

Extraordinary Qualifications - Civil Service Form #2522

Requester Information

Name: AnitaBernard Date: 8/22/2021

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Phone Number: 504-658-1104

Department: City Council

Employee Details

Employee Name: Anita B. Curran

Department: 200 - Council Appointing Authority: David Gavinski

Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)

Proposed Classification: COUNCIL RESEARCH OFFICER Current Classification: ATTORNEY IV

Job Posting and Appointment

Type of Appointment: Probationary Date of Appointment (if known): 9/5/2021

Duration of Job Posting: 3 weeks

Method(s) of Advertising?: governmentjobs.gov by way of the Civil Service Department

Detailed Position Description: 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.

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.

Qualifications

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

Eight (8) were on the eligible list. After reviewing the register, three (3) possessed the extraordinary qualification(s) as described below. But none at the same number of years of service or the level of experience. 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. Curran not exceeds the minimum qualifications. The new City Council term will begin in January of 2022; the Council Research Officer will be key in ensuring a smooth transition into office for the new members. As the term ends, the Council will need to navigate the redistricting process and rebidding contracts while developing legislation related to the COVID-19 pandemic, the budget, and other Council initiatives including raising the minimum wage for City employees and complex land use matters. Accordingly, the new Council needs a centrally accessible research officer with a background in state and local laws and the functions of the Council.

Describe:

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

The long-term staying power, experience, dedication, knowledge, and education that Ms. Curran has is rare and fleeting. The younger generation have no problem moving from company to company, job to job. We need employees that are with us for the long haul. Who will share their knowledge and help us to move forward towards the future.

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): Rate Granted as a Percentage (must be divisible by 1.25):

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. Curran'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 currently manages public records requests for each city department and has extensive experience with open meetings laws, Robert's Rules of Order, and responding to requests for legal advice in a wide variety of areas. Providing a central staff resource to assist in crafting defensible laws, rules, and regulations could save the city significantly over time. Also, because Ms. Curran is already familiar with the Councilmembers and Council processes, there will be no cost to the organization in lost time for training.

Appointing Authority Approval

Name: Paul Harang

Date: 8/22/2021

Approval: Approved Denied

Comment:

Class & Pay Approval

Name: Tia Harrison

Date: 8/27/2021

Approval: Approved Denied Cancel

Comment:

Civil Service does not have any objections to this Extraordinary Qualifications at this time. Please prepare your MSS entry.

