

ITEM 60

<p>Name: Solis, Erica A. Position Applying for: Administrative Assistant</p>	<p>Date Appeal Filed: September 30, 2015</p>								
<p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Rec Prgm Supr PM122</p>	<p>Date of Disqualification: September 29, 2015</p>								
<p>Reason for Disqualification: Lacks Minimum Requirements</p>	<p>Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person</p>								
<p>Date of Examination: October 12, 2015 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>								
<p>Rule or Ordinance Under Which Disqualified: <u>Rule 5, Section 1(a):</u> The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her 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. Application Policy: 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: (a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position; 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>									
<p>Minimum Qualifications Candidate must have a High School diploma or GED.</p>	<p>Applicant Qualifications Bachelor's degree / Kinesiology Associate's degree/Biological Sciences - Pre Med</p>								
<p>Licenses and Certificates: None.</p>	<p>Deficits None</p>								
<p>Experience Six (6) years of office support experience, including two (2) years performing paraprofessional administrative support functions that entailed recommending, developing, implementing or coordinating office procedures.</p>	<table border="1"> <thead> <tr> <th>Years</th> <th>Months</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7</td> <td>2*</td> <td>5</td> </tr> </tbody> </table>	Years	Months	Years	Months	1	7	2*	5
Years	Months	Years	Months						
1	7	2*	5						
<p>Comments: The position of Administrative Assistant requires a High School diploma or GED, and six (6) years of office support experience, including two (2) years performing paraprofessional administrative support functions that entailed recommending, developing, implementing or coordinating office procedures. Paraprofessional experience is defined as: performance of some duties of a professional or technician in a support role, which usually requires less formal training and/or experience normally required for a professional or technical status. Usually requires an Associate's degree, or business/vocational training. Ms. Solis was given 1 year and 7 months experience for her current position as Recreation Program Supervisor. Additionally, *under the City's equivalency guidelines, Section 2-6 Experience Equivalencies, two years of experience credit was given to Ms. Solis for her Bachelor's Degree leaving a deficit of 2 years and 5 months of qualifying experience.</p>	<p>Non-Qualifying Education/Experience: Education: None Experience: Position Years Months Physical Therapy Tech 0 4.5 Recreation Leader 3 0.75 V.O.E. 0 6.00 Learn to Swim Instructor 0 6.60</p>								
<p>Appeal Form 5.1.a</p>	<p>Prepared by:  David A. Rogers Reviewed by: </p>								

CSC Appeal Fact Sheet

Recruitment Title: Administrative Assistant

Recruiting Department: CIP/Engineering

Total Applications Received: 96

Total # of Applicants Failed Minimum Qualifications: 72

Failed for Lack of Education: 0

Failed for Lack of Experience: 72

Failed for Lack of Education and Experience: 0

Failed for other: 0

Total # Failed the Exam: 8

No-Show to Exam: 11

of Applicants who met the minimum qualifications for
the position and passed examination: 5

Appeal Form

To Whom It May Concern:

I, Erica Alyssa Solis, hereby appeal my disqualification to take the examination for: Administrative Assistant [Examination Title]

Date notified of disqualification: 9/29/15

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
Do you meet the educational requirements as stated in the job specification for this position?	<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"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

Please see attached document.

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

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

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

YES

NO

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 _____ (cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: Erica A. Solis

Address:

City/State/Zip

Telephone:

Person ID#:

(Neogov)

Stamp

Applicant Signature:

Erica A Solis

Date:

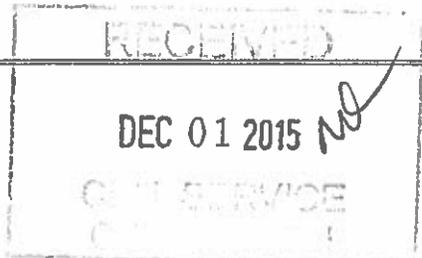
9/30/15

Received by CSC

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



C.S.C Rule 5.1. (a) Applicant Does Not Meet Minimum Qualifying Experience:

Through my positions as a Temp (V.O.E.) with the Environmental Services Department as well as Recreation Leader and Recreation Program Supervisor with the Parks and Recreation Department I have accumulated over 6 years of office support experience.

While working with the Environmental Services Department, September 2008 thru August 2008, I would assist in basic office duties. I would file documents to personnel files, update excel and access spreadsheets, direct phone calls to proper department/person, produce copies as well as manage internal and external mail.

As a Recreation Leader with the Parks and Recreation Department with the City of El Paso, I performed numerous office duties as well as recreational activities. My day-to-day duties includes providing customer service, informing community of activities and services available, register participants for activities, process payments for classes and rentals, organize the rental schedule and inform the center director of said rentals to properly organize the staff's work schedule. On occasions, I would assist my director in compiling yearly reports, to include revenue, registration and expenditures. There were several occasions as well that I would assist the division director on special projects such as requesting staff for event, sending correspondent email in order to compile inventory lists.

