

**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: Lamar M. Gardere

Appointing Authority Department: Information Technology and Innovation

Appointing Authority Phone Number: 504-658-7639

Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Gregory Hymel

Current Class (if current employee): C0178

Proposed Class: C0181

Is this a promotion or a new hire? Promotion

What is the new job class? GEOGRAPHIC INFORMATION SYSTEMS ADMINISTRATOR

JOB POSTING & APPOINTMENT

Duration of job posting: 4 weeks

How position was advertised: Civil Service

Date of appointment: 6/6/2016

Type of appointment (provisional, etc.): probationary

Detailed position description:

Highly responsible technical and supervisory work directing, planning, implementing, and administering the City-wide Geographic Information Systems (GIS) program. Work includes evaluating and personally participating in the functions necessary to implement and sustain the creation, improvement, maintenance, and use of GIS databases and applications. Work also includes overseeing all aspects of the program's structure and design for effective use, both within the City and in coordination with outside public, regulatory, and public safety agencies, and others organizations. Duties also include:

- Developing, implementing, and overseeing strategic goals and objectives related to the City's GIS program.
- Leading, managing, planning, and administering the development and implementation of the City-wide Geographic Information Systems (GIS) program.
- Working with elected officials and executive-level staff in the formulation of management policies concerning the compilation of information and coordination of data through the City's GIS program; coordinating and overseeing the implementation of such policies.
- Coordinating with City department GIS representatives to identify, develop, and plan GIS projects and staffing needs, including coordinating and facilitating recurring GIS committee meetings.
- Developing and overseeing GIS division budget.
- Serving as a member of the regional GIS Infrastructure Group (GIG) representing the City in the formulation of GIS policy, data development, and data sharing affecting local and regional partners; participating in other external GIS related committee work acting on behalf of the City ensuring long-term, large-scale efficiencies of GIS data management and initiatives involving multi-agency cooperation.
- Participating in the selection of, motivating, and evaluating the work of assigned personnel; providing or coordinating staff training; working with assigned employees to correct deficiencies; implementing discipline and termination procedures as necessary.

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?

4 total on the list, 2 with extraordinary qualifications. The candidate we chose has the highest combination of subject matter expertise, education and management experience in GIS.

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) Bachelor's Degree	Master's Degree	M.S. from UNO
2) 7 years GIS Experience	20 years GIS Experience	Entergy, Tulane, Gulf Coast Aerial Mapping, Geographic Computer Technologies, City of N.O.
3) 3 years Managerial Experience	15 years Managerial Experience	Geographic Computer Technologies, City of N.O.

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

Individuals with these qualifications can be found but they are generally in higher paying positions than what the minimum entrance rate offers. The combination of managerial experience and subject matter expertise that is required at this level calls for a more senior person who often is unwilling to work at the minimum rate – a rate which is more fitting of a mid-level resource in this field.

4. How are the duties of the position relevant to the advanced qualification?

GIS technology has been in use in local governments for decades and, in most cities, started in one department then gradually gained acceptance ahead of being adopted citywide. Unfortunately, expansion in this fashion frequently resulted in isolated or, at best, loosely related siloed departmental systems throughout the organization. Such is the case here at the City of New Orleans. Although efficiencies have been gained within City departments, the full potential of GIS to the enterprise has not yet fully materialized. The GIS Director position is the glue that holds together these parts as one collection of GIS technology and data while preventing redundancy of effort and data.

In implementing Enterprise GIS, it is important to focus on:

- Developing a Citywide GIS approach using standards and consistent methodologies that address the needs of all units of the organization
- Development of GIS policy to govern creation, interoperability and maintenance of GIS data
- Migrating existing GIS applications and data to current GIS technology capable of supporting all potential users in a cohesive manner
- Integrating GIS data and services with other information systems within the organization as part of an overall enterprise information systems solution
- Adapting the GIS staffing structure to support the enterprise approach
- Training the IT and GIS staff to design, develop, and maintain the enterprise GIS resources
- Leading staff in departments that are new to GIS in the effective use of GIS specific to their business needs and to create and maintain current authoritative GIS data used, not only in their own departments, but also Citywide.

Local communities have an individual assigned with both the responsibility and resources to plan and oversee a geospatial strategy and program. The coordination responsibility is both horizontal (across the City's departments, agencies, and pseudo city-state agencies) and vertical (with federal, state, regional, and

neighboring jurisdictions), and thus requires the advanced skills, qualifications and experience present in this candidate to be effective across government.

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 annual salary for Gregory Hymel will be \$97,575.31. If we did not hire Gregory Hymel as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$415,480 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$199.75/hour. Hiring Gregory Hymel as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

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.

There are no other departmental employees in this classification.

Rate granted (in steps; % must be in increments of 1.25): \$97,575.31 or step 17 above minimum

Appointing Authority Signature: _____

