## Extraordinary Qualifications - Civil Service Form #1455

Requester Information					
Name: Email:	BejideLegania Date: 4/5/2019 bjiegania@nota.gov				
Phone Number:	504-658-7633				
Department:	m				
Employee Details					
Employee Name:	Kathryn Conti				
Department:	Z20 - CAO				
Is this a promotion or a new hi	re?:   New Hire (Hired Above Minimum)  Promotion (Qualified Above Minimum)				
Proposed Classification:	INFORMATION TECHNOLOGY SPECIALIST III				
Job Posting and Appointm	ent				
Type of Appointment:	Probationary Date of Appointment (if known):				
Duration of Job Post	ing: Conlinuous				
Method(s) of Advertisin	sing?: Civil Service				
Detailed Position Description:  Highly responsible technical work of a specialized nature supporting, developing and maintaining the City of New Orleans' Enterprise software applications. This individual is responsible for the support, ITIL based administration and IT coordination associated with key applications or groups of application. Work also includes: Serve as a liaison between City departments, ITI and the Vendor; providing technical support, facilitating problem resolution, receiving completints and administering application(s). Design, recommend, and monitor tiered back-up solutions and disaster recovery plans for assigned applications. Work with the technical groups in ITI to implement proposed back-up solutions and disaster recovery plans for assigned application. Work with the technical documental proposed back-up solutions and disaster recovery plans for assigned application. Work in the technical documentalion for content types, presentation modules, workflows, functional regression analysis, and other modifications. Where necessary add/remove/update users assigned to Active Directory Groups to ensure that users are able to access the associated files and database Perform data extract, transform, and load operations for assigned applications. Maintain any integrations with the assigned application. Over an advendor, as required, to update/modify any processes needed to sustain any integrations. Use SQL or other business intelligence tools where needed to extract data and create on-demand and automated reports. Monitor project milestonma/critical paths for potential problems and facilitate appropriate communication with project leads to ensure success. Facilitate status meetings, reporting to project stakeholders and provide accurate data on project and application performances.					
Qualifications					
How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:		Of the eight (8) applicants, Ms. Conti is the only candidate with experience in configuring and supporting Legislative applications. She possesses a related advanced degree, and for the past year, has supported the Mayor's Office and City Council, including developing applications in Sharepoint, the enterprise platform most widely used by ITI for workflows and council management. She is also the designated support manager to implement Law's contract management module in the Infor ERP system.			
Describe:					

Minimum Qualification - from Job Anouncement	Employee Qualification that Exceed	s the Minimum	Details			
EDUCATION: A Bachelor's Degree in computer science, Comput or Information Systems (CIS), Geographic Information Systems (GIS), Engineering, Telecommunications or a closely related field from an accredited college or university*	Systems 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, databas e 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) in a progressive IT organization, data processing management, or in a technology program. Skt (8) years of this experience must have included applications management.	Over 20 years of progressively resp ganizations	onsible technical work in IT or	. • IT Service Desk Manager 2018-present • LA Supreme Court Dala analyst/programmanager 2012-2018 • Data/bu 9 • IT consultant 1995-2005	isiness manager 2005-200		
				Hit "Update" to save		
Describe how similar qualifications are not readily available in the	a labor market at the minimum rate:	entrance rate. A candidate will any organization, regardless	ations are paid more than the trainmunt and are generally in higher paying positions than the minimum this Ms. Contr's education and years of relevant experience would command a significantly higher salary at of the minimum entrance rate of \$58960.00. The contractors who currently work in this capacity and allifications are paid nearly 40% more annually.			
How are the duties of the position reter	vant to the advanced qualification?:	including configuring and man module of the ERP for Law de identify a legislative customer experience to perform key tas	e Manager, Ms. Conti has been responsible for providing critical application support to the Mayor's Office naging Sharepoint sites and Microsoft business applications. Additionally, she is supporting the contracts appartment and developing the technical workflows and training for the Law department staff; and worked to relations application for City Council. In addition to her duties as a Service Manager, she has leveraged her sks, including; working as the flation between ITI and the application vendors; reporting statuses to key maintaining the enterprise software applications. This experience is directly relevant to the duties of the left.			
Are there other departmental employees in this classification with th	e same or equivalent qualifications:	OYes @No				
dditional Documentation						
				***************************************		
Attachment 1:						
Attachment 2:						
Attachment 3:						
roposed Pay Rate						
Rate Granted in Steps (maximum of 21): [21] How will hiring this person at the rate specified be a financial advanta	Rale Granted as a Percentage (		5%			

The annual salary of Kathryn one of our staff augmentation year at a read of Se2 50/hour employee as a contractor.	Conti will be \$78,999.44. If we did not hire Ms. Conti as a civil servant, we would continue to pay through contracts at approximately \$130,000 annually for the resource. This is calculated based on a 2,080 hour Hiring Ms. Conti as a civil servant represents significant financial value over having a similarly skilled	^					
Appointing Authority Approval							
Date:	Kimberly LaGrue 4/10/2019   Approved O Denied						
Comment:							
			~				
Class & Pay Approval							
	Таптуга Taylor						
	4/10/2019  Approved O Danied O Cancel						
	Reviewed and Approved. Employee has Masters with over 20 years of experience.						
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			<del>-</del>				

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