

Extraordinary Qualifications - Civil Service Form #1999

Requester Information

Name: JovanBell Date: 8/14/2019  
Email: JDBell@nola.gov  
Phone Number: 504-658-2528  
Department: Health Department

Employee Details

Employee Name: John Callahan  
Department: 360 - Health  
Appointing Authority: Fran Lawless  
Jennifer Avegno  
Emily Nichols

Is this a promotion or a new hire?  New Hire (Hired Above Minimum)  Promotion (Qualified Above Minimum)

Proposed Classification: HEALTH PROJECT & PLANNING MANAGER

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 8/25/2019

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: nola.gov

Detailed Position Description: Position oversees Emergency Preparedness and Healthy Environments programs. This work includes managing a five staff, writing and managing grants, emergency planning, leading emergency response efforts, and supervising enforcement of public health ordinances.

Qualifications

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

There are 3 applicants on the register. Only, 1 applicant possessed the extraordinary qualification of having 1 year experience in emergency management.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	One year emergency management experience	Over eight years of emergency management experience including emergency planning and leading emergency response efforts	Has six years of experience as an emergency manager for the Louisiana Governor's Office of Homeland Security and two years of experience at the Fulton County Board of Health. This board emergency management expertise knowledge from State level and examples from other health departments to this position.

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Public health emergency preparedness is a limited field and it is difficult to find someone who that have grant management and supervisory skills which are required for the HP&P Manager position. The Louisiana Department of Health's entry level public health emergency preparedness has a similar salary to this manager position.

How are the duties of the position relevant to the advanced qualification?: The Healthy Environments and Emergency Preparedness Manager supervises all emergency planning and response work the New Orleans Health Department. The position will lead our response in the Emergency Operations Center and will regularly need to coordinate with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

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 above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in the position long term.

Appointing Authority Approval

Name: Jennifer Avegno

Date: 8/14/2019

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Caitlin Doszkewycz

Date: 8/22/2019

Approval:  Approved  Denied  Cancel

Comment: Step 19, 2.5% is approved.