

**ITEM 6B**

<b>Name:</b>	Tracy Flores		
<b>Position Applying for:</b>	Recreation Program Supervisor		
<b>Current City Employee:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Customer Relations Rep / GS 48 Original Hire Date: RH 4/2/13		
<b>Date of Disqualification:</b>	8/18/15		
<b>Date Appeal Filed:</b>	8/19/15		
<b>Reason for Disqualification:</b>	Lacks Minimum Qualifications		
<b>Disqualified by:</b>	<input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person		
<b>Was the Appeal Filed in Timely Manner:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Rule or Ordinance Under Which Disqualified:</b>	<p><b>Rule 5, Section 1.(a):</b> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove their name from the eligible list for any of the following reasons, in each case to be fully documented.: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.</p> <p><b>Application Policy:</b> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:</p> <p>(a) <b>Lacks Minimum Qualifications:</b> The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>		
<b>Minimum Qualifications</b>	<b>Education</b>	<b>Applicant Qualifications</b>	<b>Deficits</b>
Associates degree in recreation management or physical education	none	none	Associates degree recreation mgmt. or physical education
Two (2) years recreation work experience	<b>Experience</b>	<b>Position</b> Afterschool (CON) Recreation Leader	<b>Years</b> 4.5 7
<b>Comments</b> The minimum qualifications for Recreation Program Supervisor are an Associate's degree in recreation management or physical education and two (2) years recreation work experience.	Ms. Flores does not have an Associate's degree in recreation management or physical education as required for the Recreation Program Supervisor position. Her degree is in Social Psychology. Ms. Flores last worked for the Parks and Recreation Department as a Recreation Leader from 4/2013 to 11/2014, for a total of seven (7) months. Ms. Flores also worked 20 hours a week from 10/2007 to 7/2008 in the Parks and Recreation Afterschool program. Since her employment in the Afterschool program was part time her time worked has been prorated for a total of 4.5 months. The minimum work experience requirement for Recreation Program Supervisor is two (2) years recreation work experience; therefore, Ms. Flores lacks 12.5 months recreation work experience. For career progression purposes, if an employee is pursuing a career in Parks and Recreation, the next position a Recreation Leader could reasonably be expected to fill would be a Recreation Specialist. Any positions above that would require either an Associates or Bachelor's degree in Recreation Management or Physical Education.		
<b>Non-Qualifying Education/Experience:</b>		<b>Non-Qualifying Education/Experience:</b>	
Bachelor's Social Psychology		Bachelor's Social Psychology	
<b>Experience:</b>		<b>Experience:</b>	
Customer Relations Rep. Teller		Customer Relations Rep. Teller	
President Student Assn. (volunteer)		President Student Assn. (volunteer)	
Years		Years	
Months		Months	
1		1	
6		6	
3		3	
<b>Prepared by:</b> Ada Hatten			<b>Reviewed by:</b>

# CSC Appeal Fact Sheet

Recruitment Title: Recreation Program Supervisor

Recruiting Department: Parks and Recreation

Total Applications Received: 52

Total # of Applicants Failed Minimum Qualifications:

# Failed for Lack of Education: 14

# Failed for Lack of Experience: 0

# Failed for Lack of Education and Experience: 10

Total # Failed the Exam: 5

# No-Show to Exam: 8

# of Applicants who met the minimum qualifications for the position and passed examination: 15

# Appeal Form

To Whom It May Concern:

I Tracy Flores hereby appeal my Disqualified to take the examination, for:

Examination Title: Recreation Program Supervisor

Date notified of disqualification: 8/18/15

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY:  
Check all boxes that are applicable.

Lacks Minimum Qualification – Rule 5.1.(a) <input checked="" type="checkbox"/>	Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input type="checkbox"/>
Human Resources Policy: Dismissed from Public Service <input type="checkbox"/>	Dismissed from City Employment <input type="checkbox"/>
OTHER <input type="checkbox"/> _____ (write specific C.S.C. Rule or HR Policy you are appealing)	

C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification	YES	NO	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

I was disqualified based on the education requirements. The position requires an Associates in recreation or physical education. I have a Bachelors in Social Psychology. My degree should qualify even though it is in a different field since working in the recreation centers is dealing with the community/society. I have worked with the recreation centers before and know my degree is valuable in this position.

