

Extraordinary Qualifications - Civil Service Form #2803

Requester Information

Name: GlennConstable Date: 6/20/2022
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Phone Number: 504-658-2569
Department: Essential Public Health Administration

Employee Details

Employee Name:
Department:
Appointing Authority:

Is this a promotion or a new hire? New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification:

Job Posting and Appointment

Type of Appointment: Date of Appointment (if known):

Duration of Job Posting:

Method(s) of Advertising?:

Detailed Position Description:

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Five (5) years of full time professional experience providing professional accounting, collections of accounts, financial or budget management services. One (1) of which must have included the supervision of a professional staff.	1. August 1993 to Present working as a manager responsible for budget preparation, accounts payable/receivable, and vendor contract negotiations, development and management. 2. June 1995 to Present working in clinical service management responsible for day-to-day operations, implementation of requirements for government authorities (i.e., local, state and federal), staff management, procurement and purchasing, budget preparation and monitoring, and vendor contract negotiations, development, and monitoring.	1. City of New Orleans, N.O., LA 2. Academy 1 Preschool, Gretna, LA 3. Tulane University Hospital, N.O., LA 4. LSU Health Sciences Center, N.O., LA 5. Spears & Spears Attorney at Law, N.O., LA 6. Providential Care, Inc., N.O., LA 7. P&S Home Health Services, N.O., LA
A Bachelor's Degree in Accounting or Finance from an accredited college or university* OR a Bachelor's Degree in any field with at least twenty-four (24) semester hours of accounting and/or finance coursework.	Master's Degree in Business Admin/Health Care Management	University of Phoenix
A Bachelor's Degree in Accounting or Finance from an accredited college or university* OR a Bachelor's Degree in any field with at least twenty-four (24) semester hours of accounting and/or finance coursework.	Master's Degree in Organizational Management/Human Resources	University of Phoenix

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Describe how similar qualifications are not readily available in the labor market at the minimum rate:

This position requires a unique set of qualifications to be responsible for oversight and management of a complex city department with multiple different funding sources, including large federal grants. It also requires intimate knowledge of the City's existing fiscal processes and computer systems, which other applicants outside City departments do not possess. This position also has HR responsibilities, which most fiscal applicants do not have, but Ms. Johnson has a degree and direct experience in HR oversight.

How are the duties of the position relevant to the advanced qualification?:

NOHD receives federal and non-federal grant funding that requires knowledge in grants management, procurement, budget, billing, revenue, and oversight of clinical and financial operations. Ms. Johnson has the knowledge, skills and abilities to ensure compliance while working under federal and non-federal guidelines and regulations. Additionally, Ms. Johnson has extensive experience working in city government overseeing budgetary controls, contracts, billing and collections, procurement and purchasing for public facilities.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): Rate Granted as a Percentage (must be divisible by 1.25):

How will hiring this person at the rate specified 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, money and resources that could be better utilized with this well-qualified candidate. Ms. Johnson's experience will enable her to perform her role and function independently without difficulty, train staff to increase productivity, and ensure expenditures are complying.

Appointing Authority Approval

Name: Jennifer Avegno

Date: 6/22/2022

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Natika Vassel

Date: 7/12/2022

Approval: Approved Denied Cancel

Comment: We do not have any objections at this time.