

**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:** 504-658-2515

**Appointing Authority E-mail:** cmparent@nola.gov

RECEIVED  
CIVIL SERVICE DEPT  
MAR 1 11 50 AM '16

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Nelson Trinidad Vives

**Current Class** (if current employee): **Proposed Class:** Health Project & Planning Senior Analyst-Healthy Start Bilingual Case Manager

**Is this a promotion or a new hire?** New Hire **What is the new job class?** C5510

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 4 weeks **How position was advertised:** nola.gov; facebook; worknola.com

**Date of appointment:** 3/28/2016 **Type of appointment** (provisional, etc.): provisional

**Detailed position description:**

Highly responsible professional work performing specialized duties involving case management services for individuals and/or families utilizing the Parents as Teachers Home Visiting program with Hispanic participants in their primary language. Also, facilitating language interpretation services for clients as needed during healthcare and social service appointments.

**How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** None

**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.)
Bachelor's degree in Public Health, Social Work, Counseling, Nursing, or a closely related field	Master's degree	M.ED-Counseling (Ana G. Mendez University) Orlando, FL
1 year of professional case management or home visiting experience	6+ years of case management experience beyond the minimum requirement	Fluent in Spanish & English, has extensive experience as a case manager providing services to bilingual clients in various programs.

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

This position requires a unique set of qualifications when providing services to clients. Mr. Vives has 6+ years of experience in case management working with bilingual clients. Also, providing parenting and prenatal health education and serving as staff support to participants. The extraordinary qualifications listed above are difficult to find especially at the minimum entrance rate.

**2. How are the duties of the position relevant to the advanced qualification?** This position is responsible for direct service delivery of case management and home visiting services to prenatal and parenting clients enrolled in the Healthy Start program. Case Manager is responsible for enrollment into program services upon receipt of incoming referral via the data management system in full compliance with established Case Management Policies and Procedures. Utilizing the Parents as Teachers evidence-based home visiting curriculum, case manager will provide individualized parent education, administer healthcare and psychosocial risk screening and assessments, conduct child developmental screenings, and conduct family centered assessments utilizing standardized tools. Mr. Vives has the necessary bilingual skill set to advocate for clients with providers to ensure they receive timely, culturally-competent services that address social determinants of health.

**3. How will hiring this person at the rate specified below 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 hire a well-qualified candidate that will stay in the position. Rehiring or hiring someone that is not well-qualified will require time and money that could be better used with the right candidate. With Mr. Vives experience he will be able to step into the role and function without difficulty.

**4. 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.** None

**Rate granted (in steps; % must be in increments of 011.25):** Requesting a rate of \$37,027.84  
(Grade 63, Step 11) 12.5% above base.

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

