

Extraordinary Qualifications - Civil Service Form #1157

Requester Information

Name: BrianneHart Date: 11/20/2017  
 Email: bchart@nola.gov  
 Phone Number: 504-658-5404  
 Department: NOPD

Employee Details

Employee Name: Paloma Miller  
 Department: 270 - Police  
 Appointing Authority: Courtney Bagnens  
 John Thomas  
 Stephanie Landry  
 Derek Frick  
 Eric J Melancon  
 Josiah Morgan  
 John Salomone

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

Proposed Classification: POLICE INVESTIGATIVE SPECIALIST Current Classification: PUBLIC INTEGRITY BUREAU (PIB) INTAKE SPECIALIST

Job Posting and Appointment

Type of Appointment: Probationary  
 Duration of Job Posting: Continuous  
 Method(s) of Advertising?: Civil Service/NeoGov  
 Detailed Position Description: Highly responsible administrative professional work assisting in the preliminary phase of investigations in the New Orleans Police Department. Incumbents will assist in conducting and reviewing administrative investigations and/or a variety of criminal investigations and prosecution activities. Work includes conducting investigative research; documenting areas of violation, collecting and preserving case evidence; analysis of case documentation including but not limited to: audio-taped statements, photographs, payroll records, daily activity sheets, and police incident reports; recommending appropriate investigative course of action; conducting preliminary case interviews; performing weekly statistical analysis of all; drafting of all case correspondences upon completion of investigation; and related duties as required.

Qualifications

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

17 applicants were on the eligible list and only one possessed the extraordinary qualification.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	A Bachelor's degree from an accredited college or university*	Applicant possesses a Master's Degree Forensic Psychology.	Obtained from Argosy University in May of 2013.
	Two (2) years of experience as a commissioned law enforcement officer conducting criminal investigations.	Applicant possesses 11 years of conducting criminal investigations.	New Orleans Police Department

Describe how similar qualifications are not readily available in the labor market at the minimum rate: A review of candidates on the eligible list determined the Ms. Paloma Miller was the only candidate to possess over 11 years of experience conducting criminal investigations and previous service with the New Orleans Police Department as a Police Officer.

How are the duties of the position relevant to the advanced qualification?: The qualifications possessed by Mr. Barnes are relevant to the position in the Ms. Miller's legal knowledge will assist P.I.B. in interpreting federal, state and local laws. Also, Ms. Miller's years of experience as a criminal investigator and police officer will provide insight and knowledge into the investigations of P.I.B. cases.

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): 11

Rate Granted as a Percentage (must be divisible by 1.25): 12.5

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

The hiring of Ms. Miller will demonstrate an immediate financial advantage for the City of New Orleans. Hiring Ms. Miller will help with the current backlog of P.I.B. cases waiting to be investigated. The current average salary for a Police Investigative Specialist in the markets similar to that of New Orleans metropolitan area is approximately \$46K. The base salary for a Police Investigative Specialist position is \$42,980, because Ms. Miller has 11 years of Investigative experience so she has been offered \$48,665.26.

Appointing Authority Approval

Name: Josiah Morgan

Date: 11/20/2017

Approval:  Approved  Denied

Comment: Approved per Superintendent Harrison

Class & Pay Approval

Name: Samuel Stoute

Date: 11/30/2017

Approval:  Approved  Denied  Cancel

Comment: Approved due to Rule IV, section 2.7. NOTE: This action will be audited upon approval. We have already reviewed and determined the rule has not been met. It will be revoked upon MSS entry.