City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification **Date:** 02/02/12015

ITEM 6

Name: Robert Edwards			
Position Applying for: Sanitary Services Manager	**Current City Employee:** ☒ Yes ☐ No **Position/Grade: GS:47** **Original Hire Date:** 07/30/12	**Date of Disqualification:** 12/17/2014	**Date Appeal Filed:** 12/15/2014
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** N/A **Conditional Exam:** ☐ Yes ☐ No ☒ N/A	**Disqualified by:** ☐ Phone ☒ Mail ☐ In Person	**Was the Appeal Filed in Timely Manner:** ☒ Yes ☐ No

Rule or Ordinance Under Which Disqualified:

Civil Service Commission Rule 5.1 (a) 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) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.

HR Application Policy: 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 prescribe by the Human Resources Director.

Minimum Qualifications	Applicant Qualifications	Deficits
Education Bachelor's Degree of Public Health, Public Administration or a related field.	Bachelor's Degree in Criminal Justice	None
Experience Four (4) years of professional registered sanitarian management or supervisory level experience in a code enforcement program.	**Position** None — **Years** N/A — **Months** N/A	4 yrs. of exp.

Comments:

Mr. Edwards does not meet the minimum experience qualifications for the position. He is lacking four (4) years of professional registered sanitarian management or supervisory level experience in a code enforcement program.

Mr. Edwards has two (2) years and six (6) months of experience as a Food Safety Associate Inspector (entry level) conducting inspections of food establishments. He also has two (2) years and eight (8) months of experience as a Kitchen Manager where he trained, hired and disciplined kitchen staff. Additionally, Mr. Edwards served in the military (Dates: 4/87 to 9/94) and rose to the rank of Captain (Company Commander) of the 369th Chemical Company. He oversaw planning, training, property accountability, pay, morale, unit readiness, operational readiness, discipline and enforcement of the Uniform Code of Military Justice.

Non-Qualifying Education/Experience:

Experience:

Position	Years	Months
Food Safety Assoc. Inspector	2	6
Kitchen Manager	2	8
Military Service	7	5

Prepared by: Armando Peña **Reviewed by:** Nuria Valdez

Appeal Form

To Whom It May Concern:

I Robert Edwards **hereby appeal my Disqualified to take the examination,**

for: Examination Title: Sanitary Services Manager

Date notified of disqualification: 12/15/14

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) ☑ Convicted of a felony, or a misdemeanor – Rule 5.1.(b) ☐

Human Resources Policy: Dismissed from Public Service ☐ Dismissed from City Employment ☐

OTHER ☐ _____(write specific C.S.C. Rule or HR Policy you are appealing)

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

Detail your qualifying experience (use additional paper if necessary)

Minimum qualifications states a Bachelor's of Phy, P.A. or related field; it does not state which fields are not related. It also states supervisory experience in a code enforcement program; also None specific on the type of code enforcement. Upon my commission as an officer in the U.S. Army Reserves I upheld the Uniform Code of Military Justice.

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO	N/A
Is your conviction job related to the position sought?	☐	☐	☐
Will the conviction hinder your ability to perform the duties of this position?	☐	☐	☐

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

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

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

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

Please explain what you are appealing

I am appealing the non-specifics for the minimum qualifications and I am requesting the opportunity to test for this position.

Name: Robert Edwards **Address:** **City/State/Zip**

Telephone: **Person ID #:** **(Neogov)**

Applicant Signature: Robert Edwards **Date:** 12/17/14

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 ☐

RECEIVED
FEB 03 2015
CIVIL SERVICE COMMISSION

ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Application Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS

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;

      (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.

   b) **Felony Convictions:** the applicant 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

   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. Late appeals will not be accepted.

   b) **Original Applicant:** 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 into 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.

APPROVED BY:

Joyce A. Wilson

Joyce Wilson, City Manager

8/6/13

Date

SUPPLEMENTARY WORK EXPERIENCE

City of El Paso
2 Civic Center Plaza - 3rd Floor, El Paso, TX 79901-1153
915.541.4504 or 915.541.4578
http://www.elpasotexas.gov

NAME: (Last, First, Middle) Edwards, Robert Earl — Person ID# 021187 — **SS #:** (last 4 digits)

Additional experience for the position of : Sanitary Services Manager

WORK EXPERIENCE

DATES: From: 4/87 To: 9/94 — **EMPLOYER:** 369th Chemical Co. — **PHONE NUMBER:**

ADDRESS: (Street, City, State, Zip Code) 6400 Dyer St. El Paso, TX. 79904

POSITION TITLE: Company Commander — **SUPERVISOR:** Larry Kimmich

HOURS PER WEEK: N/A — **SALARY:** N/A — **MAY WE CONTACT THIS EMPLOYER?** ☑ Yes ☐ No

DUTIES: As a company commander I was responsible for everything that happened or did not happen in my unit; from Mission planning, training, property accountability, pay, morale, unit readiness, operational readiness to discipline and enforcement of the Uniform Code of Military Justice.

