

ITEM 3B

Name: Espinosa, Luz

Position Applying for: Associate Accountant	Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Sr Acct/Pay Spec-GS 52 Original Hire Date: 05/24/2004	Date of Disqualification: January 24, 2012	Date Appeal Filed: January 25, 2012
Reason for Disqualification: Lacks Minimum Requirements	Date of Examination: Conditional Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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 8, Section 1.d.1: 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.:
(1) 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 Bachelor's degree in accounting, finance, business or public administration or a related field, including a concentration of 18 upper division semester credit hours in accounting.	Bachelor's degree in Management	18 upper division semester credit hours in Accounting
Experience None	Position Months	Years None

Comments
Ms. Espinosa does not meet the minimum education qualifications for this position. She stated on her application and appeal form that she is missing upper division semester credit hours in Accounting. Ms. Espinosa was asked to provide transcripts to indicate the number of upper division semester credit hours she currently has in Accounting. As of the date of this appeal, the information has not been provided.

Non-Qualifying Education/Experience:

Education: N/A	Position	Years	Months
	Sr Acct/Pay Spec-COEP	1	11
	Acct/Pay Spec-COEP	3	0
	Acct/Pay Clerk-COEP	2	2
	Sr Office Asst-COEP	2	7
	Supervisor-Cardon Health	2	4
	Eligibility Tech-Aliviane	1	0

Prepared by: [Signature]

Reviewed by: [Signature]



Civil Service Commission Appeal Form

APPEAL FORM
11/25
Received by: [Signature]

To: The Honorable Civil Service Commission:

1. Luz M. Espinosa

hereby appeal being Disqualified to take the examination

for: Examination Title: Associate Accountant.

Date notified of disqualification: 1/24/12

Disqualified Under Rule/Ordinance: Check all boxes that are applicable.

Reason for disqualification: Rule 8.1.d.1 Rule 8.1.d.2 Rule 8.1.d.3 Rule 8.1.f Rule 12.9

Ordinance 8064

OTHER

(write specific Rule you are appealing)

C.S.C. Rule 8.1.d.1 Applicant does not meet minimum qualification

	YES	NO	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Was the education and/or experience listed in the application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

I am currently missing upper division accounting courses; which I will complete during a year.

C.S.C. Rule 8.1.d.2 or Ordinance 8064.51.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 type="checkbox"/>
Will the conviction have an adverse affect on your ability to perform the duties of this position?	<input type="checkbox"/>	<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.

C.S.C. Rule 8.1.d.3. Dismissed from Public Service C.S.C. Rule 8.1.f Dismissed from City Employment	YES	NO	N/A
Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

C.S.C. Rule 12.9 Failed to Pass Probationary Period

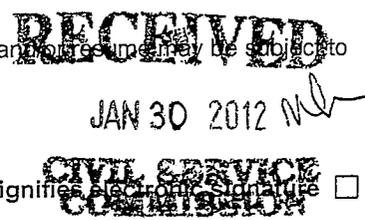
This provision may be waived by the Commission if in their judgment the cause of the removal from any eligible list or resignation will not affect the employee's usefulness in some other position.

Please detail reasons for removal or resignation during this probationary period. Please submit any supporting documentation regarding this issue.

Other _____ (write specific rule you are appealing).

Please explain what you are appealing

Name: Luz M. Espinosa	Address: _____	City/State/Zip _____
Telephone: _____	Person ID #: _____	Stamp
Applicant Signature: <u><i>Luz M. Espinosa</i></u>	Date: <u>1/25/12</u>	Received by CSC
<p>Please note: In accordance with the <u>Texas Public Information Act</u>, information from your application and this form may be subject to release to the public.</p>		
<p>The electronic transmission of this appeal form via e-mail will constitute a signature: Check signature <input type="checkbox"/></p>		





CITY OF EL PASO
Established Date: Apr 24, 2006
Revision Date: Mar 12, 2009

Associate Accountant

Class Code:
12240 PM 122

SALARY RANGE

\$16.77 - \$23.95 Hourly
\$1,341.53 - \$1,915.70 Biweekly
\$2,906.64 - \$4,150.69 Monthly
\$34,879.72 - \$49,808.24 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in accounting, finance, business or public administration or a related field, including a concentration of 18 upper division semester credit hours in accounting.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under general supervision, assist with providing professional accounting administrative and advisory services for an assigned program or phase of fiscal support operations.

