

**ATTACHMENT A
CIVIL SERVICE COMMISSION
ATTORNEY(S) TO SERVE AS HEARING EXAMINER**

The New Orleans Civil Service Commission is accepting proposals for positions of Hearing Examiner. Selected firm(s) and/or attorneys shall be compensated at a non-negotiable, fixed rate of \$155 per hour, per attorney, for items 1, 2, 3, and 4 as listed below, inclusive of all costs, fees, expenses, and overhead and \$155 per hour, per attorney for services performed under items 5, 6, 7 and 8 as listed below, inclusive of all costs, fees, expenses and overhead.

The attorney and/or law firm(s) awarded a contract will be responsible for, but not limited to the following:

1. Conduct hearings for Civil Service employee appeals and Public Integrity Bureau 60 day extension requests;
2. Conduct hearings on complex legal issues involving investigations of Civil Service rule violations and other legal issues;
3. Work may include examining or cross examining witnesses (including unrepresented parties) as necessary to fully develop the facts; knowledge of the Louisiana Code of Civil Procedure and related statutes and decisions related to admissibility of evidence and other procedural matters; administering the oaths to witnesses and maintaining decorum;
4. Develop an accurate record of the proceedings by ensuring that the proceedings are recorded or a court reporter is present: that the exhibits offered, proffered or introduced into evidence are adequately marked for identification and are physically placed in the record; and decide whether good cause is shown to grant or deny requests for continuances;
5. Prepare a formal written hearing examiner report for the consideration of the panel of Commissioners assigned to the matter in the time period provided in the Civil Service Rules. Under Civil Service Rule II, § 4.11(b), this report must be submitted within 15 working days of the completion of the hearing. May draft a proposed decision for the panel of Commissioners assigned to the matter as requested.
6. May also, on occasion, represent the Commission and Civil Service Department (“Department”) in any litigation, including drafting pleadings to be filed on behalf of or in defense of the Commission, Director, or Department;
7. May also provide legal advice and counsel to the Civil Service Commission and/or Department on occasion as requested; and
8. All such related matters as may be assigned by the Department’s Personnel Director and/or Civil Service Commission.

Applicants must be licensed to practice law in Louisiana and have at least ten years' experience as a practicing attorney. A familiarity with Civil Service Rules and Louisiana decisions applying these Rules will be required in order to draft the reports required and to preside over hearings effectively. Maintenance of an office, residence, or domicile in Orleans Parish is preferred.