

ITEM 6E

Name: Megan Sandoval		Date of Disqualification: 11/23/2015																						
Position Applying for: Senior Deputy Court Clerk		Date Appeal Filed: 11/24/2015																						
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: GS 51		Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
Original Hire Date: 03/16/2015 Date of Examination: December 2, 2015		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person																						
Reason for Disqualification: Lacks Minimum Requirements		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person																						
<p>Rule or Ordinance Under Which Disqualified: Rule 5, Section 1(a): 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>																								
Minimum Qualifications		Applicant Qualifications																						
Education A High School diploma or GED.		Bachelor degree Criminal Justice																						
Experience Five (5) years of experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>Deputy Court Clerk I</td> <td>0</td> <td>6</td> </tr> <tr> <td>Senior Office Assistant</td> <td>0</td> <td>3</td> </tr> <tr> <td>Office Specialist</td> <td>1</td> <td>0</td> </tr> <tr> <td>Employee Relations Rep</td> <td>2</td> <td>6</td> </tr> <tr> <td>Legal Secretary</td> <td>0</td> <td>4</td> </tr> <tr> <td colspan="2">Equivalency Guidelines 2.6</td> <td>2 0</td> </tr> </tbody> </table>		Position	Years	Months	Deputy Court Clerk I	0	6	Senior Office Assistant	0	3	Office Specialist	1	0	Employee Relations Rep	2	6	Legal Secretary	0	4	Equivalency Guidelines 2.6		2 0
Position	Years	Months																						
Deputy Court Clerk I	0	6																						
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Office Specialist	1	0																						
Employee Relations Rep	2	6																						
Legal Secretary	0	4																						
Equivalency Guidelines 2.6		2 0																						
Comments Megan Sandoval does not meet the minimum qualifications for the position. Ms. Sandoval received 2 years credit experience for her Bachelor's degree in Justice Studies in accordance with the City's Equivalency Guidelines 2.6. However, she still lacks one (1) year and three (3) months experience in a court environment. It is the City's practice to substitute relevant education with required general experience not specific experience (in this case, court environment experience is the specific experience). Therefore, she is not qualified for this position.		Non-Qualifying Education/Experience: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>Cashier/Stocker</td> <td>0</td> <td>2</td> </tr> <tr> <td>Appointment Verifier</td> <td>0</td> <td>11</td> </tr> <tr> <td>Customer Service Rep</td> <td>0</td> <td>3</td> </tr> <tr> <td>Activities Assistant</td> <td>0</td> <td>10</td> </tr> </tbody> </table>		Position	Years	Months	Cashier/Stocker	0	2	Appointment Verifier	0	11	Customer Service Rep	0	3	Activities Assistant	0	10						
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Prepared by: Maricruz Shark		Reviewed by: 																						

CSC Appeal Fact Sheet

Recruitment Title: Senior Deputy Court Clerk

Recruiting Department: Municipal Clerk

Total Applications Received: 89

Total # of Applicants Failed Minimum Qualifications: 63

Failed for Lack of Education: 0

Failed for Lack of Experience: 62

Failed for Lack of Education and Experience: 0

Failed for other: 1

Total # Failed the Exam: 9

No-Show to Exam: 6

of Applicants who met the minimum qualifications for the position and passed examination: 11

Appeal Form

To Whom It May Concern:

I, Megan Sandoval, hereby appeal my disqualification to take the examination for: Senior Deputy Court Clerk [Examination Title]

Date notified of disqualification: 11/23/2015

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 checked="" type="checkbox"/>	<input 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)

I have the years and educational experience to perform this job at a high and accurate level.

Please see the attached sheet detailing my qualifying experience.

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	YES	NO
HR Policy: Dismissed from City Employment		
Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>
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: Megan Sandoval	Address ..	City/State/Zip
Telephone:	Person ID #: (Neogov)	Stamp
Applicant Signature: <u>Megan Sandoval</u>	Date: <u>11/24/2015</u>	Received, etc
Please note: In accordance with the <u>Texas Public Information Act</u> , 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 <input checked="" type="checkbox"/>		


 RECEIVED
 JAN 04 2016
 C. S. C. & HR POLICIES



Senior Deputy Court Clerk

Class Code:
19150 GS 51

CITY OF EL PASO
Established Date: Sep 2, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

\$14.65 - \$22.57 Hourly
\$1,171.92 - \$1,805.64 Biweekly
\$2,539.15 - \$3,912.22 Monthly
\$30,469.82 - \$46,946.66 Annually

ELSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and five (5) years experience in the preparation or processing of legal or government records, including two (2) years of experience in court environment.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under direction, perform responsible clerical duties related to court operations in maintaining court calendars, docketing and processing court records.

