

**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: Kathleen Turner
Appointing Authority Department: French Market Corporation
Appointing Authority Phone Number: 504/636-6400 (M) 504/636-6375(dl)
Appointing Authority E-mail: Kturner@frenchmarket.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Rhonda L. Sidney
Current Class (if current employee): _____ **Proposed Class:** CO365, Mgmt. Dev Sup I
Is this a promotion or a new hire? New Hire. **What is the new job class?** _____

JOB POSTING & APPOINTMENT

Duration of job posting: 9 Months **How position was advertised:** Civil Svc Website
Date of appointment: 7/23/2017 **Type of appointment** (provisional, etc.): Probationary
Detailed position description: Manage and direct the administrative activities of the Human Resources Division of the French Market.

QUALIFICATIONS

- How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 10 applicants hold advanced degrees,
- 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) Bachelors degree	Master's degree	Southern Univ
2) 4 yrs experience	20+ yrs experience	Human Resource/benefits
3)		

- Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Based on the responses to the job posting, a candidate with this amount of experience is rare in the labor market, particularly at this salary level.
- How are the duties of the position relevant to the advanced qualification?** This candidate has experience with risk management, has 20 yrs experience w/ the City in the Human Resources capacity, and possesses a solid administrative background in policy development.
- How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Hiring this candidate at a higher rate will be a financial advantage to the City. Her unique qualifications will lend well in assisting FMC streamline the HR operations, improve training and qualifications of current staff and improve the recruitment and retention of personnel at FMC.
- List other departmental employees in this classification. None 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.**

Rate granted (in steps; % must be in increments of 1.25): Step 11

Appointing Authority Signature: Kathleen Turner