

**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: Kenya Harry
Current Class (if current employee): **Proposed Class:** Health Project & Planning Senior Analyst-Community Engagement Specialist for Best Babies Zone
Is this a promotion or a new hire? New Hire **What is the new job class?** C5510

JOB POSTING & APPOINTMENT

Duration of job posting: 4 weeks **How position was advertised:** nola.gov; facebook; worknola.com
Date of appointment: 3/15/2016 **Type of appointment** (provisional, etc.): permanent/classified
Detailed position description:
 Highly responsible professional work that is responsible for partnership development with various agencies working both within the Best Babies Zone and throughout the City of New Orleans. Organizing and building community collaborations and related work as required.

QUALIFICATIONS

How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 15 candidates applied, Kenya Harry possessed extraordinary qualifications for the position based on her 10+ years' experience in community engagement and outreach programming.

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.)
Bachelor's degree	Master's degree	M.P.H (Maternal & Child Health)-Tulane University
2 years' experience	10+ years of community engagement experience beyond the minimum requirement	Have extensive experience identifying, developing, and cultivating partnerships with businesses, community organizations, and educational institutions.

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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 demonstrating experience and interest in relationship building, outreach/organizing, neighborhood planning, and community development. Ms. Harry has over 10 years of experience in community engagement but also a proven track record and experience working with diverse partnerships to achieve goals. 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? New Orleans is one of three cities selected nationally by the Kellogg Foundation to implement a BBZ and work in partnership with national leaders to change outcomes for families. Ms. Harry has over 10 years of experience in community engagement. She has the necessary skill set to cultivate partnerships with businesses, community organizations, and political leaders.

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. Harry's 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 \$41,925.54
(Grade 63, Step 21) midpoint of base.

Appointing Authority Signature: _____



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