

**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:** Ed Quatrevaux  
**Appointing Authority Department:** Office of Inspector General  
**Appointing Authority Phone Number:** 504 681-3200  
**Appointing Authority E-mail:** equatrevaux@nolaig.org

**EMPLOYEE INFORMATION**

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**Name of Employee with Extraordinary Qualifications:** Patrice Rose  
**Current Class** (if current employee): N/A      **Proposed Class:** C0722  
**Is this a promotion or a new hire?** New hire  
**What is the new job class?** Inspector and Evaluator III

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**JOB POSTING & APPOINTMENT**

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**Duration of job posting:** July 2015 to present on Civil Service website; December through January on other sites.

**How position was advertised:** Civil Service, all local college job boards, American Evaluation Association website, WorkNOLA website

**Date of appointment:** 03/28/2016      **Type of appointment:** Probation

**Detailed position description:**

Professional, specialized, and advanced administrative and technical work conducting inspections and evaluations that provide decision makers with objective, thorough and timely evaluations of city agencies and programs. Work includes producing reports that contain findings and recommendations that can help city officials achieve efficiency, effectiveness, and economy in managing day-to-day operations and personnel. Work also includes ensuring agency and program compliance with applicable laws, regulations and policies and making recommendations relative to improvement of processes; and related work as required.

**QUALIFICATIONS**

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- 1. How many applicants were on the eligible list?** Four.  
**How many of them possessed this extraordinary qualification (described below)?**  
One applicant, Ms. Rose.

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**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.)
<p><b>1)</b> A Juris Doctorate or a Master's Degree from an accredited college or university in a field requiring quantitative and/or qualitative research including science, social science, economics, public administration, information technology, or other research-oriented disciplines <b>and</b> four years of professional experience conducting research and/or evaluations including quantitative and/or qualitative data collection and analysis; producing written reports that include conclusions drawn from the analyses and/or evidence compiled; and using technology such as Word, Excel, and/or Access to organize, analyze, and present data and evidence.</p>	<p>Ms. Rose has two undergraduate degrees in the sciences and a Master's Degree that, exceeding the minimum requirements for the Inspector and Evaluator position. In addition, she also has more than the requisite years of experience <b>AND</b> a Juris Doctorate.</p>	<p>Specifically, Ms. Rose has <b>two bachelor's degrees in scientific fields</b> (Biology and Interdisciplinary Natural Sciences-Chemistry) for which extensive research skills are required. She also has a <b>Master's Degree in Public Health</b>, which prepares researchers in the field of health care policy, administration, and epidemiology. After <b>11 years managing research programs and evaluating grant-funded projects</b> for the State of Louisiana Office of Public Health and Xavier University's College of Pharmacy, Ms. Rose then returned to school, <b>graduating from Southern University Law Center cum laude with a J.D.</b> in May 2015. Ms. Rose also earned a Public Law Certificate from Southern University Law School, preparing her to work in the area of public policy law, an indication of her specific interest in public policy.</p>

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

It is almost unheard of to find an applicant who has both proven evaluation and quantitative skills as well as a law degree. Ms. Rose not only has this highly desirable combination of skills, she has more than the required number of years of related work experience and has specialized in public policy law.

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

The Inspection and Evaluation team has historically had more than one attorney, but for the past year we have not had an attorney on the team. Legal questions and the need for legal research arise during the course of every evaluation project; all city programs and operations must be analyzed for compliance with local and state laws, and these legal determinations can be complex and require significant legal research. The availability of individuals with legal skills ensures that projects are not delayed by the unavailability of ready legal assistance.

In addition, the research skills required of attorneys are very different from the skills we seek, and it is extremely difficult to find attorneys who also have the quantitative/qualitative research skills that enable them to conduct sound evaluations. Attorneys use laws and legal precedence and select and interpret the information to support the argument they wish to make; in contrast, evaluators collect evidence, conduct analyses, and draw findings and conclusions based on what the analyses show. The latter requires a solid grounding in the scientific method and a clear understanding of statistical reasoning, for which attorneys are not trained. Someone trained in both professions, such as Ms. Rose, brings two important skills sets to an evaluation team. For these

reasons, I cannot overstate the value of having a researcher/evaluator who also can answer legal questions on the evaluation team—someone who may see issues and problems stemming from the law that a lay person's reading of the law would not identify.

**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 pay rate for an Inspector and Evaluator III is \$66,388 per year. At the additional 5 percent I am proposing below, the pay would total \$69,707. The pay rate for an Attorney III is \$76,109. The OIG will be gaining much-needed additional legal skills **and** the necessary evaluator skill set for \$6,402 less than the Attorney III pay rate.


**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.**

There are no other departmental employees in this classification.

Rate granted (in steps; % must be in increments of 1.25): 5 %

+4 steps, Grade 11/step 2

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



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