

**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.gov _____

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Erica Smith
Current Class (if current employee): C0705 **Proposed Class:** C0706
Is this a promotion or a new hire? Promotion
What is the new job class? Deputy Inspector General of Audit and Review

JOB POSTING & APPOINTMENT

Duration of job posting: 01/16/2009 until 08/12/2009 and 02/05/2016 to present
How position was advertised: Civil Service
Date of appointment: 02/18/2016 **Type of appointment** (provisional, etc.): Provisional
Detailed position description:

The Deputy Inspector General for Audit and Review (DIGAR) has principal responsibility for advising the First Assistant Inspector General for Audit and Review (FAIGAR) , and the Inspector General (IG) on issues related to the OIG mandate to prevent and detect fraud, waste, abuse and illegal acts. The DIGAR supervises the Chief and Assistant Chief of the Audit and Review division in the careful implementation of all audit plans and the proper execution of all audits and reviews under the Principal and Standards for Offices of Inspectors General and Generally Accepted Government Auditing Standards. The DIGAR assists the FAIGAR and the IG in defining the OIG goals and objectives, while setting long and short term objectives for the Audit and Review Division. The DIGAR implements audit and review plans, approved by the FAIGAR and IG, monitors their effectiveness, and adapts them to changing opportunities and obstacles. The DIGAR assigns projects within the Audit and Review Division, approves project plans, reviews draft work products, and assures the quality of the work performed. The DIGAR assists the FAIGAR in coordinating activities of the Audit and Review division with other divisions within the OIG. The DIGAR represents the IG in meetings and public forums when directed and advises the FAIGAR on training and resources needed by staff to ensure the effectiveness of the OIG

QUALIFICATIONS

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

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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) Eight (8) years of auditing experience participating in audits performed in accordance with standards specified by the American Institute of Certified Public Accountants or standards specified by the Comptroller General of the U.S. (Yellow Book) Governmental auditing and/or public auditing experience preferred. Experience with data analysis tools (IDEA, ACL, Active Data, etc.) is also a plus. Three (3) years of this experience must have been in a supervisory capacity and must have been within the last ten (10) years.	Eleven (11) years of auditing experience including six years (6) of experience in a supervisory capacity within the Office of Inspector General (OIG) plus one (1) year performing the duties and responsibilities of Assistant Inspector General for Audit and Review in the OIG.	Mrs. Smith has been performing supervisory duties for the Office of Inspector General since 04/19/2010. She has been performing the duties of the previously terminated Assistant Inspector General for Audit and Review since 02/10/2015.
2)		
3)		

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

When you combine Mrs. Smith's eleven years of auditing experience with her six years of auditing experience in the Office of Inspector General, with her six years of supervisory experience in the OIG, you have tremendously narrowed the field of acceptable, viable candidates. Mrs. Smith has actually been performing the duties and responsibilities far exceeding her current position for over one year (since the termination of the previous Assistant Inspector General for Audit and Review). Anyone matching this experience (again that would be an extremely narrow field) would command a much higher salary in the private sector.

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 Deputy position: Critical Element #1 – Knowledge of Auditing Standards, Execution of Auditing Procedures, and Analyzing Auditing Evidence; Critical Element # 2 – Organizing, Planning, Coordinating, and Supervising/Managing; Critical Element # 3 – Communicating Orally, and in Writing; Critical Element # 4 – Reviews and Review Notes; and Critical Element # 5 – Achieving Results/Reports. Erica Smith initially worked as an Auditor with supervisory duties for the Office of Inspector General for 6 years. The former Assistant Inspector General for Audit and Review had numerous personnel/managerial issues which resulted in her termination. Mrs. Smith was able to transition into this role beginning on 02/10/2015. She has performed at the "Exceeds Requirement" level on

all five of her critical elements. She has restored high morale and transformed the Audit and Review Division into a highly functioning/producing part of the Office of Inspector General. She has also gained a unique, extraordinary experience in performing these duties. She understands and has direct experience in the work of the OIG, in the Generally Accepted Government Auditing Standards (GAGAS) known as the "Yellow Book", and in the Qualitative Standards of the Association of Inspectors General for Auditors, known as the "Green Book." She has led the Audit and Review Division for over one year and has gained invaluable experience. The previous AIG for Audit and Review created an atmosphere that discouraged initiative and coordination. Mrs. Smith has changed that atmosphere and the Audit and Review Division is now producing at a record rate. Mrs. Smith has created an environment that encourages auditors to go "above and beyond" the requirements of the position.

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

Erica Smith has been performing at an accelerated rate for over one year. In fact, she has done such a good job that it is unnecessary to hire a replacement for the terminated Assistant Inspector General (AIG) for Audit and Review. The AIG's salary was \$123,551 and that is \$32,984 more than the Deputy's salary of \$90,567. At the rate specified below (20%), Mrs. Smith's salary would be \$108,860 which represents an increase of \$18,293. Mrs. Smith has proven that she has the ability and experience to supervise/manage the Audit and Review Division in an "exceeds requirement" capacity, thereby making it unnecessary to hire an Assistant Inspector General for Audit and Review. Not hiring a replacement AIG represents an actual cost savings (just in salary) to the City of New Orleans of \$105,258 per year (AIG salary of \$123,551 minus Mrs. Smith's 20% increase of \$18,293). If you factor in the associated employee benefits costs; Municipal Retirement, FICA, Medicare, Workers Comp, Life Insurance, Health Insurance and Unemployment Comp, then the financial advantage to the City would be a total yearly cost savings of \$150,973.

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.

There are no other departmental employees in this classification.

Rate granted (in steps; % must be in increments of 1.25): 20% step 17

Appointing Authority Signature: [Signature]

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