REASON FOR LEAVING: My term of service for the active reserve ended and I was subsequently honorably discharged from the IRR.

Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. REE Initials or ☐ check for electronic initials

Signature Robert E Edwards Date 12/29/14

Please note: The electronic transmission of this supplement via e-mail will constitute a signature.

Expanding on current application - 0809

SEE PRIVACY ACT STATEMENT ON DA FORM 67-8-1

FILE OMPF 5283 PREO

For use of this form, see AR 623-105, proponent agency is US Army Military Personnel Center.

PART I – ADMINISTRATIVE DATA 915-772=3230

a. LAST NAME · FIRST NAME · MIDDLE INITIAL	b. SSN	c. GRADE	d. DATE OF RANK Year	Month	Day	e. BR	f. DESIGNATED SPECIALTIES	g. PMOS (IPO)	h. STA CODE
EDWARDS, ROBERT E.	[redacted]	CPT	94	04	14	CM	74A		

i. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND	j. REASON FOR SUBMISSION	k. COMD CODE
369TH CHEMICAL COMPANY, WVLPAA, 90TH ARCOM TPU 6400 DYER STREET, EL PASO, TEXAS 79904	42 REASSIGNMENT A	5X

l. PERIOD COVERED AT Ø FROM Year	Month	Day	THRU ADT Ø Year	Month	Day	m. NO. OF MONTHS	n. MILPO CODE	o. RATED OFFICER COPY (Check one and date)	p. FORWARDING ADDRESS
94	04	11	95	04	02	12		☐ 1. GIVEN TO OFFICER ☒ 2. FORWARDED TO OFFICER 950727	

q. EXPLANATION OF NONRATED PERIODS

PART II – AUTHENTICATION (Rated officer signature verifies PART I data and RATING OFFICIALS ONLY)

a. NAME OF RATER (Last, First, MI)	SSN	SIGNATURE
KIMMICH, LARRY T.	[redacted]	Larry T. Kimmich

GRADE, BRANCH, ORGANIZATION, DUTY ASSIGNMENT		DATE
MAJ (P), 383D QuarterMaster Battalion	BATTALION COMMANDER	950526

b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	SIGNATURE
		☐

GRADE, BRANCH, ORGANIZATION, DUTY ASSIGNMENT	DATE

c. NAME OF SENIOR RATER (Last, First, MI)	SSN	SIGNATURE
LIVINGSTON, STEPHEN D.	58 [redacted]	Stephen D. Livingston

GRADE, BRANCH, ORGANIZATION, DUTY ASSIGNMENT		DATE
COL (P), QM, HQ, 90TH ARCOM	DEPUTY COMMANDING OFFICER	950718

d. SIGNATURE OF RATED OFFICER	DATE	e. DATE ENTERED ON DA FORM 2 1	f. RATED OFFICER MPO INITIALS	g. SR MPO INITIALS	h. NO. OF INCL
Soldier Unavaialble for signature			JE	KAJ	Ø

PART III – DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE Company Commander

b. SSI/MOS 74A

c. REFER TO PART IIIa, DA FORM 67-8-1

Command a Chemical Company (SG), which consists of three lin platoons (Two Smoke Platoons and one Fuel Suport Platoon), and one headquarters platoon. To ensure the company is capable of executing its wartime mission and is ready to mobilize and deploy. To provide for the morale, welfare, and training of the unit as well as establish standards, evaluate performance, provide guidance and set goals and objectives.

PART IV – PERFORMANCE EVALUATION – PROFESSIONALISM (Rater)

a. PROFESSIONAL COMPETENCE (In Items 1 through 14 below, indicate the degree of agreement with the following statements as being descriptive of the rated officer. Any comments will be reflected in b below.)

