

**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: Alexandra Norton
Appointing Authority Department: NOAB
Appointing Authority Phone Number: 504-303-7637
Appointing Authority E-mail: alexn@flymsy.com

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Eric Johnson
Current Class (if current employee): Tech III **Proposed Class:** Principal Maintenance Supervisor (C8049)
Is this a promotion or a new hire? Promotion **What is the new job class?** C8049

JOB POSTING & APPOINTMENT

Duration of job posting: 1/17/18 - Present **How position was advertised:** Civil Service Site
Date of appointment: 6/4/18 **Type of appointment** (provisional, etc.): Probationary
Detailed position description:
 See attached

QUALIFICATIONS

1. **How many applicants were on the eligible list?** Nine (9). **How many of them possessed this extraordinary qualification (described below)** Two (2)
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.)
EITHER: Permanent or probationary status with the Aviation Board as either an Airport Skilled Maintenance Supervisor or Airport Technician Specialist and one (1) year of experience in that classification. OR: Four (4) years of experience in stationary engineering or other skilled trades, with at least two (2) of those years in a supervisory capacity.	Over eight (8) additional years of experience supervising employees in stationary engineering. As well as four (4) additional years providing training for new building engineers.	

<p>One or more certifications that are applicable to the area of supervision in the following fields:</p> <ul style="list-style-type: none"> • Building Engineering: 1st or 2nd Class HVAC or Boiler License* • EPA Certification 	<p>Licenses above minimum requirements:</p> <p>1st CLASS BOILER</p> <p>1st CLASS AIR CONDITIONING</p> <p>EPA CERTIFIED TECHNICIAN TYPE: Type I and Type II License</p>	
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3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: *We have a proven history of difficulty in recruiting management positions in the trades at the Airport.*

4. How are the duties of the position relevant to the advanced qualification?
Having significant experience with the chillers, pumps, HVAC systems and environmental systems construction and maintenance operations we anticipate that his knowledge and skill set will translate into assisting the department to become more functional and effective.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. *We will be able to complete work in-house during regular hours instead of contracting out or incurring overtime. Generally it costs us 3 x more to contract out the services and 50% more per hour to use current employees on overtime.*

6. List other departmental employees in this classification. Ronald Williams. **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): 5 steps: 5% above the hiring minimum \$46,306.1783

Appointing Authority Signature:  _____