

**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:** E. Grey Lewis  
**Appointing Authority Department:** CFO  
**Appointing Authority Phone Number:** 504-585-2371  
**Appointing Authority E-mail:** elewis@swbno.org

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Latressia Matthews  
**Current Class (if current employee):** C0405      **Proposed Class:** C3095  
**Is this a promotion or a new hire?** Promotion      **What is the new job class?** C3095

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** Continuous      **How position was advertised:** www.nola.gov  
**Date of appointment:** \_\_\_\_\_      **Type of appointment (provisional, etc.):** Permanent  
**Detailed position description:** The position will function as the second in command to the SWBNO's Comptroller in the Finance Department.

**QUALIFICATIONS**

1. **How many applicants were on the eligible list? 2 How many of them possessed this extraordinary qualification (described below)?** 1
2. **Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

<b>Minimum Qualification (from job announcement)</b>	<b>Employee's Qualification that exceeds the minimum</b>	<b>Details (university, location, relevance, etc.)</b>
2 years of experience at paygrade 88	4 years of experience at paygrade 88	SWBNO
6 years of progressively responsible professional accounting experience with increasing responsibility performing accounting functions	17 years of progressively responsible professional accounting experience with increasing responsibility performing accounting functions.	SWBNO
Bachelor's Degree in Accounting (BSA)	Master's Degree in Accounting (MSA)	DeVry University

3. **Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** No additional applicants applied which have the extent of governmental accounting skills and relevant experience with Utility accounting.
4. **How are the duties of the position relevant to the advanced qualification?**  
Employee has taken on the roles and responsibilities of leading the department since March 2020 and shown advanced qualifications while management changes occurred, and a new CFO was

hired. She also has the knowledge and expertise to further stabilize the recurring daily processing and properly guide the Finance Department in areas where there are weaknesses.

Further LaTressia Matthews has participated in the external audit with increasing responsibilities annually over the past 10 years gaining the trust of both executive management and outside service providers. The position requires experience and dedication to continue to move the organization towards continuous improvement which is directly aligned with the advanced qualifications.

5. **How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** By promoting this employee into this position will save SWBNO from having to fund the position at 100%. It will also reduce the amount of training that the employee must receive. The employee will be able to start working in the new classification as soon as the promotion is granted.
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 employees in this classification.

**Rate granted (in steps; % must be in increments of 1.25):** Pay Grade 94 Step 17 as the base salary or \$86,176.42.

*Gay Lewis*

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

*[Handwritten Signature]* 6/1/22