

**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: Michael Harrison, Superintendent of Police

Appointing Authority Department: New Orleans Police Department

Appointing Authority Phone Number: (504) 658-5409

Appointing Authority E-mail: stnlandry@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Shontee Smothers

Current Class (if current employee): Police Investigative Specialist **Proposed Class:**N/A

Is this a promotion or a new hire? New Hire **What is the new job class?** N/A

JOB POSTING & APPOINTMENT

Duration of job posting:05/15/15-08/28/15 **How position was advertised:** Civil Service Website

Date of appointment: 11/29/2015 **Type of appointment** (provisional, etc.): Probationary

Detailed position description: High responsible administrative professional work assisting in the preliminary phase investigations in the Public Integrity Bureau(P.I.B.) of the New Orleans Police Department. The responsibilities of this job include conducting investigative research for all P.I.B. cases; documenting areas of violation, collecting and preserving P.I.B. case evidence; analysis of P.I.B. case documentation including but not limited to: audio-taped statements, photographs, payroll records, daily activity sheets, and police incident reports; recommending appropriate course of action for P.I.B. cases; and related duties as required.

QUALIFICATIONS

1. How many applicants were on the eligible list? 11 How many of them possessed this extraordinary qualification (described below)?

2. 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) Associate Degree Paralegal Studies	Juris Doctorate	Loyola University
2) 2 years of paralegal experience	6 years investigative and legal assistant experience	Please see attached resume
3)		

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of candidates on the eligible list determined that Mrs. Smothers

was the only candidate to possess a Juris Doctorate as well as 6 years of investigative/legal assistant experience.

4. **How are the duties of the position relevant to the advanced qualification? The qualifications possessed by Mr. Briant are relevant to the position in that Mrs. Smothers' s advanced legal knowledge will assist the P.I.B. in interpreting federal, state, and local laws as well departmental policies to determine if a member of the department has committed a criminal offense. Also Mrs. Smothers's years of experience as a legal assistant and investigation coordination will provide advanced insight and knowledge into the analysis and examination of P.I.B case evidence.**
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 hiring of Mrs. Smothers will demonstrate immediate financial advantage for the City of New Orleans. Hiring Mrs. Smothers will address the current backlog of P.I.B. cases as well as further the department's civilianization efforts as mandated by the Federal Consent Decree. The current average salary for Criminal Investigators in markets similar to that of the New Orleans Metropolitan area is approximately \$46k. After salary negotiations Mrs. Smothers agreed to a salary of \$55,102 for the position of Police Investigative Specialist within NOPD a difference of \$12102 above the minimum salary based on superior qualifications

List other departmental employees in this classification. John Montalbano
Michael LeVaseeur, David Briant

6. **Do they also possess the exceeded qualification and is it job related? Yes Please attach copies of this form for people with the same or equivalent extraordinary qualifications.**

Rate granted (in steps; % must be in increments of 1.25): Grade: 74 Step: 21, 25% above the minimum.

Appointing Authority Signature: _____

A handwritten signature in blue ink, appearing to read "Stephen Leary", is written over a horizontal line.

Shontee A. Smothers, Esq.

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BAR ADMISSIONS/MEMBERSHIPS

Eastern District of Louisiana	June 2013 to present
Western District of Louisiana	July 2014 to present
Louisiana Secretary of State Notary Public	June 2012 to present
Louisiana State Bar Association	October 2011 to present

EDUCATION

Loyola University New Orleans College of Law Juris Doctorate Common Law Division, Civil Law Certificate	New Orleans, Louisiana May 2006
Louisiana State University, College of Arts and Sciences B.A., Political Science	Baton Rouge, Louisiana December 2001

