

**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: Jade Brown Russell
Appointing Authority Department: French Market Corporation
Appointing Authority Phone Number: 504-636-6400
Appointing Authority E-mail: JRussell@frenchmarket.org

2016 JUL 29 PM 3:14
 RECEIVED
 CIVIL SERVICE DEPT
 NEW ORLEANS

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Aureal Alexander
Current Class (if current employee): Aurora Buckner **Proposed Class:** CO365 Mgmt Dev Sup I
Is this a promotion or a new hire? What is the new job class? New Hire - CO365 Mgmt Dev Sup I

JOB POSTING & APPOINTMENT

Duration of job posting: 9 months **How position was advertised:** Civil Service Register
Date of appointment: 7/25/16 **Type of appointment (provisional, etc.):** Probationary

Detailed position description: Manage and direct the administrative activities of the Human Resources Division of the French Market Corporation.

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?
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 yrs. experience	10+ years of experience	Johnson Uniforms and NASA Michoud
2)		
3)		

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

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

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

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. See attached.

Rate granted (in steps; % must be in increments of 1.25): 10%
Appointing Authority Signature: 

SUPPLEMENT TO EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS

AUREAL BUCKNER-ALEXANDER

MANAGEMENT DEVELOPMENT SUPERVISOR I – FRENCH MARKET

1. 7 applicants applied through Civil Service. Ms. Buckner-Alexander was the only candidate who possessed 10+ years of experience.
2. See above response and form regarding minimum qualifications and details regarding employee's qualifications.
3. Based on the responses to the job posting, a candidate with this amount of experience is rare in the labor market, particularly at this salary level.
4. This candidate also had experience with risk management, human capital management, procurement, project management and program management, which also makes her uniquely qualified for this position. These are all critical to the role of the lead Human Resources manager.
5. Hiring Ms. Buckner-Alexander at a higher rate will be a financial advantage to the City. Her unique qualifications will lend well in helping FMC streamline our HR operations, improve training and qualifications of current staff and improve the recruitment and retention of personnel at FMC.
6. None.