I got promoted to Recreation Program Supervisor in February 2013, though shy five months from the full two years of " recommending, developing, implementing or coordinating office procedures", I have had a very extensive experience in this field for the past year and a half. As a recreation program supervisor at a recreation center, I was supervising two staff members. Through this duration, I would ensure they followed department policies and issued proper paperwork and services. I ensured office procedure for deposits and other records are done correctly. Meetings were organized weekly to check on the facility operations and recommendations were made as seen fit. In August 2014, I was moved to Leisure Coordinator, where I was directly supervising all leisure instructors at all facilities. I conduct interviews, evaluated resumes, check registration per class and make recommendations for closure if classes are not meeting minimum participation; I organize meetings with instructors as seen fit. I am responsible for organizing workshops quarterly, making recommendations in regards to my division equipment budget, sending corresponding emails to instructors and coworkers, handling customer complaints or concerns and address them in the best manner for resolution, as well as process payment requests and refunds.

Rogers, David A.

From: Erica Solis <esolis9109@yahoo.com>
Sent: Wednesday, September 30, 2015 4:37 PM
To: Castillo, Pauline
Cc: Rogers, David A.
Subject: Re: Administrative Assistant
Attachments: Appeal - Administrative Assistant.pdf

Attached is my appeal forms for "Administrative Assistant"
If there is any additional information please let me know.

Thank you

Erica A. Solis

On Wednesday, September 30, 2015 1:27 PM, "Castillo, Pauline" <CastilloPX@elpasotexas.gov> wrote:

Hello,

You can submit it to either one or both of us. Thank you.

From: Erica Solis [<mailto:esolis9109@yahoo.com>]
Sent: Wednesday, September 30, 2015 12:24 PM
To: Castillo, Pauline
Subject: Re: Administrative Assistant

Good Afternoon Ms. Castillo,

Are you the correct contact to submit my appeal to or would that be to Mr. Rodgers?

Please let me know when you have the chance.

Thank you

Erica A. Solis

On Wednesday, September 30, 2015 11:22 AM, "Castillo, Pauline" <CastilloPX@elpasotexas.gov> wrote:

Good morning Ms. Solis,

The reason why you are disqualified is because you are lacking five years of office support experience, including two years of performing paraprofessional administrative support functions that entailed recommending, developing, implementing or coordinating office procedures. If you do have this experience

please submit it in the supplementary work experience form. You can find this form in our employment page, frequently asked questions, number 17 and click on the last word "here". You can also find the appeal form there.

Let me know if you have any other questions. Thank you.

From: Rogers, David A.
Sent: Wednesday, September 30, 2015 11:06 AM
To: Castillo, Pauline
Subject: FW: Administrative Assistant

Pauline,

Here is another request.

*Regards,
David A. Rogers, PHR, SHRM-CP
Human Resources Business Partner
City of El Paso
300 N. Campbell
El Paso, TX 79901
Ph: 915-212-1255 Fax: 915-212-0047*

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From: Erica Solis [<mailto:esolis9109@yahoo.com>]
Sent: Wednesday, September 30, 2015 10:58 AM
To: Rogers, David A.
Subject: Re: Administrative Assistant

Good Morning,

Thank you for notifying me. If possible, can I know which minimum qualification did i not meet, as well i want to request an appeal form to submit.

Thank you for your assistance.

Best Regards

Erica A. Solis

On Tuesday, September 29, 2015 5:04 PM, "rogersda@elpasotexas.gov" <rogersda@elpasotexas.gov> wrote:

Dear Erica Solis:
Personal ID: 5446876

Thank you for your interest in a position with the City of El Paso. After a comprehensive review of your application, you have been disqualified from taking the examination for Administrative Assistant under HR Policies - "Does not meet the minimum qualifications."

You may file a written appeal Monday thru Thursday with the Human Resources Department. Appeals may only be submitted up to 6:00 p.m. within three (3) working days from the date of this notice. The three (3) day period begins the date this notice was emailed. Late appeals will not be accepted.

Please call us for assistance prior to your deadline at (915) 212-1245.

Sincerely,
Human Resources Department
City of El Paso

300 N. Campbell, El Paso, TX, 79901





Administrative Assistant

Class Code:
11110 GS 52

CITY OF EL PASO
Established Date: Sep 3, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

\$15.06 - \$24.06 Hourly
\$1,204.88 - \$1,925.18 Biweekly
\$2,610.57 - \$4,171.23 Monthly
\$31,326.78 - \$50,054.70 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and six (6) years of office support experience, including two (2) years performing paraprofessional administrative support functions that entailed recommending, developing, implementing or coordinating office procedures.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under general direction, as principal direct provider, supervise or coordinate difficult or unusual administrative support functions for one or more top echelon executives or City officials such as directors of large public services or operating, or technically complex departments, or higher level municipal government general administrators.

