

**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: _____Henrietta Brown for Kevin Dolliole_____

Appointing Authority Department: NOAB

Appointing Authority Phone Number: 504-303-77

Appointing Authority E-mail: henriettab@flymsy.com

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: David Staples, A.A.E.

Current Class (if current employee): _____ **Proposed Class:** _____

Is this a promotion or a new hire? What is the new job class? New Hire; Airport Assistant Manager Operations

JOB POSTING & APPOINTMENT

Duration of job posting: _____ **How position was advertised:** City & Airport Website; AAAE and ACI-NA (Airport trade organizations)

Date of appointment: _____ TBD **Type of appointment** (provisional, etc.): Probationary

Detailed position description: See attached

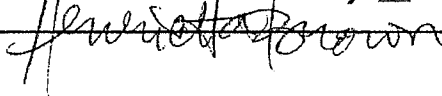
QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 2. However, only this candidate has the AAE designation as well as the ACE certification specifically in Operations
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) Bachelor's Degree	Master's Degree - Aeronautical Science	Embry-Riddle Aeronautical University
2) N/A	Accredited Airport Executive (AAE) certification; Airport Certified Employee (ACE) - Operations; ACE - Safety Management Systems; Basic Airport Safety and Operations certificate	American Association of Airport Executives (AAAE)
3) 5 yrs experience at Part 139 certificated airport; at least 1 year supervisory experience	3 yrs - Director of Airport Safety Management Systems; 7 yrs - experience in Airport Operations (airside and terminal/landside	Philadelphia International Airport (Part 139 certificated medium hub airport)

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Only relatively few airport employees in the US have the AAE designation from AAEE at this level (most are airport directors, assistant directors, or executive staff). In addition, there is not a pool of qualified candidates that possess the experience and qualifications as this candidate, who has been working at Philadelphia International Airport in a senior management role.
- 4. How are the duties of the position relevant to the advanced qualification?** This position requires comprehensive understanding of Airport operations and Part 139 requirements and TSA federal security requirements. Will be additional management staff to respond during any airport emergency and has to make swift decisions in accordance with all applicable federal requirements to mitigate the emergency. Takes an active role in development of required FAA documents and plans, including the airport certification manual, emergency manual, wildlife mitigation program as well as leading efforts in the development of a safety management system that will be required by the FAA.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** This will allow additional management staff to provide coverage for Airport Operations (instead of staffing with overtime), as well as emergency response 24x7 so that impact to the travelling public is mitigated. Instead of having to rely on consultants (at a cost of over \$110/hr), will have a person experienced and qualified in leading efforts to develop (and after development, implementation) a safety management system (which will be coordinated and implemented through the MSY Airport Operations Department) that the FAA will be requiring airports to start developing.
- 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.** None.

Rate granted (in steps; % must be in increments of 1.25): Grade 87 Step 18 \$73,325

Appointing Authority Signature:  9/3/2009