

**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: Sewerage and Water Board of New Orleans
Appointing Authority Department: Office of Special Counsel
Appointing Authority Phone Number: (504) 585-2154
Appointing Authority E-mail: ygrinstead@swbno.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Tracy L. Tyler
Current Class (if current employee): N/A **Proposed Class:** 7027
Is this a promotion or a new hire? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: 8 months **How position was advertised:**
Date of appointment: December 1, 2022 **Type of appointment** (provisional, etc.):
Detailed position description: Develop, negotiate, and review various highly complex transactional matters, including construction and software contracts, cooperative endeavor agreements, real estate leases and various misc. documents. Conduct research and provide legal best practices to enhance contract review and execution process. Knowledge and familiarity with ECMS software.

QUALIFICATIONS

1. How many applicants were on the eligible list? 19 How many of them possessed this extraordinary qualification (described below)? 0
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 license to practice law in the state of Louisiana.	None.	None.
2) Five (5) years of full-time experience as a practicing attorney.	Ms. Tyler has provided legal services to the City of New Orleans ("City") for 16 years. She served as counsel for the New Orleans Aviation Board ("NOAB"), an unattached board of the City. In this position, she not only advised on legal issues relating to the operation and management of the airport, but also on municipal matters, including but not limited to: public bid law, government procurement, open meetings law, general contract issues, public records law, ethics, DBE regulations, civil service	New Orleans Aviation Board City of New Orleans

	<p>and federal aviation compliance matters with the FAA. Ms. Tyler was later assigned to the City's Law Department as a member of the Contracts Team. She worked collaboratively with the Capital Projects Administration on matters involving the rehabilitation and/or construction of various City facilities, including community centers, fire and police facilities, recreational parks, pools, stadiums, libraries, and courthouses. As the City continued its extensive capital projects rebuilding campaign as a result of Hurricane Katrina, she worked to ensure federally funded construction and professional services contracts are compliant with federal (FEMA), state, and local regulations. Ms. Tyler currently serves as Chief Deputy City Attorney. In this position, she supervises a team of lawyers in the negotiation and review of contracts as to form and legality.</p>	
3) A valid driver's license.	None.	None.

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

The Sewerage and Water Board of New Orleans (the "Board"), a public entity, is seeking an experienced attorney (Attorney IV) to handle highly complex transactional matters. Public-sector transactional law requires a unique combination of knowledge, skills, and abilities. Transactional law is highly analytical and calls for a deep understanding of contract law, plus familiarity with the subject matter of these contracts (e.g., industry standards and technical language in major construction contracts). Transactions involving public entities are further governed by myriad additional rules and regulations (governing, e.g., open bid participation, selection process transparency, and ethical boundaries between parties).

Using the other applicants as a sample class, none possessed the number of years performing work directly related to the legal services required pursuant to this posting. Ms. Tyler's vast experience in municipal matters while serving the NOAB, a board similarly situated to the SWBNO under the City's Charter, and years of contracting experience (many in a supervisory role) renders her uniquely qualified. No other applicant demonstrated job readiness and vast comprehensive knowledge.

In the time that this position has been advertised, no other candidate came close to possessing Ms. Tyler's 16 years of public-sector transactional experience. Of the 19 qualified candidates on the register, only six (6) individuals had been practicing law longer than Ms. Tyler, but all were either career litigators or generalists. None of them practiced transactional law in the public sector. The only other candidate possessing transactional experience spent eight (8) years working for a private company – providing, at best, half of Ms. Tyler's transactional experience and none of her public-sector experience.

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

Duties include advanced responsible professional and some supervisory work in providing counsel for a municipal agency; and related work as required. Qualifications clearly demonstrate ability and experience in providing services to a municipal agency in matter including but not limited to: board governance, public bid law, government procurement, open meetings law, general contract issues, public records law, ethics, DBE regulations, and civil service matters. Additionally, current duties require supervising a staff of lawyers and contract managers.

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 specialized expertise Ms. Tyler possesses in public-sector transactional law is a perfect fit for the Board's current needs and will benefit the City of New Orleans in saving time and money. Whereas all other candidates would require costly training and supervision to attain competency in public-sector transactional law, Ms. Tyler would immediately bring expert-level proficiency in highly complex, urgent, and sensitive matters that closely approximate those she has handled throughout her career. To have an employee with such a wealth of relevant experience on the Board's legal team will be a most positive financial advantage to the City.

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 employees with the same or equivalent qualifications.

Rate granted (in steps; % must be in increments of 1.25): Step 21 Midpoint

Appointing Authority Signature: [Handwritten Signature]

* [Handwritten Signature] 12/1/22