

**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:** Darryl Albert  
**Appointing Authority Department:** NOPD  
**Appointing Authority Phone Number:** 504-658- 5059  
**Appointing Authority E-mail:** dalbert@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Kenneth Leary  
**Current Class (if current employee):** Part Time Police Aide 7105      **Proposed Class:** Firearms Examiner  
**Is this a promotion or a new hire? What is the new job class?**

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** indefinite      **How position was advertised:** Civil Service  
nola.gov  
**Date of appointment:** March 19, 2017      **Type of appointment (provisional, etc.):** Provisional  
**Detailed position description:** Test firing weapons suspected of being involved in criminal offenses and microscopically comparing test fired bullets and cartridge cases to fire ammunition components collected from crime scenes and autopsies in order to determine if evidence was fired by the weapon in question.

**QUALIFICATIONS**

- 1. How many applicants were on the eligible list? Eligible list has not been established. How many of them possessed this extraordinary qualification (described below)?** N/A
- 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) 5 years' full time professional experience	25 years professional experience as a fire arms instructor for NOPD March 1989 to January 2010 and a crime scene technician for 5 years prior	3 years Delgado and LSU
2)		
3)		

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This is a rare and highly skilled technical position and there are not a lot of candidates in the workforce that poses the skills required to perform in this role.
- 4. How are the duties of the position relevant to the advanced qualification?** The number of years (25) of experience performing this role for NOPD exceed the minimum job requirements.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City?** Securing Mr. Leary in this position will allow the department to transition someone who is currently

performing the roll and will not need the required training that would be required for someone hired without his direct experience. There will be zero down time as a result of gaining the required training as Mr. Leary has all the required training and certifications needed for this position. **Please provide an objective financial analysis.**

- 6. List other departmental employees in this classification. None. 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): Grade 79- Step 21 \$62,390.68 25% above minimum**

**Appointing Authority Signature:**  DANYL ALBERT