

**CITY OF NEW ORLEANS  
CIVIL SERVICE FORM  
IV. 2.2 TEMPORARY SPECIAL ASSIGNMENT PAY INCREASE  
(Greater than 5% and/or more than one year)**

Please complete this form and submit it to your Appointing Authority for approval. Then, submit it to the Civil Service Personnel Director for approval within five days of the special assignment start date. Once it is approved by Civil Service, give a copy of this form to your HR manager to put in the payroll system. Please attach the letter you give to the employee receiving this pay to this form and keep copies for your records.

**Submitter's Name:** M. Renee Brunt  
**Submitter's E-mail:** reeneb@flymsy.com  
**Submitter's Phone Number:** 504.303.7720  
**Department:** New Orleans Aviation Board  
**Employee completing the special assignment:** Allyson Ogles

**SPECIAL PAY INFORMATION**

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**Date special assignment pay begins:**

**Date special assignment pay ends:**

1. **Is this an extension of a previous special assignment or a new special assignment?**  
New special assignment
2. **Is anyone else in your department receiving temporary special assignment pay for the same assignment?**  
No
3. **What additional duties beyond the scope of the employee's current job duties are occurring during this time period that merit special pay?**  
Will be monitoring the financial activities of the airport, including timely payments, tracking and reporting on \$807M North Terminal capital project, oversight and coordination of federal and local financial audit. Preparation of financial data for compliance with airport financial regulations and SEC rules in connection with the airport bonds.
4. **What would be the alternative to special assignment pay?**  
None – as work needs to be done and overseen by an airport staff member with a good working knowledge of airport operations and our financial systems.
  - a. **Which department operation would not be completed?**  
Financial monitoring, reporting and timely payments will be impacted.
  - b. **What would be the impact on the department and/or citizens?**  
Delay in day to day operations in the finance department which need review and or approval by senior management; delay in completing the financial close out and required reporting; delay in completing the processing and payment of invoices.

**APPROVALS**

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**Appointing Authority Signature:** 

**Date:** \_\_\_\_\_

If any of the statements below are true, the Personnel Director's approval is required.

- Will this assignment last longer than one (1) year? No

- Will the pay increase be greater than five percent (5%) Yes 15%
- Is this an extension of a current special assignment which will make it last longer than one (1) year?

If none of these are true, please fill out Form 1.

**Civil Service Personnel Director Approval** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comments:**

In December, the Deputy Director and CFO announced his resignation effective mid-January, as he accepted a position at another airport. In addition, the Services Manager responsible for accounting and handling airport capital projects left the organization in December to accept another position. On December 21<sup>st</sup>, the Airport Board approved a \$600 million agreement with the Construction Manager at Risk for construction of the North Terminal Project. The overall Program cost is over \$807 million with complex funding sources and required reporting. The airport also has an operating budget of over \$40 million. The airport will be conducting a national search for a replacement for the airport Deputy Director and CFO position. Given the large capital program and the airport specific financial restrictions and requirements, it is imperative that the incumbent have the necessary airport specific experience as this is not a position that lends itself to "on the job learning". The airport is working with Civil Service on a posting for the Services Manager to fill this vacant position as well.

The interim plan until the CFO position is filled is to have Allyson Ogles assume the interim responsibilities of assistant CFO. Ms. Ogles is very familiar with the workings of the finance department, financial systems and compliance with airport financial and other requirements. She can provide day to day oversight and management of the Department until the CFO position is filled. Ms. Ogles is currently classified as a Services Manager – Continuous Improvement. In this role and in her former positions at the Airport, Ms. Ogles has assisted with development of the airport operating and capital budgets, establishing and monitoring the airline rates and charges, and has significant knowledge of both the airport and city accounting systems and payment processing requirements. Approval is requested for additional compensation to assume these additional duties and responsibilities necessary for continuity of airport financial departmental operations.