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C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO	N/A
Is your conviction job related to the position sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.

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HR Policy: Dismissed from Public Service  
HR Policy: Dismissed from City Employment

Are the circumstances of your dismissal related to the duties of the position being sought?

Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

Other \_\_\_\_\_ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: TracyFlores

Address:

City/State/Zip

Telephone:

Person ID #:

Neogov)

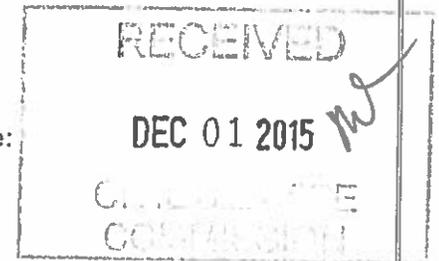
Applicant Signature: \_\_\_\_\_

Date: 8/19/15 \_\_\_\_\_

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature





# Recreation Program Supervisor

Class Code:  
16120 PM 122

CITY OF EL PASO  
Established Date: Apr 24, 2006  
Revision Date: Jul 29, 2012

## SALARY RANGE

\$17.10 - \$24.43 Hourly  
\$1,368.36 - \$1,954.02 Biweekly  
\$2,964.78 - \$4,233.70 Monthly  
\$35,577.31 - \$50,804.40 Annually

### ELSA:

Non-Exempt

### MINIMUM QUALIFICATIONS:

Education and Experience: An Associate's degree in recreation management, physical education or related field, and two (2) years of recreation experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

### GENERAL PURPOSE:

Under general supervision, supervise and participate in planning, organizing and implementing recreational activities at a small recreation site or aquatics cluster for different population groups.

### TYPICAL DUTIES:

Plan organized recreational activities. Involves: Prepare and monitor annual user fee budget. Plan, coordinate and implement activities for recreation programs or events for targeted groups and participants. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations. Develop rules for games, sports and events. Coordinate with contractors, officials and vendors. Post outcomes of games and events as needed. Evaluate activities. Recommend and incorporate changes and improvements. Resolve participant complaints.

Supervise or assist in supervising a recreational or aquatic facility. Involves: Design activities for targeted groups or populations such as dance, arts and crafts, or English classes. Contract with instructors for classes. Prepare programs, promotion and press releases. Prepare program budget and purchase materials as needed. Monitor participant payment and instructor schedules and time sheets. Develop special programs with other recreation staff and other departments.

Provide support and assistance for recreation programs. Involves: Prepare grant proposals for additional funding. Prepare and monitor budget for programs, sites or centers. Prepare purchase requisitions. Oversee accounts receivable for program administration and make deposits. Maintain appropriate records and filing systems. Monitor facilities and report

maintenance repairs or problems. Prepare recurring and ad hoc activity and program reports. Support franchise marketing program, as assigned. Attend related marketing conferences and perform related administrative duties.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of recreational programs and activities.
- Application of good knowledge of planning and providing community based recreational activities.
- Application of good knowledge of supervisory and customer service techniques.
- Application of good knowledge of facilities management principals and practices.
- Application of some knowledge of one or more recreational activities sufficient to conduct classes.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Evaluate programs and prepare reports.
- Monitor program budget.
- Plan recreational activities and facilities.
- Establish and maintain effective working relationships with coworkers, officials, contractors, participants and the general public.

**OTHER JOB CHARACTERISTICS:**

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- Some positions may be exposed to chemicals used for cleaning and pools.
- Some positions are subject to call back and work evening and weekend hours.
- Occasional driving in City traffic.

