

**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:** Yolanda Y. Grinstead, Special Counsel  
**Appointing Authority Department:** Legal  
**Appointing Authority Phone Number:** (504) 585-2236  
**Appointing Authority E-mail:** ygrinstead@gmail.com

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Rita V. Laners  
**Current Class (if current employee):** N/A **Proposed Class:** Classified  
**Is this a promotion or a new hire?** New hire **What is the new job class?** C7017 Paralegal

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** \_\_\_\_\_ **How position was advertised:** The City's Website  
**Date of appointment:** Immediately **Type of appointment (provisional, etc.):** Permanent

**Detailed position description:** Responsible for professional analytical, technical and administrative work assisting supervising attorneys in the preparation and coordination of all stages of litigation and transactional work; and, performs related work required.

**QUALIFICATIONS**

1. **How many were on the eligible list?** Three (3) were on the list, including this applicant.
2. **How many of them possessed this extraordinary qualification (described below)?** One of the two (2) applicants has no paralegal work experience; and, the other who holds a Juris Doctorate, declined an interview with SWBNO. Neither one of the applicants has the experience level of this applicant.
3. **Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

Minimum Qualifications (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) Completion of a Paralegal Studies or Legal Assistant Study program base at an Accredited Four-year college or junior college, or of any Paralegal Studies or Legal Assistant study program approved by the American Bar Association (ABA). paralegal experience.	The applicant has worked as a paralegal for approximately 12 ½ years. The applicant holds a lifetime commission as a Notary Public for the State of Louisiana.	The applicant received a Post-baccalaureate certificate in Paralegal Studies from an accredited four (4) year, ABA approved college, Tulane University of New Orleans in 1994.

<p><b>2) Two (2) years of paralegal work experience.</b>  <b>NOTE: Possession of the Certified Paralegal (CP) certification issued by the National Association of Legal Assistants (NALA), Inc. can substitute for the required the two years of paralegal experience. CP certification will be verified through the nala.org website.</b></p>	<p>The applicant's work experience exceeds the minimum requirement. The applicant has approximately 12½ years of work experience as a Paralegal.</p>	<p>The applicant's work history reflects approximately 12 ½ years of employment as a Paralegal.</p>
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**4. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: NONE**

**5. How are the duties of the position relevant to the advanced qualification?** The applicant is a seasoned paralegal with eighteen years of work experience. She has been employed as a temporary Paralegal with the SWBNO's Legal Department since December 2019. She has demonstrated her knowledge, experience, skillsets and capabilities, which far exceed the requirements of this position. Her extraordinary professionalism and communication skills have allowed her to successfully interact with people of various levels and departments within the Board. The applicant has proven she can work independently, with or without supervision, to complete all of her assigned tasks in a timely manner. Unlike the other applicants, the applicant is well-versed with Construction litigation; the Louisiana Public Bid Law; and, with the drafting, preparation, recordation and routing of various contracts.

**6. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.** The expertise this applicant possesses in various aspects of business and law will benefit the City of New Orleans in saving time and money. To have such a versatile employee as a team member of the Law Department will be a most positive financial advantage to the City.

**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.** There are no other employees with the same or equivalent extraordinary qualifications.

**Rate granted (in steps; % must be in increments of 1.25):**

**Appointing Authority Signature:**

7/13/2021

7/13/21

*Mid Point Step 21*