

**CITY OF NEW ORLEANS  
CIVIL SERVICE FORM**

*emailed to SAM  
7/2/15*

**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:** Ann E. Macdonald  
**Appointing Authority Department:** Dept. of Parks and Parkways  
**Appointing Authority Phone Number:** 658-3205  
**Appointing Authority E-mail:** aemacdonald@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Suzanne Herzog  
**Current Class (if current employee):** \_\_\_\_\_ **Proposed Class:** \_\_\_\_\_  
**Is this a promotion or a new hire? What is the new job class?** (New Hire)

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 5/1/15 to 6/5/15 **How position was advertised:** Craiglist, City's website  
**Date of appointment:** 7/6/15 **Type of appointment (provisional, etc.):** Provisional  
**Detailed position description:** C1630 Landscape Architect  
Reposted on 7/2/15 in order to comply with new rule of three.

**QUALIFICATIONS**

1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)? 2 applicants, 1
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) BA or Master's in LA	15 yrs of relative Landscape Architecture experience	
2) LHC License	Proficient in AutoCAD and Sketchup	
3)		

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: The other candidate does not have the same years of experience and does not have working knowledge of AutoCAD or Sketchup
4. How are the duties of the position relevant to the advanced qualification?  
See Attached
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.
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. Harley Bowen, Another form is included for her information. (#48,665) (#59,366)

**Rate granted (in steps; % must be in increments of 0.25):** From 79/01 to 79/17  
**Appointing Authority Signature:** [Signature]

*revised 7/7/15*

Suzanne Herzog is a seasoned mid-career professional with 15 years of experience in the field. She is highly regarded by the professional community and brings to the table extensive experience in areas of fundamental importance to the mission of Parks and Parkways. She has been employed with two prominent New Orleans architecture firms in addition to internships.

Mrs. Herzog is proficient in AutoCAD, Photoshop, Adobe Acrobat 9, MS Office and SketchUp.

Mrs. Herzog has extensive experience and knowledge of green infrastructure technology through a number of built projects which she designed and managed during her ten years as a Landscape Architect with Mathes Brierre Architects and her prior position as Project Manager with Perez Architects. Her skillset is very important in light of the new Comprehensive Zoning Ordinance, recently adopted by the City, which mandates green infrastructure techniques for water management. Because green infrastructure is an emerging field, practitioners with experience in the field are not readily available although the demand for professionals with this specialized knowledge is very high. Parks and Parkways is responsible for over 2,000 acres of public land. As such, Parkways is a major stakeholder in the field of green infrastructure and must retain professionals with relevant expertise in order to comply with environmental ordinances and satisfy public demand. Mrs. Herzog also brings to the table experience with playground and athletic field design, which are also particularly relevant to the mission Parkways. Some examples of built works designed and constructed under her watch include:

- The Muses Apartments, New Orleans, LA
  - Green infrastructure elements include infiltration, retention and detention features including bioswale construction, permeable pavement and French drains to collect stormwater runoff in the parking areas.
- The Blood Center, New Orleans, LA
  - Highlights include parking areas sloped to bioswales islands for stormwater collection and filtration, native adaptive plants, raised catch basins and rain gardens.
- Edward Hynes Charter School
  - Developed plans for the playgrounds, outdoor classroom and sports fields. Oversaw the implementation of the playground construction. Developed sophisticated subsurface solutions for complex drainage issues surrounding the courtyard and athletic fields.
- Lusher Charter School
  - Developed and implemented plans for the lunch terrace and multi-purpose athletic field. Utilized new artificial turf technology for the courtyard.
- Marfores at Federal City, Place St. Charles Streetscape, Loyola University – Thomas Hall, New Orleans Katrina Memorial and Metairie Country Club.

Mrs. Herzog interfaced with many of the same agencies and departments that she will be required to interface with on behalf of Parkways for the completion of the above projects. She brings valuable experience to Parkways from the perspective of permit applicants.

According to the U.S. Bureau of Labor, the 2012 median salary for a landscape architect is \$64,180. Given Mrs. Herzog's considerable experience and accomplishments, her earning potential is significantly higher than the median salary.