

**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 M. Gardere
Appointing Authority Department: Information Technology and Innovation
Appointing Authority Phone Number: 504-658-7639
Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Christopher Wolff
Current Class (if current employee): _____ **Proposed Class:** C0177
Is this a promotion or a new hire? New Hire **What is the new job class?**
IT Specialist III - Networking

JOB POSTING & APPOINTMENT

Duration of job posting: continuous **How position was advertised:** Civil Service
Date of appointment: 10/24/16 **Type of appointment (provisional, etc.):** Permanent

Detailed position description:

Highly responsible technical work of a specialized nature in the maintenance, support, and administration of local, wide area and wireless networks. Work also includes:

- Assisting in the implementation and management of LAN/WAN and wireless networks.
- Presenting reports on performance at the manager, and executive levels.
- Standardizing all incident identification, tracking, and reporting procedures.
- Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems.
- Reviewing and preparing documentation for systems, tests, and production.
- Performing adds, moves and changes to the Cisco network infrastructure including routers, switches, firewalls and wireless devices.
- Performing adds, moves changes and maintain Cisco VoIP system including voice messaging.
- Conducting regular and periodic maintenance on network infrastructure to ensure smooth and efficient operations of the network and that maximum network availability is maintained.
- Continually drafting and maintaining documentation for all tasks performed.
- Ensuring project schedules and performance requirements are met.
- Maintaining inventory and documentation of all deployed equipment.
- Related work as required.

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CIVIL SERVICE DEPT
NEW ORLEANS
LA 70112

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?

Mr. Wolff was scored second highest of the eligible applicants and possesses the most relative experience to the Networking job description. His experience specifically with voice technologies allows us to backfill the voice/collaboration skillset lost when the previous IT Specialist III resigned his position. Of the 21 available candidates, the only other who possessed extraordinary qualifications equal to Mr. Wolff declined the position. The remaining candidates did not have an equal amount of working technical knowledge or did not score as highly in the interview process.

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)) Relevant Experience	18 years of experience in IT networking, wireless and broadband technologies; 10 years as a telecommunications service provider and business owner;	15 years of experience with Cisco technologies and equipment; 10 years experiences as a telecommunications service provider and business owner; experience in wireless design and deployment
2) Education	Bachelor's degree	Received B.A. in 1993

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?

Mr. Wolff's work experience as a telecommunications service provider and engineer has provided broad exposure to the core technologies used by the networking team – IP routing/switching, wireless management and VoIP. We have lost two experienced telecommunications engineers in the last 12 months and need to replace these skillsets. Mr. Wolff has either supported or managed a networking technologies for the past 15 years and is well exposed to the high-level work the networking team performs.

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 annual salary of Christopher Wolff will be \$69,771. If we did not hire Mr. Wolff as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$193,336 annually for the resource. This is calculated based on a 2080 hr. year at a rate of \$92.95/hour. Hiring Mr. Wolff as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

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.

Melvin Turner

Rate granted (in steps; % must be in increments of 1.25): \$69,771.⁰⁰ Step 16
+ 18-75%
 Appointing Authority Signature: 