

**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:** Alexandra Norton  
**Appointing Authority Department:** NOAB  
**Appointing Authority Phone Number:** 504-303-7637  
**Appointing Authority E-mail:** alexn@flymsy.com

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Joshua Marrero  
**Current Class** (if current employee):                      **Proposed Class:** Assistant Maintenance Manager (C8140)  
**Is this a promotion or a new hire?** New Hire **What is the new job class?**                     

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 1/17/ - Present **How position was advertised:** Civil Service Site  
**Date of appointment:** 12/19/17 **Type of appointment** (provisional, etc.): Probationary  
**Detailed position description:**

See attached

**QUALIFICATIONS**

- 1. How many applicants were on the eligible list? 4. How many of them possessed this extraordinary qualification (described below) *one***
- 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.)
<p>1) Five (5) years of full-time supervisory experience in fields related to the maintenance and repair of airfields, runway ramps, roadways or grounds which must have involved overseeing the work in at least three of the following areas:</p> <p>a) automotive maintenance and repair</p> <p>b) grounds maintenance for a major facility</p> <p>c) concrete and asphalt pavement installation and repair</p>	<p>Over five (5) additional years of experience supervising employees in maintenance, demolition, concrete repair, grading, building and maintaining roadways. As well as five (5) additional years providing direct services of surveying and mapping in a complex industrial process (mining). While not directly applicable to an Airport the industrial management processes and leadership skills are an invaluable asset.</p>	

d) road way construction management  e) grading and excavation  g) demolition, including tear down and haul away of structures		
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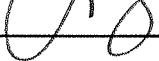
**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** *We have a proven history of difficulty in recruiting management positions in the trades at the Airport.*

**4. How are the duties of the position relevant to the advanced qualification?**  
*Duties include " supervisory airport maintenance work assisting the Airport Services Manager in the directing of a comprehensive maintenance and repair programs for all external areas of the City's municipal airport. The employee in this class directs, through subordinate supervisors, the activities of employees engaged in maintaining and repairing airfields, runways ramps, roadways, and grounds. Work involves directing a work order system to monitor completion of projects and advising administrative superiors on maintenance and construction projects. Contact with engineering personnel, contractors, and building, electrical and automotive maintenance staff to coordinate maintenance and repair activities are a significant aspect of the work." Having significant experience with the construction and maintenance operations we anticipate that his knowledge and skill set will translate into assisting the department to become more functional and effective.*

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** *We will be able to complete work in-house during regular hours instead of contracting out or incurring overtime. Generally it costs us 3 x more to contract out the services and 50% more per hour to use current employees on overtime.*

**6. List other departmental employees in this classification. There are no other employees. 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.**

**Rate granted (in steps; % must be in increments of 1.25):** 11 steps: 13.75% above the hiring minimum \$52,431.13

**Appointing Authority Signature:** \_\_\_\_\_  \_\_\_\_\_ 