

Extraordinary Qualifications - Civil Service Form #2430

Requester Information

Name: SineadDaniell Date: 6/20/2021
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Phone Number: 504-658-7625
Department: ITI

Employee Details

Employee Name: Kendall Ethridge
Department: 220 - CAO Appointing Authority: Christina Hamilton
Kimberly LaGrue
Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification: INFORMATION TECHNOLOGY SPECIALIST III Current Classification: INFORMATION TECHNOLOGY SPECIALIST II

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known):
Duration of Job Posting: More than 30 days
Method(s) of Advertising?: <https://www.governmentjobs.com/>
Detailed Position Description: Highly responsible technical work of a specialized nature installing, supporting, and maintaining servers and other computer systems, and planning for and responding to service outages and other problems. Work also includes: • Presenting reports on performance to management. • Adhering to all incident identification, tracking, and reporting procedures. • Setup and maintain multiple types of computing environments including current versions of Windows Server, infrastructure virtualization and unified computing. • Maintain VMWare virtual servers. • Administer Office 365. • Setup, maintain and execute data back-up schedules. This includes verification of back-up success. • Overall computing environment management through SCCM or similar. • Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems. • Initiate preventive maintenance on the computer systems as well as repair system/-environment problems. • Related work as required. Note: Employees in this classification may work a fixed or rotating shift, Saturdays and emergencies. Employees in this classification are considered essential and must report to work in declared emergencies.

Qualifications

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

21 candidates were on the list and all of them possessed extraordinary qualifications.

Describe:		Minimum Qualification - from Job Announcement	
Experience	Nine years	Employee Qualification that Exceeds the Minimum	Details
Certifications/Trainings	Two year certification in several systems.	Mr. Eihendge has had nine years of directly related experience within this field. He is a subject matter expert in e	City uses. His experience is incredibly valuable and required to maintain consistent functionality.
	Two year continuing education class which gave him specialized training in software such as Veeam, Microsoft, i		ing.

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

The rate for an IT specialist III or similar title tends to be in the mid \$80000 range. While a comprehensive pay study is important that the City maintain functionality and stability and hire someone in this position at a competitive rate. This is important to both basic hiring for tech positions and retention of those skilled employees.

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

The advanced qualifications are directly related to the duties of the position. Mr. Eihendge's experience has made him a subject matter expert. While he had worked in the IT field before he came to the city, he has nine years of experience doing increasingly responsible work with server maintenance, wireless device troubleshooting, image deployment, network access assignment, data recovery, etc. This direct maintenance, wireless device troubleshooting, image deployment, network access assignment, data recovery, etc. This direct member of the City's IT organization.

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):

IT Specialist IIIs in the private sector are paid above the rate we are requesting for Mr. Ethridge. We require Mr. Ethridge to maintain the uninterrupted functionality of our servers. Over a decade of IT experience including nine years of directly related experience within the city means that losing him would cause a detriment to the City's ability to maintain systems maintenance, updates, and troubleshooting. Hiring a contractor with Mr. Ethridge's qualifications through one of the city's staffing contracts at an hourly rate of \$68.50 per hour costs \$142,480 annually. Hiring Mr. Ethridge at the annual salary of \$69,770 presents a considerable savings to the City of New Orleans of \$72,710.

Appointing Authority Approval

Name: Kimberly LaGrue

Date: 6/22/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 7/15/2021

Approval: Approved Denied Cancel

Comment:

Civil Service does not have any objections to this Extraordinary Qualifications. Please approve for step 16, 8.75%.

