

**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: Lamar M. Gardere
Appointing Authority Department: Information Technology and Innovation
Appointing Authority Phone Number: 504-658-7639
Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Caroline Demay
Current Class (if current employee): _____ **Proposed Class:** _____
Is this a promotion or a new hire? What is the new job class? _____

JOB POSTING & APPOINTMENT

Duration of job posting: 12 months **How position was advertised:** GIS Job website (gjc.org)
Date of appointment: 6/6/16 **Type of appointment (provisional, etc.):** _____
Detailed position description: ITI GIS Manager

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**
 10 applicants, 8 possessed 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) Bachelors Degree	Specialized (Related) Advanced Degree	University of Albany, NY
2) 5 years experience in the management, design and/or implementation of GIS	11 years GIS experience, 7 years of supervision, and multiple certifications	Resource Data, Inc. Houston, TX

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

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

4. **How are the duties of the position relevant to the advanced qualification?**

The GIS Manager oversees the day to day operations across the entire Enterprise, spanning multiple departments and agencies. This position directly manages 4-5 GIS Analysts within IT and indirectly manages several more across the organization. These tasks require highly technical skills as well as organizing a combination of ad-hoc requests and project based work.

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 annual salary of Caroline Demay will be \$88,344. If we did not hire Caroline as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$244,712 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$117.65/hour. Hiring Caroline as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

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.

This is currently the only classified ITI GIS Manager position within the City.

Rate granted (in steps; % must be in increments of 1.25): \$88,344
Appointing Authority Signature: _____

step 21 + 2590

