

**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: Ed Quatrevaux _____
Appointing Authority Department: Office of Inspector General _____
Appointing Authority Phone Number: (504) 681-3200 _____
Appointing Authority E-mail: equatrevaux@nolaog.org _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Kristen Morales
Current Class (if current employee): C0709 **Proposed Class:** C0710
Is this a promotion or a new hire? Promotion
What is the new job class? Criminal Investigator IV

JOB POSTING & APPOINTMENT

Duration of job posting: 1/16/2009 until 6/5/2015 and 8/14/15 to present
How position was advertised: Civil Service
Date of appointment: 8/21/2015 **Type of appointment** (provisional, etc.): Probation
Detailed position description:

The Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (1M) procedures. The Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Investigator develops compiles, reviews, handles, and transports documents and evidence relative to investigations. The Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Investigator must give testimony before administrative hearings and in the courtroom when required; and related duties as required.

QUALIFICATIONS

1. **How many applicants were on the eligible list?** One applicant.
How many of them possessed this extraordinary qualification (described below)?
 One applicant.
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) A Bachelor's Degree in accounting, finance, business administration, criminal justice, social science or a closely related field from an accredited college or university.	IBM i2 Analyst's Notebook Specialized Knowledge and Applications Certified	The training was completed at the i2 Training Center, 1430 Spring Hill Road, McLean, Virginia. The training encompassed 38 hours of lectures, demonstrations, practical exercises, and a test with certification being awarded on

		01/11/2008.
2) Certificate as a Certified Inspector General (CIGI), Certified Fraud Examiner (CFE) or Certified Fraud Specialist (CFS).		
3) Seven (7) years of experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level.		
4) A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.		

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

This qualification, IBM i2 Analyst's Notebook Specialized Knowledge and Applications Certified, is highly sought after by Federal Law Enforcement Agencies such as the FBI. When you combine this skill with the requisite certified fraud examiner and seven years of investigative experience (as required for Investigator IV) you have tremendously narrowed the field of acceptable, viable candidates. These three skills alone would command a much higher salary in the private sector. No other Investigator IV in the Office of Inspector General has this certification.

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

There are five critical elements (core responsibilities or duties) that comprise the Investigator IV position: Critical Element # 1 – Investigating, Decision Making, and Analyzing; Critical Element # 2 – Organizing, Planning, and Coordinating; Critical Element #3 – Communicating Orally, and in Writing; Critical Element #4 – Intelligence Base and Liaison; and Critical Element # 5 – Achieving Results. Having an investigator with seven years of experience and a certified fraud examiner who also possesses i2 Analyst certification greatly enhances their ability to perform the aforementioned five critical elements. The additional analytical skills applied to each critical element gives that investigator alternative ways of problem solving, additional options in resolving issues. They have the ability to process greater volumes of information and perform additional analysis resulting in a performance that exceeds expectations. Investigator Morales has already demonstrated her exceptional abilities by applying them to her duties. She has been able to produce results that no other investigator was able to achieve.

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

Due to Investigator Morales's investigative/analytical skills, she has already demonstrated the financial advantage to the City. She has applied her investigative skills and her analytical skills in focusing on two Departments – the Taxicab Bureau and the Ground Transportation Department at the New Orleans International

Airport. She was able to gain a complete understanding of their operations and then apply it to fee collections as set out in their applicable Ordinances. She identified the areas where they were deficient in fee collections. She was able to provide both respective entities with a template to maximize revenue. Investigator Morales' unique skill set was responsible for identifying and then providing a blueprint for actually collecting an additional \$1 million dollars in revenue (\$500,000 for the Taxicab Bureau and \$500,000 for Ground Transportation at the airport) If the City were to engage a consultant or a consulting firm to provide this service it would cost in excess of \$200,000. Investigator Morales started this process within the scope of a "normal" or "standard" investigation. Her investigations into specific aspects of the Taxicab Bureau and Airport Ground Transportation were highly successful; however, it did not end there. She then utilized her unique skill set to go above and beyond what would be expected of an Investigator IV and mapped out the aforementioned increased revenue generating fee collections. Investigator Morales has already demonstrated the financial advantage to the City that her unique skill set offers. This increased rate in pay will ensure that the City can retain her and she can continue to apply her skills to other City Departments.

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.

Terrence Barrett
Michael Centola
Eduardo Hernandez
Gordon Hyde

None of the other departmental employees (listed above) in this classification possess the exceeded qualification.

Rate granted (in steps; % must be in increments of 1.25): 25% _____

Appointing Authority Signature: _____ 