

## Extraordinary Qualifications - Civil Service Form #1341

## Requester Information

Name: Stephanie Schnell Date: 9/26/2018

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Phone Number: 504-658-9709

Department: Municipal Court

## Employee Details

Employee Name: Christopher Weddle

Department: 835 - Municipal Court

Appointing Authority: Debra Hall  
Christopher SensIs this a promotion or a new hire?: ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)

Proposed Classification: COURT PROBATION COORDINATOR

Current Classification: SENIOR COURT PROBATION OFFICER

## Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known):

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: Civil Service Website

Detailed Position Description: Highly responsible professional level administrative work directing the activities of the court probation program; and related work as required.

## Qualifications

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

Two. Both candidates had some form of additional qualifications over and above the minimum qualifications. The candidate chosen was the only one that processed the extraordinary qualifications.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	Permanent status as a Senior Court Probation Officer and three years of full-time experience as a Senior Court Probation Officer	1. Juris Doctorate Degree 2. Licensed Attorney 3. Peace Officer Standards & Training certified 4. Domestic Abuse Intervention Program certified	1. Loyola Law School, 2004 2. State of Louisiana, 2004 3. Certified May, 2018 - December, 2019 4. Certified Oct

Describe how similar qualifications are not readily available in the labor market at the minimum rate: After review of the candidates (and interviews of both conducted by the Court's Human Resource Committee), it was determined that the qualifications possessed by Mr. Weddle are not readily available. In the event a licensed Attorney with Mr. Weddle's additional certifications were available the rate of pay is sufficiently higher.

Interviews of both candidates were conducted by the Court's Human Resource Committee. It was determined by the Committee that Mr. Weddle is the ONLY candidate who possesses additional education qualifications, is post certified and trained as a facilitator in Domestic Violence.

How are the duties of the position relevant to the advanced qualification?: The extraordinary qualifications possessed by Mr. Weddle are imperative to the successful operations of the Court's Probation Department. With the of consolidation of the Court, the Court is working to restructure the Probation Department. Mr. Weddle's advanced education, numerous year of supervisory experience, licensure and special certified trainings will ensure the successful effective and efficient operations of the Court's Probation Department.

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): 21 Rate Granted as a Percentage (must be divisible by 1.25): 25%

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

The advanced education, qualifications and experience possessed by Mr. Weddle are imperative to the successful operations of the Court's Probation Department. The promotion of Mr. Weddle will demonstrate of savings as he will serve not only as Probation Coordinator but will also continue daily duties in the Probation Department.

**Appointing Authority Approval**

Name: Debra Hall

Date: 9/27/2018

Approval: ☒ Approved ☐ Denied

Comment:

**Class & Pay Approval**

Name: Samuel Sloute

Date: 9/28/2018

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: