

Extraordinary Qualifications - Civil Service Form #1178

Requester Information

Name: CorneishaBrown Date: 1/4/2018

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Department: Civil Service

Employee Details

Employee Name: Matthew Palin

Department: 210 - Mayor

Appointing Authority: Aaron Miller
Judy Reese-Morse
Katie DignanIs this a promotion or a new hire? ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)

Proposed Classification: PUBLIC SAFETY SUPPORT SERVICES ADMINISTRATOR

Current Classification: PRINCIPAL EMERGENCY MANAGEMENT SERVICES COORDINATOR

Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known):

Duration of Job Posting: 3 weeks

Method(s) of Advertising? Civil Service

Detailed Position Description Highly responsible supervisory and administrative work to oversee the operation of the Real Time Crime Center and the Grounds Patrol Division providing security to city buildings. This work will encompass the oversight of a divisional staff of over 50 employees. The division supervised will be comprised of several 24/7 operations. This positions is designed as "essential personnel" and is considered 24/7 for all critical and emergency situations.

Work includes directing, through subordinate supervisors, the work of all personnel in the division's security operations and Real Time Crime Center including the management of all safety and security-related training programs and protocols. Work also includes responsibility for formulating and developing the division's goals and objectives related to the day-to-day personnel and fiscal operations of the division. Additional duties include assisting Homeland Security in the development and implementation of emergency action plans to provide safe environment and immediate response to imminent threats of natural disasters, violence, criminal incidents, emergency medical incidents, and others.

Qualifications

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

2. Both candidates had some form of additional qualifications over and above the minimum. The candidate chosen has the most relevant extraordinary qualifications and received the highest ranking by Civil Service. In addition, the selected candidate is the only candidate with both law enforcement and private security administrative experience.

Describe	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	1) Bachelor's Degree 2) 8 years of experience 3) 2 years supervisory experience 4) POST Certificate or Special Officers Commission 5) Other certifications	2) 16 years law enforcement and 5 years security experience 3) 6 years supervisory experience, 10 years administrative experience 4) Both POST and Special Officers Commission 5) Certified Compliance and Ethics Professional; Certified Training Instructor	1) Upper Iowa University - Public Administration and Law Enforcement Management. 5) Compliance Certification of Private Security Examiners.

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

Individuals with similar qualifications can be found, but they are in higher paying positions than what the minimum entrance rate offers. The combination of administrative and operational experience that is required of this position demands a higher rate of compensation.

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

This position will be responsible for recruiting, onboarding, training, and supervision of both Real time Crime Center as well as Ground Patrol line employees and supervisors. It requires a unique combination of skills, knowledge, and abilities to effectively manage both the highly technical RTCC as well as the entry level security force for municipal buildings.

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 a manager who is capable of overseeing both the RTCC and the Grounds Patrol operations will save the City from having to hire two lower level managers whose combined salary and fringe benefits would exceed the cost of this single position.

Appointing Authority Approval

Name: Aaron Miller

Date: 1/4/2018

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Samuel Sloute

Date: 2/9/2018

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Approved based on additional information provided regarding other applicants