

Extraordinary Qualifications - Civil Service Form #1134

Requester Information

Name: CorneishaBrown Date: 11/6/2017
Email: corbrown@nola.gov
Phone Number: 504-658-3522
Department: Civil Service

Employee Details

Employee Name: Michael Carbone
Department: 220 - CAO
Appointing Authority: Kimberly LaGrue, Courtney Bagneris

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

Proposed Classification: MANAGEMENT DEVELOPMENT ANALYST I

Job Posting and Appointment

Type of Appointment: Probationary
Date of Appointment (if known):

Duration of Job Posting: Continuous

Method(s) of Advertising?: City Website

Detailed Position Description: Oversight of the fuel usage of over 2,300 City vehicles and pieces of equipment used by over 2,500 City employees, manage the City's automated fuel card system, and work to ensure continuous fueling activity at the four City fuel stations and 11 City fire stations. Components of job include but are not limited to the following: monitor the volume of and order the fuel for 26 City fuel tanks; route traffic camera and parking violations issued to City vehicles to the appropriate City department; maintain fuel/fuel station-related vendor contracts; pay fuel station/fuel-related vendor invoices; act as main liaison and troubleshooter for City employees concerning the City's automated fuel system, fuel cards, and fuel stations issues, with vendor-provided and automatic tank gauge information, create, maintain, and/or reconcile fuel-use audits, general reports, trends, and/or forecasts analyzing the roughly 1.8 million gallons of fuel per year used by City vehicles and equipment, assist other departments with special projects/analysis concerning City fuel and/or vehicle use, assist with the scheduling for temporary use, operations, and minor repair of CAO pool and other City Hall-based vehicles; Equipment Maintenance Division primary duty office for all crisis events in the Emergency Operations Command during all official activations; regularly required to operate vehicles - cars, pick-up trucks, 12-passenger vans, and 15-passenger vans; ensure compliance with federal and state environmental regulations; occasionally required to inflate and, in some cases, change flat vehicle tires; regularly required to walk short distances between City Hall and City vehicle parking lots and decks; must be able to open heavy shipping container doors; occasionally required to charge dead vehicle batteries, with the assistance of the Department of Public Works' Parking Division, occasionally required to remove dead vehicles from the City-managed parking garages.

Qualifications

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

There were 503 applicants on the eligible list, however only Mr. Carbone possessed the extraordinary qualifications listed below.

Describe	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	1) Bachelor's degree	1) Regulatory Training in underground Storage Tanks 2) PEC Core Compliance Safety Training 3) Hazardous Waste Operations and Emergency Response (HAZWOPER) 40 4) HAZWOPER 8 Hour Refresher Course (3 Refresher Courses Complete) 5) Hazardous Waste Site Worker Supervisor 6) Six years experience in oil and gas (O&G)	1) Office of Continuing Professional Education; Rutgers University 2) PEC Safety 3) OSHA Training Institute and Training Institute and Education Center 5) The New England Consortium; University of Massachusetts 6) O&G-site specific data analysis, environmental site management, O&G site management

Describe how similar qualifications are not readily available in the labor market at the minimum rate: The Management Development Analyst I hiring pool currently does not have anyone equivalent in experience relating to unique qualifications relating to fuel, fuel services, underground storage tanks, hazardous materials, environmental management relating to hydrocarbons/petrochemicals/fuel, and emergency response.

How are the duties of the position relevant to the advanced qualification? This position is the City's expert in aboveground and underground fuel storage tanks at all of our City fueling sites, environmental protections at all of our City fueling sites, emergency response relating to all of our City fueling sites, data analysis specific to fuel (hydrocarbons), fuel testing at all of our City fuel stations and all critical generators in City inventory as required by the City's Comprehensive Emergency Operations Plan. This position is directly responsible for safety and safety mitigation of HAZMAT/hydrocarbons at all of our City Fueling Stations. This position works daily with HAZMAT/hydrocarbons and requires a greater understanding of the dangers relating to the storage of petrochemicals/hydrocarbons such as diesel and gasoline. This position also supervises all work done at our City Fueling Stations.

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): 11      Rate Granted as a Percentage (must be divisible by 1.25): 12.5%

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

This position is the City's expert in aboveground and underground fuel storage tanks at all of our City fueling sites, environmental protections at all of our City fueling sites, emergency response relating to all of our City fueling sites, emergency response relating to all of our City fueling sites, data analysis specific to fuel (hydrocarbons), fuel testing at all of our City fuel stations and all critical generators in City inventory as required by the City's Comprehensive Emergency Operations Plan. This position is directly responsible for safety and safety mitigation of HAZMAT/hydrocarbons at all of our City Fueling Stations. This position works daily with HAZMAT/hydrocarbons and requires a greater understanding of the dangers relating to the storage of petrochemicals/hydrocarbons such as diesel and gasoline. This position also supervises all work done at our City Fueling Stations.

Appointing Authority Approval

Name: Courtney Bagneris

Date: 11/9/2017

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 11/9/2017

Approval:  Approved  Denied  Cancel

Comment: