

**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:** Charlotte Parent

**Appointing Authority Department:** Health Department

**Appointing Authority Phone Number:** 504-658-2515

**Appointing Authority E-mail:** cmparent@nola.gov

RECEIVED  
 CIVIL SERVICE DEPT  
 NEW ORLEANS  
 2015 OCT 21  
 9:39 AM

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Juliette Frazier

**Current Class** (if current employee): \_\_\_\_\_ **Proposed Class:** Health Project & Planning Analyst

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

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 8 weeks **How position was advertised:** nola.gov; facebook; worknola.com  
 Previously posted from April, 2015 until new system was put in place.

**Date of appointment:** TBD **Type of appointment** (provisional, etc.): permanent/classified

**Detailed position description:**

Inspectional, educational and consultative work in securing compliance with laws and regulations governing environmental health programs including sound. Work includes developing and conducting presentations and training programs on noise abatement and mitigation. Work also includes coordinating the public involvement process and working with the New Orleans Police Department, community leaders, businesses and citizens on proactive approaches to Healthy Environments and related work as required.

This position requires field work which may be performed outdoors and on evenings and weekends.

**QUALIFICATIONS**

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 2 people have been deemed civil service eligible list, refused the position due to low salary. Over 20 applicants inquired were considered and position discussed by telephone, but did not follow up with applications.
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) Bachelor's degree in Public Health	Master's degree in public health and business administration	Tulane University School of Public Health – Environmental Health/Disaster Management
No experience	Volunteered in the Health Department under the Healthy Environments Program	Worked with the Health Department for the last 6 months, active member of the NOHD medical reserve corps

Additional trainings	Additional Health Department required trainings.	FEMA trainings completed (mandatory for the health department)
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**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

As this is a new program for the Health Department, as well as a public facing program where the person must have excellent interpersonal skills, the ability to hire a Masters prepared candidate, specifically with an environmental health background as well as a volunteer to the health department who has worked on projects in the new Healthy Environment program is advantageous to making the roll out of the program successful.

**4. How are the duties of the position relevant to the advanced qualification?** The Healthy Environment outreach/educator position requires the ability of the candidate to carry out the educational aspects as well as the enforcement issues that will be required in a program that will include heavy engagement of the public, citizens as well as tourist to the city. As a masters prepared candidate in environmental health as well as the volunteer work done with the program, ensures that Ms. Frazier understands the expectations as well as has demonstrated the ability to perform the duties.

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring above the minimum entrance rate will allow the Health Department to hire a well-qualified candidate that will stay in the position. We have also been able to observe the candidate’s ability to interact with the public and her ability to produce materials that can be easily understood by the community with which she will be serving.

**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):** Requesting a rate of \$29,608.00 (Grade 54 , Strep 11) 12.5% above base.

**Appointing Authority Signature:** Charleston RA