TYPICAL DUTIES:

Maintain court calendars and perform related clerical duties. Involves: Image, Organize and prepare legal documents and administrative details of cases for court proceedings, open and update case files, maintain court calendars by adding, deleting or rescheduling arraignments, trials or special hearings. Review, verify and update court records related to completion of required community service or educational classes or payment arrangements. Set up payment schedules and issue commitments for failure to comply with sentencing requirements. Provide written and oral instructions to defendants regarding the disposition of each citation including community service, deferred adjudication and alcohol/tobacco courses. Receive, date stamp and process incoming actions such as motions, complaints, petitions, appeals, citations, warrants, expunctions, deferrals and or proof of compliance with court orders. Participate in courtroom proceedings by calling defendants to approach the bench, swearing-in juries or witnesses, opening court sessions and maintaining exhibits in correct order. Record trial arrangements and court hearings. Type charges of court for jury trials explaining to jurors the nature of the charges and guidelines for juror findings. Match warrants and commitments to initiate the arrest process for defendants not present in court.

Docket cases for trial and enter the final disposition of the case in the automated case management system. Involves: Review and verify court records to ensure full information including type of violation, arresting officer, correct numbering sequence and attorney. Prepare notations or comments pertaining to docket to include all information not on printed docket. Prepare letters of disposition in response to ORR. Notify DPS of corrections in convictions.

Answer questions and furnish accurate information concerning court matters to defendants, their attorneys, prosecutors, law enforcement personnel and other interested parties including criminal justice or chemical dependency agencies and City inspectors. Involves: Explain court procedures, pre-sentence activities, notification of remand to community service, substance abuse training or defensive driving and advise of failure to appear in person or by phone. Maintain pending file of defendants who must return to

court to furnish additional documentation such as proof of insurance or vehicle registration and issue notifications of final disposition. Notarize complaints, maintain motions and correspondence by verifying the origin and nature of the request and inform judge and prosecutor of the history and current status of the request.

Perform other duties as required. Involves: Perform duties of co-workers or subordinates to ensure continuity of operations during absences. Compile statistics and prepare periodic reports. Prepare routine correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of modern office practices and procedures, business English, spelling and legal terminology.
- Application of good knowledge of the criminal justice system, court processes and procedures.
- Application of good knowledge of computer hardware and specialized case management software pertinent to municipal court operations.
- Application of good knowledge of supervisory techniques and customer service/public relations practices and procedures.
- Read and interpret oral, written or legal information to answer questions or solve practical problems.
- Proof, record, extract, organize and summarize data from manual or automated sources; process a high volume of work with attention to detail and established deadlines; prepare and maintain detailed records in an automated environment and in compliance with deadlines.
- Establish and maintain effective working relationships with officials, judges, supervisors, law enforcement officers, attorneys, employees and the general public.
- Clear, concise oral and written communication.
- Skill in the safe operation of common office equipment including personal computers.

OTHER JOB CHARACTERISTICS:

- Subject to recall and working flexible or extended hours including weekends or holidays.

CLASSIFICATION STATUS:

(CC 09/03/06), (HR 07/04/10), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, 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.

19150-1115 - Senior Deputy Court Clerk

Contact Information -- Person ID:

Name: Megan Sandoval Address:

Home Phone: Alternate Phone:

Email: ormer Last Name:

Month and Day of Birth:

Personal Information

Driver's License: Yes, , Class D

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 , Evening

Objective**Education**

College
 Arizona State University
 asu.edu
 8/2006 - 12/2010
 Tempe, Arizona

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

Work Experience

Deputy Court Clerk
 6/2015 - Present

Hours worked per week: 40
 Monthly Salary: \$0.00
 Name of Supervisor: - Court
 Hearing Admin Supervisor
 May we contact this employer? Yes

City of El Paso - Municipal Court
 810 E. Overland
 El Paso, Texas 79901

Duties

Assists in filling court sessions and printing court notices for defendants and attorneys. Processes bail bond documentation for court setting. Receives and process attorney waivers, entry of appearances and motions. Assists in generating complaints for defendants with warrants. Provides assistance to customers by explaining court policies and procedures and answering questions regarding citations, warrants and court dates. Assists in performing various clerical duties.

Senior Office Assistant
 3/2015 - 6/2015

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

City of El Paso - Municipal Court
 810 E. Overland
 El Paso, Texas 79901

Duties

Assisted in reviewing and entering traffic citations and class C misdemeanor tickets, maintained files and record keeping. Assisted in completing driving history records and open records requests. Provided assistance to customers in person and over the phone regarding citations, court dates and warrants. Assisted in taking payments by phone.

Reason for Leaving

Promoted to Deputy Court Clerk in the Municipal Court

Office Specialist

3/2014 - 3/2015

El Paso County Tax Assessor-Collector

Hours worked per week: 40

Monthly Salary: \$1,867.00

Name of Supervisor: - Enforcement

Director

May we contact this employer? Yes

Duties

Maintains Automobile Title Runner database and Independent Service Title Runner database. Assists in processing monthly vehicle inventory tax reports in person and by mail. Scans documents through imaging systems, performs file purges, receives document/file requests and closes dealer files. Performs various clerical and data entry duties that support the Enforcement Division. Establishes and maintains effective working relationships with peers, management and other county staff.

