

**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: Sinead Daniell
Appointing Authority Department: Safety and Permits
Appointing Authority Phone Number: (504) 6587204
Appointing Authority E-mail: scdaniell@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications:
Current Class (if current employee): _____ **Proposed Class:** Information Technology Specialist III (GIS)
Is this a promotion or a new hire? New Hire
What is the new job class? Information Technology Specialist III (GIS)

JOB POSTING & APPOINTMENT

Duration of job posting: Closed at end of the year **How position was advertised:** Civil Service Website
Date of appointment: 2/27/17 **Type of appointment:** (provisional, etc.): Probationary
Detailed position description: Provide the project team with direction and guidance. Plan all aspects of the system installs and monitor progress against the plan. Conduct team status and strategy meetings and generate status reports. Lead strategy meetings with technical staff and Account Executives. Proactively manage issues and risks. Control project scope (resource hours, all project costs - capital & labor, project schedule). Manage project budget. Support sales by providing project management and technical expertise. Work with clients to plan and prioritize support tickets and enhancement requests on initial products. Create training material. Provide on-site training for clients, supervisors, system managers, operators, all other personnel and/or departments requested by the clients. Produces and reports status of various activities to executive committee. Collaborate with technical team managers on staff allocation and skill set requirements. Produce proposals and renew client contracts.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? 11 How many of them possessed this extraordinary qualification (described below)?** The other applicants that were interviewed did not have as much direct experience as Ms. Gilbert.
- 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) Four (4) years of progressively responsible technical experience. (with BA)	This candidate has roughly eighteen years of the required experience.	Lead Implementation Project Manager Feb 2009 - Present Sr System Support Representatives Aug 2005 - Feb

		<p>2009</p> <p>System Support Representative <i>Sept 2003 – Aug 2005</i></p> <p>Dunhill Professional Services- Human Resource Specialist <i>May 1999 – September 2003</i></p> <p>First Commerce Corporation - Call Center Operation Support <i>May 1996-April 1999</i></p>
<p>2) Two (2) years of this experience must have included project management.</p>	<p>This candidate has upwards of 8 years of the required experience.</p>	<p>Lead Implementation Project Manager <i>Feb 2009 – Present</i></p>

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Technology in the way that it is used now is fairly modern. To find an individual with that amount of experience that has grown and invested their life's career focus is an extraordinary find.
- 4. How are the duties of the position relevant to the advanced qualification?** They are directly relevant. She has worked in the exact role that we require for eight years and also possesses an additional ten years of relevant experience.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Ms. Gilbert has the experience of more than four candidates hired at the minimum level. Hiring this individual would effectively provide the knowledge and experience that \$231,636 worth of IT Specialist III staff would in terms of experience.
- 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. Ms. Allison possesses qualifications along the same lines, but with a more advanced degree and less experience. She has already been granted a superior rate of pay.**

Rate granted (in steps; % must be in increments of 1.25): 18.75% above minimum

Appointing Authority Signature: _____