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: Aaron Miller
Appointing Authority Department: Office of Homeland Security and Emergency Preparedness
Appointing Authority Phone Number: 504-658-8703
Appointing Authority E-mail: almiller@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Gregory D. Reece
Current Class (if current employee): **C0177 (IT Tech Spec III)**   **Proposed Class: C8112**
Is this a promotion or a new hire? What is the new job class?
New job class, C8112 Emergency Management GIS Coordinator

JOB POSTING & APPOINTMENT

Duration of job posting: N/A	**How position was advertised: N/A**
Date of appointment:	**Type of appointment** (provisional, etc.):
PROVISIONAL	

Detailed position description: SEE ATTACHED MEMO FROM CIVIL SERVICE INCLUDING DESCRIPTION

QUALIFICATIONS

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

2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s): **MINIMUM QUALIFICATIONS USED ARE FROM INFORMATION TECHNOLOGY SPECIALIST III, AS THE DETAILED MEMO INDICATES THAT THE IT TECH SPECIALIST III IS THE BASE POSITION, BUT THE EMERGENCY MANAGEMENT GIS ANALYST DIFFERS IN THE RESPONSIBILITIES**

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) A Bachelor's degree in computer science, Geographic information systems, engineering, telecommunications or a closely related field	Specialized degree and multiple certifications from the GIS Certification Institute (national certifying body for GIS), Department of Homeland Security, and National Oceanic and Atmospheric Administration	Bachelor of Arts in Geography, University of Arkansas; GISP (Professional) certification, GIS Certification Institute; Critical Infrastructure Planner certification, National Planners Course, Emergency Management Institute; Incident Command System 100, 200, 300, 400, 700, 800

from an accredited college or university		certifications, Federal Emergency Management Agency; Coastal Flood Inundation Mapping certification, NOAA
2) Two (2) years of progressively responsible experience in the management, design, implementation of Geographic Information Systems (GIS) involving LAN/WAN, microcomputer, and/or mobile device applications.	7 years of GIS experience, 4 with City. 2 years of experience was at the Secret Level with security clearance dealing with Classified documents, mapping techniques, procedures and analysis.	Northrop Grumman, FTN Associates and City of New Orleans
3)		

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

   It is extremely rare to find applicants that possess all of these qualifications, as most possess only a portion of what is needed for this position. It is fairly easy to find a GIS applicant, an application developer, or a WebEOC administrator; however it is unlikely to find one that possesses all three. Additionally, having a GIS technician who had a previous Security Clearance is difficult and rare- such technicians usually work in federal or federal contractor settings. Having this professional at a local level allows the Office of Homeland Security and Emergency Preparedness to handle critical information about infrastructure and threats that would not otherwise be available without this individual. Further, most GIS professionals do not also possess certifications in Emergency Management. Greg's certifications in ICS 100, 200, 300, 400, 700, 800 and as a Critical Infrastructure Planner from the National Planners Course are the same certifications required for our Emergency Management Services Coordinators at their most senior levels. Having this training is invaluable to operating in an Emergency Operations Center and it is not common for someone to have all of those in their skill set.

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

   The duties of the position require 100% of these advanced qualifications. The advanced qualifications of the individual are solely responsible for the development of the applications we use. Without these qualifications and abilities to perform the work on the specific applications, the administration of the applications will fail, leaving users and programs not working. I believe that this person is the only person that can accomplish the tasks for this position.

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

   Promoting this person will ensure the functionality, support, and upgraded products are in working order for this office. This person has built these applications and therefore is the number one person to administer them.

   In the first example, the Common Operational Picture costs from a vendor range from 100K – 500K/year. This person has built the same application with zero extra costs, and has used software

already available within the city. He has done this with many applications, linked them together for a multi-dimensional view of all public safety data.

In the second example, WebEOC has been used in the city since 2006. Over the years, multiple people have been responsible for the administration of the programs. Before this person, the costs to change or update the system had to be done by the vendor for a cost ~300/hours. This person, has completely updated the system with a customized interaction between this system and our mapping application, Common Operational Picture.

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 in class.

Rate granted (in steps; % must be in increments of 1.25): Grade 88, Step 21, $78,024.37

Appointing Authority Signature: _Jason Mill_____