PROFESSIONAL EXPERIENCE

Greater New Orleans Fair Housing Action Center ("GNOFHAC") Staff Attorney/Asst. Investigations Coordinator	New Orleans, Louisiana October 2011 – July 2015
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- Analyze and evaluate discrimination complaints for civil rights violations based on 42 U.S.C. § 3604;
- Represent GNOFHAC and its clients in federal litigation;
- Assist in maintaining database for grant reporting;
- Conduct factual research on housing providers, mortgage lenders and insurance companies;
- Identify and recommend areas for systemic investigation in the areas of insurance and lending;
- Conduct witness and client interviews;
- Coordinate rental, lending and insurance fair housing investigations and tests;
- Analyze test reports, debriefing notes, and other information to determine whether there is evidence of illegal housing discrimination;
- Track and support relevant legislation, laws, regulations and administrative guidance, and keep staff abreast of changes to federal and state fair housing laws;
- Manage partnerships with local and national co-counsel;
- Coordinate with state and federal agencies in investigations of fair housing violations and enforcement of fair housing laws;
- Develop and maintain networking relationships within the community.

Greater New Orleans Fair Housing Action Center Senior Homeownership Counselor	New Orleans, Louisiana June 2008-October 2011
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- Advised and counseled clients on their rights with regard to home mortgages and the servicing thereof;
- Assisted clients in filing mortgage-related complaints with federal agencies;
- Negotiated loan modifications for clients with various local and national lenders;

- Analyzed mortgage documents for accuracy and adequate coverage amounts;
- Maintained database for all grant reporting and compliance purposes.

Quadel Consulting Corporation
Housing Advisor Team Leader

New Orleans, Louisiana
 August 2006- June 2008

- Managed a team of nine Housing Advisors and two Housing Specialists;
- Engaged in continuing education and remained current on the Louisiana Road Home Homeowner's program requirements and procedures;
- Conducted community outreach activities as needed to educate homeowners with regard to Road Home program requirements and procedure.

New Orleans Legal Assistance Corporation
Summer Legal Assistant

Marrero, Louisiana
 May 2004-August 2004

- Researched all legal issues for Senior Attorneys using Lexis-Nexis or Westlaw;
- Participated in weekly Staff case meetings;
- Electronically prepared Chapter 11 and 13 Bankruptcy petitions for clients in foreclosure, loan defaults, or loan delinquencies;
- Attended Bankruptcy and Civil proceedings with Senior Attorneys;
- Prepared memoranda on Child Support and Child Custody issues.

Dr. Barry S. Bordenave, M.D.
Kid-Med Coordinator

New Orleans, Louisiana
 October 2003-August 2005

- Supervised a team of Intake Specialists;
- Ensured that the office complied with all requirements of the LaChip Kid-Med program;
- Conducted staff trainings on changes to the LaChip Kid-Med program.

Richard M. Upton, Esquire Professional Law Corp.
Receptionist/Legal Assistant

Baton Rouge, Louisiana
 May 2000-January 2002

- Maintained attorneys' calendars and appointment schedules;
- Typed correspondence and legal memoranda;
- Assisted in preparing trial notebooks and witness lists;
- Researched various legal issues for Senior Attorneys using Westlaw and Lexis-Nexis.

VOLUNTEER EXPERIENCE

The City of Love St. Bernard
Chief Financial Officer/Board Treasurer

Meraux, Louisiana
 January 2015- Present

- Account for and manage the day-to-day finances of the church, coordinating the maintenance of all accounts, ledgers, balance sheets, income/payroll and disbursements;
- Manage the funds of the church, in collaboration with the Board to assure fiscal responsibility, balancing socially responsible investment with maximum return, and provide timely information and financial recommendations;
- Coordinate all income and disbursements;
- Coordinate all facilities use, building leases, service contracts, maximizing usage while balancing income with community use;

- Coordinate with the Buildings and Grounds Committee:
 - o Preparation of the annual Capital Budget;
 - o Facilities and code compliance upgrades;
 - o Contracts for professional services;
 - o Regular maintenance needs of buildings;
 - o Maintain building equipment including office equipment, phone systems, security systems, copy machines, computer system hardware, financial transaction equipment, and kitchen equipment;
- Assist the Senior Pastor with the preparation of the Church's annual budget.