

**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:** Alexandra Norton  
**Appointing Authority Department:** NOAB  
**Appointing Authority Phone Number:** 504-303-7637  
**Appointing Authority E-mail:** [alexn@flymsy.com](mailto:alexn@flymsy.com)

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Tony Claiborne  
**Current Class** (if current employee): **Proposed Class:**  
**Is this a promotion or a new hire?** New Hire **What is the new job class?** C4410 Capital Projects Administrator

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** - **How position was advertised:** Civil Service  
**Date of appointment:** **Type of appointment** (provisional, etc.):  
**Detailed position description:**  
See attached

**QUALIFICATIONS**

1. **How many applicants were on the eligible list?** Eight (only six are Engineers)
2. **How many of them possessed this extraordinary qualification (described below)?**
3. **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) Three (3) years of supervisory experience in a job with duties and responsibilities equivalent to work with the City of New Orleans at the level of Senior Engineer (pay grade 92) which must have involved the preparation and/or monitoring of capital improvement projects.	Over ten years of verifiable full-time complex supervisory work experience, which involves the preparation and/or monitoring of capital improvement projects.  The candidate has significant Aviation experience and understands working with the Federal Aviation Administration (FAA) and has excellent knowledge of FAA Advisory Circulars and design criteria.	This position needs someone with an engineering background architectural background, which the candidate has a Masters in Civil Engineering. The applicant also has overseen significant engineering projects which are both civil, structural and facility development, which is similar to that which will be needed for future Airport airfield, and facility design and construction. The candidate has significant Aviation experience and was an integral part of the construction of the new MSY North Terminal. Examples include the North Terminal elevated roadway, North Garage and Central Utility Plant.

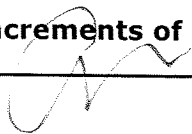
		He has previous experience in the construction of MSY Runway 10-29 and Runway 1-19. The candidate has managed a complex group of design professionals in his career.
<b>2) A Bachelor's Degree in Architecture or Civil Engineering from an accredited college or university.</b>	Master of Civil Engineering Bachelor's in Civil Engineering	The candidate has a Master's from Rice University and a Bachelor's from LSU. He understands civil construction from unique soil conditions of the regional and local area.
<b>3) Possession of a current Louisiana Architectural License or registration as a professional engineer.</b>	Professional Civil Engineering License from Louisiana & American Society of Civil Engineers Member	The candidate already has a Engineering license from Louisiana.

- 4. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Tony Claiborne has significant Aviation experience and possesses a Master's degree in Engineering. Additionally, Mr. Claiborne has experience at working at MSY at the North Terminal Program for the New MSY and also had previous MSY airfield experience. Of the total 7 candidates, none have any significant Aviation experience. The other two final candidates that were the most qualified were looking at coming in a higher rate of around \$125,000 due to their level of experience, Thomas Laurendine & Anthony Moschella). There were two candidates that only had Architectural experience and no engineering. The remaining candidates had little if no experience of managing complex projects. With the economy expanding, there is a tight labor market making it difficult to get qualified Architects that can oversee large facility design programs at the minimum entrance rate. This position's degree of responsibility, experience and skill set is at a much higher rate than the minimum entrance rate in the aviation industry. Current consultant services for this level of experience the airport is paying is at a rate of \$300 per hour. The aviation industry is specialized and more complex. The pay scale in the Aviation industry trends higher than a typical engineer pay scale nationwide.
- 5. How are the duties of the position relevant to the advanced qualification?** This is a management level position, overseeing design and construction for complex engineering projects as part of multi-million dollar program. A Master's in Engineering and management experience in complex facility development will be of significant benefit in this position.
- 6. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** Currently this management experience is contracted out at a rate of \$300 per hour which is essentially \$624,000 annually. Hiring someone in this position at midpoint which is \$ 113,261 (plus benefits) is significant less money annually. By hiring this position it will mitigate the need for fulltime contracted services. It is also important organizationally to have the manager in this position incorporated as a City position and not to have it contracted out in terms of retaining institutional knowledge, being economical, improve efficiency of utilization and a streamlined internal business process as well as building a sustainable organization with succession planning.
- 7. 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 Department employees that possess this exceeded qualification.

**Rate granted (in steps; % must be in increments of 1.25): \$113,260 (12 steps)**

**Appointing Authority Signature:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be a stylized 'S' or 'M' with a flourish, is written over the signature line.