HIGH DEGREE ← 1 2 3 4 5 → LOW DEGREE

1. Possesses capacity to acquire knowledge/grasp concepts	1	8. Displays sound judgment	1
2. Demonstrates appropriate knowledge and expertise in assigned tasks	1	9. Seeks self-improvement	1
3. Maintains appropriate level of physical fitness PASS 9404	1	10. Is adaptable to changing situations	1
4. Motivates, challenges and develops subordinates	1	11. Sets and enforces high standards	1
5. Performs under physical and mental stress	1	12. Possesses military bearing and appearance 70/210 YES	1
6. Encourages candor and frankness in subordinates	1	13. Supports EO/EEO	1
7. Clear and concise in written communication	1	14. Clear and concise in oral communication	1

b. PROFESSIONAL ETHICS (Comment on any area where the rated officer is particularly outstanding or needs improvement)

1. DEDICATION
2. RESPONSIBILITY
3. LOYALTY
4. DISCIPLINE
5. INTEGRITY
6. MORAL COURAGE
7. SELFLESSNESS
8. MORAL STANDARDS

a.3. Scored a 290 on his APFT
a.12. Meets body fat standards according with AR 600-09.
b.1. Spent alot of personal time to get the job done.
b.6. Is a morale, high standard individual.

95 08 07

PERIOD COVERED 940411-950402

PART V – PERFORMANCE AND POTENTIAL EVALUATION *(Rater)*

a. RATED OFFICER'S NAME ROBERT E. EDWARDS SSN [redacted]

RATED OFFICER IS ASSIGNED IN ONE OF HIS/HER DESIGNATED SPECIALTIES/MOS [X] YES [ ] NO

b. PERFORMANCE DURING THIS RATING PERIOD. REFER TO PART III, DA FORM 67-8 AND PART III a, b, AND c, DA FORM 67-8-1

[X] ALWAYS EXCEEDED REQUIREMENTS [ ] USUALLY EXCEEDED REQUIREMENTS [ ] MET REQUIREMENTS [ ] OFTEN FAILED REQUIREMENTS [ ] USUALLY FAILED REQUIREMENTS

c. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE. REFER TO PART III, DA FORM 67-8 AND PART III a, b, AND c, DA FORM 67-8-1. DO NOT USE FOR COMMENTS ON POTENTIAL.

CPT Edwards served with the 369th Chemical Company since 1987. He was chosen as the Commander in 1993. The unit was shortly thereafter designated a contingency force pool one (1) unit. He spent countless hours of his personal time providing leadership to his unit. The unit's mobilization readiness posture improved during his tenure. He requested transfer to the Individual Ready Reserves (IRR) because the requirements/demands of commanding a CFP 1 unit took too much of his personal time. He is a fine officer. He did an outstanding job.

DRILLS SCHEDULED: 48 DRILLS ATTENDED: 48

d. THIS OFFICER'S POTENTIAL FOR PROMOTION TO THE NEXT HIGHER GRADE IS

[X] PROMOTE AHEAD OF CONTEMPORARIES [ ] PROMOTE WITH CONTEMPORARIES [ ] DO NOT PROMOTE [ ] OTHER *(Explain below)*

e. COMMENT ON POTENTIAL

Recommend assignment in battalion staff.

PART VI – INTERMEDIATE RATER

a. COMMENTS

PART VII – SENIOR RATER

a. POTE

SR	
	CMC 0240
	ERGRES CPT
	29 EDWARDS ROBER
	56 SSN
X	X 10 SR: COLP
	3 LIVINGSTON ST
	1 [redacted]
	0 PROC 19951006
	1 SIGN 19950718
	0 RATINGS 100
	0 OFFICERS 67
	LO

A COMPLETED DA FORM 67-8-1 WAS RECEIVED WITH THIS REPORT AND CONSIDERED IN MY EVALUATION AND REVIEW [X] YES [ ] NO *(Explain in b)*

b. COMMENTS

Captain Edwards commanded a very challenging unit. He spent a great deal of his personal time giving his unit the leadership it needed. He spoke his mind freely and candidly to provide his input on important issues effecting his unit. The 90th U.S. Army Reserve Command's Operational Readiness Evaluation (ORE) preassessment showed his unit was improving its readiness posture. Soldier unavailable for signature due to reassignment.

★U.S. Government Printing Office: 1989-261-871/02582

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000

16 April 1987

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army under Title 10 United States Code, Section 591 and Section 593

Second Lieutenant
ROBERT EARL EDWARDS

A: Chemical Corps
B: 74A
C: AR 135-100, Chapter 1

1. By direction of the President, you are appointed a Reserve Commissioned Officer of the Army, effective this date, in the grade and with the social security number shown in the address above.

2. This appointment is for an indefinite term.

3. A commission evidencing your appointment is enclosed.

4. Your Branch is shown after "A". Your Primary SSI is shown after "B". The Army Regulations pertaining to your appointment are shown after "C".

5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

Joseph Burgess Jr.