Employee Relations Representative

9/2011 - 3/2014

Volt Workforce Solutions

Hours worked per week: 40

Monthly Salary: \$2,300.00

Name of Supervisor: z - Employee

Relations Manager

May we contact this employer? Yes

Duties

- Help employees with various issues and questions regarding payroll, leave and personal issues. Responsible for implementing corrective action. Assist in recruiting and hiring, and terming employees. In charge of pre-employment processing. Conduct new hire orientation and new hire paperwork. Responsible for creating and maintaining employee files in office and in computer database. Assists in implementing company's policies and procedures. Assists with unemployment hearings. Prepare and administer corrective action for attendance and performance for our advisors. Interview and hire individuals for our AppleCare training classes. Answer questions from candidates calling about jobs and current employees. Counsel employees about our maternity, bereavement, LOA and jury duty policies and procedures. Maintain spreadsheets for our site manager which track the people we have termed and the people who are on corrective action.

Reason for Leaving

Was offered a position in El Paso, TX.

Legal Secretary

4/2011 - 8/2011

Burnett Staffino

Hours worked per week: 40

Monthly Salary: \$1,400.00

May we contact this employer? Yes

Duties

Proof read legal correspondence to clients, scheduled meetings for the lawyer, searched through client information (depositions) to help the lawyer with a part of his case and perform daily clerical functions for efficient operation of a legal office.

Reason for Leaving

This was a temporary positoin. The assignment ended.

Cashier/Stocker

10/2010 - 12/2010

Bevmo!

Hours worked per week: 30

Monthly Salary: \$900.00

May we contact this employer? No

Duties

Welcomed customers and phone callers, assisted customers with purchases and customer service.

Reason for Leaving

Moved to El Paso, Texas

Appointment Verifier

3/2009 - 2/2010

Hours worked per week: 30

Monthly Salary: \$1,400.00

May we contact this employer? No

Debt Settlement USA

Duties

Interacted with diverse clientele, determined their debt needs, answered questions about the program.

Reason for Leaving

The company closed down

Customer Service Representative

10/2008 - 1/2009

Hours worked per week: 8

Monthly Salary: \$250.00

May we contact this employer? Yes

Arizona Cardinals Football Club

Duties

Greeted Cardinals fans, offered products and sold apparel, met with several Cardinal players.

Reason for Leaving

Season ended and needed more hours

Activities Assistant

12/2007 - 10/2008

Hours worked per week: 40

Monthly Salary: \$1,400.00

May we contact this employer? Yes

Scottsdale Links Resort

Duties

Created a fun environment and a lasting memory for hotel guests of all ages, organized group events for adults such as Fiesta Night and children such as Movie Night in the Pool.

Reason for Leaving

Was looking for a job closer to where I lived.

Certificates and Licenses

Skills

Office Skills

Typing: 54

Data Entry: 0

Other Skills

Microsoft Word, Excel and Powerpoint Skilled -

8 years and 0 months

Additional Information

References

Professional

Morales, Rose

Personal
Sandoval, Leo

Office

Professional
Zamora-Chaffman, Leslie

Professional
Gutierrez, Matthew

ist

Professional
Dovalina, Sofia

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
College Transcript - Confirmed	Megan Sandoval (College Transcript)	Proof of Education	Maria Carrasco
Megan Hildebrand Resume 2.doc	Megan Hildebrand Resume 2.doc	Resume	Job Seeker

Official Academic Transcript from Arizona State University

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Sending School Information

Arizona State University
University Registrar's Office
Outgoing Transcripts
P.O. Box 870312
Tempe, AZ 85287-0312
Telephone:

School Web Page:

Accreditation: North Central Association of Colleges and Schools, The Higher Learning Commission (NCA-HLC)

Student Information

Student Name: Megan Hildebrand
Numeric Identifier:
Birth Date:
Student Email: Not Provided By the Sending School

Receiver Information

(none) MEGAN

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Arizona State University

Official Transcript

Name: Megan Gail Hildebrand
 Student ID:

MEGAN

Cum GPA: 2.10 Cum Totals 26.000 23.000 48.334

Print Date: 02/16/2015
 External Degrees
 Mesa Ridge HS
 High School Diploma 06/01/2008

2007 Summer 1

Course	Description	Attempted	Earned	Grade	Points
ENG 102-E	First-Year Composition	3.000	3.000	B-	8.001
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	2.67	Term Totals	3.000	3.000	8.001
Cum GPA:	2.17	Cum Totals	29.000	26.000	56.335

Transfer Credits
 A maximum of 64 transfer semester hours accepted as lower-division credit from two-year institutions.
 Transfer Credit from Mesa Community College

