

**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: Aaron Miller
Appointing Authority Department: Office of Homeland Security & Emergency Preparedness
Appointing Authority Phone Number: 605-658-8703
Appointing Authority E-mail: almillier@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Ryan Mast
Current Class (if current employee): N/A **Proposed Class:**
Is this a promotion or a new hire? NEW HIRE **What is the new job class?:** C8116

JOB POSTING & APPOINTMENT

Duration of job posting: Continuous **How position was advertised:** Civil Service
Date of appointment: 1/9/2017 **Type of appointment (provisional, etc.):** NEW HIRE
Detailed position description: Highly responsible project management/supervisory, administrative and technical work in establishing specific policies for the mitigation of environmental hazards in conjunction with other city departments. Work also includes administering grant programs for mitigating critical infrastructure and at-risk residential structures; overseeing the development and implementation of the City's hazard mitigation plan; communicating hazards and risks to New Orleans residents, and the supervising and development of staff; and related work as required.

QUALIFICATIONS

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

The competitive employment register had six (6) individuals in band one (1) and six (6) individuals in band two (2). Of those, none except Mr. Mast possessed the extraordinary qualifications on this form. Mr. Mast is also in band one (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) Bachelor's Degree from accredited college or university	In addition to a Bachelor's Degree, Mr. Mast holds a Master of Arts (MA) degree, a Professional Certificate of Management and was an Institute of Politics Fellow at Loyola University.	B.A., Illinois College M.A., Tulane University P.C.M., University of Notre Dame
2) Five years of progressively, responsible experience in hazard mitigation.	As a former employee of the Federal Emergency Management Agency, Mr. Mast held several supervisory and leadership positions in the Hazard Mitigation program (HMGP) area including serving as the lead federal reviewer for HMGP projects for	Mr. Mast also already holds a <u>Certified Floodplain Manager (CFM)</u> certification, which all new hires are expected to obtain within the probationary period.

1	<p>Hurricanes Katrina and Rita. As a project manager in FEMA's Louisiana Recovery Office, he oversaw hazard mitigation work in numerous parishes and localities throughout Louisiana and is intimately familiar with ongoing projects, strategic direction and other aspects unique to New Orleans and the region.</p> <p>As an Intergovernmental Affairs Specialist, Mr. Mast supervised three (3) teams that were responsible for coordinating several HMGP and other Public Assistance projects for all Louisiana parishes.</p> <p>In summary, Mr. Mast has experience that greatly exceeds the minimum requirements of this job announcement.</p>	
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3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:

The unique requirement of this position such as knowledge of hazard mitigation and disaster management, plus policy development and intergovernmental relations experience limits the applicant pool. Mr. Mast is the ideal candidate for this position.

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

Mr. Mast has extensive, direct experience in managing large, complex hazard mitigation projects and translating these projects to support policy development at the local, state and federal levels. In addition, Mr. Mast holds advanced academic degrees and a CFM certification, the latter of which is not required at the time of hiring (but newly hired employees are expected to obtain within the probationary period).

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

The Hazard Mitigation office provides oversight for major interdisciplinary projects that involve multiple levels of government and support capital investments such as infrastructure. It is advantageous to have a highly qualified hazard mitigation practitioner with experience in managing these types of multi-million dollar budgets and investments.

6. List other departmental employees in this classification.

There are no other employees in this classification.

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

16.25%
Grade 96, Step 14 (\$87,254.04)

Appointing Authority Signature: _____

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