

Name: Cahalan, Sonya

ITEM 7

Position Applying for: Chief Building Inspector	Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Building Inspector - GS53 Original Hire Date: 08/07/2006	Date of Disqualification: January 6, 2014	Date Appeal Filed: January 8, 2014
Reason for Disqualification: Lacks Minimum Requirements	Date of Examination: EEE Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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.

Minimum Qualifications	Applicant Qualifications	Deficits						
Education A High School diploma or GED	-High School Diploma -30 semester hours towards a Bachelor of Business Administration	None						
Experience Four (4) years supervisory level building code enforcement experience	<table border="1"> <thead> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>Interim Code Compliance Supervisor</td> <td>0</td> <td>9</td> </tr> </tbody> </table>	Position	Years	Months	Interim Code Compliance Supervisor	0	9	Three (3) years and three (3) months.
Position	Years	Months						
Interim Code Compliance Supervisor	0	9						

Comments

Ms. Cahalan does not meet the minimum experience qualifications for the position. Ms. Cahalan is lacking three (3) years and three (3) months of supervisory level building code enforcement experience. She was credited nine (9) months of experience for performing as the Interim Code Compliance Supervisor from October 2009 to July 2010. Ms. Cahalan states on her appeal that she has direct supervision with the City of El Paso since September 2010. She has held the position of Building Inspector from February 2011 to present and this position does not have direct supervisory duties. Prior, she held the position of Code Compliance Officer (Inspector), which does not have direct supervisory duties. Ms. Cahalan states on her appeal that she believes her experience as a Manager of both Rio Norte Retirement and Southwest Properties should be considered as she supervised maintenance personnel. This is not supervisory level building code enforcement experience as these positions did not have the authority to enforce City code. Therefore, she is not qualified for the position.

Non-Qualifying Education/Experience:

Experience:	Position	Years	Months
Building Inspector - COEP		3	0
Code Compliance			
Officer (Inspector) - COEP		2	3
Associate Code Compliance			
Officer (Inspector) - COEP		2	2
Co-Mgr - Rio Norte		3	1
Owner - Go Wireless		1	10
Realtor/Property Mgr - Southwest Prop.		5	0

Prepared by:
Carmen Jimenez

Reviewed by:

Appeal Form

To Whom It May Concern:

I Sonya Cahalan hereby appeal my Disqualified to take the examination, for: Examination

Title: Chief Building Inspector

Date notified of disqualification: 01/06/14

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

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

Detail your qualifying experience (use additional paper if necessary)

09/2010 to Present (City of El Paso): Job duties during this time included direct supervision of personnel in regards to building code enforcement for various purposes such as licensing, condemnations and tenant complaints.

01/2003 to 02/2006 (Rio Norte Retirement): Supervised maintenance personnel to enforce building code compliance to include electrical, plumbing, heating/cooling, egress, structural and parking requirements.

10/1994 to 10/1999 (Southwest Properties): Supervised maintenance personnel to enforce building code compliance to ensure all structures maintained requirements of the electrical, plumbing, heating/cooling and structural building codes.

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

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

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 feel that my experience in present and past positions more than adequately meets the minimum qualifications for the Chief Building Inspector position.

Name: Sonya Cahalan

Address:

City/State/Zip:

Telephone: 9

Person ID #:

eogov)

Applicant Signature: _____

Date: 01/08/2014 _____

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

Sonya Cahalan, Supplemental Work Experience Attachment

January 8, 2014

09/2010 to Present (City of El Paso): Job duties during this time included direct supervision of personnel in regards to building code enforcement for various purposes such as licensing, condemnations and tenant complaints.

01/2003 to 02/2006 (Rio Norte Retirement): Supervised maintenance personnel to enforce building code compliance to include electrical, plumbing, heating/cooling, egress, structural and parking requirements.

10/1994 to 10/1999 (Southwest Properties): Supervised maintenance personnel to enforce building code compliance to ensure all structures maintained requirements of the electrical, plumbing, heating/cooling and structural building codes.

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)

Cahalan, Sonya Marie

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :
Chief Building Inspector

WORK EXPERIENCE

DATES:

From:

To:

EMPLOYER:

various

PHONE NUMBER:

ADDRESS: (Street, City, State, Zip Code)

POSITION TITLE:

SUPERVISOR:

HOURS PER WEEK:

SALARY:

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

Please see attachment.