TYPICAL DUTIES:

Perform basic accountant and financial reporting duties. Involves: Compile specified details used in preparation of the Comprehensive Annual Financial Report (CAFR). Balance and reconcile designated portions of general ledger statements, prepare selected general journal entries (such as revenues, expenditures and depreciation) to generate fiscal month and year-to-date balance sheets, and identify changes in fund balance and cash flow financial statements. Analyze and prepare portions of financial statements related to debt service, property tax distributions and other transactions such as payroll, disbursements, revenues or accounts payable. Support payroll operations, prepare year-end accruals and schedules, calculate and wire transfer funds for payroll taxes or pension contributions, and research employee concerns as assigned. Research and generate specific reports to assist external auditors with accounting to track bond issues and other debt instruments relating to capital projects fund or construction projects, or to verify fund availability for change orders to construction contracts. Participate in accounting for fixed assets including acquisitions, disposals and transfers, depreciation and updating the assets schedules. Prepare, enter and post selected journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments. Track and report expenditure of designated federal grant funds and monitor assigned sub-recipient agencies to ensure expenditure of allocated funds meet grant requirements; prepare specified Internal Revenue Service (IRS) forms for subcontractors.

Assist in maintaining and analyzing selected aspects of financial and accounting database and financial management system. Involves: Enter, retrieve and review specific accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices or budget transfers to generate financial reports. Generate specific periodic accounting or statistical reports to management or regulatory agencies. Correct and post designated batch errors from City cashiers. Assist in analysis of expenditure trends and compilation of detailed used in preparation of the annual operating or capital improvement budget.

Perform related duties as required. Involves: Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of modern municipal budget and management practices, policies and procedures.
- Application of some knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized budgetary, financial and spreadsheet applications.
- Application of some knowledge of GAAP (Generally Accepted Accounting Principles), GASB (Government Accounting Standards Board) and FASB (Financial Accounting Standards Board) pronouncements.
- Perform basic analysis financial or computer data and additional information as directed, detect discrepancies in accounting and financial records, and prepare accurate basic financial schedules and reports.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to give, clarify or obtain facts including those of a technical nature.
- Clear, concise oral and written communication to prepare and present basic accounting or statistical reports to management or regulatory agencies and maintain detailed financial records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.

OTHER JOB CHARACTERISTICS:

- None.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06)

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.

12240-0112 - Associate Accountant

Contact Information -- Person ID:

Name: Luz M Espinosa Address:
 Home Phone: Alternate Phone:
 Email: / Notification Preference: Email
 Former Last Name: Month and Day of Birth: 07/03

Personal Information

Driver's License: Yes, , Class
 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? Yes

Types of positions you will accept:
 Types of work you will accept:
 Types of shifts you will accept:

Objective

To be able to promote within the City of El Paso in a Managerial position and enhance my managerial skills.

Education

College Park University 1/2009 - 3/2010 El Paso, Texas	Did you graduate: Yes College Major/Minor: Management Units Completed: 24 Semester Degree Received: Bachelor's
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College UTEP University of El Paso Texas 9/1992 - [Unspecified End] El Paso, Texas	Did you graduate: No College Major/Minor: Accounting Units Completed: 120 Quarter Degree Received: No Degree
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Work Experience

Senior Accounting/Payroll Specialist 2/2011 - Present City of El Paso - Financial Services	Hours worked per week: 40 Monthly Salary: \$2,559.00 # of Employees Supervised: 0 Name of Supervisor: May we contact this employer? Yes
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Duties

Oversee or engage in automated and manual review, reconciliation and issuance of diverse or intricate batch and individual payments, billings, collections, deposits, transfers, restitutions and adjustments. Involves: Check records and forms received to ensure validity of initial identification, transaction codes, and time, quantity or monetary debits and credits, finalize posting of transactions to official city journals, and authorize payment and receipt of funds. Perform and verify calculations, including pro-ratings, and effect on general ledger balances in relation to budget appropriations. Investigate and resolve discrepancies, complaints and procedural problems pertaining to such matters as, direct deposit, electronic pay, deferred compensation, loans, garnishments, federal and state income taxes, expense allowances, other supplemental pay, vacation payoffs, insurance refunds, workers'

compensation, educational assistance, employee training, property and event fees, city services, franchises, lease reimbursements, voluntary deductions, special privileges, annexations, drug testing, timekeeping system licenses, and procurement card audits, within the bounds of standard practice or obtaining guidance from functionally responsible professions regarding acceptable treatments in unprecedented situations. Develop and maintain master spreadsheets to track budget or other financial activity for multiple departments, and generate various periodic and special summary and analytical accounting or statistical reports to management or regulatory agencies. Set up and cancel, and open and close accounts each cycle. Query, compare and balance such information as current and previous accounting cycle totals, gross and net amounts and initiate retroactive corrections as warranted. Print and void checks, advices, invoices and vouchers, and send and receive wire transmittals. Prepare correspondence or personally counsel employee, retirees, beneficiaries, vendors, businesses and citizens of payroll or accounting activities, balances and legal requirements.
Monitor departmental accounting/payroll clerks and specialists during, and participate in development and maintenance financial and human resource database management system, which includes analyzing information archived and processed to ensure quality. Involves: Enter, retrieve and review accounting data from centralized financial management system or source documents to detect processing exceptions and computation mismatches associated with installation of software upgrades and patches. Implement updates of reference tables such as rate schedules and identification codes. Request and review daily reports to assess system performance and advise users of errors. Provide backup assistance to other staff to ensure continuity of services.

