

**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: Terrance Harbor
Current Class (if current employee): N/A
Proposed Class: Airport Technician Specialist (C8046)
Is this a promotion or a new hire? New Hire. **What is the new job class?** C8046

JOB POSTING & APPOINTMENT

Duration of job posting:
How position was advertised: Civil Service Website
Date of appointment: ASAP **Type of appointment (provisional, etc.):** Probationary
Detailed position description:
See attached

QUALIFICATIONS

1. **How many applicants were on the eligible list? List shows 23 but it's actually 22. One candidate was listed twice.**
2. **How many of them possessed this extraordinary qualification (described below)? Of the 22 candidates, 8 were interviewed, 6 refused an interview, 2 did not respond, 2 did not accept and 4 are already employed with NOAB. There were 2 that possess the extraordinary qualification.**
3. **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.)
1.) High School Degree	Completion of vocational certification in Electrical construction.	Nunez Community College
2.) 0 years of experience	Over 15 years of experience	Extensive work with complex Electrical systems high, medium and low voltages.
3.) Maintenance Electrical License	Master Electrical License	State license that is top of the field within the electrical trade.

4. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** *The New Orleans Aviation Board has a proven history of difficulty in recruiting highly qualified and experienced Electricians to work at the Airport because! The entry salaries are not competitive within the current job market.*
5. **How are the duties of the position relevant to the advanced qualification?** *Duties include having knowledge of electrical engineering/construction. By hiring someone with years of on-the-job experience as well as an advanced electrical license (Master Electrician License) the department will be able to function at a higher level and be more effective.*
6. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** *By hiring a person with exceptional qualifications we will not only increase the number of department employees but also be able to complete work In-house during regular hours Instead of contracting out or having employees incur excessive overtime. Generally it costs us 3 times more to contract out the services and 50% more per hour to use current employees on overtime.*
7. **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.**
Shane Baggett: 16 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.
David Foster: 15 years of experience, completed Electrical Certificate Program, and has a Master Electrician License.
Alvin Riley: 12 years completed Electrical Apprenticeship, and has a Master Electrician License.
Janelle DeJan 14 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.
Milton Gullage 15 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.

Rate granted (in steps; % must be in increments of 1.25): 21 steps, 50% above the minimum,
\$55,102.25

Appointing Authority Signature: _____

