

Extraordinary Qualifications - Civil Service Form #1251

Requester Information

Name: DavidGavlinski Date: 4/25/2018
 Email: dsgavlinski@nola.gov
 Phone Number: 504-658-1101
 Department: City Council

Employee Details

Employee Name: Theresa Becher
 Department: 200 - Council
 Appointing Authority: David Gavlinski
 Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
 Proposed Classification: COUNCIL RESEARCH OFFICER

Job Posting and Appointment

Type of Appointment: Probationary
 Date of Appointment (if known): 5/9/2018
 Duration of Job Posting: 2 + weeks
 Method(s) of Advertising?: Nola.gov - government jobs
 Detailed Position Description: Kind of Work
 Highly responsible technical and professional work in directing the administrative and research activities of the Council Research staff, preparing legislation for the Council, performing research studies, preparing analysis and review of executive and "by request" legislative instruments on behalf of the City Council and its committees, identifying opportunities for improvement in operations and systems used by the Council, coordinating with divisions of the Council to execute a coordinated program; and related work as required.
 Distinguishing Features of Work
 Under direction of the City Council, an employee may be assigned to the overall planning and direction of analytical studies of the organization, functions, procedures and methods of the departments, boards, commissions and other agencies of the City and makes recommendations on the staffing, controls, management, and related activities for the purpose of improving efficiency in the administration of time, money, personnel, and equipment; or be delegated the responsibility of conducting extensive fiscal research on such activities as operating and capital budget requests and appropriations, expenditure analyses, revenue sources and related fiscal and budgetary matters.
 Examples of Work
 (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this position.)

Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

There were 6 people on the eligible list. Three qualified in banded rank 1: T. Becher, M. Sevante, and J. Hebert. Due to the Council's need for experienced personnel in this time where there will be 31 new employees in an organization of 63, and in which Council central staff is at an all-time low, we are emphasizing candidates with experience. Therefore, I would like only to focus on the people in banded rank 1, and eliminate those in banded rank 3.

Only one Tier 1 candidate, J. Hebert, replied that he would accept the posted minimum. However, Mr. Hebert does not have a law

Describe:	Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
	1. Bachelor's Degree from an accredited college or university in social science, economics, public administration, information technology, or other research-oriented disciplines.*	1. Ms. Becher has both a Juris Doctor and master's in Urban Redevelopment. She has an active law license in the State of Louisiana.	This would allow her to serve as unofficial counsel as well as oversee the research initiatives of the office. The hi law degree, and the active law license, are of critical important. The "kind of work" section of the job notice descr legislation preparation and review of legislative instruments. Experience with the City's Law Department gives he her Tier 1 candidates in this regard. Moreover, the incoming Council has stated the need to have a candidate wit central staff. As the Law Department attorney assigned to the New Orleans City Planning Commission, Ms. Becf er the minimum qualifications, and over the other applicants.
	2. Seven (7) years of professional experience in the public sector conducting research and/or performing legal reviews in the preparation of legislative instruments and/or the development of policies.	2. Ms. Becher has nearly 10 years of experience in the public sector specific to New Orleans; this exceeds the minimum requirement.	As noted earlier, the Council's unique combination of having a personnel challenged central staff, and the imminent of the organization, candidates with City experience are more attractive. Ms. Becher's city experience will give and their staffs a foundational source of knowledge of City systems, rules, laws and codes. Rule IV, Section 2.7 (ay shall be "justified based on objective analysis of the additional financial advantage the increased hiring rate wi gard, Ms. Becher's advantages are manifest. The other tier 1 candidates consist of one applicant who is not an a parish applicants (which the incoming council has indicated is not a preference). Regardless of the experience of would be an associated cost with their employ with the City as they are brought up to speed on the New Orleans ehensive Zoning Ordinance, and Master Plan. Ms. Becher, has, over the years, assisted in the development of it many knowledge source of them. Moreover, though domicile is not an eliminating factor on its face, the Council's ed.
	3. At least three (3) years of this experience must have been in an administrative and supervisory capacity.	3. Ms. Becher exceeds this minimum requirement in that she has nearly five years of supervisory capacity.	Supervision of the Council Research staff is of critical import for this position. One of the early deliverable that will Officer position is recommendations on how best to staff the office. The current personnel mostly serve in a recej ity, but the new Council has given strong indication that there are expectations to enhance the central staff in-ho search experience will allow her to serve as principal researcher, but her supervision experience will allow her to aff in this critical area.

Describe how similar qualifications are not readily available in the labor market at the minimum rate: Due to high bar of experience set with the minimum qualifications of this posting, it is clear that there are not many individuals available in the labor market. Ms. Becher not only meets, but exceeds the minimum qualifications. The incoming Council has a tremendous need for highly experienced professionals familiar with the boundaries of what is possible in their position. Whereas the current Council consisted of 5 attorneys and 2 non-attorneys, the attorney/non-attorney ratio of the new Council if 2 to 5. Accordingly, the new Council needs a centrally accessible attorney on its staff. And though attorneys are readily available on the labor market, those with the municipal experience of the job posting, and who have worked directly in the New Orleans environment of rules, laws and codes, are few and far between at the minimum rate. Ms. Becher's current salary in the Law Department is evidence of that.

How are the duties of the position relevant to the advanced qualification?: As touched upon earlier, this position will serve as a primary, non-partisan researcher for the Council, the director or supervisor of a reconstituting Research Office and an unofficial counsel for councilmembers and staff. Additionally, it is a bureau chief position for the Council. The candidate's advanced qualifications of a law degree, active law license, and experience providing legal advice to Council offices and staffs tie directly to the demands of the office.

Are there other departmental employees in this classification with the same or equivalent qualifications: Yes No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

Proposed Pay Rate

Rate Granted in Steps (maximum of 21): 21 Rate Granted as a Percentage (must be divisible by 1.25): \$102,546

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Hiring a candidate with Ms. Becher's experience will embed a principled and responsible professional in the legislative process on the front end. Someone of her experience in this position can save the City millions of dollars. For example, she is currently advising the incoming Council on a law suit against the City that could end up costing the City for damages. Providing a central staff resource to assist in crafting defensible laws and codes could save the city significantly over time.
Also, as compared to the other candidates on Tier 1, there will be no cost to the organization in lost time for training or learning. Ms. Becher will hit the ground running, providing a seasoned professional to serve as a guide, teacher and mentor for an incoming Council with significant personnel turn-over.
And finally, in the coming year plus, the Council will be endeavoring to implement a legislative instrument routing and agenda management software system. This system will have tremendous impact city wide. As a member of the implementation team, Ms. Becher's familiarity with the Council, and Council Rules will allow for the successful launching of the software, saving costly attempts at configuration and recalibration.

Appointing Authority Approval

Name: David Gavlinski

Date: 4/26/2018

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Samuel Stoute

Date: 4/27/2018

Approval: Approved Denied Cancel

Comment:

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