

CITY OF NEW ORLEANS

CIVIL SERVICE FORM

EMPLOYEE REQUEST FOR SAME OR EQUIVALENT EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS (Rule IV Section 2.7)

This form is to be completed by employees who believe that they possess the same or equivalent qualifications, experience, and/or credentials as other employees who have been hired above the minimum. Submit this form and supporting documentation by email to csno@nola.gov or to the Civil Service Department at 1340 Poydras Street, Suite 900.

Your name: _____

Classification: _____

Department: _____

Email address: _____

Name of employee currently receiving extraordinary qualifications pay: _____

Classification: _____

Department: _____

Effective date of pay: _____

Amount of additional pay (% above the minimum): _____

QUALIFICATIONS

Use the information included on the previously approved extraordinary qualifications form to complete columns one and two.

Minimum qualifications (from job announcement):	Extraordinary qualification(s) of employee currently receiving extraordinary qualifications pay that exceeds the minimum:	Your same or equivalent qualifications, experience and/or credentials:
1)		
2)		
3)		

If your qualifications are not the same as the existing recipient of extraordinary qualifications pay, please provide justification as to why you believe they are equivalent:

You are required to attach supporting documentation of your qualifications, experience and/or credentials (e.g., résumé, diploma, certifications, etc.), as well as, the extraordinary qualifications form that you believe is the same or equivalent to your qualifications, experience, and/or credentials.

Appointing Authority Agree/Disagree (circle one)

Appointing Authority Signature: _____

Appointing Authority Name (Please print): _____

The approval of your appointing authority is not required provided that Civil Service determines that you meet the requirements of Rule IV Section 2.7. Retroactive application of this Rule requires the approval of the Civil Service Commission.