

Extraordinary Qualifications - Civil Service Form #2551

Requestor Information

Name: Glenn Conciabile Date: 11/3/2021
Email: gconciabile@nola.gov
Phone Number: 504-658-2569
Department: Essential Public Health Administration

Employee Details

Employee Name: Sheneda Jackson
Department: 350 - Health

Appointing Authority: Jennifer Avegno
Fran Lawless
Emily Nichols

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

Proposed Classification: HEALTH PROJECT & PLANNING ADMINISTRATOR

Job Posting and Appointment

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

Duration of Job Posting: 6/4/21-present

Method(s) of Advertising?: City Website

Detailed Position Description: The Maternal Child Health (MCH) Administrator provides administrative direction and guides the operations of the Healthy Star New Orleans (HSNO) and Women, Infants, and Children (WIC) programs through subordinate managers and supervisors. The MCH Administrator will outline the two programs' goals, oversee operational activities, maintain working relationships with other service providers and community partners, maintain community support, developmental efforts and plans for complementary services within the programs.

Qualifications

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

13 applicants, 0 possessed Ms. Jackson's qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Six (6) years of professional level experience in social services, if two years of which must have been in child welfare. Two years of experience must have been in child welfare at the supervisory level.	Ms. Jackson has 17 years of experience in Maternal and Child Health. The last three have been as the Program Manager of the Louisiana Department of Health's Nutrition Services Bureau, overseeing 10 employees.	Ms. Jackson has 17 years of experience in Maternal and Child Health. The last three have been as the Program Manager of the Louisiana Department of Health's Nutrition Services Bureau, overseeing 10 employees.	Ms. Jackson is responsible for the Louisiana WIC Program Management Evaluations, Special Formula, Civil Rights, and Policy Management to ensure compliance with USDA, Management Evaluation (ME) duties: 1. Plan and schedule the Management and Self-Evaluation schedule for State and Regional staff to align with the federal regulations and Louisiana WIC policy. 2. Reviews WIC records and documentation to ensure adequate and appropriate documentation is recorded according to federal regulation and Louisiana WIC policy. 3. Provide training to state and regional staff on the ME process and serves as a resource on issues relative to the process. 4. Develop and update tools used to conduct the Management Evaluations. 5. Maintains files on all MEs for review by federal and state auditors. 6. Conduct management evaluations statewide. Policy Management duties: 1. Understands, interprets, and ensures regulations and guidance are correctly implemented for the WIC program. 2. Plans, formulates and implement state policies and procedures as mandated by the USDA. 3. Provides technical assistance and serves as the statewide policy expert to regional and clinic staff providing WIC services.
Knowledge of the principles and practices of health promotion.	Ms. Jackson has successfully worked to develop, implement, and update the existing Louisiana WIC policy manual.	Ms. Jackson has successfully worked to develop, implement, and update the existing Louisiana WIC policy manual.	Ms. Jackson's knowledge of WIC guidelines (having literally "written the book") will eliminate much of the "learning on the job" that comes with most new hires.
Knowledge of nutrition, public health, preventive concepts, and medical terminology.	Ms. Jackson has played a key role in the successful planning, testing, training, and launch of the new WIC operating system throughout the state of LA.	Ms. Jackson has played a key role in the successful planning, testing, training, and launch of the new WIC operating system throughout the state of LA.	Ms. Jackson's knowledge of WIC operating system will eliminate much of the "learning on the job" that comes with most new hires.
Knowledge of community resources and agencies.	Ms. Jackson has managed, planned and implemented an evaluation schedule for the 114 WIC clinic sites in Louisiana. Ms. Jackson has managed and provided direct leadership over 4 clinic sites with a staff of 10 employees; which included training, evaluations, and time management.	Ms. Jackson has managed, planned and implemented an evaluation schedule for the 114 WIC clinic sites in Louisiana. Ms. Jackson has managed and provided direct leadership over 4 clinic sites with a staff of 10 employees; which included training, evaluations, and time management.	There are several WIC and Healthy Start sites under the New Orleans Health Department. Experience managing multiple sites is a key to success.
Knowledge of budgetary and funding procedures.	Ms. Jackson has managed the Louisiana WIC program formula to ensure Federal regulations were met and to maintain fiscal responsibility.	Ms. Jackson has managed the Louisiana WIC program formula to ensure Federal regulations were met and to maintain fiscal responsibility.	Ms. Jackson's experience in Maternal Child Health Services budgeting is vital to making sure that WIC and Healthy Start are in compliance to their budgetary limitations.
Ability to deal effectively and courteously with individuals from a wide range of socioeconomic backgrounds.	Ms. Jackson has worked with USDA in the processing of participants' Civil Rights complaints.	Ms. Jackson has worked with USDA in the processing of participants' Civil Rights complaints.	Ms. Jackson's experience in processing with Civil Rights complaints is a huge advantage in dealing with a community as ethnically diverse as 21st Century New Orleans.
EITHER: A baccalaureate degree in social work; public health; psychology; psychiatric nursing; psychiatry; mental health counseling; rehabilitation counseling; psychological counseling; criminal justice; sociology; applied sociology; human services counseling; education with a concentration in special education; family and consumer sciences with a concentration in child, family and social services; guidance and counseling; human development counseling; social services counseling; vocational rehabilitation; or human services or a closely related field." OR: A Master's degree from an accredited college or university.	Ms. Jackson has a Bachelor's degree in Dietetics from Southern University.	Ms. Jackson has a Bachelor's degree in Dietetics from Southern University.	The degree in Dietetics will greatly assist WIC and Healthy Start in the nutrition side of their programs.

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Yes No

How are the duties of the position relevant to the advanced qualification?: Yes No

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):

This is actually for the HP&P Senior Administrator (5513), which isn't an option in WFG
Candidates with Ms. Jackson's expertise and knowledge are rare. She will be able to run the WIC and Healthy Start clinics in an efficient and cost effective way, without sacrificing services to the New Orleans Community.

Appointing Authority Approval

Name: Jennifer Avegno

Date: 11/4/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Natika Vessel

Date: 11/9/2021

Approval: Approved Denied Cancel

Comment:

Civil Service does not have any objections at this time.
HP&P Senior Administrator (Maternal Child Health Admin)(c5513)

The Health Department wishes to move forward with hiring Sheneda Jackson as a Health Project & Planning Senior Administrator at salary step 21.

Thank you,
Glenn Richard Constable