

Extraordinary Qualifications - Civil Service Form #3013

Requester Information

Name: AstridRecasner Date: 1/25/2023
Email: asarecasner@nola.gov
Phone Number: 504-658-3203
Department: Public Works Director's Office

Employee Details

Employee Name:
Department: Appointing Authority:
Is this a promotion or a new hire?: New Hire (Hired Above Minimum) Promotion (Qualified Above Minimum)
Proposed Classification:

Job Posting and Appointment

Type of Appointment: Date of Appointment (if known):
Duration of Job Posting:
Method(s) of Advertising?:
Detailed Position Description:

Qualifications

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

2: 1

Describe:

Minimum Qualification - from Job Announcement	Employee Qualification that Exceeds the Minimum	Details
Permanent status and two years of full-time experience as a Senior Real Estate Manager and an active Louisiana State Salesperson's License. OR A Bachelor's Degree from an accredited college or university* and an active Louisiana State Salesperson's License and four (4) years of real estate experience.*	Has a degree in biology, has done environmental remediation work (the City is buying over 60 contaminated properties at Gordon Plaza, etc.)	She has a MPH in Environmental Policy from Tulane and she has been a licensed Real Estate agent for 15 years, EMS Management Systems and Regulation in the Environmental field as well as all types of development and more in Real Estate. She also understands Green building and have multiple certifications come a Green Appraiser, which is a new national designation. Basically it gives her the knowledge to work with immovable real property.

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

Due to the high bar of experience set with the minimum qualifications of this posting and the few candidates referred, it is clear that there are not many qualified individuals available in the labor market. Ms. Thompson exceeds the minimum qualifications. Her experience as a real estate agent will allow her to support our efforts to establish all types of development, sales and property management and more in Real Estate. The other candidate does not have the combination of experience with Management Systems and Regulation in the Environmental field.

How are the duties of the position relevant to the advanced qualification?:

As touched upon earlier, the candidate's advanced qualifications of 25+ years working in this field working with real estate and her advanced knowledge of systems and environmental regulation make her extremely qualified and well-suited for this position.

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):

25%

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

She will be able to provide advice on environmental remediation, she will be able to represent us in all real estate transactions, which involve blight and contamination. She should be able to put inactive properties into commerce, execute CEAs for leasing the public good, and minimize our leasing costs when we have to negotiate with lessors. This could translate to hundreds of thousands of dollars per year at a minimum.

Appointing Authority Approval

Name: Natesh Mohan

Date: 2/1/2023

Approval: Approved Denied

Comment: Would like to make her an offer. She is much more qualified than our job description requires.

Class & Pay Approval

Name: Tia Harrison

Date: 2/7/2023

Approval: Approved Denied Cancel

Comment: Civil Service does not have any objections to this request at this time.

