

Extraordinary Qualifications - Civil Service Form #3646

Requester Information

Name: GlennConstable

Date: 1/9/2025

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Phone Number: 504-658-2569

Department: Personnel and Training Office

Employee Details

Employee Name: Latasha Duncan

Department: 360 - Health

Appointing Authority: Jennifer Avagno
Meg Marino
William Salmeron

Is this a promotion or a new hire?: ☒ New Hire (Hired Above Minimum) ☐ Promotion (Qualified Above Minimum)

Proposed Classification: PUBLIC HEALTH NURSING CLINIC SUPERVISOR

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 11/4/2024

Duration of Job Posting: 1 year

Method(s) of Advertising?: nola.gov; worknola.com; Indeed; Insight Global recruiting agency

Detailed Position Description: Oversees clinical workflows, Quality Improvement and Assurance (QI/QA) activities, general maintenance of the medical clinic, implement and evaluate clinical programs and activities, develop and implement policies and procedures for medical, infection control, and risk management.

Qualifications

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

4 Applicants.

An applicant on the register did not possess extraordinary qualifications and the other candidates turned down the position due to the rate of pay. This candidate possesses extraordinary qualifications for the Clinical Nurse Supervisor (Clinical Nurse Manager) position based on her 10 years of experience.

Describe:		Employee Qualification that Exceeds the Minimum		Details	
Minimum Qualification - from Job Announcement		Possesses Masters of Science in Nursing.		Walden University - Minneapolis, MN	
4 years of professional experience in the field of public health nursing.		Working as an RN in a supervisory role since May 2015 to present (9.5 years)		1) Chateau Living Center, Plantation Management-Kenner, LA 2) SELVH - Reserve, LA 3) United Medical Center - New Orleans, LA 5) Gifted Healthcare Agency - Kenner, LA	

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

This position requires qualifications to provide high quality medical care to HCH patients, while ensuring the clinic follows Federal, State and local laws and regulations. This candidate possesses the medical and professional experience needed to enhance the clinical quality measures, clinical workflow, quality and performance improvement initiatives, and oversee clinic staff. The extraordinary qualifications listed above are difficult to find at the minimum entrance rate.

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

New Orleans HCH is a federal funded clinic providing access to comprehensive healthcare to a vulnerable population. This position requires one to work with the homeless population, community and social service agencies to meet the immediate healthcare needs of HCH patients. This candidate has experience working with vulnerable populations, the public, and patients to improve their medical and overall health 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):

21

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

7.5

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 Health Department to acquire a well-qualified candidate that will retain the Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the r candidate. With this candidate's experience, they will be able to perform the role and job functions independently, without difficul

Appointing Authority Approval

Name: Jennifer Avegno

Date: 1/10/2025

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Matthew Downey

Date: 1/14/2025

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment:

Civil Service does not have any objections to this request at this time.

