

**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: Lamar M. Gardere
Appointing Authority Department: Information Technology and Innovation
Appointing Authority Phone Number: 504-658-7639
Appointing Authority E-mail: lmgardere@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Chris Souquet
Current Class (if current employee): _____ **Proposed Class:** C0177
Is this a promotion or a new hire? New Hire **What is the new job class?**
IT Specialist III – Systems Administrator

JOB POSTING & APPOINTMENT

Duration of job posting: continuous **How position was advertised:** Civil Service
Date of appointment: 12/31/16 **Type of appointment (provisional, etc.):** Permanent

Detailed position description:

Highly responsible technical work of a specialized nature installing, supporting, and maintaining servers and other computer systems, and planning for and responding to service outages and other problems. Work also includes:

- Presenting reports on performance at the manager, and executive levels.
- Standardizing all incident identification, tracking, and reporting procedures.
- Brainstorming, formalizing and managing policies to ensure performance goals are met. Policy areas include but are not limited to records retention, data center environment, testing procedures, and backups.
- Set-up and maintenance of multiple types of computer systems including Windows Server 2008, Exchange 2010 and VMWare 5.1 and later.
- Analyzing system faults and troubleshooting and running diagnostic tests on operating systems and hardware to detect problems.
- Responsible for all storage related hardware both HDD and tape based.
- Initiate preventive maintenance on the computer systems as well as repair system/environment problems.
- Related work as required.

QUALIFICATIONS

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

Mr. Souquet was the highest scored highest applicant overall and on the Exchange portion of the Civil Service interview. He possesses the most extensive experience in Microsoft Exchange of any member of the Systems team. Microsoft Exchange supports the delivery of email to over 4500 city

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user accounts and is a critical component of the City's communications infrastructure. Of the 13 eligible applicants, the only other who possessed extraordinary qualifications was hired as an ITI Specialist III in January, 2016, replacing a contracted System Administrator. The remaining candidates did not have an equal amount of technical experience, or did not score as highly in the interview process. In the past twelve (12) months, the previously qualified applicants have either accepted higher paying positions or declined our offers for other reasons.

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) Relevant Experience	22 years of experience in IT Systems administrator's role and data center environment; 10 years as a Microsoft certified technical instructor	Systems administrator from 1994 to present; most recent 10 years worked as an escalation engineer in Microsoft technologies including Exchange, Windows Server, Active Director Group Policy, VMware and HP SAN storage
2) Education	Bachelor's degree	Received Bachelor's degree in English - 1991
3) Certs/Training	Multiple certifications in Microsoft technologies	Continuously obtained Microsoft certifications from 1997-2012

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

Individuals with these qualifications are paid more than the minimum and are generally in higher paying positions than the minimum entrance rate.

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


Mr. Souquet currently works as a contractor on our Systems team and manages the Exchange and virtual server environments. He has been able to stabilize our email and storage systems since he joined the team in early 2016 and is currently managing several projects to further improve the resiliency of our communications infrastructure. Additionally, he has used his past experience as a Microsoft Certified instructor to cross-train other staff members, greatly improving the depth of skills on the Systems team. He is also able to formalize and document processes and has experience in reporting system performance to management.

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

The annual salary of Chris Souquet will be **\$74,242.00**. If we did not hire Mr. Souquet as a civil servant, we would need to hire a similarly qualified person through one of our staff augmentation contracts. To hire such a contractor, the City would pay approximately \$193,336.00 annually for the resource. This is calculated based on a 2,080 hour year at a rate of \$92.95/hour. Hiring Mr. Souquet as a civil servant represents significant financial value over hiring a similarly skilled employee as a contractor.

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. Bobbie Jones

Rate granted (in steps; % must be in increments of 1.25): Step 21 (\$74,242)

Appointing Authority Signature: 

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