Course Trans	0.000	Transfer Totals:	0.000	3.000	0.000
GPA:					

2007 Fall

Course	Description	Attempted	Earned	Grade	Points
ECN 212	Microeconomic Principles	3.000	0.000	E	0.000
GLG 110	Geologic Disasters & Environ	3.000	3.000	C	6.000
GLG 111	Geologic Disasters Laboratory	1.000	1.000	C	2.000
MAT 117	College Algebra	3.000	0.000	W	0.000
MUS 354	Popular Music	3.000	0.000	E	0.000
Course Topic:	Beatles				

Degrees Awarded

Degree: Bachelor of Science
 Confer Date: 12/18/2010
 Degree GPA: 2.99
 Plan: Justice Studies
 College of Liberal Arts and Sciences

Beginning of Undergraduate Record

2006 Fall

Course	Description	Attempted	Earned	Grade	Points
ASB 222-M	Buried Cities and Lost Tribes	3.000	3.000	C	6.000
CIS 105-M	Computer Apps/Info Technology	3.000	3.000	B-	8.001
ENG 101-M	First-Year Composition	3.000	3.000	A-	11.001
MAT 210-M	Brief Calculus	3.000	0.000	W	0.000
PGS 101-M	Introduction to Psychology	3.000	3.000	D	3.000
PGS 191-M	First-Year Seminar	1.000	1.000	B+	3.333
Course Topic:	FYS:Decision-Making in Everyday				
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	2.41	Term Totals	13.000	13.000	31.335
Cum GPA:	2.41	Cum Totals	13.000	13.000	31.335

Term GPA:	0.80	Term Totals	10.000	4.000	8.000
Cum GPA:	1.79	Cum Totals	39.000	30.000	64.335

2006 Spring

Course	Description	Attempted	Earned	Grade	Points
ACC 230	Uses of Accounting info	3.000	0.000	W	0.000
ASB 353	Death&Dying Cross-Cultural Prsp	4.000	4.000	A	16.000
ECN 212	Microeconomic Principles	3.000	0.000	W	0.000
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	4.00	Term Totals	4.000	4.000	16.000
Cum GPA:	2.01	Cum Totals	43.000	34.000	80.335

2007 Spring

Course	Description	Attempted	Earned	Grade	Points
ARS 100-M	Introduction to Art	3.000	3.000	C	6.000
BIO 100-M	The Living World	4.000	4.000	D	4.000
COM 100-M	Intro to Human Communication	3.000	3.000	C+	6.999
MAT 117-M	College Algebra	3.000	0.000	W	0.000
SOC 101-M	Introductory Sociology	3.000	0.000	D	0.000
Repeated:	Repeat - Excluded from GPA and Hours Earned				
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	1.70	Term Totals	13.000	10.000	16.999

2008 Fall

Course	Description	Attempted	Earned	Grade	Points
ENG 215	Strategies of Academic Writing	3.000	3.000	A	12.000
ENG 302	Business Writing	3.000	3.000	B+	9.999
JUS 105	Intro to Justice Studies	3.000	3.000	A+	12.999
JUS 200	Topics/Concepts/Issues/Justice	3.000	3.000	A	12.000
Course Topic:	Serial Killers				

Arizona State University

Official Transcript

Name: Megan Gail Hildebrand
 Student ID:

		<u>Attempted</u>	<u>Earned</u>	<u>Points</u>		<u>Attempted</u>	<u>Earned</u>	<u>Points</u>			
Term GPA:	3.92	Term Totals	12.000	12.000	46.998	Term GPA:	3.50	Term Totals	12.000	12.000	42.000
Cum GPA:	2.45	Cum Totals	55.000	49.000	127.333	Cum GPA:	2.88	Cum Totals	109.000	103.000	305.332

2009 Spring

Course	Description	Attempted	Earned	Grade	Points
ASM 246	Human Origins	3.000	3.000	C	6.000
JUS 200	Topics/Concepts/Issues/Justice	3.000	3.000	A	12.000
Course Topic:	Citizen, Alien & Immigrant Issues				
JUS 301	Research in Justice Studies	3.000	3.000	B+	9.999
SOC 101	Introductory Sociology	3.000	3.000	B+	9.999
Repeated:	Repeat - Included in GPA and Hours Earned				
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.17	Term Totals	12.000	12.000	37.998
Cum GPA:	2.58	Cum Totals	67.000	61.000	165.331

2010 Fall

Course	Description	Attempted	Earned	Grade	Points
ASM 252	Anthropology of Sports	3.000	3.000	A+	12.999
ASM 345	Disease and Human Evolution	3.000	3.000	A-	11.001
DCE 125	Latin/Salsa I	2.000	2.000	A+	8.866
JUS 222	Drugs and Justice	3.000	3.000	A	12.000
JUS 385	Justice and Everyday Life	3.000	3.000	B	9.000
MUS 355	Survey of American Music	3.000	3.000	B	9.000
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.69	Term Totals	17.000	17.000	62.666
Cum GPA:	2.99	Cum Totals	125.000	120.000	367.998

