

12 applicants were on the eligible list N/A

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	1 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 Administrative 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:	Applicant possesses over 20 years of Payroll and Personnel experience.	New Orleans Police Department

Describe how similar qualifications are not readily available in the labor market at the minimum rate: A review of the candidates on the eligible list determined that Ms. Melder is the only applicant who possesses job specific Payroll and Personnel experience. Ms. Melder has specific knowledge relative to Payroll and Personnel Procedures that are unique to this organization.

How are the duties of the position relevant to the advanced qualification?: The advanced qualifications possessed by Ms. Melder are imperative to successfully performing the duties of a New Orleans Police Department Payroll Supervisor (Administrative Support Supervisor IV). Ms. Melder advanced knowledge as it relates to the specifics of the New Orleans Police Department Personnel activity in aids in the coordination of all Payroll responsibilities and ensures effective and efficient operation of the New Orleans Police Department Payroll division.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

- Attachment 1:
- Attachment 2:
- Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): 21 Hep

Rate Granted as a Percentage (must be divisible by 1.25): 25%/0

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 of 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.