

**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: Leslie Alley
Appointing Authority Department: French Market Corporation
Appointing Authority Phone Number: 504-636-6375
Appointing Authority E-mail: lalley@frenchmarket.org

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications: Brennan Ross
Current Class (if current employee): **Proposed Class:** C7047
Is this a promotion or a new hire? New Hire **What is the new job class?**

JOB POSTING & APPOINTMENT

Duration of job posting: 2 months **How position was advertised:** Civil Service Job Portal, Indeed
Date of appointment: 2/4/2024 **Type of appointment (provisional, etc.):** Probationary
Detailed position description: Property management work managing the commercial and residential leases of the French Market Corporation. This includes lease management, inspections, showing rental properties, being on call for tenant needs, liaising with Marketing and Maintenance teams, etc. Real estate managers for the French Market Corporation are not allowed to engage in outside real estate work due to conflict of interest. This requirement has been added due to the actions of previous real estate managers who ran their personal businesses from our offices during working hours.

QUALIFICATIONS

- 1. How many applicants were on the eligible list? How many of them possessed this extraordinary qualification (described below)?** There were 13 total applicants for this position. Of those 13, only 5 possessed 5 or more years of full-time experience in both commercial and residential real estate management. Of those, 3 were not willing to relocate and/or give up external real estate employment that would constitute a conflict of interest. Of the two willing to give up outside real estate work and be domiciled in Orleans parish, Brennan Ross has more relevant experience in managing commercial properties. Mr. Ross also has previously completed all the real estate education requirements of this position's probationary period and is eligible to complete the 2024 CLE course, which the other candidate has not. Mr. Ross has additional relevant experience in coordinating between film crews and tenants, which while not a requirement is a boon in this position.

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) A bachelor's degree	Bachelor's degree is in Real Estate with a minor in Finance	UNO, 2010
2) One year of full-time experience	Exceeds minimum qualification by 10+ years for a total of 13 years	See attached work history and resume
3) LREC licensing course and mandatory CLE Course for 2024 during Probation	Previously held LREC license and post licensing courses prior to hire; has not completed CLE for 2024.	License expired 12/2023

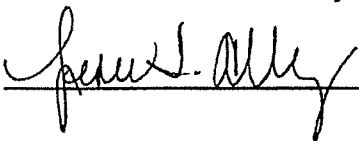
3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: A review of candidates on the eligible list determined that Mr. Ross possessed experience beyond the minimum qualifications that met or exceeded that of other applications. Additionally, Mr. Ross has experience in coordinating filming in the French Quarter and historic parts of New Orleans, specifically in making arrangements with tenants to remove visible anachronistic items from film areas. This would be very helpful in his new position, as FMC properties are often used in film projects and the Real Estate Manager is required to liaise between film crews and tenants. Mr. Ross also has previously completed all the real estate education requirements of this position's probationary period and has until recently held a license relevant to this position.

4. How are the duties of the position relevant to the advanced qualification? The advanced qualifications possessed by Mr. Ross are essential to the position of Real Estate Manager. The position requires the advanced management of commercial and residential leasing properties and the ability to liaise with tenants, film crews, and the marketing and management teams.

5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. Mr. Ross's experience in the field means he will immediately be able to step into the vacant Real Estate Manager position. His comprehensive commercial experience will allow the French Market to assign all commercial real estate duties to him as well as residential duties. Commercial real estate duties were previously being handled by an MDA II; this position is also currently vacant. Incorporating the commercial duties into this role allows us to streamline our administrative staff by eliminating the extra position and allows us to reduce the time we need to spend in recruitment and selection.

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. None

Rate granted (in steps; % must be in increments of 1.25): Step 21; 7.5% above current hiring rate (Step 15)

Appointing Authority Signature:  _____