REASON FOR LEAVING:

N/A

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. _____ Initials or check for electronic initials

Signature _____ Date _____

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

17130-1213 - Chief Building Inspector

Contact Information -- Person ID:

Name: Sonya M Cahalan Address: 5
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

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

Preferences

Preferred Salary: \$21.38 per hour; \$44,480.01 per year
 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 , On Call (as needed)

Objective

Education

Professional

Academy of Real Estate
 9/1994 - 9/1994
 El Paso, Texas

Did you graduate: No
 College Major/Minor: Real Estate
 Units Completed: 10 Semester
 Degree Received: Certification

College

University of Iowa
 9/1987 - 5/1988
 Iowa City, Iowa

Did you graduate: No
 College Major/Minor:
 Units Completed: 20 Semester
 Degree Received: No Degree

College

El Paso Community College
 6/2012 - [Unspecified End]
 El Paso, Texas

Did you graduate: No
 College Major/Minor: Business Administration
 Units Completed: 30 Semester
 Degree Received: Other

Work Experience

Building Inspector

8/2006 - Present
 City of El Paso, Environmental Services Department,
 Code Compliance Division
 7969 San Paulo
 El Paso, Texas 79907
 (915) 621-6700

Hours worked per week: 40
 Monthly Salary: \$2,741.00
 Name of Supervisor: Elda Rodriguez-Hefner -
 Code Compliance Manager
 May we contact this employer? Yes

Duties

*Inspect and enforce complex cases involving all aspects of City and International Building Codes to include zoning, building, licensing and nuisance violations *Thoroughly prepare evidence for testimony

before boards, commissions and courts *Coordinate, train and supervise personnel to inspect the approval and continued adherence to business licensing requirements guided by the International Building Code (3 years)*Coordinate, manage and supervise detail special assignments with multiple governmental agencies to ensure compliance with Building Codes (3 years) *Maintain working relationship with various utilities, organizations and agencies to include presenting informational trainings to these entities *Conduct in depth research on local ordinances and comparison ordinances from other cities in order to recommend changes and additions to those in existence; assist in editing recommended changes and additions *Research multiple data bases in order to obtain accurate and thorough information to properly process criminal cases *Act as resource to inspectors, supervisors and management on codes, policies, training and data management *Provide personnel evaluations to upper management regarding abilities and potential for advancement (3 years)*Provide education and guidance to inspectors and public on daily and long term basis by conducting case reviews via Accela, supervising complex cases and assisting training division (3 years) *Prepare statistical and quality control reports from database in order to provide management with recommendations for improvement to operations and personnel *Provide training/supervision on Accela database to the division and assist with database interactions between divisions and departments by offering suggested improvements to processes and records in database and IT department; provide training on MFR program to division *Interim supervisor (10/09-07/10) *Provided supervision and assignment of daily activities of inspectors *Enforced employee rules and work standards; reconciled time cards on KRONOS *Provided complaint resolution to the public *Assisted with education, ordinance revisions and budgetary issues *Began assistance with project to implement Accela by testing records and shopping for appropriate hardware *Prior to Accela implementation, was project coordinator for Code in improvement of use of system with both inspectors and management

Co-Manager
1/2003 - 2/2006

Hours worked per week: 48
Monthly Salary: \$2,300.00
of Employees Supervised: 15
Name of Supervisor: Elizabeth Lake - Co-Manager
May we contact this employer? Yes

Rio Norte Retirement

Duties

*Monetary responsibilities of payroll, accounts payable/receivable and multi-million dollar budget management *Human resource duties of employee supervision, scheduling, hiring, firing, training, and disciplinary actions *Property management duties of marketing, rental contracts and collections *Building maintenance supervision to ensure compliance with all building codes by scheduling maintenance, evaluating maintenance person's performance, knowledge of commercial building codes, and enforcing building code compliance via maintenance schedule *Prepared, coordinated and conducted projects to include computer implementation, daily activities, special events and presentations which also involved application of advertisement and media coverage

