

**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: Susan Hutson
Appointing Authority Department: Office of the Independent Police Monitor
Appointing Authority Phone Number: 504-309-9799
Appointing Authority E-mail: shutson@nolaipm.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Julie Griff
Current Class (if current employee): n/a
Proposed Class: C0250 - Comm./Police Med. Prog. mgr.
Is this a promotion or a new hire? New Hire
What is the new job class? C0250

JOB POSTING & APPOINTMENT

Duration of job posting: 60 days **How position was advertised:** City of New Orleans Job Portal
Date of appointment: 10/9/17 **Type of appointment (provisional, etc.):** Probation

Detailed position description:

Professional work in the planning, organizing and evaluating of all police complaint files submitted for mediation and determining the appropriate means for resolution. Work includes: creating the mediation program policy an annually reviewing the policy with the program board including the federal consent decree monitors, the Department of Justice, the New Orleans Police Department, and the Independent Police Monitor; contacting complainants, police department employees and mediators to perform mediation intake and administer a screening tool; coordinate and arrange mediation sessions; develop and maintain software databases to track medication cases and data collection; review and analyze data to write annual and interim reports; recruit, interview, select, train and supervise a pool of specially-trained mediators; ensure that all necessary mediation documentation is completed; develop and implement mediation training curriculum specifically designed for community police mediation; designing, implementing, and tracking mediation processes to ensure programmatic goals are met; prepare public presentations about the community-police mediation program; develop and conduct research studies using questionnaires, surveys, interviews, observation methods and/or case readings to evaluate the effectiveness of the program; design methodology for tracking data using various software programs; and administer other tasks. Position will also supervise volunteers, interns and externs who work with the program. Responsibilities also include developing and managing the program budget, monitoring expenditures and seeking outside financing to ensure budget adherence; 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)?** 6 were on the eligible list. Only 1, Julie Griff, possessed the extraordinary qualifications described below.

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.)
<p>1) A Bachelor's Degree in Business Administration, Public Administration, a social science, or a closely related field from an accredited college or university.</p>	<p>In addition to graduating with Honors with a bachelor's degree in social sciences from McGill University, Julie Griff completed twelve credit hours of Master's level coursework in statistics and program evaluation at the University of Pennsylvania, and an additional nine credit hours of sociology and psychology coursework from the Community College of Philadelphia and Camden County College.</p>	<p>Julie Griff received her Bachelor of Arts degree from McGill University in Montreal, Canada as a double major in History and Humanistic Studies. She also completed twelve credit hours of coursework towards a Masters of Public Health degree from the University of Pennsylvania, including courses in Biostatistics, Epidemiology, and Program Evaluation in Public Health. She additionally completed nine credit hours of coursework in Sociology and Psychology from the Community College of Philadelphia and Camden County College.</p>
<p>2) Five (5) years* of professional work experience which much have included conducting research and the compilation of data and statistical reports. Two (2) years of this experience must have including mediation or conflict resolution. Professional experience must have been attained after the receipt of a Bachelor's degree.</p>	<p>Julie has 10 years of professional work experience in conducting research and compiling data and statistical reports since the receipt of her Bachelor's Degree. Three years of this experience has included mediation and conflict resolution.</p>	<p>Julie Griff's work experience involving mediation, research, and the compilation of reports using data and/or statistics includes the following:</p> <ol style="list-style-type: none"> 1) Office of the Independent Police Monitor Community-Police Mediation Program, New Orleans, LA; December 2014-present; Assist in creating and administering survey tools to collect data and measure program's effectiveness, compiling data into statistical reports; performing intake of civilian complainants and officers, mediating cases, assist in drafting and implementing professional development curriculum for training mediators, writing Annual Reports, coordinating mediation sessions, co-teaching conflict resolution to officers at the NOPD Training Academy, creating mediation outreach and education materials; Received 50 hours of training and certification in Inclusive Model of Mediation; Conducted 20+ community-police mediations.

