

**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: Marsha Broussard
Appointing Authority Department: Health Department
Appointing Authority Phone Number: 504-658-2515
Appointing Authority E-mail: mmbroussard@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Hannah Tutak
Current Class (if current employee): **Proposed Class:** Health Project & Planning Analyst
Is this a promotion or a new hire? What is the new job class? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 2 weeks **How position was advertised:** nola.gov
Date of appointment: TBD **Type of appointment** (provisional, etc.): permanent/classified
Detailed position description:

Position performs daily operations of Emergency Preparedness program including maintaining emergency operation plans, training staff and volunteers, coordinating emergency exercises, manage the Special Needs Registry, and responding to emergencies. Position must work well with emergency management partners and manage emergency response site such as mass care locations and first aid stations. This position requires working during emergencies and regular night and weekend work.

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** The position was posted for two weeks and there were 26 on the eligible list. Hannah Tutak was the only candidate with emergency preparedness experience.
- 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.)
Bachelor's degree	MSN expected December 2017	Grand Canyon University
No experience	3 years of nursing experience, 1 year of emergency planning experience including staff/volunteer and mass care management, experience working in 2 federally declared emergencies	Regional Mass Care & Logistics Manager (American Red Cross), Registered Nurse (Touro Infirmary, Ochsner Clinic Foundation, Shands Hospital)
*Additional Trainings	Advanced Cardiovascular Life Support Pediatric Advanced Life Support	

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

Public health emergency preparedness is a specialized field within public health and there are few candidates that have practical experience working during emergencies. The ability to hire a registered nurse who has patient care experience is advantageous for working in medical special needs shelters and triaging individuals on the Special Needs Registry rather than a person with no experience.

4. How are the duties of the position relevant to the advanced qualification? The Emergency Preparedness Analyst position is the primary emergency planner for the New Orleans Health Department. Most of the response plans that will be developed are related to mass care, first aid and disaster health services. This candidate has over 3 years of volunteer experience and 1 year of professional experience working in emergency management with direct experience in disaster health service and mass care. The candidate is a registered nurse which will assist in developing plans and managing first aid stations and medical special needs shelters. Currently, new Orleans Emergency Medical Services triages individuals on the Special Needs Registry which this candidate can do as a registered nurse.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Hiring above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in the position. As a registered nurse this candidate will be able to assist the Healthcare for the Homeless clinic and New Orleans Emergency Medical Services in urgent situations.

6. List other departmental employees in this classification. 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.
Juliette Frazier and Tim Murphy fall into this classification. Both fall at 12.5% above the minimum with 2 years of experience. Hannah Tutak has 4 years of experience and therefore has been raised above this rate.

Rate granted (in steps; % must be in increments of 1.25): \$31, 899.80, Grade 54, Step 17, 20% above base salary.

Appointing Authority Signature: _____

