

**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: Jason Higginbotham
Appointing Authority Department: Security
Appointing Authority Phone Number: 504-218-3235
Appointing Authority E-mail: jhigginbotham@swbno.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Ashley Love
Current Class (if current employee): N/A **Proposed Class:** Principal Emergency Management Svc. Coordinator

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:** NOLA Civil Service site
Date of appointment: Near Future **Type of appointment** (provisional, etc.): New Hire- Probationary

Detailed position description: Performs supervisory level emergency management work relative to the developing, coordinating, and implementing specific emergency operations plans and operating procedures, developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies.

QUALIFICATIONS

- 1. How many applicants were on the eligible list?** 1 **How many of them possessed this extraordinary qualification (described below)?** 1
- 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.)
<u>1) EITHER:</u> <u>Permanent status with the City of New Orleans and one (1) year of experience as a Senior Emergency Management Services Coordinator with the City of New Orleans.</u> <u>OR:</u> <u>Six (6) years of progressively responsible work experience in an emergency preparedness program.</u> <u>AND</u>	<u>7 years/4 months in the field</u>	<u>Work Experience with multiple companies: Emergency Management Specialist at Oschner (2014-2020); Adjunct Professor in Emergency Management at Tulane University (2016-2019); Invoice & Support Specialist with ACDC Disaster Consulting (2021-2022); Field Liaison with FEMA (May 2022-Currently)</u>

<p>EITHER: A Master's Degree from an accredited college or university in a related field.*</p> <p>OR: A Certificate in Emergency Management (CEM) or the equivalent issued by the International Association of Emergency Managers (IAEM) or a comparable recognized management association.*</p> <p>OR: A Louisiana Emergency Management Professional Certificate (LEM-Professional) issued by the Louisiana Emergency Preparedness Association (LEPA).*</p>		
2) Same as above	Teacher	Ms. Love was an Adjunct Professor at Tulane University from 2016-2019 according to her resume; She instructed undergrads on Emergency Management/ Disaster Preparedness & Safety

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: **Qualified Applicants would not apply to the job posting as the rate is not competitive or due to the domicile rule.**
4. How are the duties of the position relevant to the advanced qualification?
The duties required a skilled professional. The current applicant advanced qualification includes a teaching background in Emergency Management and real-world out in the field experience. This knowledge will add value to the department: encourage educational training, build morale, and increase respect from subordinates with having a knowledgeable leader.
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 investment will increase the likely hood of the candidate longevity and decreasing the time spent looking for a replacement. Candidate possess the ability to increase EM knowledge among the employees
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 is no one at this level.**

Rate granted (in steps; % must be in increments of 1.25): Rate: Grade 84 Step 21; \$70,643
Appointing Authority Signature: 