

**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:** Charlotte Parent  
**Appointing Authority Department:** Health Department  
**Appointing Authority Phone Number:** (504) 658-2527  
**Appointing Authority E-mail:** cmparent@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Don Francis  
**Current Class** (if current employee): HP & P Specialist **Proposed Class:** HP & P Manager  
**Is this a promotion or a new hire? What is the new job class?** New hire

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 6 months **How position was advertised:** Online (NOHD website, WorkNOLA.com, via email postings)  
**Date of appointment:** 07/05/2016 **Type of appointment** (provisional, etc.): Provisional - Classified  
**Detailed position description:** Attached

**QUALIFICATIONS**

**1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**

There were 12 applicants for this position. Mr. Francis is the only candidate with these 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) Bachelor's degree	Two (2) Master's degrees	Master of Arts in Clinical Social Work (2005) University of St. Thomas St. Paul, MN  Master of Arts in Education (2001) Central Michigan University Mount Plymouth, MI
2) 4 years' experience related to violence prevention, public health, or social service program management	Over 15 years related work experience	See attached resume; experience includes work in correctional, educational, and social service settings
3) N/A	Social work licensure	Holds license to practice social work

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

The entrance rate is not a competitive salary for a licensed social worker with Mr. Francis' years of experience. The labor market minimum entrance rate for an individual with those qualifications is estimated to be \$65,000/year.

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

Mr. Francis' Master's degrees and social work licensure give him a deep understanding of social work and education, two critical fields of study for violence prevention. His educational and background training will provide the content expertise in issues related to violence that is necessary for this position. In addition, his years of direct experience in violence prevention and social services in various settings will add a depth of perspective to the systems and policy level work that Mr. Francis will lead with the City in this position.

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

Previous incumbents in this role have been able to attract grant funding to support program activities in amounts 2-3x the salary of this position. The previous incumbent left for a position that gave her an increase in pay with less experience than Mr. Francis. Given Mr. Francis' qualifications, it is expected that he will meet or exceed this ability to leverage additional non-City funding to support the work of this position. In addition, hiring Mr. Francis at a competitive salary is expected to promote program sustainability, reduce staff turnover, and increase program productivity.

**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.**

Candidate	4 years of work experience related to violence prevention, public health, or social service program management.	Master's degree?	Licensure?
Nelle Noble	No	Yes	Yes

**Ms. Noble was hired at a rate 12.5% above (Extraordinary Qualifications). Hiring Mr. Francis at midpoint due to 20+ years experience.**

**Rate granted (in steps; % must be in increments of 1.25):**            **Requesting to hire at Grade 82 step 21 (\$67,218) midpoint of range.**

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

*Alina B. Prevost, Deputy Director of Health*

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