2009 Fall

Course	Description	Attempted	Earned	Grade	Points
CDE 232	Human Development	3.000	3.000	B	9.000
GPH 210	Society and Environment	3.000	3.000	A	12.000
JUS 303	Justice Theory	3.000	3.000	A	12.000
MAT 142	College Mathematics	3.000	3.000	B	9.000
PHI 320	Bioethics	3.000	3.000	C+	6.999
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.27	Term Totals	15.000	15.000	48.999
Cum GPA:	2.71	Cum Totals	82.000	76.000	214.330

END OF TRANSCRIPT

2010 Spring

Course	Description	Attempted	Earned	Grade	Points
ASM 275	Forensic Anthropology	3.000	3.000	B	9.000
JUS 325	Globalization & Socio-Econ Just	3.000	3.000	A	12.000
JUS 374	Holocaust, Genocide & Human Rights	3.000	3.000	A-	11.001
JUS 375	Justice and the Mass Media	3.000	3.000	B	9.000
JUS 467	Terrorism, War, and Justice	3.000	3.000	B-	8.001
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.27	Term Totals	15.000	15.000	49.002
Cum GPA:	2.80	Cum Totals	97.000	91.000	263.332

2010 Summer

Course	Description	Attempted	Earned	Grade	Points
JUS 302	Basic Statistic	3.000	3.000	B	9.000
JUS 430	Analys/Justice Soc Protest/Conflict & Change	3.000	3.000	B+	9.999
JUS 477	Youth and Justice	3.000	3.000	A-	11.001
JUS 494	Special Topics	3.000	3.000	A	12.000
Course Topic:	Sex, Drugs and Death				

Accreditation and Affiliation: Arizona State University is accredited by the North Central Association of Colleges and Secondary Schools. Programs in the various colleges, schools, and departments are accredited by or affiliated with various national bodies.

Third Party Restrictions: Information contained on this transcript is for the intended purpose only and is not to be used for any other purpose or released to any other person or organization without the written consent of the student whose name appears on this transcript. If you are unable to comply, in accordance with the federal Family Education Rights and Privacy Act of 1974, you are required to return this record immediately to:

University Registrar's Office
Arizona State University
PO Box 870312
Tempe, AZ 85287-0312

Grade Point Average: Grade points earned for a course are multiplied by the number of semester hours to produce honor points. For example, receiving an "A," which is assigned four grade points, in a three-semester-hour course would produce 12 honor points. The grade point average (GPA) is obtained by dividing the total honor points by the total number of semester hours graded "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D," or "E". Other grades do not carry grade points. Semester GPA is based on semester net hours. Cumulative GPA is based on total net hours. Note: Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00, except for Law students. Questions about the grade scales may be referred to the University Registrar's Office at (480) 965-3124.

Repeating Courses: An undergraduate course taken at ASU may be repeated for credit if the grade of "D," "E," or "W" or a mark of "X" was received. Undergraduate courses in which grades of "D" or "E" are received may be repeated once. Prior to Fall 2007 grades marked with @ are included in the computation of the cumulative GPA. For additional policy information on undergraduate classes being repeated for credit, see <http://students.asu.edu/grades>

Course Numbering System
100-299 Lower-Division Courses
300-499 Upper-Division Courses
500-799 Graduate-Level Courses

Additional information
may be found at
<http://www.asu.edu>

Fall 2004 and After			
Grade	Undergraduate Definition	Graduate Definition	Value
A+			4.33
A	Excellent	Excellent	4.00
A-			3.67
B+			3.33
B	Good	Good	3.00
B-			2.67
C+			2.33
C	Average	Passing	2.00
D	Passing	No Graduate Credit	1.00
E	Failure	Failure	0.00
I	Incomplete	Incomplete	-
NR	No Report	No Report	-
P	Pass	Not applicable	-
W	Withdrawal	Withdrawal	-
X	Audit	Audit	-
Y	Satisfactory	Satisfactory	-
Z	Course in Progress	Course in Progress	-
XE	Academic Dishonesty	Academic Dishonesty	0.00

Prior to Fall 2004			
Grade	Undergraduate Definition	Graduate Definition	Value
A	Excellent	Excellent	4.00
B	Good	Good	3.00
C	Average	Passing	2.00
D	Passing	No Graduate Credit	1.00
E	Failure	Failure	0.00
I	Incomplete	Incomplete	-
NR	No Report	No Report	-
P	Pass	Not applicable	-
RC	Remedial Credit	Not applicable	-
RN	Remedial No Credit	Not applicable	-
W	Withdrawal	Withdrawal	-
X	Audit	Audit	-
Y	Satisfactory	Satisfactory	-
Z	Course in Progress	Course in Progress	-
XE	Academic Dishonesty	Academic Dishonesty	0.00