TYPICAL DUTIES:

Plan and direct or independently perform diverse and highly responsible personal secretarial support duties to ensure efficient planning of executive's or official's day-to-day time, as well as that of governing or advisory boards as required, and to ensure accurate documentation and proper dissemination of directives and other management information to numerous subordinate organization levels, other departments, external organizations and the public. Involves: Update and maintain director's calendar and meeting schedule.. Make travel arrangements and prepare itineraries. Assist in organizing details of meetings and presentations, which includes gathering and compiling pertinent information and exhibits.. Negotiate and arrange times and places of board and committee meetings with attendees, send reminders and confirmations. Participate in or arrange for special projects, as assigned. Transcribe, edit and finalize correspondence authored by supervisor. Review and ensure proper distribution of mail, email or telephone communications, flag urgent information and communicate priorities of the director to staff. Prepare memoranda, and other standard correspondence regarding designated topics. Represent the organization to constituents, civic groups, news media and others regarding administrative procedures in the absence of director as delegated. Review citizen complaints and prepare authorized responses, which includes interpreting administrative policies in unprecedented situations, recommending courses of actions to supervisor or directing them to proper division or department, and following up on complaints to ensure timely resolution. Prepare and post

agendas or and attend public meetings. Electronically or stenographically record, transcribe and finalize dictation or board and committee meeting minutes. Maintain confidentiality of highly sensitive information pertaining to contemplated new or changed strategies, policies and procedures. Oversee or assemble and distribute regular and special reports on operating or service strategies and tactics. Provide general human resource and accounting support services for department. Maintain confidential information affecting employee status as well as time reports and vacation schedules and prepare payroll documentation. Distribute personnel action forms to staff. Enter personnel data into computer system. Maintain and monitor budget and inventory. Order supplies. Post vouchers for payment, review requisitions and invoices before forwarding to accounting section for payment.

Direct and provide general paraprofessional administrative support for programs or staff functions, if assigned. Involves: Participate in developing and implementing standardized long and short-range business and planning initiatives. Research, prepare, conduct interviews, and analyze studies and surveys. Make recommendations for new and changed program, office and administrative processes. Discuss proposals with supervisors. Implement approved operational procedures. Identify employee training needs and schedule training programs. Plan and organize special events and meetings. Gather and compile pertinent information for meetings and presentations. Oversee establishment and maintenance of department or program databases and records, which includes implementing and applying retention and retrieval procedures to meet regulations. Prepare and assemble specific reports and assist in financial planning and budget preparation, including projections and statistics. Monitor expenditures, budget limits and inventory. Develop budget spreadsheets and financial schedules.. Monitor assigned contract services. Identify supplies, materials and equipment needed. Research and make recommendations regarding grants. May compile and document data, and draft documents for grant applications.

Supervise an assigned administrative support team, usually consisting of several employees. 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. Maintain filing system and keep records and reports.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of comprehensive knowledge of office practices and procedures.
- Application of considerable knowledge of English grammar, spelling and punctuation.
- Application of good knowledge of accounting and budget preparation practices.
- Application of good knowledge and use of personal computers and word processing software.
- Application of good knowledge of supervisory techniques, and pertinent policies and procedures.
- Application of some knowledge of spreadsheet software.
- Clear, concise and tactful oral and written communications.
- Interpretation of oral and written instructions.
- Keep records, prepare reports, maintain filing systems, compile and organize

information.

- Establish and maintain effective working relationships with city officials, board members, coworkers, subordinates, vendors, the public and other government agencies.
- Ability to type at the rate of 50 wpm.

OTHER JOB CHARACTERISTICS:

- None.

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (HR 07/04/10), (CC 07/29/12)

11110-0915 - Administrative Assistant

Contact Information -- Person ID:

Name: Erica A Solis Address:
 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: \$15.00 per hour;
 Are you willing to relocate? Maybe
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time , Part Time
 Types of shifts you will accept: Day , Evening

Objective

To expand my knowledge and experience in the general work field in order to increase my networking history, assist the community, as well as develop my personal career

Education

College
 University of Texas at El Paso
 8/2011 - 12/2013
 El Paso , Texas

Did you graduate: Yes
 College Major/Minor: Kinesiology
 Units Completed: 5 Semester
 Degree Received: Bachelor's

College
 El Paso Community College
 9/2009 - 5/2011
 El Paso, Texas

Did you graduate: Yes
 College Major/Minor: Biological Sciences-Pre-Medicine
 Units Completed: 5 Semester
 Degree Received: Associate's

High School
 Montwood High School
 7/2005 - 5/2009
 El Paso, Texas

Did you graduate: Yes
 Degree Received: High School Diploma

Work Experience

Recreation Program Supervisor
 2/2014 - Present
 City of El Paso Parks and Recreation
 700 E. 7th St.
 El Paso , Texas 79901
 (915) 544-0753

Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer? Yes

Duties

Plan organized recreational activities
 Plan and coordinate recreation programs and events for community
 Program and schedule space availability for classes and activities.

