

Extraordinary Qualifications - Civil Service Form #1075

Requester Information

Name: AllisonLee Date: 9/21/2017
 Email: amlee@nola.gov
 Phone Number: 504-658-1507
 Department: Finance

Employee Details

Employee Name: Charlene Rollins
 Department: 400 - Finance Appointing Authority: Beverly Gariepy

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: COMPTROLLER Current Classification: COMPTROLLER, ASSISTANT

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 7/28/2017

Duration of Job Posting: 02/10/2017 - 07/14/2017

Method(s) of Advertising?: nola.gov website

Detailed Position Description: Highly responsible professional accounting, supervisory, and administrative work assisting the Comptroller in the overall management of the Bureau of Accounting and centralized municipal accounting/financial systems; and related work as required. This is important accounting and administrative work involving responsibility for planning and supervising the recording of city receipts and expenditures in accordance with laws and regulations governing such transactions, and the controlling of expenditures in accordance with the budget. Work is performed under the administrative direction of the Director of Finance, who establishes policy, and with whom consultations are held on important interpretations of rules, regulations and laws and on major revisions of the financial accounting system and procedures. Supervision is exercised over a large staff of accounting and clerical employees to whom assignments are made both in broad outline and in detail. •Directs and supervises the division by planning and reviewing the work of a large staff of accounting and clerical employees engaged in the preparation and maintenance of centralized financial and accounting records and controls, including budget accounts. Supervises and coordinates the activities of employees engaged in the maintenance of proprietary and budgetary control ledgers, the preparation of financial reports, audits of invoices, purchase orders, pay rolls, expense accounts and other financial statements. Supervises the preparation and maintenance of reconciliations, inventories and accounts payable and appropriations controls, disbursement summaries and general voucher and transaction notices. Prepares and furnishes accounting and statistical information or reports as requested by the Director of Finance and the Chief Administrative Officer.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?: 27 applicants/ 3 applicants have CPAs

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Minimum Qualifications 1. A Bachelor's Degree from an accredited college or university in Accounting, Finance or a closely related field.* 2. Five (5) years of progressive, highly responsible professional accounting experience. This experience must have included responsibilities for maintenance of the general ledger, monthly financial reporting and preparation of Comprehensive Annual Financial Reports for a government agency or private company. Two (2) years of this experience must have been in a salaried position which included supervisory responsibilities for accounting operations; implementing policies; allocating resources; and directing personnel to accomplish work objectives. Experience with Federal grants accounting and with utilizing and managing automated systems, including automated general ledger, accounts payable and payroll systems is highly desired.	1. Bachelor's in Accounting (1997) 2. 20 years progressive, highly responsible professional accounting experience maintenance of the general ledger, monthly financial reporting and preparation of Comprehensive Annual Financial Reports for a government agency or private company Ten years of experience in supervisory responsibilities for accounting operations; implementing policies; allocating resources; and directing personnel to accomplish work objectives.	Southern University at New Orleans, ce. See attached resume

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

In today's job market it is encouraged to obtain credentials in your field of expertise. CPAs have the expertise to provide a professional opinion especially on the City's financial status. CPAs with direct governmental accounting experience are vital to eliminating audit findings.

How are the duties of the position relevant to the advanced qualification?: CPAs utilized testing techniques and professional judgement in accordance with generally Comptroller position requires a lot of knowledge of both governmental finance and account general ledger and the CAFER.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): step 21 Rate Granted as a Percentage (must be divisible by 1.25): 105,126 with longevity

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis): Promoting Ms. Rollins is an asset to the City in which her CP, Finance and provide cost savings to the City with her expertise. Department of Finance is requesting \$105,126 with longevity.

Appointing Authority Approval

Name: Beverly Ganepy

Date: 9/21/2017

Approval: Approved Denied

Comment: Charlene Rollins has assumed complete responsibility for the now defunct Department of Utilities. In addition to taking a leadership role in the financial ERP implementation, she also has a key role in the Treasury Property Tax billing software implementation. She should be paid not less and probably more than her predecessor, Roy Guercio.

Class & Pay Approval

Name: Teyoko Poche

Date: 9/26/2017

Approval: Approved Denied Cancel

Comment:

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