

**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:** Carmen Robinson  
**Appointing Authority Department:** NOAB  
**Appointing Authority Phone Number:** 504-303-7554  
**Appointing Authority E-mail:** carmenr@flymsy.com

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Karin Barbee  
**Current Class (if current employee):** Proposed Class: C8318 (Risk Management)  
**Is this a promotion or a new hire?** New Hire **What is the new job class?** \_\_\_\_\_

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** Since 12/22/2023 **How position was advertised:** Civil Service Website, Indeed, LAPRIMA

**Date of appointment:** TBD **Type of appointment (provisional, etc.):** Probationary

**Detailed position description:**

See attached

**QUALIFICATIONS**

1. **How many applicants were on the eligible list?** Two (2) **How many of them possessed this extraordinary qualification (described below)?** Two (2), but one declined the position
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 valid driver's license.	Valid Driver's License	
2.) Possession of a Bachelor's degree* from an accredited college or university	Master of Science	Florida State University Tallahassee, FL
3) Five (5) years of increasingly responsible professional level experience in the insurance/risk management industry, including two (2) years of supervising professionals.	<p><b>8/21 to present:</b> Worked at Juno Claims, LLC managing staff to settle or prepare litigation claims following Hurricanes Isaac and Ida.</p> <p><b>8/14-7/21:</b> Worked at Waltzer Wiygul &amp; Garside law firm, as the Chief Admin Officer responsible for Enterprise Risk Management across three offices and two states, at times managing staff on special projects.</p>	Over 20 years of experience in risk management

	<p><b>10/10-8/14:</b> Worked at Juno Claims, LLC, launched a Claims Management Firm and was responsible for all aspects of the business and managed a full-time staff to quantify the economic losses arising from the BP Oil spill.</p> <p><b>10/05-1/09:</b> Worked at Allstate Insurance as a Litigation Risk Manager (including 3.5 years of supervisory experience managing 64 combined Independent and Staff adjusters in the Litigation and Mediation department).</p> <p><b>7/99-10/05:</b> Worked at Allstate Insurance as a Catastrophe Claims Adjuster, responsible for complex large loss residential and commercial property claims, as well as boat claims.</p> <p>Florida – Non-Residential Public Insurance Adjuster's License</p>	<p>Florida – Non-Residential Public Insurance Adjuster's License</p>
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**3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:**

The Airport has tried to fill this position for nearly four months. During the recruitment process, two applicants applied and one declined the offer due to low compensation.

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

The duties of the position are relevant to the advanced qualifications because individuals whom have over 20 years of experience and a master's degree are able to research, analyze and evaluate delivery methods, procedures and techniques to effectively and efficiently complete job duties.

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

It would save the City time and money. Using the temp hiring rate of \$150.00 an hour the yearly cost would be \$234,00.00.

**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.** N/A

**Rate granted (in steps; % must be in increments of 1.25):** 87/21 or 2.5%

**Appointing Authority Signature:** 

## Re: Extraordinary Pay Request

Artasia N Cannon <Artasia.Cannon@nola.gov>

Tue 4/16/2024 4:03 PM

To: Natika Vassel <natikav@flymsy.com>

Cc: Tia N. Harrison <tnharrison@nola.gov>; Renee Brunt <reneeb@flymsy.com>

Good afternoon,

Civil Service does not have any objections to this request at this time.

Kind Regards,

*Tay Cannon* (she/her)

Department of Civil Service

504-658-3503

Artasia.cannon@nola.gov

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**From:** Natika Vassel <natikav@flymsy.com>

**Sent:** Tuesday, April 16, 2024 11:36 AM

**To:** Artasia N Cannon <Artasia.Cannon@nola.gov>

**Cc:** Tia N. Harrison <tnharrison@nola.gov>; Renee Brunt <reneeb@flymsy.com>

**Subject:** Extraordinary Pay Request

**INTER-AGENCY EMAIL**

**EMAIL FROM EXTERNAL SENDER: DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password. If you believe that this is a phishing attempt, use the reporting tool in your Outlook to send this message to Security.**

Good morning,

The Extraordinary Pay Request for Karin Barbee for the classification of Airport Assistant Services Manager (Risk Management) (c8318) is attached.

Thanks,



**Natika M. Vassel**

Human Resources

New Orleans Aviation Board

[natikav@flymsy.com](mailto:natikav@flymsy.com)