Coordinate with independent contractors for Leisure Service Classes
 Evaluate classes base on participation, performance and revenue.
 Recommend and incorporate changes and improvements based on data
 Resolve participant complaints
 Issue class refunds
 Distribute and process instructor payments
 Organize and maintain division budget

Supervise staff at center as center director and supervise class instructors as leisure coordinator
 Prepare programs, promotion and press releases.
 Monitor participant payment and instructor schedules and time sheets.

Recreation Leader

12/2009 - 1/2014

Hours worked per week: 30

Monthly Salary: \$1,200.00

May we contact this employer? Yes

City of El Paso Parks and Recreation
 www.elpasotexas.gov
 El Paso, Texas 79902

Duties

-Front Desk Reception
 -Assist customers with class registration and facility rentals
 -Organize and administer skills camps and leagues for children
 -Monitor customer renewals for monthly memberships
 -Maintain daily logs such as participant attendance and facility checklists

Reason for Leaving

Promotion to Recreation Program Supervisor

Physical Therapy Technician

5/2012 - 2/2013

Hours worked per week: 20

Monthly Salary: \$0.00

May we contact this employer? Yes

Duties

-Greet patients
 -Take note for Physical Therapist during evaluations
 -Conduct prescribed therapy exercises with patients
 -Apply Heat/Ice for recovery
 -Assist with laundry and office cleaning

V.O.E

8/2008 - 8/2009

Hours worked per week: 20

Monthly Salary: \$500.00

Name of Supervisor: .

May we contact this employer? Yes

El Paso Environmental Services
 7968 San Paulo Dr.
 El Paso, Texas 79915
 (915) 621-6700

Duties

Assist in duties such as making copies, filing documents, maintaining data files and logging in inventory.

Reason for Leaving

End of Contract

Learn to Swim Instructor

4/2008 - 7/2008

Hours worked per week: 24

Monthly Salary: \$500.00

May we contact this employer? No

Marty Robbins Aquatic Center
 11600 Vista Del Sol Dr.

El Paso, Texas
(915) 855-7456

Duties

Review and administer proper swimming techniques to children, young adults and parents.

Reason for Leaving

End of Contract

Learn to Swim Instructor
4/2007 - 9/2007

Hours worked per week: 24
Monthly Salary: \$500.00
May we contact this employer? No

Marty Robbins Aquatic Center
11600 Vista Del Sol Dr.
El Paso, Texas
(915) 855-7456

Duties

Review and administer proper swimming techniques to children, young adults, and parents.

Reason for Leaving

End of Contract

Learn to Swim Instructor
6/2006 - 9/2006

Hours worked per week: 24
Monthly Salary: \$500.00
May we contact this employer? No

Marty Robbins Aquatic Center
11600 Vista Del Sol Dr
El Paso, Texas
(915) 855-7456

Duties

Review and administer the proper techniques of swimming to children, young adults, and parents.

Reason for Leaving

End of Contract

Certificates and Licenses

Type: CPR/AED/ First Aid Certification

Number:

Issued by: Ruben Ocampo

Date Issued: 3 /2013 Date Expires: 3 /2014

Skills

Office Skills

Typing: 60

Data Entry: 0

Additional Information**References**

Professional
Bustamante, Richard

Personal
Macias, Ashley

Specialist

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Appeal - Adm. Asst. 0915	Solis, Erica - Adm. Assistant 0915	Other	Pauline Castillo

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.

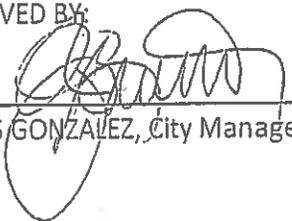
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

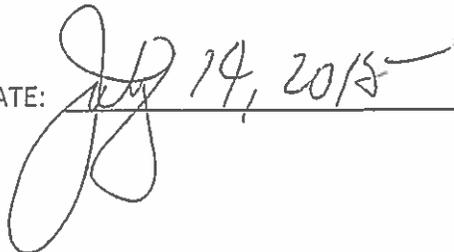
- F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

- 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