## 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: Michelle M. Woodfork

Appointing Authority Department: New Orleans Police Department

Appointing Authority Phone Number: <u>504-658-5757</u>
Appointing Authority E-mail: <u>mmwoodfork@nola.gov</u>

## **EMPLOYEE INFORMATION**

Name of Employee with Extraordinary Qualifications: Elphamus Malbrue

Current Class (if current employee):

Proposed Class:

Is this a promotion or a new hire? What is the new job class? Re-hire, Police Investigative Supervisor

## JOB POSTING & APPOINTMENT

Duration of job posting: Continuous

Date of appointment: 6/18/2023

How position was advertised: Civil Service Website

Type of appointment: Probationary

Detailed position description:

This is a first line supervisory position of Police Investigative Specialists. Responsible for administrative functions in The APR Unit and supervision of assigned staff. Work includes overseeing the quality of investigative activities for all cases in area of specialization. Work also includes performing various personnel functions including scheduling work, granting time off and assisting in performance appraisals as well as performing investigative work in support of division activities; and related work as required. **QUALIFICATIONS** 

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 18 are on the list. 1(One) possess extraordinary qualifications.

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.)
<ol> <li>1. 1) Possession of a valid drivers' license.</li> <li>*</li> <li>2. EITHER: A Bachelor's Degree from an accredited college or university* and three</li> <li>(3) years of full-time paid experience</li> </ol>	Bachelor's Degree & over 33 Years of full-time paid experience conducting criminal investigations or investigations at the New Orleans Police Department AND, Ten (10) years were supervisory.	New Orleans Police Department

conducting criminal investigations or investigations related to loss prevention, municipal code violations, background checks, employee disciplinary investigations, administrative investigations or a closely related field. One (1) year of which must have been supervisory.

OR: An Associate's degree from an accredited college or university\* and four (4) years of full-time paid experience conducting criminal investigations or investigations related to loss prevention, municipal code violations, background checks, employee disciplinary investigations, administrative investigations or a closely related field. One (1) year of which must have been supervisory.

OR: A high school diploma or G.E.D. issued by a state Department of Education\* and five (5) years of full-time paid experience conducting criminal investigations or investigations related to loss prevention, municipal code violations,

background checks, employee disciplinary investigations, administrative investigations or a closely related field. One (1) year of which must have been supervisory.	
2)	
3)	

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of Mr. Malbrue's application, revealed that he possesses an extensive background in Law Enforcement, and previous service with the New Orleans Police Department as a Police Sergeant.
- 4. How are the duties of the position relevant to the advanced qualification? Mr. Malbrue is a Retired NOPD Sergeant with well over thirty-three (33) years of experience. His knowledge and experience with NOPD policies and procedures are exceptional. The duties and responsibilities of the APR Unit are to document police reports over the phone and to enter all of the pertinent information into the computer system. In addition, Mr. Malbrue also supervised officers who performed these same functions.
- 5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. As a result of Mr. Malbrue's experience and knowledge, training for this position would be minimal. Therefore, Mr. Malbrue would be able to begin his position as soon as possible. Filling this position above the minimum, will reduce costs related to on-going recruitments efforts along with the decreased unit productivity costs associated with having the position remain vacant.
- 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. There are Six(6) employees currently in this classification, three(3), exceed qualifications. Two (2) are approved for Extraordinary qualifications.

Rate granted (in steps; % must be in	increments of 1.25); Step 21, 10	%
Appointing Authority Signature:	Mille M. G. Jugher	
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