

**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.

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CIVIL SERVICE DEPT
NEW ORLEANS
AUG 22 10 19 22

Appointing Authority Name: Alicia Barthe-Prevost
Appointing Authority Department: Health Department
Appointing Authority Phone Number: 504-658-2529
Appointing Authority E-mail: aabprevost@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Roslyn Whitesides
Current Class (if current employee): **Proposed Class:** Health Project & Planning Senior Worker-
 Bilingual Healthy Start Community Health Worker
Is this a promotion or a new hire? New Hire **What is the new job class?** C5512

JOB POSTING & APPOINTMENT

Duration of job posting: 4 weeks **How position was advertised:** nola.gov; facebook; worknola.com
Date of appointment: 8/15/2016 **Type of appointment** (provisional, etc.): provisional
Detailed position description:

Highly responsible professional work providing Healthy Start services of recruitment, enrollment, health information, and community referrals for assistance to at-risk families of Orleans parish; and related work as required.

QUALIFICATIONS

How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? Roslyn Whitesides possessed extraordinary qualifications for the position based on her 5+ years' experience in bilingual community initiatives.

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.)
High School Diploma or GED	High School Diploma	
1 year experience	5+ years of experience working with women, infants, and toddlers in a health or social service setting. Bilingual skills (English/Spanish)	Has extensive experience serving as a breastfeeding peer counselor for the bilingual mothers in Louisiana.

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

This position requires a unique set of qualifications when providing services to clients. Ms. Whitesides has 5+years of experience in bilingual breastfeeding peer counseling providing weekly breastfeeding day and evening phone classes/counseling with pregnant women referred for follow-up. Conducts and assists with group classes, prenatal and postnatal on the advantages and management of breastfeeding. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate.

- 2. How are the duties of the position relevant to the advanced qualification?** The Healthy Start program is a federal grant initiative that requires critical care of its clients. Such as, working with participants and other partner agencies and providers in the community over the phone and in person to assure that health care and social service needs are being met. Ms. Whitesides has extensive experience in assisting programs and community participants by making recommendations, offering referrals, and encouraging them to overcome breastfeeding obstacles.
- 3. How will hiring this person at the rate specified below 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. Rehiring or hiring someone that is not well-qualified will require time and money that could be better used with the right candidate. With Ms. Whitesides' experience she will be able to step into the role and function without difficulty.
- 4. 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.** None

Rate granted (in steps; % must be in increments of 011.25): Requesting a rate of \$24,271.54
(Grade 46, Step 11) 12.5% above base.

Appointing Authority Signature: Alivia B. Prewest, Deputy Director of Health