

**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: __Charlotte Parent_____

Appointing Authority Department: _Health Department_____

Appointing Authority Phone Number: _504-658-2515_____

Appointing Authority E-mail: _cmparent@nola.gov_____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: **Monica Hernandez**

Current Class (if current employee): _____ **Proposed Class:** HP&P Specialist

Is this a promotion or a new hire? New Hire What is the new job class? C5502

JOB POSTING & APPOINTMENT

Duration of job posting: 2 weeks **How position was advertised:** nola.gov; facebook; worknola.com

Date of appointment: 5/19/16 **Type of appointment** (provisional, etc.): **Probationary**

Detailed position description:

Highly responsible professional and supervisory work performing specialized duties involving education and enforcement of ordinances related to environmental health concerns including noise, smoking and other issues as identified. The employee compiles and analyzes data, conducts statistical analyses, prepares reports and researches and develops programs and procedures for environmental public health related issues. Work includes the development of policy recommendations for the city's noise abatement program and implementing and managing the daily operations and maintenance of the noise abatement program. The employee has extensive contact with businesses, governmental agencies and the community in the development, monitoring and enforcement of environmental programs, procedures and regulations; 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)?** 5 people were on the civil service eligible list, 3 of which were not interested in interviewing for the position. Both candidates interviewed had more work experience than required. Monica Hernandez was selected as the candidate due to her experience and education in environmental public health.
- 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) 4 years of work experience in public health or education (may | 3.5 years of work experience in public health and biosafety education, 4 years in Masters experience | Has extensive experience working with in occupational health and safety and experience in public health program management |

| | | |
|---------------------------------------|--|---|
| include Masters experience) | | |
| 2) Bachelor's degree in Public Health | Master's degree in public health (expected 2016) and health administration (completed) | Tulane University and University of Phoenix |
| 3) Professional work experience | Applicant has supervised staff for over 7 years | Position will require supervising 2 staff |

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position requires a unique set of qualifications and a unique topic area which is difficult to find within public health. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate. Monica Hernandez currently makes considerably more than the minimum entrance rate for this position.
- 4. How are the duties of the position relevant to the advanced qualification?** The Healthy Environment Coordinator position requires developing a new and highly controversial program which will include implementing day to day operations for themselves and two other staff members, developing procedures for education and enforcement activities as well as analyzing data writing reports. The two primary projects for this position is the enforcement of the Smoke-Free Ordinance and Noise Ordinance both of which are considered occupational health concerns. Monica Hernandez has both education and work experience in occupational health and has developed and conducted trainings in areas of occupational health. Monica also has extensive experience has a supervisor which will be required 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.** Hiring for the Healthy Environment Coordinator position has been a difficult process that has taken a number of attempts over the past 3 years. Hiring above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in that position. Rehiring or this position or hiring someone that is not well-qualified will require time and money that could be better used running an effective program with the right candidate from the beginning.
- 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.**

Rate granted (in steps; % must be in increments of 1.25): Requesting a rate of \$51,144
(Grade 76, Step 11-12.5% above minimum)

Appointing Authority Signature: _____ 