Reason for Leaving

Currently working

Accounting/Payroll Specialist

2/2010 - 2/2011

City of El Paso - Environmental Services

Hours worked per week: 40

Monthly Salary: \$2,322.00

of Employees Supervised: 3

Name of Supervisor:

May we contact this employer? Yes

Duties

Supervised three cashiers at the Clint Landfill. I also assisted the Solid Waste Landfill Supervisors on their daily and monthly reporting. I maintained the tracking of the different types and sources of trash materials received at the Clint Landfill. I also created and maintained a spreadsheet for tracking cost per automation unit on a monthly basis and lifetime of the vehicle to determine the possibility of disposing the unit. Oversee or engage in diverse accounting clerical duties pertaining to payroll. Involves: Ensure accuracy of records, receive documents, check for accuracy and route for timely payment. Develop and maintain spreadsheets to track budget or other financial activity. Generate computerized and manual billing accounts, update system files, coordinate running various billing programs to generate electronic bills and transmit bills, post and balance receipts. Reconcile accounts. Verify bank deposits of collections for fees, services, and permits. Distribute and reconcile petty cash. Oversee and monitor payroll preparation. Enter data and research discrepancies. Close payroll cycles and assist in year-end closing activities including distribution of income tax forms. Respond to payroll related inquiries. Train other payroll personnel.
Participate in development and maintenance of financial and human resource database management system, and analyze information archived and processed to assure quality. Involves: Enter, retrieve and review accounting data from the centralized financial management system or source documents. Generate periodic accounting or statistical reports to management. Analyze trends and assist in preparation of the annual operating or capital improvement budget or other regular reports. Request and review daily reports to monitor system performance and advise users of errors. Provide backup assistance to other staff to ensure continuity of services.
Supervised three cashiers. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Enforce personnel rules and regulations and work behavior standards. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Reason for Leaving

Promotion

Accounting / Payroll Clerk

12/2006 - 2/2010

Hours worked per week: 40

Monthly Salary: \$2,040.00

City of El Paso - Environmental Services

Name of Supervisor:

May we contact this employer? Yes

Duties

Maintain payroll records, prepare payroll and provide related human resources support, if assigned. Involves: Gather data and code time and attendance sheets for each employee. Prepare, calculate, balance and data enter time reports. Verify departmental payroll for accuracy. Gather absentee reports and prepare appropriate documentation. Monitor and prepare personnel action forms for merit competency, longevity, demotion, promotion and other actions. Prepare, calculate and submit retroactive adjustments. Assist employees with sick leave, Family Medical Leave Act (FMLA) leave, vacation and other leave issues. Provide employees with information regarding policy and benefit changes. Maintain staffing table and update personnel roster as requested. Prepare and submit personnel requisitions on vacant positions. Provide current and projected personal services or other expense data for use by those who engage in budget preparation. Prepare travel requests and reconcile travel expenses. Prepare workers' compensation or disability claims forms.
Perform related duties as required. Involves: Lead less knowledgeable employees in related clerical duties. Perform duties of coworkers if necessary to ensure continuity of operations. Dispense requested supplies and requisition replacements for depleted stocks. Answer phones, compose and type correspondence, and perform other clerical duties as assigned. Answer questions and provide information. Conduct research by gathering information from files and prepare documenting paperwork or forms as needed. Maintain and update computerized or hard copy records. Assist in the preparation of the annual budget. Also create reports for Management as needed. Currently training employees in self service for Kronos and PeopleSoft, for the Department going green goal.

Reason for Leaving

Promotion

Senior Office Assistant
5/2004 - 12/2006

Hours worked per week: 40

Monthly Salary: \$1,600.00

Name of Supervisor: Miguel Zamora -

City of El Paso - Police Department - Accreditation Unit

Lieutenant

May we contact this employer? Yes

Duties

Prepare and edit specialized documents and correspondence for review. Involves: Use of personal computer for the preparation of documents, correspondence, memoranda, forms and certificates. Maintain record keeping and file documents and information in accordance with specified guidelines to include scanning documents. May post simple accounting records, prepare records, vouchers or other documentation.