Reason for Leaving

Position deleted - structural changes within corporation

Owner
2/2000 - 12/2001

Hours worked per week: 50
Monthly Salary: \$1,500.00
of Employees Supervised: 4
Name of Supervisor: self - owner
May we contact this employer? Yes

On the Go Wireless

Duties

*Payroll, accounts payable/receivable, purchasing and contracts *Ensure compliance with all applicable local, state and federal business laws *Customer service, correspondence and advertising/marketing *Employee supervision, sales management, hiring/firing

Reason for Leaving

sold business

Realtor/Partner-Property Manager
10/1994 - 10/1999

Hours worked per week: 40
Monthly Salary: \$1,200.00

Southwest Properties

Name of Supervisor: Eli Chavez -
Owner/Broker
May we contact this employer? Yes

Duties

*Market analysis, selling/listing and guidance for financing and insurance on properties *Property management to include marketing, accounts payable/receivable, contracts, correspondence and property maintenance supervision to enforce compliance with all building codes

Reason for Leaving

To pursue business opportunity of On the Go Wireless

Certificates and Licenses

Type: Code Enforcement Officer

Number:

Issued by: TXDHS

Date Issued: 4 /2008 Date Expires: 4 /2014

Type: HAZWOPER 40 Hours w/8 hour annual refresher

Number:

Issued by:

Date Issued: 1 /2008 Date Expires:

Type: OSHA 10 hour certification

Number:

Issued by:

Date Issued: 11 /2012 Date Expires:

Type: International Building Code Inspector (commercial)

Number: 8080432

Issued by: International Code Council

Date Issued: 2 /2012 Date Expires: 9 /2016

Type: International Residential Building Code Inspector

Number: 8080432

Issued by: International Code Council

Date Issued: 8 /2011 Date Expires: 9 /2016

Type: ICC Property Maintenance

Number: 8080432

Issued by: International Code Council

Date Issued: 9 /2010 Date Expires: 9 /2016

Skills

Office Skills

Typing: 58

Data Entry: 0

Other Skills

Various software programs to include MS Office Pro
Skilled - 10 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information

References

Professional
Santo, Suzy
Business Consultant, TruePoint Solutions, Inc.

Professional
Fenstermacher, Kurt
Deputy Director of ESD

Professional
Maguire, Tom

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
resume	updated resume	Resume	Job Seeker

Supplemental Questions

1. Q: Do you have an International Code Council (ICC) certification? If so, what type of ICC certification do you have?

A: Building Inspector

Sonya Cahalan

Work Experience:

Building Inspector

City of El Paso

8/2006 to Present

Duties

- Act as resource to inspectors, supervisors and management on codes, policies, training and data management
- Provide education and guidance to inspectors and public on a daily and long term basis by conducting case reviews via Accela, overseeing complex cases and assisting training division
- Prepare statistical and quality control reports from database in order to provide management with recommendations for improvement to operations
- Provide training on Accela database program to the division and assist with database interactions between divisions and departments by offering suggested improvements to processes and records in database; provide training on MFR program to division
- Coordinate, train and supervise personnel to inspect the approval and continued adherence to business licensing requirements
- Coordinate and manage detail special assignments with multiple governmental agencies
- Conduct in depth research on local ordinances and comparison ordinances from other cities in order to recommend changes and additions to those in existence; assist in editing recommended changes and additions
- Research multiple data bases in order to obtain accurate and thorough information to properly process cases
- Maintain working relationship with various utilities, organizations and agencies to include presenting informational trainings to these entities
- Inspect and enforce complex cases involving all aspects of City and International Building Codes to include zoning, building, licensing and nuisance violations
- Thoroughly prepare evidence for testimony before boards, commissions and courts

- **Interim Supervisor (10/09-07/10):**

- Provided supervision and assignment of daily activities of inspectors
- Enforced employee rules and work standards; reconciled time cards on KRONOS
- Provided complaint resolution to the public
- Assisted with education, ordinance revisions and budgetary issues

Co-Manager

1/2003 to 2/2006

Rio Norte Retirement

Duties

- Monetary responsibilities of payroll, accounts payable/receivable and multi-million dollar budget management
- Human resource duties of employee supervision, scheduling, hiring, firing, training, and disciplinary actions
- Property management duties of marketing, rental contracts, collections and maintenance supervision to ensure compliance with building codes
- Prepared, coordinated and conducted projects to include computer implementation, daily activities and presentations which also involved application of advertisement and media coverage on occasion

