating, implementing, documenting, and maintaining NOPD applications across multiple platforms and technologies; resolving application or database problems with vendors; providing guidance to end users on applications; and performing related work as required.



## Qualifications

How many applicants were on the eligible list? How many possessed this qualification (described below)?:

Three applicants are on the eligible list. One possessed the advanced qualification.

Describe: Minimum Qualification - from Job Announcement

A Master's degree from an accredited college or university\* and two (2) years of experience in the configuration and management of business application software. At least one (1) year of this experience must have included administration, integration and/or implementation of applications related to Public Safety.

Employee Qualification that Exceeds the Minimum

Employee has six (6) years in the management and configuration of business application software.

Details

Employee was one of the Lead System Analyst for the development, configuration, and implementation for the Florida Department of Transportation's (FDOT) online personnel jacket Insight(Early Warning System) for the New Orleans Police Department. Previous experience in developing and modeling technical specifications for equipment. Participated in the development of C

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

Among the applicants on the register Ms. Heidelberg possessed the experience of actually designing, developing, modifying and implementing the system this position will be required to maintain and serve as one of the systems administrator. Experienced systems administrator/ application specialist earn an average of \$70,000 per year.

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

The position requires experience analyzing, designing, developing, testing, evaluating, implementing, documenting, and maintaining system applications across multiple platforms and technologies. All of these duties have been performed by Ms. Heidelberg in the past.

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): 21

Rate Granted as a Percentage (must be divisible by 1.25): 25

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Given Ms. Heidelberg's years of systems application/administration experience, Ms. Heidelberg will be expected to perform at a higher level of work efficiency resulting in less money spent on the contracting of outside companies to maintain the system. Also, implementation and proper maintenance of this system will allow the department to achieve Consent Decree Compliance and afford the city the opportunity to reallocate funds currently allocated for Consent Decree mandates.

## Appointing Authority Approval

Name: Josiah Morgan

Date: 6/13/2017

Approval: ☒ Approved ☐ Denied

Comment:

## Class &amp; Pay Approval

Name: Teyoko Poche

Date: 6/16/2017

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Hired 25% above the minimum.