		<p>2) Center for Restorative Approaches, New Orleans, LA; March 2015-present; Facilitate conflict resolution Restorative Circles for middle and high school students, teachers, and parents; Conduct trainings and workshops for teachers on how to implement Restorative Conversations, Conflict Resolution Circles, and Community-Building Circles in their schools and classrooms; Provide one-on-one conflict coaching for teachers and school leaders</p> <p>3) HeartRescue Project, Philadelphia, PA, August 2012-August 2014; Collected data on cardiac arrest survival rates and CPR practices from hospitals, EMS, and health care providers across Pennsylvania; Conducted research and wrote reports on roadblocks to bystander CPR and best practices in CPR and heart health training and awareness-building; Managed partnerships with state and city Dept. of Health and government leaders, created lesson plans and taught CPR training and health classes, supervised 2 staff members, 16 EMS Council-members, and 50+ volunteers</p> <p>4) Breakthrough, New York, NY; February 2008 – February 2012; Researched and drafted reports and curriculum on global public health issues, immigration policy, and racial justice issues; Collected data and wrote evaluation reports on program impact, including campaign to reduce HIV/AIDS in India, campaign to raise awareness on domestic violence, and campaign</p>
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		<p>to educate on lack of due process and oversight in U.S. immigrant detention and deportation process; Wrote grant proposals and reports, conducted research on donor prospects; Managed vendor contracts, budget, and expenditures, supervised interns, consultants, and part-time staff</p>
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Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: No other individual has the unique experience and familiarity with the OIPM’s Community-Police Mediation Program. Julie Griff has worked with the program for 3 years as a mediator and a contractor and thus has intimate knowledge of how to run the program and strong relationships with program’s partners and stakeholders. This allows her not only to run the program with very little guidance or training, but also gives her the experience and nuanced understanding of how to take the program to the next level. Julie’s familiarity with the New Orleans Community-Police Mediation Program combined with her strong experience in conflict resolution, restorative justice, program evaluation, and training set her apart from all other applicants. No other such individuals have applied to lead the mediation program.

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

The advanced qualifications that Julie Griff possess are relevant to the work of the Program Manager of the Community Police Mediation Program in several ways:

- 1) Training/teaching - Julie’s experience conducting conflict resolution trainings and workshops allow her to effectively conduct professional development trainings for the mediators and improve their mediation skills. Her experience providing one-on-one coaching makes her comfortable and effective giving feedback and constructive criticism to mediators. As someone who has experience both as a mediator and as assisting with program operations at IPM, she has the unique perspective of what is needed to best serve mediators as well as meet the goals of the program and the overall mission of the OIPM. Julie has also co-taught 4 classes on Active Listening, Conflict Resolution, and Mediation at the NOPD Police Academy.
- 2) Mediation and Facilitation – Julie completed a 50 hour training in the Inclusive Model of Mediation, which is used by the New Orleans Community-Police Mediation Program. She completed more than 40 additional hours of professional development training. She has conducted more than 20 mediations within the program, and conducted hundreds of intake and follow up calls with civilians and police officers. She was one of the top ranked mediators in her class. Her extensive knowledge and expertise in the specific model and process used by the New Orleans Community-Police Mediation Program allows her to effectively conduct intake, coordinate mediations, communicate with officers and civilians, and supervise thirty mediators.

Additionally, she is a Certified Restorative Justice Facilitator and has completed more than 100 hours of training by the Center for Restorative Approaches. She has facilitated more than 15 Restorative Circles and has trained hundreds of teachers and students in conflict resolution, Restorative Conversations, and Community-Building Circles. In addition to her excellent mediation skills, Julie is active in the mediation and conflict resolution field and has established

relationships with leaders of Community-Police Mediation Programs across the country. Her participation at the national level will help ensure the New Orleans mediation program is using best practices and implementing findings from new research.

- 3) Program Evaluation – Julie’s experience conducting and analyzing data and reporting on program effectiveness for non-profit and public health organizations will help improve how the mediation program is monitoring its impact and success. Julie has intimate knowledge of the program’s current evaluation methods, as she helped create and implement surveys for mediation participants as well as collected data for the 2015 Annual Report. Her graduate level statistics and program evaluation coursework will help her to improve the mediation program’s evaluation tools and methodology.

- 4) Program Development – Julie’s experience in the development and creation of new programs helps in the development and implementation of our thorough mediation training program and the processing of mediation cases. Her skills enhance her work in fulfilling the job requirement of designing, implementing, and tracking mediation cases and developing and conducting research studies using questionnaires, surveys, interviews, observation methods and/or case readings to evaluate the effectiveness of the program. As the Operations Manager at Breakthrough and the Assistant Director at HeartRescue Project, Julie gained experience creating and managing budgets, recruiting, training and supervising staff, managing resources of a program while also growing the program and acquiring the resources needed for expansion, and collecting program data in order to correct flaws while also touting successes and building buy-in and support. Julie possesses these skills and having her on staff relieves the burdens of the OIPM director so that she may focus her attention on other aspects of OIPM’s mission.

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

The greatest argument for hiring Julie at the rate specified below is efficiency. It would be very difficult to find one person with the experience and familiarity of the New Orleans Community-Police Mediation Program, who can direct the program, supervise mediators, develop programming and evaluation, and train NOPD. To fulfill all the different areas that Julie is capable of doing, we would have to hire several contractors or two less qualified people.

5. 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.

No other department employees have this classification. No one else possesses the exceeded qualifications as it relates to the needs of this work.

Rate granted (in steps; % must be in increments of 1.25): \$61,620 Grade 84, Step 10
\$55,102.00 is the minimum amount provided in the civil service job description. This will be a 11.25% increase.



Appointing Authority Signature: _____