

Extraordinary Qualifications - Civil Service Form #1149

Requester Information

Name: BrianneHart Date: 11/15/2017
Email: bchart@nola.gov
Phone Number: 504-658-5404
Department: NOPD

Employee Details

Employee Name: Bryan Bartholomew

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 HUMAN RESOURCE ADMINISTRATOR



Job Posting and Appointment

Type of Appointment: Probationary



Date of Appointment (if known):

Duration of Job Posting: Continuous

Method(s) of Advertising?: Civil Service/NeoGov

Detailed Position Description: Under general direction of the Assistant Superintendent of Police, this position serves as NOPD's Human Resource Manager by managing and directing the activities of subordinate staff providing a wide range of human resources support for the department, including acting as a liaison with the civil service, finance and law departments. Work includes departmental recruitment and selection activities, managing transfers and personnel orders, employee relations, and employee discipline and grievances. This position participates in consent decree activities and various committees. Work also includes planning, organizing, directing and evaluating the performance of assigned staff; establishing performance requirements and personal development targets; and related duties as required.

Qualifications

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

22 applicants were on the eligible list and only 1 possessed the extraordinary qualifications.

| Describe: | Minimum Qualification - from Job Announcement | Employee Qualification that Exceeds the Minimum | Details |
|-----------|---|--|--|
| | A Bachelor's Degree from an accredited college or university | Applicant possesses a Master's Degree in Human Resources. | Obtained from Kaplan University in July of 2014. |
| | Six (6) years of responsible professional administrative experience in a centralized human resources division. This experience must have been at an exempt (salaried) level and must have included the drafting of personnel procedures, recruiting, and training. At least one (1) year of this experience must have been in a supervisory capacity. | Applicant possesses 27 years of Human Resource experience. | |

Describe how similar qualifications are not readily available in the labor market at the minimum rate: A review of the candidates on the eligible list determined that Mr. Bartholomew is the only applicant who has specific knowledge relative to Human Resource Procedures that are unique to this organization.

How are the duties of the position relevant to the advanced qualification?: The advanced qualifications possessed by Mr. Bartholomew are imperative to successfully performing the duties of a New Orleans Police Department Police Human Resource Administrator. Mr. Bartholomew advanced knowledge as it relates to the specifics of the New Orleans Police Department Personnel activity in aids in the coordination of all Personnel responsibilities and ensures effective and efficient operation of the New Orleans Police Department Human Resource Service division.

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): 12

Rate Granted as a Percentage (must be divisible by 1.25): 13.75

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

The hiring of Mr. Bartholomew will demonstrate immediate financial advantage for the City of New Orleans. Hiring Mr. Bartholomew will allow the department to better manage all human resources and payroll activity as mandated by the Federal Consent Decree. The current average annual salary for a Human Resource Director in markets similar to that of the New Orleans Metropolitan Area is approximately \$94K. After salary negotiations, Mr. Bartholomew agreed to a salary of \$73,325.51 for the position of Police Human Resource Administrator within NOPD, a difference of \$9,365.32.

Appointing Authority Approval

Name: Josiah Morgan

Date: 11/15/2017

Approval: ☒ Approved ☐ Denied

Comment: approved per Superintendent Harrison