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: __Lamar M. Gardere__

Appointing Authority Department: __Information Technology and Innovation__

Appointing Authority Phone Number: __504-658-7639__

Appointing Authority E-mail: __lmgardere@nola.gov__

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Chelsea Core

Current Class (if current employee):   **Proposed Class:** CO177

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

New   IT Specialist III (Web Developer)

JOB POSTING & APPOINTMENT

Duration of job posting: **How position was advertised:** Civil Service

Date of appointment: **Type of appointment** (provisional, etc.): Permanent

Detailed position description:

Highly responsible technical work developing and maintaining the City's Internet-based applications, services, and software. Assisting in the strategic technology planning and implementation of major IT projects/support including infrastructure, computing, internet and e-systems. Supporting reporting mechanisms to capture information on the current status of the environment and present performance to management and other departments. Assisting in the implementation of policies, procedures, and technologies to ensure web security. Maintaining technical and business documentation. Coordinating with operations to ensure availability, reliability, and scalability of web applications to meet business demands. Troubleshooting and resolving hardware and software problems. Recommending and executing modifications to Web software in order to improve efficiency, reliability, and performance. Assisting in the development and delivery of training to ensure website content is updated. Also includes related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**
   12 applicants qualified for the position

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) Education	Specialized (related) Advanced Degree	LSU Masters Degree - Geography
2) Experience	8 years of Web & GIS Experience	Lake Pontchartrain Basin Foundation
3) Certifications	GISP and GISCI Certifications	Nationally recognized certs

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**
Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

4. **How are the duties of the position relevant to the advanced qualification?**
Ms. Core's work experience in developing tools to utilize multimedia combined with social media and webmaps are the skills most relevant to the city's web technologies.

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

The annual salary of Chelsea Core will be $74,242.08. If we did not hire Chelsea Core as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately $191,880 annually for the resource. This is calculated based on a 2,080 hour year at a rate of $92.25/hour. Hiring Chelsea Core as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

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.**
None

Rate granted (in steps; % must be in increments of 1.25): _____$74,242.08; 25.0%_____

Appointing Authority Signature: _____