

**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: Henrietta Brown
Appointing Authority Department: NOAB
Appointing Authority Phone Number: 504-303-7511
Appointing Authority E-mail: _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Abdul Sadiq
Current Class (C8318) (if current employee): Proposed Class: C8320
Is this a promotion or a new hire? Promotion **What is the new job class?** _____

JOB POSTING & APPOINTMENT

Duration of job posting: - Over a year **How position was advertised:** Civil Service Website, AAAE and ACI trade associations and NOLA Works
Date of appointment: TBD **Type of appointment (provisional, etc.):** Probationary
Detailed position description:
See attached

QUALIFICATIONS

1. **How many applicants were on the eligible list? Nine (9) How many of them possessed this extraordinary qualification (described below)? Three (3)**
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) A Bachelor's Degree from an accredited college or university.	<i>Master's degree</i>	<i>Master's is in Human Resources</i>
2) EITHER: Five (5) years of professional experience in in directing, implementing, and coordinating governmental regulatory security activities and plans, including those related to emergency response situations. Experience should include purchasing, administering contracts, and budgeting. At least two (2) years of this experience must have been supervisory	<i>ASOS Certification</i>	<i>Basic training in airport trade organization</i>

<p>experience. OR: Five (5) years of professional experience in working in a Part 139 certified airport security office. At least two (2) years of this experience must have been or supervisory experience.</p>		
<p>3) A valid driver's license.</p>		

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

The Airport has searched for over a year to fill this critical position. During the search 3 prospective candidate declined the position due to the rate of pay.

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

Persons holding master's degrees are able to strategically plan organize and complete job duties

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

This rate is less than that of the incumbent and will save the organization \$23,256 a year

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. N/A

Rate granted (in steps; % must be in increments of 1.25): 90/17 or 5%

Appointing Authority Signature: 