

**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

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Evan Conroy
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?** Seven (only two are Architects)
2. **How many of them possessed this extraordinary qualification (described below)?** Two
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.	Seven (7) years of supervisory experience. Eleven (11) years of Architecture experience.	This position needs someone with an architectural background, which the candidate has a Masters in Architecture. The applicant also has overseen significant facility design and development in his career, which is similar to that which will be needed for future Airport terminal and Concourse design and construction. The applicant has managed a complex group of design professionals in his career.
2) A Bachelor's Degree in Architecture or Civil Engineering from an accredited college or university.	Master of Architecture	The Candidate has a Master's Degree from Tulane University, in New Orleans and understands the history and tradition of New Orleans architectural elements that will be blended into future

3) Possession of a current Louisiana Architectural License or registration as a professional engineer.	Licensed Architect in Washington State since 2014. LEED Accredited Professional since 2008.	Airport design Once hired the candidate has indicated he would obtain architectural License in Louisiana
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4. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Only two of the candidates are licensed Architects, the remaining candidates are Engineers. The other architect interviewed Christopher Peragine had little to no supervisory experience, has worked mostly free-lance and has not worked on very complex facility type projects required for an airport. Mr. Peragine also did not know how to utilize architectural drawing software and indicated all products would need to be hand drawings, which while an excellent skill, in this fast paced environment and complexity we will need the utilization of architectural software to design and share design drawings. 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 \$280 per hour. The aviation industry is specialized and more complex. The pay scale in the Aviation industry trends higher than a typical architect pay scale nationwide.
5. **How are the duties of the position relevant to the advanced qualification?** This is a management level position, overseeing design for complex projects part of multi-million dollar program. A Master's in Architecture and 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 \$280 per hour which is essentially \$582,400 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: _____

