

**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: Charlotte Parent
Appointing Authority Department: Health Department
Appointing Authority Phone Number: (504) 658-2515
Appointing Authority E-mail: cmparent@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Erin McBurney
Current Class (if current employee): **Proposed Class:** Health Project & Planning Senior Analyst – Behavioral Health Program Lead

Is this a promotion or a new hire? New Hire **What is the new job class?** C5510

JOB POSTING & APPOINTMENT

Duration of job posting: 1 month **How position was advertised:** nola.gov; facebook; worknola.com
Date of appointment: TBD **Type of appointment** (provisional, etc.): permanent/classified
Detailed position description:

Highly responsible professional work performing specialized duties involving the planning and implementation of community health programs and activities; and related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Reviewed 31 applications, 5 had qualifications #1 & #2, one had qualification #3 (Erin McBurney).
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 in public health, social work or a related field	Master's degree in social work	Southern University at New Orleans (SUNO), 2013
2) One year of experience in mental health or substance abuse	Has 1+ year of mental health experience beyond the minimum requirement	Has worked at Jefferson Parish Mobile Crisis Services (mental health agency) since 2013
3) Experience must have included cultivating and sustaining cross-sector partnerships (i.e. bridging health and non-health fields) to improve health outcomes.	Experience with partnering and collaborating with cross sector agencies.	Jefferson Parish Human Services Authority, Jefferson Parish Sheriff's Office, and Jefferson Parish Coroner's Office to provide linkage to treatment with the goal of hospital diversion.

4) N/A	Social work licensure (LMSW)	License number: LA-#12196
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- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Ms. McBurney possesses a unique set of skills and experiences, including direct mental health service experience. Her experience with cross sector disciplines including the Jefferson parish sheriff, coroner and human service authority gives us someone with the mix of partners that we need to reach in Orleans Parish. His was not evident in the other candidates' experiences. The extraordinary qualifications listed above are difficult to find, especially at the minimum entrance rate; several web-based sources estimate the average salary for licensed social workers to be approximately \$45,000.
- 4. How are the duties of the position relevant to the advanced qualification?** The Behavioral Health Program Lead position involves the development of system- and policy-level strategies to improve delivery of behavioral health (i.e. mental health and substance abuse) services in New Orleans. Much of this work involves cultivating partnerships with area behavioral health providers. Through interviews, writing samples, and discussions with references, Erin McBurney has demonstrated the skill required to build partnerships that promote health. Furthermore, her qualifications make her uniquely suited for this position. Her Master's degree and licensure in social work give her strong subject matter expertise and behavioral health issues. Ms. McBurney's direct experience providing mental health services gives her a solid understanding of issues faced by individuals with mental illness and the agencies that serve them. This experience will strengthen the Health Department's credibility with community partners, which is crucial for advancing partnerships to improve the city's health outcomes.
- 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. McBurney offers strong value as a new hire for the City of New Orleans. Hiring above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in the position. Rehiring this position or hiring someone that is not well-qualified will require time and money that could be better used running an effective program with the right candidate from the beginning. For example, Ms. McBurney's qualifications make her well-suited to raise funding through grant applications; it is expected that funding leveraged through grants will represent a return on investment at least equal to the requested increase in pay rate.
- 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.**

Candidate	Cross-sector behavioral health experience?	Master's degree?	Licensure?
Shimaiya Williams	No	Yes (Master's in psychology and counseling)	No
Danielle Hill-Gaines	No (Her experience with MHSD was related but was in the area of developmental disability, not behavioral health)	No	No

Candidate	Cross-sector behavioral health experience?	Master's degree?	Licensure?
Aimee Blackham	No	Yes (Master's in counseling and guidance, PhD in counseling psychology)	No
Michael Galvin	No	Yes (Masters' in social work and public health)	No
Chris Weatherly	No	Yes (Masters' in social work and public health)	Yes

Rate granted (in steps; % must be in increments of 1.25): Requesting a rate of \$37,027.8389 (Grade 63, Step 11 – 12.5% above minimum.

Appointing Authority Signature: _____

Charlotte Pelt