

Extraordinary Qualifications - Civil Service Form #2165

Requester Information

Name: JovanBell Date: 11/25/2019
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 Phone Number: 504-658-3039
 Department: New Orleans Recreation Department

Employee Details

Employee Name: Jermaine Hall
 Department: 580 - Recreation (NORDC) Appointing Authority: Tomekia T. Dunkley-Edmond
 Larry Barabino, Jr.
 Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
 Proposed Classification: RECREATION COORDINATOR II Current Classification: RECREATION CENTER MANAGER III

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 12/2/2019
 Duration of Job Posting: 2 weeks
 Method(s) of Advertising?: nola.gov
 Detailed Position Description: Directs and manages the planning, scheduling, and execution of all structured NORDC athletic programming (currently Basketball, Football, Flag Football, Softball, Baseball, Volleyball, Cheerleading, Soccer, and Track). Oversees the daily operations, programming, and community relations of all Active playgrounds (currently 34 sites). Develops and implements a wide range of programming that provides citizens of all ages' access to both structured and unstructured recreational and cultural activities. Directing and managing the planning, scheduling, and execution of all structured NORDC athletic programming;
 Overseeing the daily operations, programming, and community relations of all Active playgrounds (currently 34 sites);
 Submitting and managing budget, payroll and operating expenditure documents according to policy, and in a timely manner;
 Overseeing the recruitment, training, and management of over 600 volunteer coaches throughout the city;
 Managing relationships with vendors and partner organizations critical to the athletics operations, including security, officials, sponsors, and corporate funders;
 Implementing and overseeing systems and procedures which maintain safety, cleanliness, and maintenance standards for all staff and participants, and react appropriately and promptly in emergency situations;
 Collaborating with the NORDC Foundation to secure funding through grants, sponsorships, and partnership agreements;
 Collaborating with marketing department to develop a solid marketing program including production of quality print materials, social media initiatives, local traditional advertising, and press releases.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below? There are 4 applicants on the eligible list. Only 1 applicant, Jermaine Hall possesses extraordinary qualification for the Recreation Coordinator II position based on his 11+ years of directing and managing athletic programming and 15+ years working with youth and supervisory duties.

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Permanent status with the New Orleans Recreation Department and one (1) year experience as a Recreation Center Manager III in recreation/athletic programming		11+ years of directing and managing athletic programming and 15+ years working with youth and supervisory duties
Hit "Update" to save		

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

This position requires a unique set of qualifications to direct and manage a complex athletic program. Mr. Hall has been active in this role since he resumed the responsibility of Interim Athletic Director in June. Mr. Hall possesses the necessary experience needed to enhance NORDC's athletic program. He is currently overseeing the current budget, daily operations, programming, and community relations of the all active playgrounds while maintaining a high quality and performance improvement initiatives to supervise the clinical staff. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance

How are the duties of the position relevant to the advanced qualification?:

The Athletic Department has over 34 active sites and over 600 volunteer coaches throughout the City. Mr. Hall has been working within the capacity of overseeing the recruitment, training, and management of those coaches and has had a very successful football season. Working with the community, community partners, youth, and vendors collaborating is critical to the athletic operations and Mr. Hall has extensive experience to improve the NORDC athletic department outcomes.

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):

Hiring above the minimum entrance rate will allow the New Orleans Recreation Department to acquire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. With Mr. Hall's experience he will be able to step into the role, function independently, and without difficulty

Appointing Authority Approval

Name: Tomekia Dunkley
Date: 11/25/2019

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tamyra Taylor

Date: 11/25/2019

Approval: Approved Denied

Comment:

Approved. Employee has 11+ years of directing and managing athletic programming and 15+years working with youth and supervisory duties.

