

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: Charles M. Brown
 Appointing Authority Department: New Orleans Public Library
 Appointing Authority Phone Number: 504-596-2600
 Appointing Authority E-mail: cbrown@nola.library.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: VELEKA B. JORDAN
 Current Class (if current employee): N/A Proposed Class: LO238
 Is this a promotion or a new hire? NEW HIRE What is the new job class? PERSONEL Dimsim Chief

JOB POSTING & APPOINTMENT

Duration of job posting: DK How position was advertised: City Register
 Date of appointment: TBD Type of appointment (provisional, etc.): Probationary
 Detailed position description: See Attached Responses

QUALIFICATIONS - See Attached Responses

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

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)		
2)		
3)		

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

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

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

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.

Rate granted (in steps; % must be in increments of 1.25): \$63,960 (GRADE 90)
 Appointing Authority Signature: Charles M. Brown

Step 9 1090

Responses to Extraordinary or Superior Qualifications, Experience, Credentials for Valeaka B. Jordan

1. ***How many applicant were eligible on the list? How many of them possessed this extraordinary qualification?*** The register has five applicants on the list but three declined interest in the position. Of the remaining two applicants, only Ms. Jordon possessed the advanced business education degree and the excess of 10 years professional, supervisory HR experience.
2. ***Minimum qualifications exceeded and description of credentials that exceeds the minimum qualifications:***

Minimum Qualification	Employee's Qualification that exceeds Minimum	Details
Bachelor's Degree	BA, MBA	Univ. of Phoenix
Five years of professional HR experience	Applicant possess 12 years of professional HR experience	See Resume
One year supervisory HR Experience	Applicant possess 12 years of supervisory HR experience	See Resume

3. ***Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:*** As a city agency, the NOPL is able to hire from a smaller pool of applicants from a predetermined register. The register only contained five applicants. Three of the five applicants had no interest in pursuing the position. Of the remaining two applicants, Ms. Jordon's qualifications were clearly superior to the other applicant's background. Additionally, the Library is requesting a 10% increase above the minimum. The requested \$63,960 (Grade 90) salary acknowledges the applicant's previous higher salary of \$81K in the private sector and 14-years of related professional experience, while placing them in more of a public sector context and in line with other professional managers within the library organization.
4. ***What are the duties of the position relevant to the advanced qualification?*** The applicant will be expected to use her advanced business education and work experience to complete the following tasks:
 - a. Coordinates and supervises all aspects of departmental personnel and payroll for approximately 200 employees, maintaining appropriate discretion in doing so.
 - b. Utilizes HR background to partner with other members of NOPL's senior management team regarding organizational design and effectiveness, change management, employee relations/compliance, workplace safety, recruitment and the development of effective performance metrics.
 - c. Strives to position NOPL as a preferred employer by creating and maintaining a reputation for offering a quality work environment, ensuring a continuing flow of highly qualified and diverse applicants.
 - d. Represents NOPL at Unemployment, Civil Service and EEOC hearings and appeals. Identifies organizational volunteer opportunities and facilitates the recruitment and placement of volunteers from the community to fulfill them.

- e. Contributes to the creation of high customer satisfaction by NOPL users by providing employees with the orientation, training, staff development and resources needed to maximize employee performance, organizational commitment/morale and teamwork.
 - f. Leads the resolution of employee relations' issues and conducts related investigations as necessary. Also, provides effective employee and leadership training on topics such as conflict avoidance, conflict resolution and ethics in the workplace.
 - g. Champions employees' career development and training to enhance personal growth and job satisfaction, utilizing various state of the art resources within established budgetary guidelines.
 - h. Either possesses or is open to gaining high-level facilitation skills to be utilized by the NOPL's leadership team, staff committees, and the Library Board. Remains current on all industry related regulations and state of the art HR practices and resources.
5. ***How will hiring this person at the rate specified below be a financial advantaged to the City?***
The New Orleans Public Library has experienced an increase in turnover in its HR Director role. Two HR Directors vacated their position within the last 24 months to take higher paying positions. Consequently, the Library's HR Director position has been unfilled for 14 of the past 24 months. This vacancy has caused the Library to overburden other senior library staff to absorb the duties of an absent HR director. Hiring at the higher rate would ensure the incumbent is fairly compensated. This will reduce the position's historical turnover and increase productivity amongst the remaining senior library staff to focus on their primary functional responsibilities.
6. ***List other departmental employees in this classification. Do they also possess the exceeded qualification and is it job related?*** N/A
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