

**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: Norman S. J. Foster
Appointing Authority Department: Department of Finance
Appointing Authority Phone Number: 612 747 2909
Appointing Authority E-mail: nsfoster@nola.gov

EMPLOYEE INFORMATION

Michael T. Brenes

Name of Employee with Extraordinary Qualifications:
Current Class (if current employee): C0177 **Proposed Class:** 0254
Is this a promotion or a new hire? What is the new job class? Promotion

JOB POSTING & APPOINTMENT

Duration of job posting: 4 months+ **How position was advertised:** City website
Date of appointment: 01/01/17 **Type of appointment** (provisional, etc.): Provisional

Detailed position description:

Highly responsible professional, administrative and technical work providing technical and administrative support for the City's centralized payroll and human resource systems. Work includes serving as lead resource between Human Resources, Payroll and Information Technology staff members as well other departments on payroll and human resource related issues. Work also includes troubleshooting, analyzing and correcting technical problems and deficiencies, recommending and maintaining standard work processes, user procedures, guidelines and documentation. Other responsibilities include coordinating software updates, modifications, user training and maintenance of the system. The incumbent would review and update user manuals and system protocols in accordance with city rules and policies; and related work as required.

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QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 2 applicants, 1 extraordinary
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.) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1) A Bachelor's Degree in Computer Science, Management Information Systems, Human Resources or Business Administration from an accredited college or university.</u> | <u>Master of Business Administration</u> <u>Bachelor of Arts</u> | <u>December 2007 - University of New Orleans, New Orleans</u> <u>December 1995 - University of New Orleans, New Orleans</u> |
| <u>2) Five (5) years of responsible professional administrative experience directly involved with the operations of a multi-user computer system involving Payroll/Human Resource Information processing in a centralized environment. At least one (1) year of this experience must have been at an exempt level.</u> | City of New Orleans, New Orleans, LA March 2012 to Present <u>Information Technology Specialist III / Change Management Lead, and NOLA 311 Trainer</u> <u>Telecommunications Development Corp, New Orleans, LA Feb-Mar 2012</u> <u>Training Consultant</u> | Has worked closely with all affected stakeholders in the city. Has extensive experience with payroll vendor staff and has managed a number of change processes since Go-Live. Historical data conversion has continued and extensive knowledge of the transition process greatly assists the accuracy and completeness of that project. |

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:
ADP, and in particular, in a hosted environment, is comparatively rare in the public sector, where complicated civil service rules must be adhered to in a more challenging way than private sector pay environments. The city is still transitioning fully to its new pay system, so direct experience of the transition process is also a key benefit.
4. How are the duties of the position relevant to the advanced qualification?
The position is both technical in nature as well as conceptually very sophisticated as complex rules must be interpreted in very different fact situations, but still allows the City to ensure its rules are being applied uniformly and consistently.
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.
The City's annual payroll approximates \$300 million, and ensuring that employees are paid timely, accurately and appropriately are of the highest priority. The City has experienced significant financial penalties in the past when pay was not found to have been appropriate or accurate in particular instances.
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. None.

Rate granted (in steps; % must be in increments of 1.25): \$70,643.

(PG 84, Step 21)

Appointing Authority Signature: Norman Foster