

Extraordinary Qualifications - Civil Service Form #1331

Requester Information

Name: BrianneHart Date: 8/12/2018
Email: bchart@nola.gov
Phone Number: 504-658-5404
Department: NOPD

Employee Details

Employee Name: Majory Patterson

Department: 270 - Police

Appointing Authority:
Courtney Bagneris
Bryan Bartholomew
Marjory Patterson
Jenerin Sanders
Chris Goodly
John SalomoneIs this a promotion or a new hire?: ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)

Proposed Classification: POLICE FISCAL AND BUDGET ADMINISTRATOR

Current Classification: POLICE ACCOUNTING SECTION MANAGER

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 8/12/2018

Duration of Job Posting: Since 04/29/2016

Method(s) of Advertising?: NEOGOV

Detailed Position Description: Under general direction of the Assistant Superintendent of Police, this position serves as New Orleans Police Department's (NOPD) chief fiscal officer and encompasses the oversight and coordination of all budgeting, purchasing, fiscal planning, financial and grant management functions for the Police Department. Work includes reporting to City Council on the current and projected future financial condition of NOPD and representing the department complex financial negotiations with other government jurisdictions and community organization. Work also includes the supervision of lower level managers which include professional, paraprofessional, and administrative support staff who are responsible for facilities, fiscal and budget management planning, organizing, directing and evaluating the performance of assigned staff; establishing performance requirements and personal development targets; and related duties as required.

Qualifications

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

7 were on the eligible list, but only Ms. Patterson had the extraordinary qualifications listed.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Bachelor's Degree & 6 years of responsible professional administrative experience in budget preparation, statistical analysis, accounting, auditing, or a closely related financial/fiscal activity.	Master's Degree & 21 years of responsible professional administrative experience in budget preparation, statistical analysis, accounting auditing, or a closely related financial/fiscal activity.	Ms. Patterson's prior experience was as Grants Director for OPCSO (3yrs.), a budget analyst for Washington County's Office for Tulane University (3yrs.), Grants Manager and Director of the Statistical Analysis Center for LCLE as Grants Manager and supervisor for NOPD. (2yrs.)
	At least one(1) year of this experience must have been in a supervisory capacity.	3 years of experience as a supervisor.	Ms. Patterson served for 1 year as a supervisor at the LCLE and 2 years as supervisor at NOPD.
	Work requires over site and coordination of all budgeting, purchasing, fiscal planning, financial and grant management functions for the Police Department.	Over 15 years working for law enforcement agencies providing budgeting, purchasing, grant management, and fiscal planning services.	Ms. Patterson has 15 years of specific experience working with law enforcement related financial issues, including grant applications, and maintaining all audit requirements, without ever having a negative financial audit finding.

Describe how similar qualifications are not readily available in the labor market at the minimum rate: No other candidate that has been identified on the register with this level of experience in handling financial requirements that is specific to law enforcement. In her prior position, Ms. Patterson earned above the minimum rate of pay established by the position.

How are the duties of the position relevant to the advanced qualification?: The position requires extensive knowledge in ensuring that all audit requirements for law enforcement related financial are followed, grant deadlines are met, and budgetary assumptions are well documented and justified. All of these duties have been performed by Ms. Patterson in the past.

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): 12 Rate Granted as a Percentage (must be divisible by 1.25): 16.0755

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

NOPD is currently planning to leave Ms. Patterson's current position of Police Accounting Section Manager vacant until the end of 2018, which will save \$23,997.03 in salaries and fringes for the current year. However, when the position is permanently backfilled in 2019, the base rate of \$55,102.26 will be used instead of the current rate authorized for Ms. Patterson of \$68,058.90. This will save the city \$ 16,927.66 per year.

Hiring Ms. Patterson at the midpoint base rate of \$81,999.35 (Grade 90/ Step 21) would cost the City an additional \$14,836.88 in salary and fringes cost above the hiring rate of pay of \$ 70,643.14.

It would be a financial advantage for the City to hire the applicant at 21 steps above the minimum, because it would result in a net savings of at least \$2,090.98.

Ms. Patterson also has two years of continuous service with the City, making her request total rate of pay \$ 84,062.15 (after longevity is added).

Appointing Authority Approval

Name: Bryan Bartholomew

Date: 8/26/2018

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 9/18/2018

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Approved for HAM at step 21 (hiring rate of 9 plus 12 steps). Email with details to follow