

**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 S. Harrison**  
**Appointing Authority Department: New Orleans Police Department**  
**Appointing Authority Phone Number: 504-658-5757**  
**Appointing Authority E-mail: [msharrison@nola.gov](mailto:msharrison@nola.gov)**

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications: Angell Lewis**  
**Current Class (if current employee): N/A**                      **Proposed Class: Executive Secretary**  
**Is this a promotion or a new hire? What is the new job class? New Hire, Executive Secretary**

**JOB POSTING & APPOINTMENT**

**Duration of job posting: 5 months**                      **How position was advertised: online, newspaper**  
**Date of appointment: 6/13/2016**                      **Type of appointment (provisional, etc.):**  
**probationary**

**Detailed position description:**

Important and independent administrative support work in performing a wide variety of complex and confidential technical and supervisory support tasks in support of the Deputy Department Head, the Deputy CAO, or comparable or higher level classifications. Work includes composing routine correspondence, interacting with departmental managers and administrators on behalf of the employee's superior, and management of a variety of executive office clerical function; 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)?** 16, two others have been submitted for extraordinary qualification but for different qualifications.
  
- 2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

<b>Minimum Qualification (from job announcement)</b>	<b>Employee's Qualification that exceeds the minimum</b>	<b>Details (university, location, relevance, etc.)</b>
<b>1) Bachelor's degree</b>	<b>Meets</b>	<b>SUNO, Public Administration</b>
<b>2) 3 years experience</b>	<b>19 years of experience, more than 16 years above the minimum</b>	<b>Served as an executive secretary for Children's Hospital, Tulane University Hospital, Louisiana DOTD, and Touro Infirmary among others.</b>
<b>3)</b>		

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

Ms. Lewis is a very experienced executive secretary, with almost 20 years of experience. Administrative professionals with such experience are not readily available in the labor market and certainly not for the minimum entrance rate.

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

The work Ms. Lewis will be performing with NOPD is substantially similar to what she has done throughout her career.

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

First, the proposed rate of pay provides a substantial financial benefit to the City because the work was being previously performed by NOPD officers. The average cost of an officer to the city on an annual basis is about \$85,000 whereas the cost of an Executive Secretary at the proposed rate is only about \$60,000. Secondly, the Bureau of Labor Statistics indicates that the average annual wage for Executive Secretaries in the New Orleans metro area is \$43,250, which is still 10% more pay than is being offered under this extraordinary qualifications request.

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.

The only other employee in this classification within NOPD currently is Ms. Betty Johnson, who does possess a job related extraordinary qualification of a similar nature and is currently paid at this rate.

Rate granted (in steps; % must be in increments of 1.25): <sup>9,000</sup> 8 steps, (\$39,893.17)

(10% above the minimum)

Appointing Authority Signature: \_\_\_\_\_