**CLASSIFICATION STATUS:**

*(Ord. 016352 04/25/06), (CC 07/29/12)*

*As provided under Civil Service Rule 4, Section 2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical*

*requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*

## 16120-0815 - Recreation Program Supervisor

**Contact Information -- Person ID: 8028684**

Name: Tracy Flores Address: US  
 Home Phone: Alternate Phone:  
 Email: Former Last Name:  
 Month and Day of Birth:

**Personal Information**

Driver's License: Yes, Texas , , Class C  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? Bachelor's Degree

**Preferences**

Preferred Salary:  
 Are you willing to relocate? Maybe  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day

**Objective****Education**

**Graduate School**  
 Webster University  
 www.Webster.edu  
 5/2014 - Present

Did you graduate: No  
 College Major/Minor: human resource development  
 Degree Received: Master's

Ft. Bliss, Texas

**College**  
 Park University  
 www.park.edu  
 1/2007 - 7/2011  
 Ft. Bliss, Texas

Did you graduate: Yes  
 College Major/Minor: Social Psychology  
 Units Completed: 120 Semester  
 Degree Received: Bachelor's

**High School**  
 Andress High School  
 8/2001 - 5/2005  
 El Paso, Texas

Did you graduate: Yes  
 Highest Level Completed: 12  
 Did you receive a GED? No  
 Degree Received: High School Diploma

**Work Experience**

**Customer Relations Representative**  
 4/2013 - Present

City of El Paso  
 elpasotexas.gov  
 810 E Overland  
 El Paso, Texas 79924  
 (915)5462901

Hours worked per week: 40  
 Monthly Salary: \$1,600.00  
 # of Employees Supervised: 0  
 Name of Supervisor: s - Fee and Dispersment Supervisor  
 May we contact this employer? Yes

**Duties**

I am responsible for collecting fees and providing information to the public.

**Reason for Leaving**

n/a

**recreation leader**

4/2013 - 11/2014

Hours worked per week: 40

Monthly Salary: \$1,100.00

Name of Supervisor: - Community Center Supervisor

City of El Paso-Parks and Recreation

May we contact this employer? Yes

elpasotexas.gov

5301 Salem

El Paso, Texas

9158218909

**Duties**

As a recreation leader, I was responsible for supervising the public in the recreation center. Other duties included taking payments, scheduling and running sports for youths in which I would recruit volunteers to coach, I also put together special events for the community. I would recruit volunteers for this as well as utilize the community service workers sent to our center. We would supervise these community service workers. Requesting donations for all events was also a crucial part of my responsibilities.

**Reason for Leaving**

Promotion to a different department

**Teller**

6/2012 - 3/2013

Hours worked per week: 40

Monthly Salary: \$1,400.00

# of Employees Supervised: 0

First Light Federal Credit Union

Name of Supervisor: d - Teller Supervisor

May we contact this employer? Yes

**Duties**

As a teller I'm responsible for assisting members with everyday transactions

**Reason for Leaving**

n/a

**Teller**

9/2009 - 6/2012

Hours worked per week: 40

Monthly Salary: \$1,400.00

# of Employees Supervised: 0

White Sands Federal Credit Union

Name of Supervisor: Senior Teller

May we contact this employer? Yes

**Duties**

As a teller, I am responsible for helping and processing routine bank transactions for members while making them feel confident in our credit union. The transactions consist of , but are not limited to, withdrawals, deposits, transfers, money orders, cashier checks, and loan pay offs. I have assisted with filling the cash dispensers and the ATM. In the absence of a senior teller, I have taken over many of the responsibilities. I also have earned the privilege of having the override command. I was also responsible for training new tellers.

**Reason for Leaving**

better pay

**President of the Student****Association**

6/2008 - 7/2009

Hours worked per week: 25

Monthly Salary: \$0.00

# of Employees Supervised: 6

Park University

Name of Supervisor: - Faculty Advisor

www.park.edu

May we contact this employer? Yes

639 Merritt

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**Duties**

As the president of the student association, I was responsible for supervising the other members in their work and to be sure they maintained their GPA and that they worked their hours for each semester. I was in charge of holding weekly meetings and also scheduling the members. I also managed and ran the snack bar for the university. I ordered supplies, shopped for the supplies, and manned the snack bar. We also advertised for the university and ran all student activities. I worked as a volunteer and so were all the other members, I supervised. Aside from all the services we provided to the university, we also volunteered in our community.

