

**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: Michael Harrison, Superintendent of Police
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: (504) 658-5488
Appointing Authority E-mail: jdmthomas@nola.gov

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 CIVIL SERVICE DEPT
 NEW ORLEANS
 2016 FEB 25 11 29 AM

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Aaron Looney.
Current Class (if current employee): Police Public Relations Specialist, **Proposed Class:** N/A
Is this a promotion or a new hire? New Hire **What is the new job class?** N/A

JOB POSTING & APPOINTMENT

Duration of job posting: Two Weeks **How position was advertised:** Civil Service Website
Date of appointment: 02/21/2016 **Type of appointment (provisional, etc.):** Probationary
Detailed position description: Highly responsible administrative and professional work in the Public Affairs Office of the New Orleans Police Department. Duties include responding to requests regarding information from citizens and media, preparing written correspondence and delivering effective oral presentations for police management staff regarding major or unusual situations.

QUALIFICATIONS

1. **How many applicants were on the eligible list? 13 How many of them possessed this extraordinary qualification (described below)? 1**
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) 2 years of experience | 10 years of Public Relations | Please see attached resume |
| 2) | | |
| 3) | | |

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** A review of candidates on the eligible list determined that Mr. Looney was the only candidate to possess 10 years of Public Relations experience.
4. **How are the duties of the position relevant to the advanced qualification?** The qualifications possessed by Mr. Looney are relevant to the position in that Mr. Looney's experience in communications and public relations will assist the Public Information Office in responding expeditiously to citizen and media request. Creating and monitoring the departments various social media platform, and in the implementation of public information strategies to project a positive image of the department.

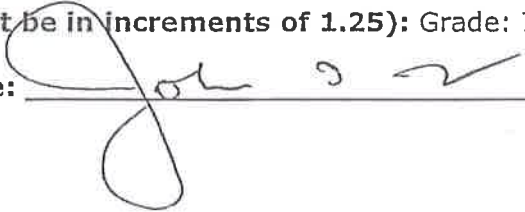
5. How will hiring this position at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. The hiring of Mr. Aaron Looney will demonstrate immediate financial advantage for the City of New Orleans. Hiring Mr. Looney will help to further the department's civilianization efforts and allow the department to continually place officers in administrative roles back on the streets to serve the citizens of New Orleans as well as meet other departmental goals as mandated by the Federal Consent Decree. The current average salary for a Public Relations Specialist in markets similar to that of the New Orleans Metropolitan area is approximately \$54k. After salary negotiations Mr. Aaron Looney agreed to a salary of \$49,889 for the position of Police Public Relations Specialist within NOPD a difference of 6.4% above the minimum salary based on superior qualifications.

6. List other departmental employees in this classification.

Do they also possess the exceeded qualification and is it job related? No Please attach copies of this form for people with the same or equivalent extraordinary qualifications.

Rate granted (in steps; % must be in increments of 1.25): Grade: 76 Step: 9, 6.4% above the minimum.

Appointing Authority Signature:



10%