

**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: Michelle M. Woodfork
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: 504-658-5757
Appointing Authority E-mail: mmwoodfork@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Sylvia S. Martin
Current Class (if current employee): Police Investigative Specialist
Proposed Class: Police Investigative Supervisor
Is this a promotion or a new hire? Promotion **What is the new job class?** Police Investigative Specialist Supervisor, Class Code 7152

JOB POSTING & APPOINTMENT

Duration of job posting: 10-14/2022-Present **How position was advertised:** Civil Service Website
Date of appointment: *TBD* **Type of appointment (provisional, etc.):** Promotional
Detailed position description: This is a first line supervisory position of Police Investigative Specialists. Incumbents are responsible for administrative functions of an assigned section and supervision of assigned staff.

Highly responsible protective services and administrative work assisting in the preliminary phase of investigations in the Public Integrity Bureau (P.I.B.) of the New Orleans Police Department. The responsibilities of this job include conducting investigative research for all P.I.B. cases; documenting areas of violation, collecting and preserving P.I.B. case evidence; analysis of P.I.B. case documentation including but not limited to: audio-taped statements, photographs, payroll records, daily activity sheets, and police incident reports; recommending appropriate investigative course of action for P.I.B. cases; conducting preliminary case interviews to identify all accused members of N.O.P.D.; performing weekly statistical analysis of all cases to include in P.I.B.'s weekly MAX Report; drafting of all case correspondences upon completion of investigation; acting as a liaison between P.I.B. and all district personnel; and related duties as required.

10-14-2022
10:00 AM
10/14/2022

QUALIFICATIONS

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

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) Eleven (11) years of experience within PIB. | Thirty-three (33) years of law enforcement. fifteen (15) years of supervisory experience | New Orleans Police Department |
| 2) | | |
| 3) | | |

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of the candidates resume' revealed Mrs. Sylvia Martin possess an extensive background in law enforcement and previous service with the New Orleans Police Department in the Public Integrity Bureau as both a commissioned and civilian employee.

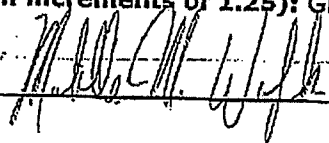
4. How are the duties of the position relevant to the advanced qualification? The qualifications possessed by Mrs. Sylvia Martin are relevant to the position in that Mrs. Martin legal knowledge will assist P.I.B. in interpreting departmental rules, policies, and procedures. Also, Mrs. Martin years of experience as an investigator will provide insight and knowledge into the initial documentation and investigation of P.I.B. cases.

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 hiring of Mrs. Sylvia Martin will demonstrate an immediate financial advantage for the City of New Orleans. Hiring Mrs. Martin will help with the current backlog of P.I.B. cases.

6. List other departmental employees in this classification. New position created by Civil Service in 2022. Do they also possess the exceeded qualification and is it job related? N/A 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): Grade: 78, Step 21, 10% above the minimum.

Appointing Authority Signature: _____

 2/28/2023