**Reason for Leaving**

The association was disbanded due to financial difficulties.

**After School Specialist**

10/2007 - 7/2008

City of El Paso  
www.ci.el-paso.tx.us/  
4435 Maxwell  
El Paso, Texas 79904  
(915) 755-7566

Hours worked per week: 20  
Monthly Salary: \$300.00  
# of Employees Supervised: 0  
May we contact this employer? Yes

**Duties**

As an after school specialist, I was responsible for running a program for the local children after they got out of school. I would do arts and crafts, sports, and some educational activities with the students involved. I also took the children on several field trips. The children were ages 6-16.

**Reason for Leaving**

To join the student association at school.

**Certificates and Licenses****Skills**

Office Skills  
Typing: 44  
Data Entry: 0

**Languages**

Spanish - Speak, Read

**Additional Information****References****Resume**

Text Resume

**Attachments**

Attachment	File Name	File Type	Created By
Bachelor's Degree - Confirmed	Tracy Flores (College Diploma)	Proof of Education	Maria Carrasco

## RULE 5

### Application and Promotional Process and Lateral Transfer Process

#### Section 1. Filing of Applications.

Except as otherwise provided for herein, applicants for all positions, must file an application with the Human Resource Department not later than the date specified in the job posting and in the manner prescribed in the job posting.

The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:

- (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies; or
- (b) He has been convicted of a felony, or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought; or (Amended 8/25/09,11/2/10)
- (c) He is found by the Commission to have committed any act, either while in the service of the City or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission, would be sufficient to constitute a just cause for discharge from the Civil Service as defined in Article VI, Section 6.13-3 of the Charter.

#### Section 2. Appeals from Disqualification from Examination.

a. Applicants who are disqualified from taking an examination may appeal to the Civil Service Commission provided they appeal within three (3) working days from the date of the notice. The three (3) working day period begins the date the notice was emailed. Individuals who appeal must file a written rebuttal in a format prescribed by the Human Resources Director. If the applicant fails to update their contact information or respond within the timelines set, no further action will be taken. (Amended 8/21/07, 8/25/09, 9/17/13)

b. Untimely appeals will not be accepted.

c. If the examination is held before the appeal is heard and determined by the Commission, the Human Resources Director may allow the applicant to take the examination conditionally pending the Commission's determination. If a conditional applicant fails to achieve a passing grade on an examination, the appeal shall be administratively dismissed and the appeal will not be forwarded to the Commission and no further action will be taken. (Amended 8/25/09)

#### Section 3. Frequency and Examination.

Examinations will be given whenever needed to fill a vacancy for which an adequate list does not exist. (Amended 12/11/84, 1/24/89, 8/21/07)

#### Section 4. Eligibility.

A person is eligible to take promotional examinations after actual service in a regular position for six months and when he fully meets the qualifications for the class as specified in the job description. The six months of actual service will be deemed to have been met if the employee successfully completes the six months of service by the date the first component of the examination is administered, and the employee is recommended for regular status. (Amended 10/21/97, 8/21/07, 8/25/09, 9/17/13)

## Section 5. Seniority and Efficiency Points

Seniority points will be awarded to the score of City Employees provided that the minimum passing grade is achieved on the examination or evaluation. Efficiency points will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. City Employees may receive a maximum of seven additional points that can be added to their score for a combination of seniority and efficiency points. (Amended 3/6/12)

## Section 6. Special Credit

### Ratings for Veterans

A veteran, who has obtained a passing score, shall have his rating on an original entrance examination advanced five points. A veteran is defined as any person who has served on active duty in the Armed Forces of the United States, or any division thereof, including the Coast Guard, for a period of 180 days and presents a DD 214 indicating an honorable discharge from said service. (Amended 8/21/07, 8/25/09)

- a. To qualify for an additional five-point increment based on disability, such disability must be at least 30 percent, certified by the most recent letter from the Veteran's Administration. (Amended 8/21/07)
- b. Nothing in this provision will be construed to authorize or direct the placing of the name of any person on any eligible list who does not meet the physical standards set by the Human Resources Director for the position for which the eligible list has been created.

