

**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

2016 MAR 22 AM 11:50
 CIVIL SERVICE DEPT
 101 PINE ST
 NEW ORLEANS, LA 70112

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Alisha Key
Current Class (if current employee): **Proposed Class:** Health Project & Planning Senior Analyst-Healthy Start Case Manager

Is this a promotion or a new hire? New Hire **What is the new job class?** C5510

JOB POSTING & APPOINTMENT

Duration of job posting: 4 weeks **How position was advertised:** nola.gov; facebook; worknola.com
Date of appointment: 3/7/2016 **Type of appointment** (provisional, etc.): permanent/classified

Detailed position description:

Highly responsible professional work performing specialized duties involving case management services for individuals and/or families who are pregnant or have a child under two years old; and related work as required.

QUALIFICATIONS

How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 9 candidates applied, Alisha Key possessed extraordinary qualifications for the position based on her 2+ years' experience in case management and programs.

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	2+ years of case manager experience beyond the minimum requirement	Has extensive experience serving as a case manager providing services to clients in day programs.

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

This position requires a unique set of qualifications when providing services to clients. Ms. Key has 2+years of experience in case management but also in conducting and developing training classes on life

skills and arranging medical appointments for clients, transportation, and facilitating care coordination. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate.

2. **How are the duties of the position relevant to the advanced qualification?** The Healthy Start program is a federal grant initiative that requires critical care of its clients. Such as, conducting home visits, prenatal, postpartum, mental health, and newborn assessments. Ms. Key has extensive experience in case management that is 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. Rehiring or hiring someone that is not well-qualified will require time and money that could be better used with the right candidate. With Ms. Key'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 \$34,368.31
(Grade 63, Step 5) 5% above base.

Appointing Authority Signature: _____

Charlotte M. O'F

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