1 Encl
DD Form 1A

JOSEPH BURGESS JR.
CW3, USA
Chief, Student Personnel

Date of acceptance: 16 April 1987

FB (AG) FL 19

United States Army

Chemical School

To all who shall see these presents, greeting.
This is to certify that

ROBERT EDWARDS

has successfully completed the

CHEMICAL OFFICER BASIC COURSE
CLASS 004-87, 01-Jun-87 - 06-Oct-87

In Testimony Whereof, and by the authority vested in us, we do confer this

Diploma

Given at Fort McClellan, Alabama,
this 6TH day of OCTOBER, 19 87

MAJOR GENERAL, USA
COMMANDANT

Ft McCl Fm 1534-R
(22 May 80)

United States Army Chemical School

Fort McClellan, Alabama

awards this

Diploma

to

1LT ROBERT E. EDWARDS

THIS IS TO CERTIFY SUCCESSFUL COMPLETION OF THE

CHEMICAL OFFICER ADVANCED COURSE (RC)

IN TESTIMONY WHEREOF, AND BY THE AUTHORITY VESTED

IN US, WE DO CONFER THIS DIPLOMA

THIS 29TH DAY OF JULY 1992

Elementis Proelium Regamus

ROBERT D. ORTON
Major General, USA
Commandant

United States Army Chemical School

Fort McClellan, Alabama

awards this

Certificate

to

1LT ROBERT E. EDWARDS

FOR SUCCESSFULLY COMPLETING

TOXIC AGENT TRAINING AT THE CHEMICAL DEFENSE TRAINING FACILITY (CDTF), UNITED STATES ARMY CHEMICAL SCHOOL ON 3 JUNE 1992.

Elementis Proelium Regamus

Brigadier General, USA
Commandant

Ft McCl Fm 1534-1-R 9 Jun 87

U.S. ARMY RESERVE READINESS TRAINING CENTER

Fort McCoy, Wisconsin

Be it known that

1LT ROBERT E. EDWARDS

has successfully completed the

USAR TRAINING AND OPERATIONS COURSE
20 May - 24 May 1991, 41 Hours

and by authority vested in us, we do hereby confer this

DIPLOMA

given this 24th day of May 1991

Director of Training

Colonel, U.S. Army
Commandant

AFYB-C FORM 1168-1 1 JUL 1989 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

DEPARTMENT OF THE ARMY
U.S. ARMY RESERVE PERSONNEL COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

ARPC-PSRF10-08 06 DEC 2001
ORDERS D-12-156131

EDWARDS ROBERT EARL PSRF10 CPT CM 74A
1 USAR CONTROL GROUP (IMA)

YOU ARE DISCHARGED FROM THE COMPONENT SHOWN.

AUTHORITY: [illegible]
EFFECTIVE DATE: 03 JAN 2002
COMPONENT: UNITED STATES ARMY RESERVE
TYPE OF DISCHARGE: HONORABLE
ADDITIONAL INSTRUCTIONS: IF RESERVE ID DD FORM 2A (RED) IS IN YOUR POSSESSION RETURN IT TO THIS HQS, ATTN: ARPC-ALQ. ALL RESERVE OF THE ARMY AND ARMY OF THE UNITED STATES APPTS ARE TERMINATED. OFFICIAL MILITARY PERSONNEL FILE (OMPF) IS TRANSFERRED TO THE NATIONAL PERSONNEL RECORDS CENTER ATTN: NPRC-MPR 9700 PAGE ST LOUIS, MO 63132-5200 FUTURE INQUIRIES SHOULD BE DIRECTED TO THAT OFFICE. AS YOU NO LONGER HAVE ANY MILITARY STATUS, YOUR RECORDS ARE NO LONGER HELD BY THE ARMY. REMEMBER TO INCLUDE YOUR FULL NAME, SOCIAL SECURITY NUMBER AND ALL PREVIOUS SERVICE NUMBERS SO THAT YOUR RECORD CAN BE POSITIVELY IDENTIFIED.

FORMAT: 500

****
* AR-PERSCOM *
* OFFICIAL *
****

W. BRUCE PITTMAN
COL, EN
COMMANDING

DISTRIBUTION: H2 PACKET: 15

24000-0914 - Sanitary Services Manager

Contact Information -- Person ID:

Name: Robert Edwards

Address:

Home Phone:

Alternate Phone:

Email:

ɔrmer Last Name:

Month and Day of Birth:

Personal Information

Driver's License: Yes

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 , Night , Rotating , Weekends

Objective

Education

College
University of Texas at El Paso
[Unspecified Start] - [Unspecified End]
El Paso, Texas

Did you graduate: Yes
College Major/Minor: Criminal Justice
Degree Received: Bachelor's

Work Experience

Associate Food Safety Inspector
7/2012 - Present

El Paso Health Department

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

Duties
Conduct health and safety inspections of retail food establishments, investigate suspected foodborne illness complaints, investigate non-licensed and non-permitted food vendors, teach food handler classes, enforcement of food safety violations.

