

Extraordinary Qualifications - Civil Service Form #1234

Requester Information

Name: BejideLegania      Date: 4/11/2018  
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 Phone Number: 504-658-7633  
 Department: ITI

Employee Details

Employee Name: Jason Comeaux  
 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: INFORMATION TECHNOLOGY SPECIALIST III

Job Posting and Appointment

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

Duration of Job Posting: Continuous

Method(s) of Advertising?: Civil Service

Detailed Position Description: Highly responsible technical work of a specialized nature installing, supporting, and maintaining Voice Systems other Networking Systems, and planning for and responding to service outages and other problems. Work also includes:

- Presenting reports on performance to the manager, and executive levels.
- Standardizing all incident identification, tracking, and reporting procedures.
- Brainstorming, formalizing and managing systems to ensure operation and up-time performance goals are met. Technical responsibilities include but are not limited to Unified Call Manager, VOIP Systems, and Networking Environment, testing procedures, and backups.
- Set-up and maintenance of multiple types of Networking systems including Cisco Unified messaging, Call Manager, and Cisco networking equipment.
- Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems.
- Responsible for all Voice related systems.
- Initiate preventive maintenance on the computer systems as well as repair Networking and Voice System/environment problems.
- Related work as required.

Qualifications

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

73; None; There were 31 candidates that ranked above Jason on the register. None of these candidates possessed the qualifications that Jason has (see Excel spreadsheet attached for notes). Mr. Comeaux has been working with the City of New Orleans Networking team as a contractor on our account for many years. He has the specialized skills necessary to accomplish the task necessary for the City environment to continue to be highly successful. He not only worked for the City's Cisco Account team, but has been a contractor in the networking department for the last 4 months, directly working on the systems necessary for the networking department to be successful. Mr. Comeaux possesses extensive experience in Cisco Unified Call Center (UCCX) and has years of experience supporting the City's

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Relevant Experience		10 years of experience in IT Networking administrator's role and data center environment.	Networking administrator from 2008 to present; most recent 10 years worked as an escalation engineer in Cisco Call Manager, Cisco Unity, Cisco Contact Center, Cube gateways, Maintenance and management of all security to Cisco ASA, Cisco ACS, Cisco IPS, and Cisco IDS
Education		Associates degree in Computer Information Technology	Received Associates degree in from Delgado
Certs/Training		Cisco CCNP Route Switch, CCNA Route Switch, and more	Continuously obtained Cisco certifications from 2008 - present

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

How are the duties of the position relevant to the advanced qualification?: Mr. Comeaux currently works as a contractor supporting our Networking team and the Real-time Crime Center. He manages the Voice and Collaboration and Networking environments and the network analysis and capacity planning for the Real-time Crime center. He has been able to stabilize our Voice systems since he joined the team in late 2017 and is currently managing several projects to further improve the resiliency of the City's communications infrastructure. Additionally, he has used his experience to cross-train other staff members, greatly improving the depth of skills on the Networking team. He is also able to formalize and document processes and has experience in reporting system performance to management.

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

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

The annual salary of Jason Comeaux will be \$74,242.00. If we did not hire Mr. Comeaux as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$193,336.00 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$92.95/hour. Hiring Mr. Comeaux as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 4/12/2018

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 4/28/2018

Approval:  Approved  Denied  Cancel

Comment:

