

**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: Alicia Barthe'-Prevost
Appointing Authority Department: Health Department
Appointing Authority Phone Number: 504-658-2529
Appointing Authority E-mail: aabprevost@nola.gov

2016 OCT - 5 10 30 AM
 CIVIL SERVICE DEPT
 1501 PINE ST
 NEW ORLEANS, LA 70112

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Wendy Desormeaux

Current Class (if current employee): N/A **Proposed Class:** Public Health Nutritionist I
Is this a promotion or a new hire? What is the new job class? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 2 weeks **How position was advertised:** nola.gov; indeed.com
Date of appointment: September 26, 2016 **Type of appointment** (provisional, etc.): Provisional
Detailed position description: Highly responsible professional Registered Dietitian with a Bachelor's Degree in Dietetics from Louisiana State University, providing nutritional and clinical management for high risk patients, supervising clinical and food service staff and their activities serving these patients, counseling nutritionally-at-risk patients and performing related work as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 8 were on the list but only Wendy Desormeaux possessed extraordinary qualifications for the Public Health Nutritionist position based on her 14+ years of experience as a Registered Dietitian and 4+ years of experience as a Dietary Services Director.
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 from an accredited college or university in Human Nutrition, Food and Nutrition, Dietetics, Food System Management or closely related field.	Bachelor's Degree in Dietetic (BS) 2001	Louisiana State University, Baton Rouge, La.
2) One year of experience in the field of Public Health, Program Management, or	14+ years of professional experience as a Registered Dietitian, with 4.5 of those years being the director/manager of Food and Nutrition Services, 2 years as a Clinical	1) Forest Manor Nursing & Rehabilitation Center, Covington, La 2) Northlake Behavioral Health

Program Administration	Nutritionist, 3 years in health and fitness.	Center, Mandeville, La 3)Memorial Medical Center, New Orleans, La 4)Doctor's Hospital, Metairie, La 5)Meadowcrest Hospital, Gretna, La
3) A provisional or permanent license from the State of Louisiana as a Dietitian/Nutritionist.	1) Registered Dietitian (CDR#889188) 2) Licensed Dietitian/Nutritionist (LBEDN#1760)	1)Commission on Dietetic Registration 2)Louisiana Board of Examiners in Dietetics and Nutrition

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** This position requires a certain set of qualifications to oversee the daily operations of a WIC site, provide quality service to WIC participants and supervise WIC staff. Mrs. Desormeaux possesses the extensive management and nutrition-related experience needed to help the WIC program build capacity at each WIC site, to enhance the quality and performance improvement initiatives, and to supervise WIC staff. These extraordinary qualifications are difficult to find especially at the minimum entrance rate.
- 4. How are the duties of the position relevant to the advanced qualification?** The Women's, Infants and Children Program (WIC) is a federally funded grant program providing a nutrition education and benefit program to an extremely vulnerable population. Ms. Desormeaux has an extensive background and experience serving vulnerable populations, the general public, and their families in enhancing their knowledge of both health and nutrition-related areas, developing nutrition-related programs and documents, and providing nutritional assessments and education to these populations.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring above the minimum entrance rate will allow the Health Department to acquire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. With Ms. Desormeaux's experience she will be able to step into the role, function independently, and without difficulty.
- 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): The NOHD is requesting a rate of \$40,896.00 (~~12.5%~~ ^{1.25%} above the base salary) Grade: 67, Step: 11

Appointing Authority Signature: _____

Alvin B. Auevost