

**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: Michael Harrison, Superintendent of Police
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: (504) 658-5488
Appointing Authority E-mail: jthomas@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Matthew Green III
Current Class (if current employee): Crime Laboratory Director **Proposed Class:** N/A
Is this a promotion or a new hire? New Hire **What is the new job class?** N/A

JOB POSTING & APPOINTMENT

Duration of job posting: **How position was advertised:** Civil Service Website
Date of appointment: 01/22/2017 **Type of appointment** (provisional, etc.): Probationary
Detailed position description: Highly responsible professional and supervisory work in the direction of over-all activities of the Crime Laboratory of the New Orleans Police Department; and related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list?** Four applicants were on eligible list. **How many of them possessed this extraordinary qualification (described below)?** One applicant possessed the extraordinary qualifications.
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) 4 years of experience	17 years of forensic laboratory management experience	Please see attached resume
2) Bachelor's Degree in closely related scientific field from accredited university.	Master's Degree in Natural Sciences from accredited university.	Please see attached resume
3)		

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** A review of candidates on the eligible list determined that Mr. Matthew Green III was the only candidate to possess over 17 years of forensic laboratory management experience.
4. **How are the duties of the position relevant to the advanced qualification?** The qualifications possessed by Mr. Matthew Green III are relevant to the position in that Mr. Matthew Green III's expertise in forensic laboratory management will help with the processing of crime

scene evidence. Mr. Green's expertise will also help with the current backlog of evidence waiting to be processed and also help with the training and development of subordinate staff.

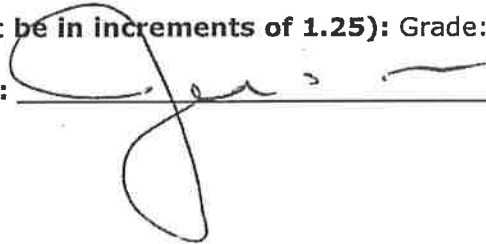
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. The hiring of Mr. Matthew Green III will demonstrate an immediate financial advantage for the City of New Orleans. The current average salary for a Crime Laboratory Director in markets similar to that of the New Orleans Metropolitan area is approximately \$69,800k. After salary negotiations, Mr. Matthew Green agreed to a salary of \$74,242 for the position of Crime Laboratory Director within NOPD. The salary difference is 25% above the minimum salary based on superior qualifications.

6. List other departmental employees in this classification. N/A

Do they also possess the exceeded qualification and is it job related? N/A

Rate granted (in steps; % must be in increments of 1.25): Grade: 86 Step: 21, 25% above the minimum.

Appointing Authority Signature: _____



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