

**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:** Sewerage and Water Board of New Orleans  
**Appointing Authority Department:** Environmental Affairs  
**Appointing Authority Phone Number:** 504-865-0662 Office, 504-252-8707 Cell  
**Appointing Authority E-mail:** awilson2@swbno.org

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Sarah Olivier  
**Current Class** (if current employee): NA      **Proposed Class:** Senior City Planner  
**Is this a promotion or a new hire?** New Hire **What is the new job class?** Senior City Planner

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** Continuous      **How position was advertised:** City website  
**Date of appointment:**      **Type of appointment** (provisional, etc.): Probationary  
**Detailed position description:** See attached documents.

**QUALIFICATIONS**

1. How many applicants were on the eligible list? 22
2. How many of them possessed this extraordinary qualification (described below)? 1
3. 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) Master's Degree and 1 year experience	Master's Degree and 14 years experience	See attached resume and application
2)		
3)		

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

Qualifications of experience with grant writing and project management are duties performed by Senior City Planners who have likely more years of experience than the one- year experience required as the minimum qualifications for the position. These are the two areas in which the department is seeking the applicant to perform duties in the department. Experience in project management and grant writing is found in applicants who have been in the planning field for many years and at a higher

position than entry level. For these reasons, an applicant with these qualifications will not accept the position at the minimum entrance level.

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

A list of duties for this position are attached. Specifically, the following duties are relevant to the advanced qualifications held by this applicant are as follows:

**Grant writing:**

- Researches and preparing applications for federal, state, and local grant projects and programs, to fulfill grant requirements.
- Prepares and writing grant application components relating to EPA Urban Waters Program, Environmental Education, water quality monitoring, groundwater monitoring.

**Project Management:**

- Oversees with the development, project management, construction implementation, maintenance, monitoring, and assessment of SWBNO green infrastructure programs and projects in accordance with the SWBNO Green Infrastructure Plan.

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

This applicant will be able to write grants for SWBNO. This would eliminate the need to hire a contractor to perform grant writing duties. Hourly rate for grant writers with some degree of success is \$35 - \$75 per hour. Hourly rate for grant writers with proven success winning large grants is \$75 - \$150 or more per hour. This applicant is a grant writer with proven success writing larger grants.

This applicant will be performing duties of project management for green infrastructure construction projects. This applicant has years of experience in this field and has a record of completing projects on time and within budget. This would be cost savings for projects by eliminating the need for change orders, requiring contractors to meet specifications and completing projects on time.

**7. 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.**

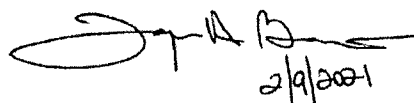
Bryant Dixon, Senior City Planner No  
Grace Vogel, Senior City Planner No

Rate granted (in steps; % must be in increments of 1.25): Mid point, \$57,909

Ann Wilson

Digitally signed by Ann Wilson  
DN: cn=Ann Wilson o=SWBNO  
ou=Env Affs,rs  
email=awilson2@swbno.org, c=US  
Date: 2021.02.07 05:56:53 -0600

Appointing Authority Signature: \_\_\_\_\_

  
2/9/2021