

**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: Sewerage and Water Board of New Orleans

Appointing Authority Department: Environmental Affairs

Appointing Authority Phone Number: (504) 252-8707

Appointing Authority E-mail: awilson2@swbno.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Grace Vogel

Current Class (if current employee): C4303 **Proposed Class:** C1630

Is this a promotion or a new hire? Promotion What is the new job class? C1630

JOB POSTING & APPOINTMENT

Duration of job posting: Continuous

How position was advertised: nola.gov, governmentjobs.com

Date of appointment: **Type of appointment:** Probationary

Detailed position description: Green Infrastructure Program Manager includes furthering the promotion, public education, and installation of Green Infrastructure as well as complex administrative tasks regarding the twelve (12) components of the Stormwater Management Program and the Consent Decree requirements. The position will assist in communicating and collaborating with internal and external agencies and stakeholder groups as assigned and participate in internal and external meetings.

QUALIFICATIONS

1. **How many applicants were on the eligible list?** 1
2. **How many of them possessed this extraordinary qualification (described below)?** 1
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.)
<p>Bachelor's or Master's Degree from an accredited college or university in Landscape Architecture</p>	<p>Accredited Bachelor's Degree as well as eight years experience in the field of ; five years in the field of professional Landscape Architecture performing Site Measuring, Layout Drawing, Designing, Scheduling, Consulting, Material and Cost Estimating, Sales, Client Communication, Plant sourcing, Project managing, Crew Supervising, Maintenance Liaison; and three years at SWBNO Developing and implementing current and long range environmental planning programs including duties of data entry and maintenance of the MS4 and XC2 databases, drafting departmental stormwater management plans, compiling information for annual reports of the Municipal Separate Storm Sewer System (MS4) Permit and quarterly reports of the green infrastructure section of the Consent Decree, researching green infrastructure (GI) best management practices, reviewing commercial SWMPs for compliance with City Code, analyzing water quality and flow data, mapping green infrastructure sites, coordinating task force meetings, conducting stormwater and green infrastructure outreach and education activities, maintaining outreach material stock, project managing current green infrastructure (GI) demonstration sites on SWBNO property to include releasing advertisement to bid on maintenance contracts, reviewing submissions, creating contracts, conducting site inspections, planning seasonal plantings, verifying labor and maintenance meets standards of quality, processing invoices and communication with contractors, conducting monthly site inspections on completed GI projects funded by SWBNO with photo documentation and communication with current agency contacts if action is needed, researching, coordinating partnerships for, writing and submitting applicable grants, project managing slated green infrastructure demonstration projects on SWBNO property including creating and routing Request For Proposals, reviewing submissions, facilitating contract negotiations, facilitating coordination with municipal partners, routing all documents for vendor PO creation, verifying labor and documentation, conducting site inspections, processing invoices, and participating in community outreach for the project. Researching opportunities for new GI projects to plan shovel ready projects for SWBNO. Representing SWBNO on committee boards such as the Resilience Design Review Committee and the Center for Watershed Protection's oversight committee for their Clean Water Certificate Program to give perspective as subject expert in the field of green infrastructure and landscape architecture. Presenting on SWBNO Green Infrastructure and Stormwater history and status to SWBNO personnel and to the public.</p> <p>Design-Build Program in Croatia; renovating, redesigning and installing therapeutic usable spaces for the students on dormitory grounds in Rijeka.</p>	<p>Issued by University of Illinois at Urbana Champaign</p> <p>Landscape Architecture field experienced gained while working in New Orleans at The Plant Gallery</p> <p>Green Infrastructure Program and Stormwater Management experience gained while working at SWBNO</p> <p>Administered by the University of Washington at Seattle</p>

<p>A current license to practice Landscape Architecture issued by the Louisiana Horticulture Commission</p>	<p>Holds current Landscape Architect license in good standing with more than minimum LA CES credits. Completed National Green Infrastructure Certification Program training. Exam/Certification to be scheduled and completed before December 2022.</p>	<p>Issued by Louisiana Horticulture Commission Issued by Envirocert</p>
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4. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

The job posting attracted no other candidates. The unique job experience gained in the current position of the employee can not be found in outside candidates. Additionally, similar job in the industry offers a rate 38% more than current civil service hiring rate.

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

Ms Vogel has been performing the proposed job duties for the past three years in the Environmental Affairs Department. Additionally, Ms Vogel has training to enhance SWBNO's green infrastructure goals by incorporating expertise from the field of Landscape Architecture by representing SWBNO on future projects and committees which coordinate with other municipal and non profit organizations striving into improve education and advancement of stormwater management practices to improve stormwater quality and reduce stress on SWBNO's pumping system.

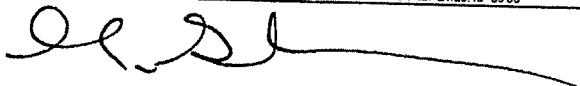
6. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.

SWBNO would have to hire multiple employees to cover job duties done by Ms. Vogel. Not only were there no other applicants for a Landscape Architect classification, there are no other employees with the institutional knowledge gained from SWBNO work experience to cover the current duties performed for the Environmental Affairs Department including the administrative tasks regarding the twelve (12) components of the Stormwater Management Program and the Consent Decree requirements. SWBNO does not have retainage of anyone at the Landscape Architect classification and would not only lose representation from the field of Landscape Architecture on multiple committees, ongoing projects, and coordination on city wide projects but current SWBNO projects would fail at technical and horticultural levels without her management. Past projects installed by former SWBNO employees without experience in horticulture have been renovated to better working conditions by Ms. Vogel with opportunity for more improvement of SWBNO property with her guidance.

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.

None

Rate granted (in steps; % must be in increments of 1.25): Grade 79, Step 21 (midpoint in range)

Appointing Authority Signature Ann Wilson


Digitally signed by Ann Wilson
DN: cn=Ann Wilson, o, ou,
email=awilson2@swbno.org, c=US
Date: 2022.07.27 21:29:16 -05'00'