

**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:** Council Utility Regulatory Office  
**Appointing Authority Department:** City Council  
**Appointing Authority Phone Number:** 504-658-1116  
**Appointing Authority E-mail:** pthomas@nola.gov

**EMPLOYEE INFORMATION**

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**Name of Employee with Extraordinary Qualifications:** Brandon M Oliver

**Current Class** (if current employee): **U-903 (Unclassified)** **Proposed Class:** **C-0361**  
**Is this a promotion or a new hire?** **New Hire**                      **What is the new job class?** **C-0361**

Brandon is currently employed as the Legislative Aid / Staff Assistant to Councilman James Gray and has served in this role for three years. This position is unclassified (non-merit) therefore, Brandon is considered a new hire in this classified (merit) position.

**JOB POSTING & APPOINTMENT**

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**Duration of job posting:** continuous                      **How position was advertised:** online / job fair

**Date of appointment:** February 5, 2016                      **Type of appointment** (provisional, etc.): probationary

**Detailed position description:** Development and drafting of Request for Proposals (RFP), Drafting and processing annual motions and contracts for Advisors, Coordinate Cox Grants with Councilmember officers/staffs and grant recipients, coordinate information with Councilmembers and staff for Utility meetings and briefings including presentations of Legislative instruments that require the Council's approval, facilitate project management for Granicus and Legistar including training of Council Staff, digitization and removal for offsite storage of office archival documents, plug into basic utility regulatory work to relieve the technical advisors and accountants of certain research and analysis duties, represent CURO's position in overseeing the duties of the Third Party Administrator over the Energy Smart Program, Assist in the Coordinating and Implementation of the CURO Summer Internship Program .

**QUALIFICATIONS**

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- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?**  
There were 172 candidates on the eligible list for Management Development Analyst I and Brandon was the only candidate that possess the listed extraordinary qualifications.
- 2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**  
Experience: Brandon's three years of experience working for the Council related to the

preparing and passing of Legislation, representing the Councilmember and providing support for his regulatory authority and document preservation and archiving of public records are areas of experience that exceed the minimal qualifications for the Management Development Analyst I position.

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) Bachelor's Degree - Yes	Three years of experience in researching and preparing legislative instruments for the Councilmember including Ordinances, Motions, and Resolutions. Working with other Councilmember's staff and the Administration to assure successful passage of Legislation.	Bachelors of Arts: Urban Studies and Public Policy Graduated May 2011, from Dillard University
2) Entrance Exam - Yes	Oversee document preservation and archival Council documentation for the purpose of providing transparency and responsible for responses to all public records request within 72 hours.	Successful completion of entrance exam January 8, 2016
3) Domicile in Orleans Parish - Yes	Represent the Councilmember at public meetings to provide information, receive concerns, devise strategy for resolving concerns, presentation of Proclamations, etc.	Lifelong resident of Orleans Parish

**Qualifications that exceed minimal continued:**

Preparation and facilitating meetings, conferences and training related to Council utility and technical matters. Serve as staff appointee to represent Councilman Gray on the Utilities, Cable, Telecom and Technology Committee. Daily interfacing with the CURO and Council Advisors to analyze and report technical information to Councilman Gray on all open utility dockets.

Provided customer education and outreach related to Smart View, a test program designed to help reduce energy usage while saving customers money on their utility bills as a part of the overall Energy Smart Program. Documented concerns and worked closely with management to develop innovative solutions to product issues.

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:  
 After contacting the 172 candidates on the Unofficial Management Development Analyst I list and receiving resumes I did not find other candidates the 3 years of legislative experience working with the City Council and understanding of utility regulatory authority. (spreadsheet attached)
  
4. How are the duties of the position relevant to the advanced qualification?  
 Brandon was the only candidate with 3 years of legislative experience siting a comprehensive knowledge of preparing and facilitating the passage of Ordinances, Motions and Resolution. Working with staff members of other Council offices and the Administration on Legislative matters. Experience with Energy Smart related programs and products. Appointed by the Councilmember as a representative his regulatory authority as stated in the City Charter to the UCTTC. Having a working knowledge of the


document preservation and archiving processes and procedures required for public records.

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 salary range for analyst positions in the utility regulatory market nationally range from \$60-\$100k / annually.

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.

I am not aware of any employees in other departments in this classification who possess the exceeded qualifications. 1. No department or City agency possess legislative authority outside of the City Council. 2. Utility Regulatory authority is solely the responsibility of the City Council as stated in the City Charter. 3. The City Council of New Orleans is the only municipal body in the country that is responsible for regulating a privately owned utility company.

Rate granted (in steps; % must be in increments of 1.25): \_\_\_\_\_ Step 21 (25%) \_\_\_\_\_

Appointing Authority Signature:  Pearlina Thomas