

**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: Shaun D. Ferguson _____
Appointing Authority Department: _____ Police Department _____
Appointing Authority Phone Number: _____ 504-658-5400 _____
Appointing Authority E-mail:
_____ sdferguson@nola.gov _____

EMPLOYEE INFORMATION

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

JOB POSTING & APPOINTMENT

Duration of job posting:/ Continuously _____ **How position was advertised:** Civil Service Website
Date of appointment: 4/18/21 **Type of appointment** (provisional, etc.): Probationary
Detailed position description: This position will serve as Director of the New Orleans Police Department's Officer Assistance Program. The OAP program was created to assist New Orleans Police Officers, Civilian employees and their families with a centralized and comprehensive range of mental, physical and emotional well-being services.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 17, None possesses the extraordinary qualifications.
- 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. 1) A Master's Degree from an accredited school of Social Work for an accredited college or university.* 2. Licensed Master's Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), or	Out of 18 applicants, Ms. Crowded ranked number one, along with 4 other applicants. Her experience outweighed the applicants because she possesses specialized supervisory work in counseling assessments, referral and other human services to individuals, families, and groups in a community, institutional, clinical and/or home setting. The candidate also possesses a Doctorate in Philosophy. Employee has over 14 years of qualified experience in the field of social work.	

<p>Certified Social Worker (CSW) licensure by the Louisiana State Board of Social Work Examiners. *</p> <p>3. One (1) year of professional experience in the field of Social Work, Social Welfare or Public Health.</p>	<p>Ms. Crowden has Law enforcement experience at NOPD, as well as served as an advocate for NOPD. This experience isn't readily available in the labor market.</p> <p>Ms. Crowden has over 4 years of Law enforcement experience at NOPD, which equips her with the understanding of the stressors that our Officers face daily. Her experience is unique because not only is she a former Police Officer, but she served as a NOPD Advocate against domestic violence, for over 2 years. She's extremely knowledgeable with Police Policies & Procedures, which will aid in her role as the Director of the Office Assistance Program. This type of hands on experience isn't readily available in the labor market.</p>	
2)		
3)		

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: Out of 18 applicants, Ms. Crowded ranked number one, along with 4 other applicants. Her experience outweighed the applicants because she possesses specialized supervisory work in counseling assessments, referral and other human services to individuals, families, and groups in a community, institutional, clinical and/or home setting. The candidate also possesses a Doctorate in Philosophy. MS. Crowden has Law enforcement experience at NOPD, as well served as an advocate for NOPD. This experience isn't readily available in the labor market.**
4. **How are the duties of the position relevant to the advanced qualification? Ms. Crowden supervised a multi-disciplinary staff of clinicians, administrative staff, case managers and interns. She monitored standards of service, and served as the Clinical Director, which included behavioral assessments.**
5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Social Worker skills at the level of Ms. Crowden are extremely well paid in the current market. Hiring at the above minimum rate, is a great incentive for above qualified applicants. Hiring at this rate, would prevent turnover, which in turn would be a financial advantage for the City.**
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. Rachelle Thomas**

Rate granted (in steps; % must be in increments of 1.25): 21

Appointing Authority Signature: _____