

# Extraordinary Qualifications - Civil Service Form #1069

## Requester Information

Name: JovanBell      Date: 7/23/2017  
Email: JDBell@nola.gov  
Phone Number: 504-659-2528  
Department: Health Department

## Employee Details

Employee Name: Khalilian Collins  
Department: 360 - Health       Appointing Authority: Marsha Broussard  
Jeff Elder

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

Proposed Classification: HEALTH PROJECT & PLANNING SPECIALIST

## Job Posting and Appointment

Type of Appointment: Probationary       Date of Appointment (if known): 6/25/2017

Duration of Job Posting: 2-3 weeks

Method(s) of Advertising?: Nola.gov

Detailed Position Description: The Youth Violence Prevention Program Lead oversees the Health Department's initiatives to prevent youth violence as a part of NOLA FOR LIFE, Mayor Mitch Landrieu's comprehensive murder reduction strategy. The Youth Violence Prevention Program Lead guides program strategy and direction, manages program budgets and staff, and develops initiatives and partnerships in support of the Health Department's goals and objectives for preventing youth violence, as outlined in the NOLA FOR LIFE PLAYbook: Promoting Life for All Youth, a strategic plan to prevent youth violence in New Orleans. Candidates are expected to represent the Health Department publicly and should possess excellent interpersonal skills and be able to effectively engage the public around issues related to violence prevention.

## Qualifications

How many applicants were on the eligible list? How many possessed this qualification (described below)?    They are 7 applicants on the eligible list. Only 1 has 10+ years of the relevant job experience and possesses a Bachelor's and Master's degree in Social Work.

Describe:

Minimum Qualification - from Job Announcement

1 A Bachelor's degree from an accredited college or university in public health, social work, social science, or a closely related field

2 Four (4) years of professional experience in youth or family violence prevention or a closely related field. Professional experience must have been gained after the receipt of a Bachelor's degree

Employee Qualification that Exceeds the Minimum

The job description requires a bachelor's degree. Khalilah has a Master's degree in Social Work

This position requires four years of relevant professional experience; Khalilah has 7+ years of Social Work, which included directing teen-centered dating violence project housed in largest domestic violence and sexual assault center in the state of Kentucky to equip youth with the knowledge and skills necessary to reduce teen dating violence in their community

Details

Spalding University-Louisville Kentucky (June 2008-June 28, 2010) Degree: Master of Social Work

New Orleans Health Department Making Connections Coordinator New Orleans, LA May 2016-present Coordinate the Making Connections initiative of the New Orleans Health Department by developing and implementing an actionable plan around better mental health and well-being outcomes from boys and men of color. Duties performed: Manage all project components including coordination and facilitation of committee meetings, community events and inter-departmental collaboration opportunities. Manage needs assessment process and implementation of plan. Lead interns and practicum students. Maintain all records, meeting notes, statistical and grant reports. Collaborate with local and national organizations who work on youth violence prevention, evaluation team, funders to develop comprehensive plan. Center for Women & Families Project Manager (PACT In Action Teen Dating Violence Project) Louisville, KY December 2011-April 2015 Directed teen-centered dating violence project housed in largest domestic violence and sexual assault center in the state of Kentucky to equip youth with the knowledge and skills necessary to reduce teen dating violence in their community. Duties performed: Developed and implemented strategic plan and funding plan. Created a youth centered environment in the 40210 zip code in Louisville, KY. Led 2 staff, numerous practicum students and volunteers. Managed ongoing assessment and evaluation of all aspects of PACT. Maintained all records, statistical and grant reports. Organized youth to address teen dating violence and sexual assault in their communities through teaching them leadership, community organizing, conflict resolution and violence prevention skills. Developed relationships with families who supported their kids in youth Advisory Board. Developed community workshops and trainings on various topics related to teen dating violence, domestic violence and sexual assault, and violence prevention. Collaborated with local and national organizations on central themes of teen dating violence, violence prevention and youth engagement to facilitate trainings among peers in (like minded) organizations along with youth serving organization to increase awareness of teen dating violence and how to recognize and respond. Women In Transition Director July 2007-December 2011 Volunteer August 1999-June 2007 Served as the first full-time and only employee of Woman In Transition (WIT), a grassroots organization run by and for poor people working to create a world where everyone's economic human rights are provided. Three major campaigns of WIT was housing rights, child welfare reform and political education. Duties performed: Organized low income people to address inequalities in the social welfare system through sitting on various boards and commissions, leading organizational campaigns, organizing and leading numerous demonstrations locally and nationally. Facilitated workshops on various social justice issues using the human rights framework. Led practicum students, interns and community volunteers. Recruited and developed grassroots volunteers and leaders through various informal programming that sought to build grassroots leadership. Collaborated with local and national organizations on central themes and coordinate national conference and other direct actions. Developed strong relationships with many stakeholders including: funders, local and state government departments, community leaders, etc. Implemented a diverse fundraising plan. Maintained all administrative duties including: accounting and bookkeeping, program evaluation, fundraising, volunteer and membership databases and day to day operations. Hosted the first international poverty conference with over 500 participants from all over the world from individuals to grassroots organizations (locally and nationally) and academic institutions (nationally and internationally) Kentucky Health Justice Network Co-Director Louisville, KY January 2011-May 2012 Started as an organizer and was promoted to Co-Director of Kentucky Health Justice Network (KHJN). KHJN works on reproductive health issues through a social justice lens, known as reproductive justice through coalition-building, capacity building, program development and implementation, special events, guest lectures and presentations and grassroots education. Duties performed: Developed and facilitated workshops around reproductive health/justice. Expanded the available base of knowledge among women of color on determinants of reproductive justice to strengthen advocacy capacity around policy proposals. Led employees and volunteers in various activities from demonstrations, trainings and community outreach. Developed an active and engaged network of community partners from a wide variety of social justice organization. Developed a comprehensive directory of reproductive health, domestic violence, and substance services available across the state of Kentucky

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

Khalilah has a unique set of skills, education, and experience that are the product of her pursuit of self-improvement and professional development. In the private sector, salaries for her skills, education, and experience are higher than the minimum entrance rate offered by the City.

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

This position requires someone that is able to relate to violence prevention, public health, or social service program management. Must demonstrate experience cultivating cross-sector partnerships to achieve desired outcomes. Understanding of and commitment to advancing racial equity and social justice through public health. A "macro" perspective: understanding of the ways that systems, environments, and policies shape health and how these factors can be influenced to improve health outcomes. Excellent verbal and written communications skills and an ability to interact with all levels of government agencies, partners, city personnel, and community members.

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): 11

Rate Granted as a Percentage (must be divisible by 1.25): 12.5

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. Re-hiring or hiring someone that is not well-qualified will require additional time and money that could be better utilized with the right candidate. With Ms. Collins' experience, she will be able to perform her role and function independently, without difficulty.

Appointing Authority Approval

Name: Marsha Broussard

Date: 7/24/2017

Approval:  Approved  Denied

Comment:

Class & Pay Approval

Name: Caitlin Doszkewycz

Date: 7/26/2017

Approval:  Approved  Denied  Cancel

Comment: