

**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:** Alexandra Norton  
**Appointing Authority Department:** NOAB  
**Appointing Authority Phone Number:** 504-303-7637  
**Appointing Authority E-mail:** alexn@flymsy.com

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Janelle DeJean  
**Current Class** (if current employee): N/A **Proposed Class:** Airport Technician Specialist Electrician (C8046)  
**Is this a promotion or a new hire?** New Hire **What is the new job class?** C8046

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 01/17/17 (revised) – Present  
**How position was advertised:** Civil Service Site/City of New Orleans Job Portal  
**Date of appointment:** 7/31/17  
**Type of appointment (provisional, etc.):** Probationary

**Detailed position description:**  
See attached

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**QUALIFICATIONS**

1. **How many applicants were on the eligible list? 6. How many of them possessed this extraordinary qualification (described below)?** 3 of the candidates possessed or exceeded minimum qualifications. The other 3 candidates were considered but did not respond to the offer to be interviewed.
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) High School Degree	Completion of an electrical engineering/construction certificate, apprenticeship, or degree	International Brotherhood of Electrical Workers (IBEW)
2) 0 years of experience	≥ 7 years electrical work experience. Ms. DeJean has 13 years of electrical experience	Extensive work with complex electrical systems
3) Maintenance or Journeyman Electrical License	Master Electrical License	State-issued license that is the top of the field within the electrical profession

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** The New Orleans Aviation Board has a proven history of difficulty in recruiting Electricians to work at the Airport because the entry salaries are not competitive within the current job market. *for experienced electricians with training.*

4. **How are the duties of the position relevant to the advanced qualification?**  
Duties include having knowledge of electrical engineering/construction. By hiring someone with years of on-the-job experience as well as an advanced electrical license (Master Electrician License) the department will be able to function at a higher level and be more effective.

5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** By hiring a person with exceptional qualifications we will not only increase the number of department employees but also be able to complete work in-house during regular hours instead of contracting out or having employees incur excessive overtime. Generally it costs us 3 times more to contract out the services and 50% more per hour to use current employees on overtime.

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.**

Shane Baggett: 15 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.

David Foster: 14 years of experience, completed Electrical Certificate Program, and has a Master Electrician License.

Alvin Riley: 11 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.

Current employees: Yes, they do possess exceptional job related qualifications.

**Rate granted (in steps; % must be in increments of 1.25):** 21 steps: 50% above the minimum  
\$55,102.25

**Appointing Authority Signature:** 