Law Grading			
	Grade	Value	
Fall 2001-Summer 2006 Effective Spring 2001 for Fall 2000 entering class	90-99	Distinguished	
	85-89	Excellent	
	80-84	Very Good	
	75-79	Good	
	70-74	Satisfactory	
	65-69	Deficient	
Grade scales for all previous years can be viewed at: http://students.asu.edu/grades	64	Failing	
	Fall 2006-Summer 2009	90-99	Distinguished
		85-89	Excellent
		80-84	Very Good
		75-79	Good
		73-74	Satisfactory
70-72		Unsatisfactory	
Fall 2009 and After Effective for Fall 2009 entering class	65-69	Seriously Deficient	
	64	Failing (no credit)	
	A+	4.33	
	A	Excellent 4.00	
	A-	3.67	
	B+	3.33	
	B	Good 3.00	
	B-	2.67	
	C+	2.33	
	C	Average 2.00	
Additional grades	D	Deficient 1.00	
	E	Failing 0.00	
	CR	Credit	
	NR	No Report	
	P	Pass	
	X	Audit	
	W	Withdrawal	
	I	Incomplete	
	H	Honors	
	HH	High Honors	
XE	Academic Dishonesty		

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Equivalency Guidelines

Chapter 1 - General

1-1. Purpose

The following guidelines shall be used to evaluate an applicant's education and experience qualifications. The intent of the equivalency guidelines is to promote an efficient recruitment process that allows applicants to fairly compete for Civil Service Positions for the City of El Paso, and to allow for promotional opportunities for City employees as provided herein.

1-2. Evaluating Applicants

Human Resources (HR) when evaluating applications will utilize the qualifications of each applicant in the most beneficial method possible. Applicants must provide official documentation in order to be awarded credit towards the minimum qualifications.

Chapter 2 - Equivalencies

Section I - Education

2-1. Educational Requirements

The requirements for education listed on the official job specification is determined by the Human Resources Department in consultation with Subject Matter Experts and/or appointing authority.

2-2. Educational Equivalencies

The required education on the official job specification is the minimum educational requirement for the position, except as provided otherwise herein. Applicants seeking a position that requires an associates degree, bachelor's degree or higher must have a relevant degree from an accredited college or university to qualify for the position. Work experience will not substitute for advanced education (post high school) except as noted in Section 2-14 for the Current City Employee.

2-3. Denial of Educational Equivalencies

Non-relevant education will not be accepted in lieu of the required accredited academic degree in the following cases listed below.

- a) For classes requiring a degree under applicable federal, state, or local law, statutes and ordinances; or when a degree is required to qualify for a major funding source.
- b) For classes with generally accepted professional status (for example, Accountant or Librarian).
- c) For classes that require a degree in the hard or applied sciences (for example, Engineering, Architecture, Geology or Chemistry).

2-4. Master's Degree

An applicant with a relevant Master's Degree would be considered to have met the standards for a Bachelor's Degree in that discipline.

Section II - Experience

2-5. Experience Requirements

The requirements for experience listed on the official job specification is determined by the Human Resources Department and in consultation with the Subject Matter Experts (SME) and/or appointing authority.

2-6. Experience Equivalencies

Applicants may substitute relevant education in lieu of the required experience when degrees or college credit hours have been determined to be job related. See Table I for more details.

- Master's Degree or additional job related schooling may substitute for up to half (1/2) of the required experience, but, no greater than two (2) years.
- Non-specialized schooling may substitute at the rate of one additional year of education for one year of the required experience, up to half (1/2), but, no greater than two (2) years.

In the case of classes requiring general clerical or general work experience, any additional education will be considered job related.

Section III - Other Equivalencies

2-7. Continuing Education Units

Job related continuing education units (CEUs) from training courses, technical schools, vocational or trades school will be awarded applicable credit provided transcripts or certificates clearly designate one of the following:

- Number of CEUs earned.
- Number of contact hours, or classroom hours of each course.

A maximum of six months credit for education will be awarded to applicants with relevant CEU equivalencies. A maximum of six months credit for experience will be awarded to applicants with relevant CEU equivalencies. See the glossary of terms for more information about CEU credit.

2-8. Comparing CEU and College Credit hours

CEUs are not equivalent to college credit hours. One (1.0) college credit has sixteen (16) classroom hours and one (1.0) CEU has ten (10) classroom hours. Therefore, only a percentage of credit will be awarded when an applicant wants to use CEU credits to substitute for college credits or experience. See Table II for more details.

2-9. Military Training

Military training will be credited if official documentation of course title, course content and contact hours are presented. Where military titles, terminology or contact hours are unclear, the applicant may be required to provide an official source declaring content or class description. Examples of some official sources are: Military installations, colleges, universities, or Credit Evaluation Services.

