

**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:** Susan Hutson  
**Appointing Authority Department:** Office of the Independent Monitor  
**Appointing Authority Phone Number:** 504-309-9799  
**Appointing Authority E-mail:** shutson@nolaipm.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Eileen Shanklin-Andrus  
**Current Class** (if current employee): n/a *Independent Police Monitor Auditor*  
**Proposed Class:** C0728  
**Is this a promotion or a new hire?** New Hire  
**What is the new job class?** n/a

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 90 days **How position was advertised:** City of New Orleans Job Portal, and NACOLE.org website.  
**Date of appointment:** January 16, 2017 **Type of appointment** (provisional, etc.): **Provisional**

**Detailed position description:**

Professional, administrative and some supervisory work assessing police operations for compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures. Work includes developing audit plans and objectives as well as evaluating and assessing areas of risk. Work also includes determining if effective controls are in place, and suggest approaches for addressing risk; and related work as required.

**QUALIFICATIONS**

1. **How many applicants were on the eligible list?** 1- Eileen Andrus
2. **How many of them possessed this extraordinary qualification (described below)?** 1- Eileen Andrus
3. **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>
<b>1)</b> A Juris Doctor or Master's Degree in Accounting, Public Administration,	Ms. Andrus has a Master's Degree in Business Administration (MBA) with a concentration in accounting. The MBA contains 18 hours of accounting coursework and her	Eileen Andrus received her Bachelor's degree in Accounting from Nicholls State University and her Masters of Business Administration with an accounting concentration from the University of Phoenix. She is currently

		Prior to working for the OIG, Eileen was employed as a manager in public accounting with audit duties centered around governmental and nonprofit entities.
3. Active license as a Certified Public Accountant (CPA) or any two (2) of the following: active certifications as a Certified Inspector General Auditor (CIGA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), or Certified Law Enforcement Auditor (CLEA).	Eileen holds licenses or certificates in all of the following areas:  Certified Public Accountant since 1988  Certified Inspector General Auditor since 2013  Certified Fraud Examiner since 2012	Eileen exceeds the minimum required number of certifications required for this position.

**Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** Only one individual has qualified for this position since its advertisement in August 2016. The audit of a governmental entity is a unique skill set that requires some understanding of governmental accounting and auditing. Eileen’s background in governmental auditing spans over 20 years. Addition experience in auditing police policies and procedures was gained while working for the OIG. Eileen is familiar with the NOPD’s consent decree and will require very little guidance on who and where to request information from within the City. Just recently, Eileen completed a course in criminal procedure which provides her with addition insight on how police should conduct themselves when stopping a citizen in public.

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

The duties of the OIPM auditor are directly correlated to the advanced qualifications Eileen possesses. Due to Eileen’s governmental auditing background she comes equipped to contribute on day one. Additionally, Eileen already has a good understanding of the City’s operations and its fund structure, as well as, experience in auditing the NOPD. The legal studies bring with it a unique understanding of the law. The combination of an audit background and her legal studies make Eileen uniquely over qualified for the position of OIPM auditor.

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

The salary currently requested for Eileen (\$ 84,062.00) is only 66% of her previous salary at the OIG. Eileen has agreed to work at this reduced rate in an effort to contribute to her community by monitoring police conduct. She has stated that she wants to be able to contribute to a solution for more effective policing and police conduct in the City of New Orleans.

The greatest argument for hiring Eileen at the rate specified below is retention. An employee with Eileen’s credentials is very marketable and the OIPM cannot compete for her without putting

<p>Business Administration or a closely related field from an accredited college or university. College coursework (undergraduate or graduate) must also have included 24 hours of accounting coursework.</p>	<p>undergraduate Bachelor's Degree in Accounting contained 24 hours of accounting courses. Ms. Andrus was a Magna Cum Laude undergraduate and graduate student.</p> <p>Ms. Andrus is in her final year of earning her Juris Doctorate from Southern University Law Center.</p>	<p>a Juris Doctorate of Law candidate at Southern University Law Center where she attends law school in the evening program. Eileen received the following honors while in school: Accounting Women Scholarship; Appointed to the Judicial Board by the president of Nicholls State University; Appointed coordinator of the Volunteer Income Tax Assistance program at Southern University Law Center.</p> <p>Since 2010, Eileen has taught aspiring CPAs who enroll in the Becker CPA review course at the University of New Orleans. She teaches the governmental financial and auditing sections of the review course along with statistical sampling and reporting standards.</p> <p>Eileen has also taught accounting at Delgado Community College and is currently scheduled to teach accounting at Southern University in New Orleans this Spring.</p>
<p><b>2)</b> Six (6) years of years of related experience including, but not limited to, performance of complex, specialized financial, operational, information technology, law enforcement or other internal audits in accordance with professional auditing or risk management standards. Two (2) years of this experience must have been in a lead capacity and must have been within the last ten (10) years.</p>	<p>Eileen has over 29 years of related experience in auditing processes and procedures.</p>	<p>Currently, Eileen is the Internal Audit Director at the Southern University campus in New Orleans. This position requires the audit of complex, specialized financial and operational audits. Within 30 days of hire, Eileen was appointed lead auditor of the Baton Rouge and Shreveport campuses in their System-wide payroll audit.</p> <p>Prior to working for Southern Eileen was the Assistant Inspector General (OIG) for Audit and Review from 2009-2015.</p> <p>Within two years of hire, Eileen was promoted from Deputy Auditor to First Assistant for Audit and Review.</p> <p>For five and ½ consecutive years, Eileen's department produced the most reports of any department at the Office of Inspector General to include several reports on the New Orleans Police Department (UCR Rape Stats, NOPD Evidence Room, NOPD Payroll Processes and Procedures, etc.).</p> <p>Eileen was also instrumental in leading the audit department in its passing of two separate peer reviews while employed at the OIG.</p> <p>Finally, Eileen researched, proposed, purchased and implemented the current electronic work paper software used by the audit and evaluation departments at the OIG.</p>

adding additional funds into the offer. It would be very difficult to find one person who has Eileen's experience in audit, government and law willing to work for the Civil Service minimum.

- 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.** No other department employees have this classification. No one else possesses the exceeded qualifications Eileen has as it relates to the needs of this position.

**Rate granted (in steps; % must be in increments of 1.25): \$ 84,062.00** (\$ 65,569 is the minimum amount provided in the civil service job description. The Great Place to Work Initiative states that a 25% increase above the pay is permissible through this means. *Step 21 (midpoint)*

**Appointing Authority Signature:**  1/12/2017