Extraordinary Qualifications - Civil Service Form #1132

Requester Information		
Name:	BrianneHert Date: 11/6/2017	
Email:	bchart@nola.gov	
Phone Number	504-658-5404	
Department	NOPD	
Employee Details		
Employee Name:	Marylyn Melder	
Department:	270 - Police Appointing Authority: Courtney Bagners John Thomas Stephanie Landry Dersk Frick Eric J Melancon Josiah Morgan John Salomone	
Is this a promotion or a new h	re?: 🕠 New Hire (Hired Above Minimum) . 🏶 Promotion (Qualified Above Minimum)	
Proposed Classification.	ADMINISTRATIVE SUPPORT SUPERVISOR IV Current Classification: ADMINISTRATIVE SUPPORT SUPERVISOR III	▽
Job Posting and Appointm	ent	
Type of Appointment	Probationary Date of Appointment (if known): 10/22/2017	
Duration of Job Pos	ng: Continous	
Method(s) of Advertising	g?; Civil Service/NeoGov	
Detailed Position Descrip	on: Advanced level administrative and supervisory office programs and project management work providing office support and guidance to staff on office procedures, assesses and improves office procedures and designs new programs and processes: recommends, develops, in implements, revises and distributes policy and procedural documents; ensures bureau staff are in compliance with City and bureau office policies. Work also includes developing, implementing and monitoring work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; and related work as required.	
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Qualifications		

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

12 applicants were o	n the eligible list N/A		^					
			V					
Describe:	Minimum Qualification - from Job Anouncement	Employee Qu	ualification that Exceeds the Minimum	Details				
	High School Diploma or GED issued by a State Department of Education *2 Permanent status with the City of New Orleans in a class of work having a pay grade equal to or higher than Administ rative Support Supervisor III (pay grade 67) and one (1) year of experience at that level. 3 Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division or equivalent courses offered by the Sewerage & Water Board's Training Division:		ssesses over 20 years of Payroll and Personnel expe	New Orleans Police Departr	ment			
Describe how sin	nilar qualifications are not readily available in the fabor market at the i	minimum rate:	A review of the candidates on the eligible list deter Personnel experience. Ms Melder has specific kno organization	mined that Ms. Melder is the o wledge relative to Payroll and	only applicant who possesses job specific Payroll a Personnel Procedures that are unique to this	and		
						· ·		
	How are the dulies of the position relevant to the advanced	qualification?:	The advanced qualifications possessed by Ms. Me Department Payroll Supervisor (Administrative Suj the New Orleans Police Department Personnel act efficient operation of the New Orleans Police Department	pport Supervisor IV). Ms. Meld livity in aids in the coordination	ler advanced knowledge as it relates to the specifi	ics of 🔥		
Are there other depa	artmental employees in this classification with the same or equivalent	qualifications:				98		
·								
Additional Docume	entation							
Attachi	ment 1:							
Attachi	ment 2.							
Attachi	ment 3:							
Proposed Pay Rat	е							
Rate Granted in Steps (maximum of 21) 21 Hzp Rate Granted as a Percentage (must be divisible by 1.25) 25 25 25								
How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):								

The Promotion of Ms. Melder will demonstrate immediate financial advantage for the City of New Orleans. Promoting Ms. Melder will allow the department to better manage all Payroll activity mandated by the Federal Consent Decree. The current average annual salary for a Payroll Supervisor in markets similar to that if the New Orleans Metropolitan Area is approximately \$55K. The base salary for an Administrative Support Supervisor is \$37,959.00, because Ms. Melder has more than 20 years of Payroll and Personnel experience, she has been offered \$48.665.73

Appointing Authority Approval

Name: Josiah Morgan

Date 11/7/2017

Approval: Approved Denied

Comment Marylyn Melder is the only employee with specific NOPD Payroll and Personnel experience.

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