

**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:** Sewerage and Water Board of New Orleans  
**Appointing Authority Department:** Environmental Affairs  
**Appointing Authority Phone Number:** M Ron Spooner  
**Appointing Authority E-mail:** rspooner@swbno.org

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Ann Wilson  
**Current Class** (if current employee): C3036      **Proposed Class:** C3038  
**Is this a promotion or a new hire? What is the new job class?** Promotion, C3038

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 9/24/2021 to present      **How position was advertised:** City website  
**Date of appointment:**      **Type of appointment** (provisional, etc.): Probationary

**Detailed position description:** Utility Senior Services Administrator manages the Environmental Affairs Department and the 23 employees of the department in the Stormwater and Pretreatment Sections. The duties include wastewater operation and maintenance, pretreatment of industrial waste and Fats Oil and Grease management of Food Service Facilities. Air quality management of the East Bank Sewer Treatment Plant and Carrollton Water Plant which involves compliance with the Title V Air Permit. Stormwater management as it pertains to the Municipal Separate Storm Sewer System Permit. This involves the preparation of the discharge monitoring reports, overseeing enforcement action of illicit discharges and review of inspections of commercial users and construction sites. Review and implementing Risk Management Plan for extremely hazardous substances at the Carrollton Water Plant. Hazardous waste management at SWBNO facilities. Green infrastructure management and Underground Storage Tank, UST, management to comply with State environmental regulations and the Third Modified Consent Decree. Approving public outreach conducted by Environmental Affairs Department which is required by the Third Modified Consent Decree.

## QUALIFICATIONS

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

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) A Bachelor's Degree in Engineering, Chemistry, Microbiology, Environmental Studies, Biology or closely related field from an accredited college or university* OR a Master's Degree in Public Health from an accredited college or university.*	Bachelor's Degree in Food Science LSU.	Meets the minimum requirement. Does not exceed.
2) Four years experience in that or higher classification with SWBNO EA	8 years 11 months experience with SWBNO that or higher classification with SWBNO EA	Employment as Utility Services Administrator 11/1/2012 to present.
3) Six years experience senior level professional experience in water/wastewater treatment ....	38 years 6 months experience in water/wastewater treatment.	8 years, 11 months experience with SWBNO Utility Services Administrator, 23 years experience as Environmental Services Superintendent City of Alexandria, 6 years, 7 months experience with Alexandria Coca-Cola as Laboratory Manager.
4) Class 4 Water Treatment and Class 4 Wastewater Collection	Currently holds 5 water/wastewater operator certification licenses, Class 4	WW Collection 4 (required) W Treatment 4 (required) WW Treatment 4 * Water Distribution 4 * Water Production 4 * *These certification are not required.
Additional Qualifications:	Solid Waste Certification: Currently holds Separation and Woodwaste Level A Solid Waste & Incinerator Operator's Certification	

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

Qualifications of experience with wastewater treatment and collection and water treatment, distribution and production needed to manage the Environmental Affairs Department and additional duties of managing the Wastewater Treatment Plant are not readily available for a person with four years experience. A person with five operator's certifications in this field, knowledge and decision making ability gained with the 30+ years' experience are likely not to accept position at the minimum entrance level. One with these qualifications likely will be making considerably more than the minimum.

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

In addition to managing the Environmental Affairs Department, Ann Wilson, has assumed the duties of managing the East and West Bank Wastewater Treatment Plants. Ms. Wilson has taken on additional duties of assuring compliance with the Third Modified Consent Decree, Title V Air Permit compliance and preparing cases for environmental enforcement action.

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

SWBNO would have to hire additional contractors and/or Board personnel to oversee the contract of the WWTP including operation, maintenance, laboratory, environmental compliance, safety, capital projects and compliance regulations. Ann Wilson is managing the Title V Air Permit compliance for both the East Bank Sewer Treatment Plant and the Carrollton Water Plant. This has eliminated and/or reduced the need for outside consultants. Risk Management Plan for the Carrollton Water Plant is now done by Ann Wilson and eliminated the need for outside consultant. Consent Decree review and verify compliance has resulted in maintaining compliance without the use of outside consultants for Green Infrastructure, Fluidized Bed Incinerator, Outreach and LDEQ/EPA Coordination requirements. These job duties performed by Ms. Wilson has led to less frequent stipulated penalties under the Consent Decree and reduced number of enforcement actions from LDEQ and EPA.

**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. NA**

Rate granted (in steps; % must be in increments of 1.25): \_Grade 104, Step 21\_

Appointing Authority Signature: Melvin R. Spooner 11/17/2021

\* Miera Moore \* [Signature]

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