

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: Michael Harrison, Superintendent of Police

Appointing Authority Department: New Orleans Police Department

Appointing Authority Phone Number: (504) 658-5757

Appointing Authority E-mail: msharrison@nola.gov

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EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Dwayne Pierce

Current Class Police Human Resource Administrator **Proposed Class:** N/A

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

JOB POSTING & APPOINTMENT

Duration of job posting: Currently Open **How position was advertised:** Civil Service Website, Times Picayune, Advocate

Date of appointment: 07/10/2016

Type of appointment (provisional, etc.): Probationary

Detailed position description:

Under general direction of the Assistant Superintendent of Police, this position serves as N.O.P.D.'s Human Resource Manager by managing and directing the activities of subordinate staff providing a wide range of human resources support for the department, including acting as a liaison with the civil service, finance and law departments. Work includes departmental recruitment and selection activities, managing transfers and personnel orders, employee relations, and employee discipline and grievances. This position participates in consent decree activities and various committees. Work also includes planning, organizing, directing and evaluating the performance of assigned staff; establishing performance requirements and personal development targets; and related duties as required.

QUALIFICATIONS

1. How many applicants were on the eligible list? 9 How many of them possessed this extraordinary qualification (described below)? 1

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) six (6) years of responsible professional administrative experience in a centralized human resources	Applicant possesses over 20 years of human resources experience.	Please see attached resume.

<p>experience must have been at an exempt (salaried) level and must have included the drafting of personnel procedures, recruiting, and training. At least one (1) year of this experience must have been in a supervisory capacity.</p>		<p>RECEIVED CIVIL SERVICE DEPT NEW ORLEANS 2016 JUL 11 P 3:06</p>
<p>2)</p>		
<p>3)</p>		

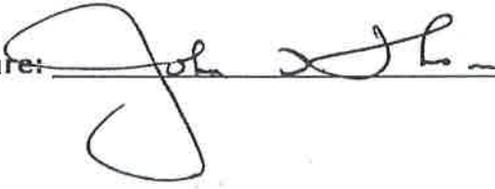
3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of candidates on the eligible list determined that Mr. Pierce possessed a vast amount of years of experience that far exceeded that of other applicants as well Mr. Pierce has the needed employee relations experience to manage the newly implemented NOPD evaluation process.

4. How are the duties of the position relevant to the advanced qualification? The advanced qualifications possessed by Mr. Pierce are imperative to successfully performing the duties of a Human Resources Director. Mr. Pierce's advanced knowledge as it relates to the specifics of the operations of a centralized human resource division will aid in the management of the city's largest department Human Resource office.

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 hiring of Mr. Pierce will demonstrate immediate financial advantage for the City of New Orleans. Hiring Mr. Pierce will allow the department to better manage all human resources and payroll activity as mandated by the Federal Consent Decree. The current average annual salary for a Human Resources Director in markets similar to that of the New Orleans Metropolitan Area is approximately \$94K. After salary negotiations Mr. Pierce agreed to a salary of \$81,999 for the position of Police Human Resource Administrator within NOPD a difference of \$18,039 above the minimum salary based on superior qualifications.

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.

Rate granted (in steps; % must be in increments of 1.25): Grade: 90 Step: 21, 25% above the minimum.

Appointing Authority Signature:  7/8/16