Owner

2/2000 to 12/2001

On the Go Wireless

Duties

- Payroll, accounts payable/receivable, purchasing and contracts
- Ensure compliance with all applicable local, state and federal business laws
- Customer service, correspondence and advertising/marketing
- Employee supervision, sales management, hiring/firing

Realtor/Partner-Property Manager

10/1994 to 10/1999

Southwest Properties

Duties

- Market analysis, selling/listing and guidance for financing and insurance on properties
- Property management to include marketing, accounts payable/receivable, contracts, correspondence and property maintenance supervision to ensure properties in compliance with building codes

Education

Currently enrolled as full-time student at El Paso Community College working towards BS in Business Administration (4.0 GPA)

Certificates and Licenses

International Building Code Inspector (commercial)
International Residential Code Inspector
ICC Property Maintenance and Housing Inspector
Code Enforcement Officer
HAZWOPER 40 hours with 8 hour annual refresher
OSHA 10 hour certification

Skills

Typing: 58 WPM

Various software programs to include Microsoft Office Programs, Browsers, KRONOS, Accela and MFR Live

Languages

Proficient in English; Intermediate in Spanish



Chief Building Inspector

Class Code:
17130 PM 127

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

SALARY RANGE

\$21.38 - \$31.63 Hourly
\$1,710.77 - \$2,530.23 Biweekly
\$3,706.67 - \$5,482.16 Monthly
\$44,480.01 - \$65,785.93 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, with four (4) years of supervisory level building code enforcement experience.

Licenses and Certificates: Certification by the International Code Council (ICC) as a Building, Plumbing, Mechanical, Fire or Electrical Inspector required by time of appointment. Certification as a Certified Building Official by the International Code Council within one (1) year of appointment. Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:

Under direction, organize, direct and coordinate review, inspection and enforcement activities of the building services department related to code and ordinance compliance for all commercial and residential additions, remodels, renovations or new construction and existing facilities for the city.

TYPICAL DUTIES:

Oversee the daily operations of inspection and enforcement of plumbing, electrical, mechanical, structural, signs, zoning and nuisance abatement codes and ordinances in order to ensure the public health, safety and welfare. Involves: Respond to and investigate complaints of violations related to city regulations and code ordinances. Oversee code revisions in coordination with other city departments. Assist in preparing new language for permitting, licensing and other procedures. Update licensing procedures and fees. Modify and streamline policies and procedures outlined in Municipal Code. Enforce codes and ordinances. Prepare correction notices, stop work, and citations. Provide testimony in City-initiated legal cases and lawsuits against the city; provide expert testimony in civil cases regarding city codes and ordinances; train and prepare staff in proper court room techniques for presenting testimony.

Maintain public records and files and ensure uniform application of codes and regulations. Involves: Ensure that inspectors maintain current certifications in compliance with state requirements for enforcement and inspection related to building codes and regulations, and registration and licensing of contractors. Provide assistance to inspectors, architects, engineers, contractors, home and business owners to resolve issues in field or technical guidance related to codes and regulations. Liaison between customers, inspectors and contractors and other divisions to resolve issues. Perform field inspections or investigations to ensure uniform application of codes and regulations. Prepare and provide staff training to ensure current application of codes and new methods of inspection, investigation and enforcement.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Building Services Department goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in codes and regulations

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of comprehensive knowledge of building codes, ordinances, and standards, related to inspection and enforcement.
- Application of comprehensive knowledge of architectural and engineering practices related to public and private sector building, zoning, and construction services and programs.
- Application of good knowledge of administrative, budgetary, and supervisory, policies and practices.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.

- Calculation of long and short term budgetary projections for Inspection and enforcement division projects; capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Interpretation of building plans, blueprints and diagrams specific to a variety of building codes and regulations.
- Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.
- Safe operation and care of motor vehicles or assigned city owned equipment.

OTHER JOB CHARACTERISTICS:

- Occasional exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Occasional driving through city traffic.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 04/20/10), (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.