2-10. Evaluating Foreign Degrees

Applicants with foreign degrees must have all documents translated and evaluated by a college, university or Credentials Evaluation Services Department prior to submitting them to the Human Resources Department. It shall be the responsibility of the applicant to submit to the Human Resources Department all certificates, courses, diplomas or transcripts that the applicant wishes to have considered.

2-11. Evaluating Experience

Experience will be accepted when it is similar or relevant experience to that list on the job specification of the position sought.

2-12. Pre-degree Experience

Pre-degree experience will be accepted when the applicant has performed relevant experience at the professional level. HR will examine the pre-degree experience performed by the applicant and compare the duties to the position being sought. If an applicant's previous employment required a degree or higher we would consider the pre-degree position at a professional level.

2-13. City employees working out of job classification will be awarded up to max allowed in accordance with C.S.C. Rule 30, Working Out of Class.

2.14. Current City employees may qualify for promotional opportunities if they have a minimum of 50 percent of the course curriculum required for a related degree for the position sought, e.g., if the job specification requires a Bachelor's degree (120 college credits), an employee may qualify if they have at least sixty (60) related college credits. Additionally, competing employees must have acquired twice the minimum experience required for the position, e.g., if the position requires four (4) years of professional experience, the competing employee must have a minimum of at least eight (8) years of the required experience.

- a) If selected for the position, the employee must agree to complete a minimum of twelve hours per year in a qualified degree program until requirements are fulfilled. The Employee shall agree that failure to comply with the requirements set forth herein shall constitute just cause for demotion. Employees who fail to achieve the educational requirements per the appointment agreement will be removed from the position or demoted. Employees will be evaluated annually as part of their performance review and deemed not in compliance with the appointment agreement if not actively enrolled and making progress towards degree requirements and removed from the position or demoted. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list. Employees may request an extension of time to complete the required hours for good cause from the Director or his designee. If the Director denies such extension, the employee may appeal to the Commission.
- b) Provisions outlined in Section III - 2-14 Current City Employees Equivalencies for current City employees will be deemed temporary and transitional and only be effective for the

11/10/09
 sunset effective 12/10/09
 No longer applicable

next 24 months from the date these Equivalences Guidelines are approved. This section will sunset at the end of the 24-month period. (Revised 12/10/09)

Chapter 3 - Supervisory Factors

3-1. Receiving Supervisory Credit

HR would like each applicant to receive proper credit for the supervisory work they have done. In this way applicants who have engaged in the core tasks of supervising can receive credit.

- a) Applicants who have fulfilled the role of writing evaluations (employee appraisals) or performance evaluation reports (PERs) for subordinate employees will be considered to have supervisory experience.
- b) The following is a list of other factors of "supervision" for those who have not completed written evaluations or performance evaluation reports. Applicants need to demonstrate that they have performed four (4) out of the six (6) core supervisory factors listed below:
 - (1) Discipline or recommend discipline
 - (2) Schedule or assigning work
 - (3) Accountability for another's work product (checking work, enforcing rules)
 - (4) Authority to supervise specifically delegated by department management
 - (5) Addressing/resolving employees needs/complaints/grievances reference work assigned or work environment
 - (6) Making recommendations to another person's career (recommending/hiring, promotion, pay increases, termination)

Table G - Glossary of Terms

- G1. Accredited College or University** is one that is an approved institution of higher education in which a student will earn an accredited Associates, Bachelor's degree, Master's Degree or Ph.D.
- G2. Equivalencies** for each class will be determined by the Human Resources Department in consultation with the Subject Matter Experts and/or Appointing Authority prior to the recruitment.
- G3. Continuing Education Units (CEUs)** or credits for training courses from technical, vocational or trades school will be credited for a maximum of 12 months provided the applicant submits transcripts or certificates of completion that clearly designate: (1) the number of continuing education units (CEUs); or (2) the number of contact hours (classroom hours) of the course. In addition, Lifelong learning, Texas State Technical College, and UMS online all agreed that ten classroom hours of instruction equals one CEU. It is also important to note that clock hours, classroom hours, and contact hours are synonymous (equal).
- G4. College Level:** Courses which are considered to be college level are those which fall within the domain usually considered appropriate for college credit, and are commonly taught in colleges and universities. The courses would include a balance of both theoretical concepts and applied learning. The learning also must be applicable outside the context in which it was acquired. Standard college credit is awarded when applicable.
- G5. Non Specialized Experience** is experience that is described as general work experience not specific to the required position.
- G6. Relevant Job Related education** is education in the position or field being sought. As a result, the applicant would have acquired some of the knowledge needed to perform duties of the position being sought.
- G7. Specialized Experience** is experience that is associated with the overall competences of the position that gives the applicant specific experience toward the required position.
- G8. Substituting college credit hours for experience** can be accomplished when they have been determined to be Job related education.
- G9. Vocational/Occupational:** Specialized training in a special skill, or group of skills, to be used in a trade. Special abilities used to qualify for a particular type of work or livelihood including occupational, career, or trades. Skill-based learning is limited in credit opportunity.
- G10. Volunteer experience** will be awarded at a maximum rate of three months experience per year.

