

**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

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Michael Crumpler  
**Current Class (if current employee):** Proposed Class: Health Project & Planning Senior Analyst  
**Is this a promotion or a new hire? What is the new job class?** New Hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 6 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:**

**QUALIFICATIONS**

Advanced administrative support work relative to a grant program. Work includes managing the Program Director's schedule/calendar, making travel arrangements, screening and handling telephone communications, and dealing directly with administrative problems and inquiries; acting as a primary point of direct administrative contact, coordination, and liaison with other offices, individuals, and external institutions and agencies on a range of complex operational and administrative issues. Work also includes the monitoring and coordinating of accounting activities, preparation of internal reports for management, and participation in the administrative aspects of budget planning and management and assisting with project development and planning to ensure more efficient service and organization of the office; and related work as required.

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

**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.)
Bachelor's degree		
1 year experience	8 years' experience in operations, including personnel, finance and human resources.	See resume

**1. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

Ms. Crumpler has 9 total years of experience in operations as well as grant administrative support.

2. **How are the duties of the position relevant to the advanced qualification?** The Healthy Start program is a federal grant initiative that requires administrative operational support to ensure that the needed reports and administrative duties are completed. Ms. Crumpler has extensive experience in operational responsibilities that are required.
3. **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. The current position has been vacant for 9 months. With Ms. Crumpler's experience she will be able to step into the role and function without difficulty.
4. **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 \$37,027  
(Grade 63 , Step 11) 12.5% above base.

**Appointing Authority Signature:** Christina R. S.

Micheal Crumpler



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**Education**

*B.A. in Political Science*, North Carolina Central University, Durham, NC, May 2006

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**Work Experience**

*Administrative & Programs Manager, Recirculating Farms Coalition*, New Orleans, LA, July 2014-Present

- Manage our volunteer and email database to ensure that information is being communicated to the community about upcoming events and workshops.
- Organize and develop workshops that we hold at the community farm center, which teaches and expose the community to gardening techniques, "farm to table" concept, and the importance of physical activity.
- Provide grant and donation support for the organization, ensuring security of the operations and programming that is needed to effectively implement the mission
- Troubleshoot potential issues and maintain regular communication regarding process updates.
- Research potential community partners and community outreach initiatives
- Develop and maintain relationships with local community organizations

*Operations Assistant (Contract), Century Ship Service*, Hallandale, FL, November 2008- February 2014

- Manage travel and visa requirements process for future employees
- Ensure contractors complete hiring process from beginning to end
- Responsible for quality assurance in different office procedures and handling account receivables
- Managed payroll preparation and time recording system
- Assisted in management of warehouse inventory
- Manage schedules for upper level management using Microsoft Outlook
- Responsible for distributing marketing materials to various potential customers
- Work in a global environment with business partners to complete projects in a budget-friendly and timely manner

*Office Manager, Marine Professionals Inc.*, Fort Lauderdale, FL, July 2006- June 2008

- Supervised all phases of the hiring process
- Conducted new hire and benefits package orientation that included health care plans
- Handled accounts receivables and payable successfully
- Established and developed wage incentives guidelines for pay raises and promotions
- Reviewed and updated employee handbook quarterly
- Performed key clerical duties on a daily basis

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**Skills**

**Computer:** Microsoft Word, Power Point, Outlook, Quick Books, Mail chimp, Google Docs, Drop box  
**Affiliations:** Volunteer for Second Harvest Cooking Matters Program, Volunteer for New Orleans Fruit Tree Project, CASA New Orleans, United States Air Force Cadet (High School/Undergraduate Studies)

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References Available upon request