

**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:** Alicia Barthe-Prevost  
**Appointing Authority Department:** New Orleans Health Department  
**Appointing Authority Phone Number:** 504.658.2529  
**Appointing Authority E-mail:** aabprevost@nola.gov

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**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Christine Neely  
**Current Class** (if current employee): N/A **Proposed Class:** Health Project & Planning Senior Analyst (Fit NOLA School Sector Coordinator)  
**Is this a promotion or a new hire? What is the new job class?**  
 New Hire - Class Code 5510

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 3 months **How position was advertised:** nola.gov; facebook; worknola.com  
**Date of appointment:** 8.1.16 **Type of appointment** (provisional, etc.): provisional  
**Detailed position description:**

Highly responsible professional work performing specialized duties involving the implementation and management of the Fit NOLA School Sector program. Work includes oversight of the Fit NOLA Schools Designation Program; and related work as required.

**QUALIFICATIONS**

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Reviewed 32 applications, 7 had qualifications #1, one had qualification #1 & #2 (Christine Neely).
- 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.)
1) A Bachelor's degree from an accredited college or university in a social science.	Christine has both a bachelor's degree and a Masters of Education degree.	B.A – Tulane University – 93 M.A. – Loyola University - 96
2) One (1) year of professional experience in public health, program management, or coordination of a physical fitness program. Experience must have included	Christine has worked a totaled of 10 years in education coordinating physical and nutritional activity efforts. Christine also has 7 years of experience creating strategic partnerships through cross sector collaborations aimed at increasing access to physical activity and nutritional resources.	2015 – 2016 – Louisiana Children's Museum 2007 – 2015 – Our Lady of Lourdes School 1996 – 2000 – Audubon Institute 1993 – 1995 – St. James Major Elementary School

cultivating and sustaining cross-sector partnerships (i.e. bridging health and non-health fields) to improve health outcomes.		RECEIVED CIVIL SERVICE NEW ORLEANS 2016 AUG 18 12:31
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**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

Christine possesses the perfect balance of public and private sector experiences, as they relate to collaborative work. Over the course of many interviews for the School Sector Coordinator position, the majority of the applicants lacked experience in both, if any. Due to the length of the position (1 year grant funded,) we are in need of someone that can lend their expertise in an experienced and efficient way to prompt successful results. Many of the professionals throughout the city executing similar efforts are paid upwards of \$45,000.

**4. How are the duties of the position relevant to the advanced qualification?**

The School Sector Coordinator will work to create strategic partnerships to community resources within New Orleans public schools. This position requires a level of strategic thinking that only a professional with many years tenure within the systems and cultures that exist in New Orleans would possess. Christine's experiences present advanced qualification to perform School Sector Coordinator duties, having 10 years in the school environment ,and 7 years working within organizations that require collaborative thinking. This experience will strengthen the Health Department's credibility with community partners, which is crucial for advancing partnerships to improve the city's health outcomes.

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

The School Sector Coordinator position is slated to require an employee's part-time commitment. Given Christine's skills and experience, it is possible that the volume of work she produces for us at half time would approach or even surpass that of a lesser-qualified full-time employee. Hiring Christine above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will produce work that would reflect a full time commitment. Hiring someone that is not well-qualified will require time and money that could be better used running an effective program with the right candidate from the beginning. The School Sector Coordinator position is an integral part of the Fit NOLA partnership. Paying Christine for her expertise and professionalism would propel the program forward to a level that only someone of her career experience would have.

**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.**

N/A

Rate granted (in steps; % must be in increments of 1.25): Request to hire at Step 21,  
 \$41,925.54 at ~~12.5%~~ 25%

Appointing Authority Signature: Alicia B. Prevost, Deputy Director of Health  
August 14, 2016