Table M - Mathematical Reasoning

M1. Converting Relevant Schooling To Experience. Every relevant college credit is awarded forty percent (40%) of one month for experience. In view of the fact that thirty college credits can be earned in twelve months. Then one college credit can be earned in forty percent of one month. Subsequently, twelve (12) months divided by thirty (30) college credits equals forty percent (40% or .40) of a month experience ($12 / 30 = 40\% \text{ or } .40$). Likewise, thirty (30) graduate credits can be earned in twenty-four (24) months. Followed by twenty-four (24) months divided by thirty (30) graduate credits equals eighty percent (80% or .80) of a month experience ($24 / 30 = 80\% \text{ or } .80$).

M2. Comparing CEUs to College Credits. Every relevant CEU is awarded sixty-two and a half percent (62.5%) credit towards the educational requirements for a position. One (1.0) CEU has ten (10) classroom hours and one (1.0) college credit has sixteen classroom hours. The mathematical reasoning is ten CEUs divided by sixteen college hours is sixty-two and a half (62.5% or .625) percent ($10 / 16 = 62.5\% \text{ or } .625$). One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit.

Example: one (1.0) college credit has sixteen classroom hours

College Class	Class Hours	Time	Total Hours	Earned
Biology	3 hours	4 months or 16 weeks	48 hours	3 credits
Lab	1 hour	4 months or 16 weeks	16 hours	1 credit

Example: 200 classroom hours divided by 20 CEU equals 10 classroom hours. Ten (10) classroom hours is equal to One (1.0) CEU.

Technical Training	Time	Total Hours	Credit
Mechanical	6 months or 24 weeks	200 hours	20 CEU

M3. Substitute CEU to College Credit hours. Since CEUs are not equivalent to college credit hours only relevant CEUs will be multiplied by sixty-two and a half percent (62.5 % or .625). This would equal the total number of college credit hours awarded. For example twenty-five (25) CEU multiplied by sixty-two and a half percent (62.5 % or .625) would equal 16.75 or 17 college credit hours. The maximum of six months for education will be awarded to applicants with relevant CEU equivalencies.

M4. Convert CEU to Experience. One college credit is equal in close proximity to forty percent (40% or .40) of a month experience. One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit (see M2 and M3 above). Therefore, forty percent (40% or .40) of a month experience multiplied by sixty-two and a half percent (62.5% or .625) of a college credit equals to twenty-seven percent (27% or .27) for experience. Mathematical Reasoning is ($.625 \times .40 = .27$). The maximum of six months for experience will be awarded to applicants with relevant CEU equivalencies.

Table I - Relevant Education Converted To Experience

Example: 60 relevant college credits may equal 24 months experience.

Accredited University or College	Multiplied by 40% or .40 =	Experience
Undergraduate Credit hours		
1.0 college credit hour	40% or .40 =	.40 of a month experience
3.0 college credit hours	40% or .40 =	1.2 months experience
15.0 college credit hours	40% or .40 =	6 months experience
30.0 college credit hours	40% or .40 =	12 months experience
Graduate Credit hours		
1.0 college credit hour	80% or .80 =	0.8 of a month experience
3.0 college credit hours	80% or .80 =	2.4 months experience
15 college credit hours	80% or .80 =	12 months experience
30 college credit hours	80% or .80 =	24 months experience

Table II - Convert CEU to College Credit hours

Twenty (20) CEUs multiplied by .625 equals 12.5 a maximum of 13 college credit hours.

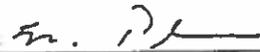
Continuing Education Credits	Multiplied by 62.5% or .625 =	College (Undergraduate) Credit
1.0 Continuing Education Unit (CEU)	62.5% or .625 =	.625 college credit hours
5.0 Continuing Education Units (CEU)	62.5% or .625 =	3.12 college credit hours
10.0 Continuing Education Units (CEU)	62.5% or .625 =	6.25 college credit hours
20.0 Continuing Education Units (CEU)	62.5% or .625 =	12.5 college credit hours

Table III - Convert CEU to Experience

Twenty (20) CEUs multiplied by .27 would equal 5.4 a maximum of 6 months experience.

Continuing Education Credit	Multiplied by 27% or .27 =	Experience
1.0 Continuing Education Credit (CEU)	27% or .27 =	.27 months experience
5.0 Continuing Education Credits (CEU)	27% or .27 =	1.3 months experience
10.0 Continuing Education Credits (CEU)	27% or .27 =	2.7 months experience
20.0 Continuing Education Credits (CEU)	27% or .27 =	5.4 months experience

12/10/09
Date Approved by the Civil Service Commission


Michael Pleters, Chair


Linda Ball Thomas, Secretary

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