

**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: Norman S. J. Foster
Appointing Authority Department: Department of Finance
Appointing Authority Phone Number: 612 747 2909
Appointing Authority E-mail: nsfoster@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications:
Current Class (if current employee): N/A **Proposed Class:** 0601
Is this a promotion or a new hire? What is the new job class? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 4 months+ **How position was advertised:** City website
Date of appointment: TBD **Type of appointment** (provisional, etc.): Probationary

Detailed position description:

Professional, specialized and technical work in independently conducting fiscal research, collecting and analyzing fiscal, accounting, economic and quantitative data, monitoring economic trends and developing forecasts. Work includes assessing economic conditions for the City of New Orleans, preparing periodic economic forecast documents, developing presentations for bond rating and other audiences, estimating the economic effects of specific changes in legislation or public policy for city or state purposes, and the preparation of presentations for City Revenue Estimating Conference and bond rating agencies; and related work as required.

QUALIFICATIONS

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 13 applicants, 1 extraordinary
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.)
<u>1) Master's Degree in Economics, Finance, or a related field with at least twelve (12) credit hours of coursework in finance and/or economics.</u>	<u>Master of Science (1992) in Economics (Emphasis in International Trade and Finance) (Graduate GPA = 4.0/4.0)</u>	<u>LSU, Baton Rouge, LA</u>
<u>2) Three (3) years of professional economics, financial, or fiscal experience which must have included the preparation of comprehensive reports or analytical studies related to either fiscal or economic analysis, governmental revenue forecasting, or economic projecting.</u>	<u>7 years with Legislative Fiscal Office working on state revenue forecasting, fiscal note preparation and review, fiscal impacts of legislative changes; and 2+ years at Division of Administration working on State Revenue Forecast</u>	<u>12/2008- present Economist, Baton Rouge, Louisiana Legislature – Legislative Fiscal Office; 9/2006 to 12/2008 State Economist, Baton Rouge, Louisiana Division of Administration – Office of Planning and Budget</u>

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:
Experienced forecasters with direct experience in state or local government settings are difficult to attract and their experience means they are already at salary levels higher than the entrance rate. Proposed rate is below applicant's current compensation.
4. How are the duties of the position relevant to the advanced qualification?
The City Economist is a position that requires a lot of self-initiative and knowledge of both governmental finance, accounting and forecasting as directly relevant to preparing revenue forecasts. Substantial experience in a comparable setting will greatly reduce any ramp up time to become successful in the position.
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 City's General Fund revenue forecast is over \$600 million. Achieving greatly accuracy in developing forecasts under changing and uncertain conditions is critical to the City achieving budgetary control and allowing decision-makers to make policy decisions with sufficient confidence that revenue forecasts are realistic and well-founded.
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. None.

Rate granted (in steps; % must be in increments of 1.25): \$95,181 PG 9/21

Appointing Authority Signature: Norman Fisk