

**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: Norman White
Appointing Authority Department: NOAB
Appointing Authority Phone Number: 504-303-7511
Appointing Authority E-mail: normanw@flymsy.com

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: *Willie Harris*
Current Class (if current employee): *C8316 Principal Services Agent* **Proposed Class:** *C8320 Services Manager (Capital Programming and Administration)* **Is this a promotion or a new hire?** *Promotion*
New Hire What is the new job class?

JOB POSTING & APPOINTMENT

Duration of job posting: - *and NOAB website* **How position was advertised:** *Civil Service website*
Date of appointment: **Type of appointment** (provisional, etc.): *Probationary*
Detailed position description: *See attached*

QUALIFICATIONS

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

2 applicants 1 candidate with 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.)
1) A Bachelor's Degree from an accredited college or university.		
2) Five (5) years of increasingly responsible advanced administrative experience involving Accounting, Grant Administration, Planning, Environmental, Engineering and Construction	21 years of progressive hands on experience in grant administration at the federal and state level.	
3) A valid driver's license. Applicants must be eligible for coverage under the airport's auto liability insurance policy.		

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

Currently the Airport is finalizing a Airport Master Plan for Capital Development. It is anticipated that within this year the Airport will initiate construction implementation of another billion-dollar development program. The position of PDC Manager of Capital Administration, is essential for this new program.

The qualifications for this position, are highly specialized in a narrow industry such as Aviation. There are few people nationwide that possess the skills of understanding the grant procedures, contracting, and functions of the Federal Aviation Administration (FAA). This also applies to Federal Emergency Management Administration (FEMA) as it relates to this position.

Additionally, there are few people that have understanding of construction specific to an Airport environment, which is a high security environment and is significantly more regulated than traditional construction. There are certain rules and procedures put in place by these Federal Agencies that are specific to an Airport, such as FAA, Advisory Circulars that is essential to the position and understanding the Invoicing, funding and contracting of this type of construction.

The position also requires understanding of finance as it relates to airport specific funding, such as: knowledge of General Airport Revenue Bonds (GARBS), Passenger Facility Charges (PFCs), and Customer Facility Charges (CFCs) to assist in the development of a funding plan for projects. The position also requires a person to read, interpret, explain and apply FAA and City grant related laws, regulation and policy

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

The candidate of this position is required to have the specific knowledge related to Airports, to coordinate and facilitate the contracting, funding, project controls of a billion-dollar program. Few people have that level of experience. A candidate with 32 years' experience and already been part of a billion-dollar program, would have significantly advanced qualifications far beyond a significant number of other applicants and entry level applicants. A person beyond 20 + years of experience is a subject matter expert level in the field and far more qualified than a person with entry level qualifications that would require a steep learning curve.


As noted above the Airport is finalizing a Airport Master Plan for Capital Development. It is anticipated that within this year the Airport will initiate construction implementation of another billion-dollar development program. The position of PDC Manager of Capital Administration, is essential for this new program. A person with significant experience is required to handle this level of responsibility effectively on a program that is critical to Airport's mission.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Using the current rate of \$150.00 an hour from the contracted temp services the yearly cost to outsource this position would be \$321,000.00

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.

None.

Rate granted (in steps; % must be in increments of 1.25): 90/19 or 2.5%

Appointing Authority Signature: 



City of New Orleans

AIRPORT SERVICES MANAGER (CAPITAL PROGRAMMING & ADMINISTRATION DIVISION) (CLASS CODE 8320)

SALARY	\$78,024.00 - \$81,999.00 Annually	LOCATION	New Orleans, LA
JOB TYPE	Probationary	JOB NUMBER	11013/8320
DEPARTMENT	New Orleans Aviation Board	OPENING DATE	02/23/2024
CLOSING DATE	Continuous		

Kind of Work

This position serves as the manager of the Capital Programming & Administration Division at the New Orleans International Airport. This position reports to the Deputy Director of the Planning, Development & Construction (PDC) Department. Required duties include the management of capital programming and administrative services which includes Airport Capital Improvement Program (ACIP) coordination, contract administration, PDC grants coordination, and PDC Budget coordination. Work requires a high level of responsibility to manage multiple facets of capital program administration for multi-billion-dollar construction program. The incumbent should have good knowledge of budgetary principles and their application to airport planning, development and construction. This position coordinates with the Federal Aviation Administration (FAA) Airport Districts Office (ADO) program manager for the Airport (MSY). Also required is an understanding of the principles, practices and techniques of administrative analysis and processing of grants, invoices and contracts for Planning and Development and related duties as required.

Minimum Qualifications

1. A Bachelor's Degree from an accredited college or university. *
 2. Five (5) years of increasingly responsible advanced administrative experience involving Accounting, Grant Administration, Planning, Environmental, Engineering and Construction.
 3. A valid driver's license. Applicants must be eligible for coverage under the airport's auto liability insurance policy.
- Airport experience preferred.

* Prior to appointment, the hiring agency is required to verify education and licenses claimed by the applicant to qualify for this classification. If selected for hire, applicants must provide original documents of their qualifying credentials to the hiring agency prior to their start date in this job classification.

NOTE: If hired, Aviation employees must maintain all required licenses, permits, certificates, and auto liability insurance eligibility during the duration of their employment. Failure to comply with any of the above listed provisions will result in termination.

NOTE: Pay above the minimum for superior qualifications may be granted under Civil Service Commission Rule IV Sec. 2.7 based on a review of the applicant pool, candidate's verified experience, education, and/or possession of related certifications.

Re: Extraordinary Pay Request

Artasia N Cannon <Artasia.Cannon@nola.gov>

Wed 5/1/2024 1:02 PM

To: Natika Vassel <natikav@flymsy.com>

Cc: Tia N. Harrison <tnharrison@nola.gov>; Renee Brunt <reneeb@flymsy.com>

Good afternoon,

Civil Service does not have any objections to this request at this time.

Kind Regards,

Tay Cannon (she/her)

Department of Civil Service

504-658-3503

Artasia.cannon@nola.gov

From: Natika Vassel <natikav@flymsy.com>

Sent: Friday, April 26, 2024 11:03 AM

To: Artasia N Cannon <Artasia.Cannon@nola.gov>

Cc: Tia N. Harrison <tnharrison@nola.gov>; Renee Brunt <reneeb@flymsy.com>

Subject: Extraordinary Pay Request

INTER-AGENCY EMAIL

EMAIL FROM EXTERNAL SENDER: DO NOT click links, or open attachments, if sender is unknown, or the message seems suspicious in any way. DO NOT provide your user ID or password. If you believe that this is a phishing attempt, use the reporting tool in your Outlook to send this message to Security.

Good morning,

The Extraordinary Pay Request for Willie Harris for the classification of Airport Services Manager (Capital Programming & Administration Division) (c8320) is attached.

Thanks,



Natika M. Vassel

Human Resources

New Orleans Aviation Board

natikav@flymsy.com