Reason for Leaving
Still employed

Kitchen Manager
10/2007 - 6/2010

On The Border Mexican Grill & Cantina

Hours worked per week: 60
Monthly Salary: $0.00
Name of Supervisor: Eldon Niblett - General Manager
May we contact this employer?

Duties
Train, hire, and discipline kitchen staff. Perform weekly inventories and food/supply orders. Interact with customers and provide support for all staff.

Reason for Leaving
Relocated back to El Paso to help tend to my older sister who contracted cancer.

Certificates and Licenses

Skills

Office Skills

Typing:
Data Entry:

Additional Information

References

Professional
Hibner, Sandra

Personal
Lopez, Ruben
Border Patrol Supervisor

Personal
Stelley, Marc

Resume

Text Resume

Attachments

Sanitary Services Manager

Class Code:
24000 PM 134

CITY OF EL PASO
Established Date: Jul 24, 2014

SALARY RANGE

$30.15 - $46.13 Hourly
$2,411.99 - $3,690.35 Biweekly
$5,225.99 - $7,995.76 Monthly
$62,711.85 - $95,949.14 Annually

FLSA:
Exempt

MINIMUM QUALIFICATIONS:
Bachelor's Degree of Public Health, Public Administration or related field and four (4) years of professional registered sanitarian management or supervisory level experience in a code enforcement program.

Licenses and Certificates: Texas Sanitarian Registration by time of appointment. Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:
Under direction, organizes, plans and directs consumer and environmental health program's monitoring, inspections, investigations, sampling and surveys to assure protection of the public health and compliance with applicable laws, ordinances, policies, procedures, rules and regulations.

TYPICAL DUTIES:
Plan, direct and review consumer and environmental health program. Involves: Set goals, plan, organize, control and allocate resources for consumer and environmental health, including fiscal and personnel management. Direct the monitoring, inspections, investigations, sampling and surveys of public and private facilities nuisances and hazards for compliance with local, state and federal laws, ordinances, rules and regulations pertaining to consumer and environmental health. Coordinate and makes presentations to business, civic, community and school groups regarding consumer and environmental health activities and enlists public cooperation in reaching desired objectives. Coordinate and conducts surveys, inspections and investigations or provides guidance in responding to the most complex regulatory issues. Manage the sampling for agents or objects that may be harmful to human health. Coordinate and approves reports required in ensuring compliance with health laws and ordinances dealing with specific consumer and environmental health programs.

Interview, orient, train, and provides guidance. Conduct performance evaluations and manages subordinate supervisors and staff. Manage public education/information presentations regarding public health laws, ordinances, policies, procedures, rules and regulations. Interface with other regulatory agencies in coordinated enforcement activities. Serve as liaison with community organization's for related program activities.

Compile data and prepares reports for litigation purposes concerning operational and enforcement issues. Plan complex and specialized management activities and develops methods for improved techniques. Serve on community and health committees to coordinate program activities.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of comprehensive knowledge of the laws, ordinances, policies, procedures, rules, regulations, principles and practices of consumer and environmental health functions and structure of public health organizations and community relations.
- Application of considerable knowledge of local, state and federal laws, ordinances, rules and regulations, impact on consumer and environmental health, supervisor techniques, inspection/investigation procedures, responsibilities and techniques.
- Ability to plan and execute projects and activates and supervise others.
- Ability to perform work which consists of complex, varied, nonstandard tasks, processes or operations.
- Ability to apply theories, principles, precedents or techniques relevant to the assigned tasks and make choices, decisions and take action in performing a variety of nonstandard, non-routine assignments or tasks.
- Skill in effectively meeting and dealing with people in a public health enforcement setting.
- Skill the effective/efficient application of inspection/investigation process; obtaining voluntary compliance with applicable laws, ordinances and regulations.
- Skill in the efficient monitoring, guiding and supervising of assigned activities and resources.

OTHER JOB CHARACTERISTICS:

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during on-site investigations and inspections.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

CLASSIFICATION STATUS:
(Ord. 016439 07/24/14)
As provided under Classification and Compensation Ordinance 8064, Section 2.2,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.