

**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:** Jared Munster  
**Appointing Authority Department:** Safety and Permits  
**Appointing Authority Phone Number:** 504.658.7204  
**Appointing Authority E-mail:** jemunster@nola.gov

RECEIVED  
CIVIL SERVICE DEPT  
NEW ORLEANS  
2016 AUG 10 4:42 PM

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Eneida Allison  
**Current Class** (if current employee): N/a      **Proposed Class:** IT Specialist III (GIS)  
**Is this a promotion or a new hire? What is the new job class?** New Hire: IT Specialist III (GIS)

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** Register as of 05/06/2016      **How position was advertised:** nola.gov, mailed to register  
**Date of appointment:** Aug. 22 2-16      **Type of appointment** (provisional, etc.): Probationary  
**Detailed position description:** Please See attached

**QUALIFICATIONS**

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Eighteen on the register, seven replied. The Selected Candidate had by far the most qualifying years of experience.
- 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) Bachelor's degree</u>	<u>Master's Degree</u>	<u>University of New Orleans</u>
<u>2) 2 years</u>	<u>13</u>	<u>Total of 15 years</u>
<u>3) experience in GIS</u>	<u>Certified GIS Professional +more</u>	<u>Certified by governing body</u>

- Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Other applicants had similar experience; however this candidate had specific experience in municipal government and federal government (defense contracting)

**4. How are the duties of the position relevant to the advanced qualification?**

All of her advanced qualifications speak directly to what is required by Safety and Permits

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

We used the IT hiring matrix from 2011m (attached). She was well within all guidelines

**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. N/A**

**Rate granted (in steps; % must be in increments of 1.25):** Superior Step 16. 18.75% (\$69,771)

**Appointing Authority Signature:** \_\_\_\_\_