

**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: Charles Brown  
 Appointing Authority Department: NOPL  
 Appointing Authority Phone Number: 504-596-2207  
 Appointing Authority E-mail: cbrown@notalibrary.org

**EMPLOYEE INFORMATION**

Name of Employee with Extraordinary Qualifications: Christopher Nulph  
 Current Class (if current employee): \_\_\_\_\_ Proposed Class: \_\_\_\_\_  
 Is this a promotion or a new hire? What is the new job class?  
New hire CB533

**JOB POSTING & APPOINTMENT**

Duration of job posting: continuous How position was advertised: noia.gov. indeed.com  
 Date of appointment: hire date Type of appointment (provisional, etc.): noia.org  
 Detailed position description: see attached

**QUALIFICATIONS**

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?  
15; 1
- 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) <u>4yr opt M.S degree</u>	<u>Exceptional customer service experience</u>	<u>NOPL-ENO Regional branch</u>
2)		<u>two other branches</u>
3)	<u>(see attached)</u>	

- Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: By the candidates interviewed, Mr. Nulph was considerably above others in customer service expertise.
- How are the duties of the position relevant to the advanced qualification?  
Duties will encompass management of library regional locations and two other branches.
- How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.  
The rate requested is a minimal one step above entry.
- 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.  
Three current employees exceed compensation and one employee matches requested rate

Rate granted (in steps; % must be in increments of 1.25): Step 2 - \$54,488.42 Step 3 - \$56,488  
 Appointing Authority Signature: Charles M. Brown

#56,488

**From:** Charles Brown

**Sent:** Wednesday, May 03, 2017 12:01 AM

**To:** Veleaka Jordan <VJordan@nolalibrary.org>; Jessica Styons <jstyons@nolalibrary.org>

**Subject:** Re: Extraordinary Qualifications Regional Manager

1. Of the applicants interviewed, Mr. Nulph was considerably above others in terms of the type of experience he possesses, both in terms of a current administrative role in a busy, fast-paced top-tier library system in FL as well as broad and extensive customer service experience in a high volume and respected customer-driven operation (a goal for the New Orleans Public Library): the Universal Studios theme park.

2. Duties will encompass management of one of the Library's largest locations and direct supervision of the managers of two smaller library operations, including its location in the still-recovering Lower Ninth Ward.

3. The rate being requested is a minimal one step above entry. Training required and familiarity with operations are expected to be rapid, resulting in cost savings in terms of the time expected to be needed by the employee's supervisor in acclimating him to the duties/expectations of his new position and the anticipation of minimal ongoing guidance being required.

4. There are currently four other incumbents in this position. Three exceed the compensation being offered to this applicant, and the other's salary will be identical.