

**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:**   Lamar Gardere    
**Appointing Authority Department:**   CAO/ITI    
**Appointing Authority Phone Number:**   504-658-7639    
**Appointing Authority E-mail:**   lmgardere@nola.gov  

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:**   Doug Albert    
**Current Class (if current employee):**                      **Proposed Class:**   C0177    
**Is this a promotion or a new hire? What is the new job class?**  
 New Hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:**   6 weeks   **How position was advertised:**   City's Website    
**Date of appointment:**   11/30/15   **Type of appointment (provisional, etc.):**   probationary    
**Detailed position description:**

Highly responsible technical work of a specialized nature developing and maintaining features in an Enterprise Geodatabase. Work includes preserving the integrity and design of geographic information databases, and supporting GIS functions. Assisting in the strategic technology planning and implementation in the establishment and maintenance of an enterprise GIS environment using ArcGIS Desktop 10.x. Participating in the development of reporting mechanisms to capture information on the current status of the environment. Implementing policies, procedures, and technologies to ensure security and accuracy of data maintained in the GIS environment. Maintaining technical and business documentation. Coordinating with operations to ensure availability, reliability, and scalability of the GIS enterprise to meet business demands. Recommending and executing modifications to GIS software and supporting hardware in order to improve efficiency, reliability, and performance. Publishing data within ArcGIS Online for departmental and public consumption. Also includes related work as required.

**QUALIFICATIONS**

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**  
 21 applicants, 12 possessed 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.)
1) Bachelors Degree	Specialized (Related) Advanced Degree	M.S. Geography, LSU
2) 2 years Experience in GIS	10+ Years with relevant government GIS data production in ESRI Environment	State of Louisiana, DOTD
3) Publishing data within ArcGIS Online	ArcGIS Online and ArcGIS Server data maintenance at the State level	State of Louisiana Experience + GISP Certification

**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate. In the private sector, analysts with similar skill sets earn, on average, approximately \$80k.

**4. How are the duties of the position relevant to the advanced qualification?**

These GIS Analysts lead and enable all other distributed GIS Analysts in other departments by establishing a stable GIS enterprise with authoritative data, manage ad-hoc mapping GIS requests from City staff and maintain the GIS environment.

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

The annual salary of Doug Albert will be \$74,242. If we did not hire Doug as a civil servant, we would need to hire a similarly qualified resource through one of our staff augmentation contracts. To hire such a resource from our GIS Support Services contractor, the City would pay approximately \$205,712 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$98.90/hour.

**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.**

Christopher Ard  
Ali Kuemmel  
Darin Acosta

Rate granted (in steps; % must be in increments of 1.25): 25% = \$74,242

Step 21

Appointing Authority Signature: \_\_\_\_\_

