

**CITY OF NEW ORLEANS
CIVIL SERVICE FORM**

IV. 2.6 PAY ABOVE MINIMUM FOR RECRUITMENT/RETENTION DIFFICULTIES

Please complete the relevant sections of this form and the salary data form and submit them to the Civil Service Department for approval. Please provide as much documentation as possible to support your request for a higher pay rate for the classification. Pay above the minimum will not take effect until the Civil Service Personnel Director approves, and, if the increase is greater than the midpoint, the Civil Service Commission approves.

Submitter's Name: Claudia Riegel

Submitter's Phone Number: 658-2408

Submitter's E-mail: criegel@nola.gov

Department: Mosquito Control

1. What classification are you having trouble recruiting or retaining? *Assistant Director*
2. Is this classification in a series? *Yes*
3. Is this a recruitment issue, a retention issue, or both? *Both*
4. How many vacancies do you have for this classification? *One*
5. How many total positions in this classification were approved by the CAO Budget Office for your department this year? *One*
6. What is the requested percentage increase and why? Please include the salary data form to support your claim. Note that the percentage must be an increment of 1.25% so it can be entered as a step in ADP.

Pay grade 107, step 17, with longevities the salary would be \$131,468. The salary would maintain the 15% difference in the pay plan between Director and Deputy Director.

The only individual on the list, Dr. Carrie Cottone, has the following qualifications and unique skill set which is above and beyond the qualifications of Assistant Director:

- *Ph.D. in Entomology*
- *15+ years experience at New Orleans Mosquito, Termite & Rodent Control Board*
- *Already serves as second-in-command to the Director*
- *Conducts operational research projects with numerous cooperators, including establishing new cooperators and expanding projects with current cooperators*
- *Implemented the use of online software system to track routine pest inspections and service requests of city facilities*
- *Proficient in City of New Orleans PERFORM system; develops performance plans for nine direct reports and is responsible for mid-year and annual performance evaluations*
- *Assists with annual budget process*
- *Directly interacts with cooperators and vendors to facilitate cooperative agreements, invoicing, and contract routing*
- *Supervises the Termite Control Division of the City of New Orleans Mosquito, Termite & Rodent Control Board*
- *Established and runs our genetics lab, which is necessary to understand our local mosquito and termite populations, as well as generate revenue by analyzing samples submitted by the private industry*
- *Established and expanded our genetic laboratory capacity to include molecular screening of local populations of mosquitoes for pyrethroid resistance and procuring updated equipment for DNA analysis*
- *Serves as Chemical Hygiene Officer for three laboratories*

- Performs HR duties as needed, including payroll and assisting with new employee onboarding, discipline, and career development
- Assists with procurement and budget management
- Assists with contract development and routing
- Regularly presents information to the pest control industry and scientific community in both written and oral form

RECRUITMENT

7. When was the last time this job was posted and for how long? 2020 and 2021, standard Civil Service postings
8. List all of the websites, job boards, newspapers, and other places your department has posted this job.
9. Is there a register? Yes
 - a. How many candidates are on it? *One*
 - b. How many did you interview? *One*
 - c. Are you having problems hiring from the list? The last list only had Dr. Carrie Cottone and no other candidates.
 - d. If so, why are the candidates on the list unsuitable for hiring?
10. Describe any other efforts your department has taken to fill the position including job fairs, etc.
11. Describe possible explanations for the recruitment challenges. This is a highly specialized position with specific skillsets and experience.

RETENTION

12. Please list the names of the employees who have resigned, are considering resigning, or have been terminated.
 - a. This position has been vacant since 2011.
13. Please provide documentation of resignations, terminations, or job offers received outside the city government with dates. Documentation may include offer letters, evidence from the HR system, etc. *n/a because the position was not funded after 2011.*
14. Describe the average annual rate of turnover for the class/position. Once hired, the positions have very little turnover.
15. Has there been an increase in turnover? *n/a*
16. Describe possible explanations for the retention challenges. *n/a*

APPROVALS

Has the CAO verified that you have the budget for this request? Yes No

Appointing Authority Signature *Chadia Regel* Date 06/28/2021

Civil Service Personnel Director Signature _____ Date _____

Rate approved: _____ (grade & steps)