

Extraordinary Qualifications - Civil Service Form #1455

Requester Information

Name: Date:

Email:

Phone Number:

Department:

Employee Details

Employee Name:

Department:

Appointing Authority:

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

Proposed Classification:

Job Posting and Appointment

Type of Appointment:

Date of Appointment (if known):

Duration of Job Posting:

Method(s) of Advertising?:

Detailed Position Description:

Qualifications

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

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
EDUCATION: A Bachelor's Degree in computer science, Computer Information Systems (CIS), Geographic Information Systems (GIS), Engineering, Telecommunications or a closely related field from an accredited college or university*	Bachelor's Degree in Computer Science AND Masters Degree in Computer Science	Bachelor's Degree in Computer Science Masters Degree in Computer Science
EXPERIENCE: If Bachelor's, four (4) years of progressively responsible technical experience (e.g., systems administration, database administration, applications, security, networks administration) in a progressive IT organization, data processing management, or in a technology program. Two (2) years of this experience must have included applications management. OR Eight (8) years of progressively responsible technical experience (e.g., systems administration, database administration, applications, security, networks administration) in a progressive IT organization, data processing management, or in a technology program. Six (6) years of this experience must have included applications management.	Over 20 years of progressively responsible technical work in IT organizations	• IT Service Desk Manager 2018-present • LA Supreme Court Data analyst/programmanager 2012-2018 • Data/business manager 2005-2009 • IT consultant 1995-2005

Hit "Update" to save

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

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate. A candidate with Ms. Conti's education and years of relevant experience would command a significantly higher salary at any organization, regardless of the minimum entrance rate of \$63960.00. The contractors who currently work in this capacity and possess the same level of qualifications are paid nearly 40% more annually.

How are the duties of the position relevant to the advanced qualification?:

For the years as an IT Service Manager, Ms. Conti has been responsible for providing critical application support to the Mayor's Office including configuring and managing Sharpoint sites and Microsoft business applications. Additionally, she is supporting the contracts module of the ERP for Law department and developing the technical workflows and training for the Law department staff; and worked to identify a legislative customer relations application for City Council. In addition to her duties as a Service Manager, she has leveraged her experience to perform key tasks, including; working as the liaison between ITI and the application vendors; reporting statuses to key stakeholders; and effectively maintaining the enterprise software applications. This experience is directly relevant to the duties of the Enterprise Application Manager.

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): Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

The annual salary of Kathryn Conti will be \$78,599.44. If we did not hire Ms. Conti as a civil servant, we would continue to pay through one of our staff augmentation contracts at approximately \$130,000 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$62.50/hour. Hiring Ms. Conti as a civil servant represents significant financial value over having a similarly skilled employee as a contractor.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 4/10/2019

Approval: Approved Denied

Comment:

Empty comment box for Appointing Authority Approval.

Class & Pay Approval

Name: Tamyra Taylor

Date: 4/10/2019

Approval: Approved Denied Cancel

Comment:

Reviewed and Approved. Employee has Masters with over 20 years of experience.

Comment box for Class & Pay Approval containing the text: Reviewed and Approved. Employee has Masters with over 20 years of experience.