

**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: Alexandra Norton
Appointing Authority Department: NOAB
Appointing Authority Phone Number: 504-303-7637
Appointing Authority E-mail: alexn@flymsy.com

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Alvin Riley
Current Class (if current employee): Airport Technician Specialist Electrician (C8046)
Proposed Class: Airport Technician Specialist Electrician (C8046)

Is this a promotion or a new hire? Rate Increase in compliance with Civil Service Rule IV, 2.7
What is the new job class? C8046

JOB POSTING & APPOINTMENT

Duration of job posting: 01/17/17 (revised) – Present
How position was advertised: Civil Service Site/City of New Orleans Job Portal

Date of appointment: Same date the new hire will be appointed – 7/31/17
Type of appointment (provisional, etc.): Permanent

Detailed position description:
 See attached

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QUALIFICATIONS

1. How many applicants were on the eligible list? 6. How many of them possessed this extraordinary qualification (described below)? 3 of the candidates possessed or exceeded minimum qualifications. The other 3 candidates were considered but did not respond when offered an interview.

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) High School Degree | Completion of an electrical engineering/construction certificate program | John Hopkins University |
| 2) 0 years of experience | ≥ 7 years electrical work experience. Mr. Riley has 11 years of electrical experience | Extensive work with complex electrical systems |
| 3) Maintenance or Journeyman Electrical License | Master Electrical License | State-issued license that is the top of the field within the electrical profession |

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: The New Orleans Aviation Board has a proven history of difficulty in recruiting Electricians to work at the Airport because the entry salaries are not competitive within the current job market. *for experienced electricians with training.*

4. How are the duties of the position relevant to the advanced qualification?

Duties include having knowledge of electrical engineering/construction. By increasing the rate of pay for someone with years of on-the-job experience within our organization (institutional knowledge) as well as an advanced electrical license (Master Electrician License) the department will be able to better utilize the practical understanding and skills current employees possess thus making the department more effective.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

By increasing the rate of pay for a person with exceptional qualifications we will be able to complete work in-house during regular hours instead of contracting out or having employees incur excessive overtime. Generally it costs us 3 times more to contract out the services and 50% more per hour to use current employees on overtime.

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.

Shane Baggett: 15 years of experience, completed Electrical Apprenticeship, and has a Master Electrician License.

David Foster: 14 years of experience, completed Electrical Certificate Program, and has a Master Electrician License.

Current employees: Yes, they do possess exceptional job related qualifications.

Rate granted (in steps; % must be in increments of 1.25): 21 steps: 50% above the minimum
\$55,102.25

Appointing Authority Signature: 