

**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: Superintendent Michael S. Harrison
Appointing Authority Department: New Orleans Police Department
Appointing Authority Phone Number: 504-658-5757
Appointing Authority E-mail: msharrison@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Kristin Rhodes
Current Class (if current employee): Social Worker III **Proposed Class:**
Is this a promotion or a new hire? Retroactive New Hire Appointment **What is the new job class?**

JOB POSTING & APPOINTMENT

Duration of job posting: 4 months **How position was advertised:** Civil Service Website
Date of appointment: 7/24/2016 **Type of appointment** (provisional, etc.): Probationary
Detailed position description: Highly responsible professional and some supervisory work overseeing and providing individual, family and group counseling to Police Office and their families as part of the NOPD officer Assistance program. Employees in the classification act as a liaison between NOPD and external mental health agencies; and related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** Twenty-nine applicants have been provided to NOPD on the eligible list.
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) Three years of experience.	Exceeds- 20+ years of experience of providing clinical and/or crisis intervention services to adults, families and children	Experience at The children's bureau of New Orleans, Family Preservation of Louisiana and Key Behavior Mental Health Agency
2). General Clinical Experience	Employee possesses the specific victim witness/justice advocacy experience that is required to perform the duties of this job.	Licensure as a Licensed Master Social Worker as well as experience conducting needs assessments for victims of crimes including but not limited to: domestic abuse and sexual assault crimes.
3)		

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Her qualifications reflect knowledge on assessing problems and determining appropriate types and methods of treatment, and implementing intervention methodologies. Also has experience providing supportive counseling and crisis intervention and a wealth of knowledge regarding community-based resources and advocacy groups.
4. **How are the duties of the position relevant to the advanced qualification?** Demonstrates competencies and understands the importance of appropriate follow-up contact with victims. These are distinctive qualifications that are necessary to facilitate the duties of the Justice Advocate.
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 Kristin Rhodes will demonstrate immediate financial advantage for the City of New Orleans. Implementing a Victims Witness Assistance Program will provide a system for mental health counseling for victims of domestic abuse. According to the Bureau of Labor Statistics' latest Occupational Employment Survey of the New Orleans metro area, the mean salary of "social worker III" in the New Orleans region is \$60,750. Therefore, the proposed salary of \$40,896 remains below market rate.
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.** Other departmental employees are: Rhonda Hill, Elizabeth Landry, Michael Miller, Rachelle Thomas and Josh Long. All employees listed previous do not possess the extraordinary qualifications.

Rate granted (in steps; % must be in increments of 1.25): 8 steps, base salary \$40,896 (grade 68, step 9)

Appointing Authority Signature:


MICHAEL S. HARRISON, Superintendent of Police

RECEIVED
CIVIL SERVICE DEPT
NEW ORLEANS

2016 NOV 22 PM 1:02