

**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: __Jennifer Avegno, MD__
Appointing Authority Department: __Health__
Appointing Authority Phone Number: __504-658-2518__
Appointing Authority E-mail: __jennifer.avegno@nola.gov__

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Marin Tockman Stephens
Current Class: Senior City Planner **Proposed Class:** Senior City Planner
Is this a promotion or a new hire? New Hire

JOB POSTING & APPOINTMENT

Duration of job posting: Continuous **How position was advertised:** City website
Date of appointment: TBD **Type of appointment:** Regular
Detailed position description:

The Transportation Safety Coordinator is responsible for developing and implementing projects that foster increased motorist, bicycle and pedestrian safety around the City of New Orleans. The Transportation Safety Coordinator must analyze the current transportation landscape in New Orleans and develop and implement ideas related to education, infrastructure, policy and programs to enhance safety and improve outcomes for motorists, cyclists and pedestrians. The Transportation Safety Coordinator must be able to look at transportation through a public health lens and be able to address transportation-related issues with a data-based approach

QUALIFICATIONS

1. **How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** 7 total applicants. No other candidates possessed these extraordinary qualifications.

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.)
Relevant Masters Degree	Masters degree from an accredited university specifically in Transportation Planning with 36 hours of coursework.	Completed Masters Program and University of New Orleans with a focus on transportation planning and transportation science, which is directly relevant to the requirements and content of the position.
1 Year of FT planning experience	Planning experience is with the New Orleans RPC, which is one	Has 1.25 years of directly relevant experience as a planner

	of the entities that this position would directly collaborate and interact with as part of job duties.	at the New Orleans Regional Planning Commission, including work on the Metropolitan Transportation Plan and utilizing the following skills: GIS, design review, city planning, community development and storm water.
	Certified Bicycle instructor	Marin has a current certification to teach bicycle safety children as well as bicycle safety laws to adults, which is directly applicable to the core functions of this role.
	Development and communications experience	Marin has 3 years experience working for a local bicycling nonprofit on grant development and communications, which are directly applicable to the core activities required of this position.
	Experience working in New Orleans City Government	Marin worked directly for the New Orleans City Council as Secretary of the Council Sub-Committee for Pedestrian Bicycle Safety Action Committee, which would be invaluable experience for this role. She also worked as a graduate assistant within the Mayor's Office of Transportation, which is a department she would work directly with in this role.

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

None of the eligible applicants for this position had the same applicable skills specifically related to transportation safety planning or the experience directly with City of New Orleans and regional government entities. Marin has a breadth of experience working with New Orleans City Council, Regional Planning Commission, Port of New Orleans, and Mayor's Office of Transportation that uniquely qualifies her for this position above other applicants. Also, Marin experience with grant writing and communications related to transportation, which are not readily available in the labor market at the minimum entrance rate. Finally Marin has leadership skills not possessed by other candidates, having owned her own bicycle business for 8 years and serving in a program director role for 3 years at Bike Easy.

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

The transportation safety coordinator position is specifically charged with developing transportation safety plans and partnering with governmental agencies and community-based organizations that work on transportation safety, and Marin has direct academic and professional experience with transportation planning, including design review, GIS, and community development planning that are directly applicable to the duties of this job. She also has existing connections and experience working with many of the agencies that she will be required to work with in this position (Regional Planning Commission, Mayor's Office of Transportation, New Orleans City Council, Port of New Orleans, Bike Easy, UNO Transportation Institute)

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

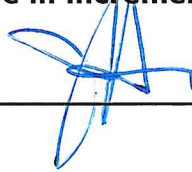
Hiring Marin at this rate will allow the City to employ someone who has extensive experience and connections in the transportation planning and safety field, meaning that she will be able to fulfil the job duties without a significant learning curve or adjustment period that would be needed for other candidates. She also has extensive grant writing and grants management experience, which means she will be able to draw in additional funding to the City, specifically through the federal Infrastructure Investment and Jobs Act for transportation planning and safety work.

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.

N/A

Rate granted (in steps; % must be in increments of 1.25): Step 21

Appointing Authority Signature: _____

A handwritten signature in blue ink, consisting of several overlapping loops and a vertical line, positioned above a horizontal line that serves as a signature line.