

Extraordinary Qualifications - Civil Service Form #2510

Requester Information

Name: EricaBurkhalter Date: 8/18/2021
Email: eeburkhalter@nola.gov
Phone Number: 504-558-5404
Department: NOPD

Employee Details

Employee Name: Hydia Green
Department: 270 - Police
Appointing Authority: Brian Bartholomew
Fabian Barbatin

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

Proposed Classification: POLICE ACCOUNTING SECTION MANAGER

Current Classification: MANAGEMENT DEVELOPMENT ANALYST II

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known):

Duration of Job Posting: Continuous

Method(s) of Advertising?: Civil Service Website, City of New Orleans Job Fair

Detailed Position Description:

This is supervisory and technical accounting work over the budget and special project sections of the Budget Services Division of the New Orleans Police Department. Incumbent is responsible for the establishment and maintenance of a coordinated system of accounting for various fund accounts emanating from state, federal and outside agencies and ensures compliance with all regulations and related policies. Work also includes preparing and monitoring technical and fiscal aspects of Police's operating and capital budgets. Incumbent supervises a staff of accountants and support personnel engaged in fiscal record-keeping for a variety of grant programs and maintains liaison with all reporting agencies to insure complete records and reports.

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below? 3 listed on the eligibility list, including the appointee. The other two candidates accepted another job. The appointee is the only applicant that possesses grant management experience.

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
<p>Describe how similar qualifications are not readily available in the labor market at the minimum rate:</p>	<p>A Master's Degree from an accredited college or university,* and three (3) years of professional exempt experience in accounting or grants management including fiscal monitoring. At least one (1) year of this experience must have been supervisory. OR: A Bachelor's Degree from an accredited college or university,* and five (5) years of professional exempt experience in accounting or grants management including fiscal monitoring. At least two (2) years of this experience must have been supervisory.</p>	<p>Master's Degree, and over 5 years of grant management experience. This request is due to recruitment and retention for this position. Ms. Green's knowledge isn't readily available in the labor market. Ms. Green served as a Grant Administrator, which includes grants writing, updating program guidelines, managing grant evaluation, fiscal & programmatic monitoring. The other candidates declined, leaving Ms. Green the only applicant interested in the position.</p>	<p>3 listed on the eligibility list, including the appointee. The other two candidates accepted another job. The appointee is the only applicant that possesses grant management experience.</p>

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Despite the opening of this position on January 29, 2021, and Recruitment efforts by presenting this position at the City of New Orleans Job fair, only 3 candidates were listed as eligible, but 2 of the candidates accepted another job offer.

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

Ms. Green is the only candidate whom possess management of grant programs

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): 15

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis): Hiring a qualified candidate at this rate, will ensure sufficient supervision for ensuring grant funding for the New Orleans Police [

Appointing Authority Approval

Name: Christopher Goodly

Date: 8/26/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Natika Vassel

Date: 8/27/2021

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections at this time.

