

## Extraordinary Qualifications - Civil Service Form #2950

### Requester Information

Name: JovanWalker Date: 11/9/2022

Email: JDBell@nola.gov

Phone Number: 504-658-1099

Department: City Council Fiscal Office

### Employee Details

Employee Name: Byron Minor

Department: 200 - Council

Appointing Authority: Paul Harang

Is this a promotion or a new hire?: ☐ New Hire (Hired Above Minimum) ☒ Promotion (Qualified Above Minimum)

Proposed Classification: CURO LEGISLATIVE AIDE

Current Classification: MANAGEMENT DEVELOPMENT ANALYST I

### Job Posting and Appointment

Type of Appointment: Probationary

Date of Appointment (if known): 11/27/2022

Duration of Job Posting: 2 weeks

Method(s) of Advertising?: nola.gov

Detailed Position Description: Work will encompass the following: Conduct legal research and develop memoranda on proposed laws, policies and litigation summarizing issues and providing recommendations; draft resolutions and orders based on evidence received at hearing or settlement negotiations; monitor filings in dockets to ensure compliance with orders issued by the Council; participating in meetings and calls with various committees, and researches & prepares responses to requests for information from governmental agencies and the general public; organizes and documents findings of studies; formulates recommendations for implementation of new systems, policies, procedures or organizational changes; prepares reports to management defining problems and possible solutions; serves as an educator to public and private interests to properly inform them of the purposes of programs and legislative initiatives; and provides administrative support to the CURO Director or designee; independently completes assigned special projects within designated time frames and completion of assigned special projects.

### Qualifications

How many applicants were on the eligible list? After reviewing the register, how many possessed the extraordinary qualification(s) described below?:

There were 3 people on the eligible list. All qualified in banded rank 1. All of the referred candidates were interviewed. The other two candidates did not have experience with the City Council. Mr. Minor has worked for the City for the better part of six (6) years, including more than two and a half years working for the City Council. During his work with the Council, Mr. Minor worked for a councilmember who served as a member of the utilities committee. Further, Mr. Minor's experience with other City departments makes him uniquely qualified to join the Council Utilities Regulatory Office. Mr. Minor will be able to tackle the responsibilities head on. He is already familiar with our office and many members of the Council staff as well as with the procedures of the Council. The Council has significantly increased the number of utility dockets and the responsibilities of the Council Utilities Regulatory Office. As a result, it is imperative that we have someone join the team who is able to manage the various duties of the position with little additional training. Mr. Minor is able to do just that.

Describe:

Minimum Qualification - from Job Announcement

Employee Qualification that Exceeds the Minimum

Details

Four (4) years of progressively responsible professional experience which must have included two (2) or more years of experience in a governmental setting which included significant (at least 25%) involvement in legislative affairs (drafting legislation, preparing fiscal notes, tracking and monitoring legislation, providing testimony, etc.).

Mr. Minor has worked for the City for the better part of six (6) years, including more than two and a half years working for the City Council. During his work with the Council, Mr. Minor worked for a councilmember who served as a member of the utilities committee. Further, Mr. Minor's experience with other City departments makes him uniquely qualified to join the Council Utilities Regulatory Office. Mr. Minor will be able to tackle the responsibilities head on. He is already familiar with our office and many members of the Council staff as well as with the procedures of the Council. The Council has significantly increased the number of utility dockets and the responsibilities of the Council Utilities Regulatory Office.

Describe how similar qualifications are not readily available in the labor market at the minimum rate:

Due to the high bar of experience set with the minimum qualifications of this posting and the few candidates referred, it is clear that there are not many qualified individuals available in the labor market. Mr. Minor exceeds the minimum qualifications. His experience as an analyst and community liaison will allow him to support our efforts to establish an electronic filing system, draft legislation and memoranda, and assist constituents with utility complaints. Neither of the other two candidates have combination of experience with constituent services, city departments, and the city council.

How are the duties of the position relevant to the advanced qualification?:

As touched upon earlier, this position will serve as a primary, non-partisan researcher for the Council, who will play a key role in developing policy and interacting with stakeholders. The candidate's advanced qualifications of 14 years working in this field working with governmental entities and advocacy groups make him extremely qualified and well-suited for this position.

Are there other departmental employees in this classification with the same or equivalent qualifications:

☒ Yes ☐ No

Additional Documentation

Attachment 1:

Attachment 2:

Attachment 3:

### Proposed Pay Rate

Rate Granted in Steps (maximum of 21):

21

Rate Granted as a Percentage (must be divisible by 1.25):

25%

How will hiring this person at the rate specified be a financial advantage to the City? (Please provide an objective financial analysis):

Hiring a candidate Mr. Minor will provide more robust inhouse legislative and constituent support. Having someone with his experience position can save the Council thousands of dollars in Advisor costs. For example, Mr. Minor will perform legislative and administrative functions that are currently performed by higher ranking staffers and the Advisors. As a result, CURO staffers will be able to perform more complex regulatory functions and lower reliance on and costs related to outside advisors. \*It should be noted that the salary associated with this position will be subject to reimbursement from Entergy.\*

### Appointing Authority Approval

Name: Paul Harang

Date: 11/9/2022

Approval: ☒ Approved ☐ Denied

Comment:

### Class & Pay Approval

Name: Tia Harrison

Date: 11/17/2022

Approval: ☒ Approved ☐ Denied ☐ Cancel

Comment: Civil Service does not have any objections to this request at this time. You may move forward with placing Mr. Minor at step 21, 5% over rate.

Civil Service Form: Extraordinary Qualifications