## Section 7. Penalty for Deceit in Examination.

Where deceit in an examination is alleged, and the examinee denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances to exist, the examinee will be permitted to finish the examination, and a full report shall be submitted immediately to the Human Resources Director, who will conduct an appropriate investigation. Should the Director find that the applicant engaged in deceitful conduct in connection with the examination, the applicant will be disqualified. (Amended 8/21/07, 9/17/13)

## Section 8. Duration of Eligible Lists.

The Human Resources Director will compile lists of eligible promotional candidates for job classifications and maintain them as necessary and appropriate. Eligible lists other than reinstatement and transfer lists will normally expire 6 months from the date they are certified unless extended by the Human Resources Director.. (Amended 1/24/89, 8/21/07, 9/17/13)

## Section 9. Removal from the Promotional List of Persons Permanently Separated from Service.

The names of persons permanently separated from the service on account of resignation, discharge or other cause, will be removed from all promotional applicant lists by the Human Resources Director.

## Section 10. Removal from Lower List if Appointed from Higher List.

Regular employees whose names are on promotional eligible lists of different grades or lists with different salary schedules will be removed from the lower grade promotional eligible lists or promotional lists with a lower salary schedule upon promotion to a higher grade position or one with a higher salary schedule. (Passed 3/28/91 and Amended 8/21/07)

## Section 11. Required Licenses or Certificates

All employees who are required to have a license or certificate as a condition of employment shall maintain such licenses or certificates in a current status as long as their job specification requires it.

Failure to maintain or obtain such license or certificate as required by the employee's job specification shall constitute just cause for disciplinary action as described in Rule 8. (Passed 8/25/09)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07, 8/25/09, 9/17/13)

- a. The position is in the same class and grade as the one from which transfer is made; or
- b. The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94 and 7/31/07)

Section 13. Transfer During Probationary Period.

- a. In order to have a request for a transfer approved, a person must have completed a probationary period in the class to which transfer is being requested, except as provided in paragraph b.
- b. In cases where a position is abolished, a transfer request may be made by either the employee or the City. In such cases, a transfer may be approved while the employee is still serving in a probationary period for the class to which transfer is requested, provided that the balance of the employee's probationary period not yet served be retained by the employee in the new department, and that the rules regarding transfer and the order of certification and all provisions regarding transfers are met. (Passed 1/2/85) (Amended 9/13/05)



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Applications and Appeals Policy  
Creation Date: October 18, 2011  
Revision Date: August 5, 2013; May 30, 2015  
Prepared By: HR Department  
Approved By: City Manager  
Legal Review: Elizabeth Ruhmann

### DESCRIPTION: APPLICATIONS AND APPEALS POLICY

#### I. POLICY

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

#### II. PROCEDURES

##### A. Acceptance of Applications

1. The Human Resources Director or Designee will establish a filing period to accept applications for a particular position
  - a. All job seekers must complete an application for a particular position through the City's online application system.
  - b. A filing period with a specific closing date may be established for a job posting.
  - c. When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
  - d. When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications

1. Human Resources Director: As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. Hiring Official: When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position:

- Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for the appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) Criminal History: The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, or;*

- c) Dismissed from Public Service: The applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
  - a) Exclude the applicant from such examination;
  - b) Remove the applicant's name from any eligible list;
  - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
  - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
  - a) Regular Employee: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed to the applicant. Late appeals will not be accepted.
  - b) Original Applicant: With the exception of C.1.(b) above, Criminal History, which applicants may file a written appeal to the Civil Service Commission in the form and manner described, original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
  - c) Appeal Form: Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
  
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.
  
- F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.
  
- G. **Contact Information:** An applicant may update contact information by logging onto their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.
  
- H. **Non-Disclosure of Examinations:** Examination questions, and answers to test questions that do or may reveal examination questions, are exempt from public disclosure under the Texas Public Information Act (the "Act"). Accordingly, requests for a copy of the examinations and/or such examination answers will be denied pursuant to the relevant provisions of the Act.

APPROVED BY:

FOR

TOMAS GONZALEZ, City Manager

DATE:

July 14, 2015