

**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: Lamar Gardere
Appointing Authority Department: Information Technology & Innovation/CAO
Appointing Authority Phone Number: (504) 658-7639
Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Tung Ly
Current Class (if current employee): **Proposed Class:** CC180
Is this a promotion or a new hire? What is the new job class? New hire

JOB POSTING & APPOINTMENT

Duration of job posting: 11 months **How position was advertised:** City website
Date of appointment: 12/14/15 **Type of appointment (provisional, etc.):** Probational

Detailed position description:

Highly responsible technical and supervisory work of a specialized nature coordinating, directing, implementing, and managing the City's Internet-based strategies and initiatives for web applications, services, and software. Work also includes: Leading strategic technology planning and implementation of major IT projects/ support including infrastructure, computing, internet and e-systems. Supervising and providing technical guidance to the Web Development team. Supporting reporting mechanisms to capture information on the current status of the environment and present performance to management and other departments. Establishing and implementing policies, procedures, and technologies to ensure web security. Creating and maintaining technical and business documentation. Coordinating with operations to ensure availability, reliability, and scalability of web applications to meet business demands. Troubleshooting and resolving hardware and software problems. Recommending and executing modifications to Web software in order to improve efficiency, reliability, and performance. Developing and delivering training to ensure website content is updated. Creating and maintaining training materials (web manuals and systems documentation). Related work as required.

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**
4 applicants applied for the position
- 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) Experience	9+ years experience	LPHI, City of New Orleans, PosiGen.
2) Specialized Training and/or Related Certifications/Licenses	Certification/License in Specialty Area	Certified Information Professional (CIP), AIIM, License #97512

3)

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

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

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

Defining a coherent web strategy requires balancing user needs with business requirements. Tung's experience in learning the business requirements of various agencies, then helping to implement technologies that complement and enhance those processes is an important skillset that a manager must have. Further, Tung's previous experience at the City allows him to jump right into the role with little time required to become familiar with the City and how it operates.

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 this position as a contractor would cost the City either \$111,930 or \$167,895 depending on the qualifications of the candidate.

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.

None

Rate granted (in steps; % must be in increments of 1.25): \$73,325.51

Step 12

13-75%

Appointing Authority Signature: _____

