

**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:** Ann Wilson  
**Appointing Authority Department:** Environmental Affairs  
**Appointing Authority Phone Number:** 504-252-8707  
**Appointing Authority E-mail:** awilson2@swbno.org

**EMPLOYEE INFORMATION**

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**Name of Employee with Extraordinary Qualifications:** Daniel Blanchard  
**Current Class (if current employee):** NA                      **Proposed Class:** C4305, Principal City Planner  
**Is this a promotion or a new hire? What is the new job class?** New hire

**JOB POSTING & APPOINTMENT**

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**Duration of job posting:** Continuous  
**How position was advertised:** SWBNO website, City website  
**Date of appointment:** TBD                                      **Type of appointment:** Probationary

**Detailed position description:**

Confers with public and private entities (groups, organizations, professionals or individuals) to further the mission of the Board, which could include coordinating and directing federally funded programs.

Reviews, coordinates and manages all phases of SWBNO stormwater plans, green infrastructure projects and other materials to include determination of compliance with applicable codes to recommend mitigation measures when needed, developing RFQ and RFP and manage contracts.

Research, prepare applications and manage federal, state and local grant projects and programs, in order to fulfill grant requirements.

Review the development of databases and improvement of data collection and information management.

Implement and may develop community outreach and education in the form of presentations, trainings, community events, workshops and research and preparation of the future opportunities.

Reviews proposed stormwater management ordinances including MS4 on zoning practices.

Directs detailed studies and reports (quarterly and annual) for stormwater management to include GIS mapping and analysis, charts, graphics financial statement.

Leads and directs lower level employees in complex and technical projects.

Allocates assignments, assigns deadlines and determines quality of work standards.

**QUALIFICATIONS**

1. How many applicants were on the eligible list? 5
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.)
<p>A Master's Degree in City Planning or a closely related field from an accredited college or university* and three (3) years of full-time professional urban planning experience. One (1) year of this experience must have been in an exempt (salaried) capacity. Professional planning experience must have been gained after the receipt of a Bachelor's degree.</p> <p>OR</p> <p>A Bachelor's Degree from an accredited college or university* and (5) years of full-time professional planning experience. One (1) year of this experience must have been in an exempt (salaried) capacity. Professional Planning experience must have been gained after the receipt of a Bachelor's degree.</p>	<p>The applicant has a Master's Degree in City Planning an accredited university and six (6) years of full-time professional urban planning experience, of which one (1) year and two (2) months have been in an exempt and unclassified capacity.</p> <p>The applicant has 4 years and 10 months of experience as an Environmental Planner and Project Coordinator for the Ohio Environmental Protection Agency, where he managed concurrent loan projects for two State Revolving Fund (SRF) programs addressing water infrastructure issues including drinking water, stormwater, and wastewater; with components for CSOs, green infrastructure, and lead water pipes; many of which were required by Long Term Control Plans and identified in capital improvement planning. Other duties included coordinating with loan applicants; government officials, engineering consultants, external agencies (CDBG, USACE, USFWS, OPWC), and internal review teams to meet programmatic, State, and Federal requirements on planning, design, and construction loan projects; conducting NEPA review research including Historic Preservation, endangered species, 208 water quality, floodplain coordination, and alternatives analysis to write environmental assessments (EAs) and Limited Environmental Reviews; reviewed detailed plans, engineering contracts, bid documents, permits, utility rate legislation, financial audits, budgets, and planning information to develop environmental reviews and financial affordability reports; and prepared loan exhibits and agreements, and monitored invoices, disbursement requests, and change orders.</p> <p>The applicant has 1 year and 2 months of experience as a Hazard Mitigation Consultant for the Ohio EMA. Duties and experience includes: provide support to the State Hazard Mitigation Officer in facilitating FEMA HMA programs (BRIC, FMA, &amp; HMGP) to local jurisdictions through project development, application reviews, Benefit-Cost Analysis, Hazard Mitigation Plan updates, and Environmental Historic Preservation reviews; served as a panelist on FEMA's 2021 BRIC Qualitative Review Panel; researched equity components in the FMA program and used ArcGIS to map Repetitive Loss properties within socially vulnerable census tracts in Ohio using the CDC's Social Vulnerability Index. Research was presented at the 2021 FEMA Region 5 Fall Conference</p> <p>The applicant's other relevant experience includes serving as the Project Manager for a Hazard Mitigation Plan update, and a subject matter lead for a local Sustainability Plan, while in graduate school; and an Internship at the US EPA in Public Affairs.</p> <p>The applicant's other qualifications include a Bachelor's Degree from Ohio Wesleyan University where he double majored in Economics and Environmental Studies, a Professional Certificate in Municipal Finance, and is certification as a LEED Green Associate.</p>	<p>Master's Degree Issued by The Ohio State University, graduated in May 2021 with Magna cum laude honors, and received the Outstanding Student in a Studio departmental award in Fall 2020 for efforts in leading 8 graduate students in developing a FEMA approved Hazard Mitigation Plan.</p> <p>Experience gained at Ohio EPA in the Division of Environmental and Financial Assistance, Office of Financial Assistance, Project Coordination Unit &amp; Environmental Planning Unit. Assisted local governments in financing stormwater and wastewater infrastructure projects. Researched green infrastructure BMPs and how SRFs can be used to implement GI projects to manage stormwater.</p> <p>Experience at the Ohio EMA's Mitigation Branch, an agency within the Ohio Department of Public Safety. Provided guidance to local governments in navigating federal grant programs.</p> <p>Bachelor's Degree Issued by Ohio Wesleyan University in 2016, double major in Economics and Environmental Studies.</p> <p>Internship Experience gained at the U.S. Environmental Protection Agency in 2015, in the Office of Public Affairs and Media Relations Office.</p> <p>Professional Certificate in Municipal Finance issued by the University of Chicago, Harris School of Public Policy, Executive Education.</p>

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

The job posting did not attract candidates with advanced qualifications. The job experience required to compete for funding is not found in candidates at the minimum entrance rate.

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

In addition to the duties outlined on Page 1, the principal planner's duties also include seeking funding from State Revolving Loan Funds, IJJA (Infrastructure Investment and Job Acts) and HMGP (Hazard Mitigation Grant Program). It is essential the candidate filling this position has the ability to seek and obtain funding. The candidate recommended for higher salary due to advanced qualifications and experience.

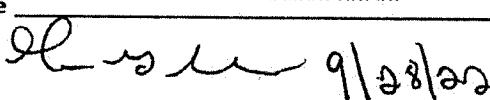
6. **How will hiring this person at the rate specified below be a financial advantage to the City?  
Please provide an objective financial analysis.**

SWBNO will not have to hire consulting engineering firm to apply for State Revolving Loan Funds, IJJA Funding and HMGP Grants. These applications can be completed in-house with the candidate filling this position leading the working group. An experienced grant writer can make up to \$150 per hour. The hourly rate for the person in this position is \$31 per hour.

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.**

None

**Rate granted (in steps; % must be in increments of 1.25): Grade 81, Step 21 (midpoint in range)**

**Appointing Authority Signature** Ann Wilson  
 9/28/22

Digitally signed by Ann Wilson  
DN: cn=Ann Wilson, o=SWBNO  
email=awilson@swbno.org, c=US  
Date: 2022.09.28 15:35:33 -0500