

Extraordinary Qualifications - Civil Service Form #3020

Requester Information

Name: EricaBurkhalter Date: 2/8/2023

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Phone Number: 504-658-5404

Department: Fiscal Management

Employee Details

Employee Name:

Department:

Appointing Authority:

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification:

Job Posting and Appointment

Type of Appointment: Date of Appointment (if known):

Duration of Job Posting:

Method(s) of Advertising?:

Detailed Position Description:

Qualifications

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

Two candidates possessed extraordinary qualifications.

Describe:

Minimum Qualification - from Job Announcement

Employee Qualification that Exceeds the Minimum

Details

Minimum Qualifications (Promotional) A Master's Degree from an accredited college or university.* Permanent status with the City of New Orleans as a Management Development Specialist II or higher and one (1) year of experience this classification. (Original Entrance) A Master's Degree or Juris Doctorate from an accredited college or university.* Five (5) years of progressively responsible professional experience, three years which must have included either data management, data analysis, project management, law enforcement, police administration, legal work for a public safety or governmental entity, or investigations. At least one year of this experience must have been supervisory.

Juris Doctorate from an accredited college or university.* AND Over 20 years of progressively responsible professional experience, data management, data analysis, project management, law enforcement, police administration, legal work for a public safety or governmental entity, or investigations.

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

The legal experience listed for this candidate is vital for the Public Integrity Bureau, which main function is to oversee investigations. Jobs with similar qualifications, exceed the current hiring rate.

How are the duties of the position relevant to the advanced qualification?:

The legal experience listed for this candidate is vital for the Public Integrity Bureau, which main function is to oversee investigations.

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): Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Hiring this person will improve employee retention, boost the employee's performance & ultimately provide expertise in a division history of high turnover.

Appointing Authority Approval

Name: Shelly Stolp

Date: 2/16/2023

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Matthew Downey

Date: 2/16/2023

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections to this request at this time.

Civil Service Form: Extraordinary Qualifications