

Extraordinary Qualifications - Civil Service Form #2978

Requester Information	
Name: SharonMcDaniel	Date: 12/16/2022
Email: Sharon.McDaniel@nola.gov	
Phone Number: 504-658-4738	
Department: Fire Administration	
Employee Details	
Employee Name: Tomekia Dunkley	Appointing Authority: Robert Nelson Ebert Thomas, Jr.
Department: 250 - Fire	
Is this a promotion or a new hire?: ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)	
Proposed Classification: MANAGEMENT SERVICES ADMINISTRATOR	Current Classification: MANAGEMENT SERVICES ADMINISTRATOR
Job Posting and Appointment	
Type of Appointment: Probationary	Date of Appointment (if known): 12/25/2022
Duration of Job Posting: 7/29/22	
Method(s) of Advertising?: GovernmentJobs/neworleans	
Detailed Position Description: The incumbent will oversee the preparation and monitoring of the department's operating and capital budgets including coordinating the preparation and presentation at City Council Budget hearings; supervise professional staff assigned to the department's personnel, payroll, and budget units. Advise the Appointing Authority on administrative and procedural matters. Develop and implement agency administrative policies and procedures in compliance with federal, state, local and departmental laws, rules, and regulations. Direct the preparation of reports to the Personnel Director, City Council members and department heads regarding management and budget matters and other items related to the overall operation of the department. Write contracts and provide aid to legal department on major contracts. Provide direction and guidance to program directors and section heads in matters of policy and procedure development, interpretation, and implementation. Meet with representatives or other agencies on topics concerning the department; serve as liaison in legal matters involving the department.	
Qualifications	

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

1

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
A Bachelor's Degree from an accredited college or university.* 2) Five (5) years of progressively responsible professional administrative, exempt level work, of which, three (3) years must have included experience in budget preparation and administration and human resources administration. At least one (1) year of this experience must have included supervising an administrative staff. Note: A Master's Degree from an accredited college or university may be substituted for up to one year of non-supervisory experience.*	20 years relevant experience	She has a MPA and more than 14 years of government experience and a total of 20 years of relevant knowledge of the inner workings of City Hall, Budget and Human Resources in addition to extensive experience with constituent based service agencies. Ms. Dunkley's unique blend of experiences go beyond the minimum with the necessary support to better serve New Orleansians, streamline processes, and establish continuity.

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

Due to the level of experience set with the minimum qualifications of this posting and the few candidates referred, it is clear that there are not many qualified individuals available in the labor market; in fact Ms. Dunkley exceeds the minimum qualifications. Her existing government expertise and her background in Finance, Human Resources and Government operations will allow her to support our efforts with establishing effective and efficient administrative operations for the Fire Department.

How are the duties of the position relevant to the advanced qualification?:

This position will serve as a primary, non-commissioned administrator for the Fire Department, which will play an intricate role in developing policy and interacting with key stakeholders. The candidate's advanced qualifications of 14 years working in an executive level field within governmental entities and executive groups make her extremely qualified and well-suited for this position.

Are there other departmental employees in this classification with the same or equivalent qualifications: ☐ Yes ☒ No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Hiring a candidate such as Ms. Dunkley will provide more robust inhouse executive, administrative, staff and constituent support someone with her experience in this position will enhance NOFD administrative services levels. For example, Ms. Dunkley will executive and administrative tasks that are currently performed by higher ranking commissioned officers. As a result, they will b perform more of the complex regulatory Fire Operations.

Appointing Authority Approval

Name: Roman Nelson

Date: 12/20/2022

Approval: ☒ Approved ☐ Denied

Comment:

Class & Pay Approval

Name: Nalika Vassel

Date: 12/22/2022

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: We do not have any objections at this time.