Review and enter sensitive or complex data, maintain records and files, databases and record keeping sources. Involves: Enter data, verify accuracy maintain and update pertinent data characteristic of assigned area and monitor systems operation. Data may include: accounting (purchase orders, vouchers); human resource data (employee information, payroll data entry); activity/location codes, change orders, inventory, service applications, meeting minutes, material description and unit price, surveys, invoices, requisitions and class C citations, parking citations and charging instruments. Update and prepare spreadsheets, and generate reports (work history, billing, etc.). Review computer generated printouts for accuracy.

Provide computer assistance to users. Involves: Train office personnel in use of various computer programs. Locate computer files, run back up of primary computer server. Assist users with printer problems.

Perform a broad variety of related office clerical activities and support functions. Involves: Maintain inventory and order office supplies, coordinate and schedule meetings, track schedules, prepare payroll documents and complex records, receipt and conveyance of information within area of responsibility

Reason for Leaving

Promotion

Supervisor

Hours worked per week: 40

10/2000 - 2/2003

Cardon Healthcare Network

Monthly Salary: \$2,080.00
 # of Employees Supervised: 3
 Name of Supervisor:

May we contact this employer? Yes

Duties

Started a new department with Memorial Medical Center, helping self-pay accounts for third party funding. Selected personnel, verified their schedule, minimized overtime. Maintained billing records and created reports as needed. Provided information to the Medicaid meeting as needed. I assisted with payroll and purchasing. Gradually increased revenue on a month-to-month basis. Created monthly pivot tables and maintained records and files of customers. Assisted employees from other departments with questions on funding sources for the clients.

Reason for Leaving

Worked in Las Cruces, commuting

Eligibility Technician

6/1999 - 6/2000

Aliviane NO-AD, Inc

Hours worked per week: 40
 Monthly Salary: \$1,280.00
 # of Employees Supervised: 0
 Name of Supervisor:
 Supervisor
 May we contact this employer? Yes

Duties

Assisted eligible clients with third party eligibility and follow up until certified or denied. (Chips or Medicaid) Maintained billing records and created reports as needed. Provided status to the weekly Medicaid meeting of Senior Staff. I also assisted with payroll and purchasing. Maintained a log of the section employees sick and vacation leave. I also assisted employees completing their timecards.

Reason for Leaving

Promotion

Certificates and Licenses**Skills**

Office Skills

Typing: 55

Data Entry: 0

Other Skills

Windows Office Expert - 10 years and 10 months

Languages

Spanish - Speak, Read, Write

Additional Information**References**

Professional

Professional

Personal

Professional

Customer Service Manager

Resume

Text Resume

Luz Maria Espinosa

Objective My goal is to find a position that is both rewarding and gratifying utilizing my skills and knowledge to promote within the City of El Paso. I am seeking a long-term position that can become a lifetime career. I am a person with a strong work ethic and a flexible team player who goes beyond my duties and assignments. I have been an asset in all my previous positions and have promoted within.

Experience

Feb 14, 2011–Current Financial Services – City of El Paso
Senior Accounting/Payroll Specialist – Elizabeth Briones Full Time

- *Payroll
- *Vouchers
- *Customer Service
- *Created the PowerPoint training for all payroll clerks
- *Created forms requested by Juanita Gardea

Feb 21, 2010–Feb 14, 2011 ESD – City of El Paso
Accounting/Payroll Specialist– Alfredo Chavez Full Time

- *Cashier supervisor
- *Balanced the fleet inventory
- *Created pivot to depict the maintenance and fuel for ESD fleet
- *Assisted the Landfill supervisor's daily report
- *Answer phones by directing the caller to appropriate person.

Dec 4, 2006–Feb 21, 2010 ESD – City of El Paso
Accounting/Payroll Clerk– Alfredo Chavez Full Time

- * Payroll
- * Personnel/Staffing

- * Assist with Budget
- * Maintain and update the weekly, monthly reports:
- * Created spreadsheets to gather information for the Monthly Activity Report.
- * Created spreadsheets with pivot tables for the Monthly and Weekly Report.
- * Answer phones by directing the caller to appropriate person.

May 24, 2004–Dec 4, 2006 EPPD – City of El Paso El Paso, TX
Clerk Typist III (CALEA) – SGT. ZAMORA MIGUEL Full Time

- * Maintain the CACE-LE Database and files.
- * Format special orders for review.
- * Format section manuals for review.
- * Maintain and update the weekly, monthly reports.
- * Created spreadsheets to gather information for the Monthly Activity Report.
- * Created spreadsheets with pivot tables for the Monthly and Weekly Report.
- * Answer phones by directing the caller to appropriate person.
- * Creating forms for PD Public.

April – June 2004 Temporary Agency El Paso, TX
Temp in El Paso Water Utilities – Supervisor Anai Padilla F/T

- * Assisted with the water conservation programs by maintaining files.
- * Assisted with phone calls by answering the callers' questions.
- * Data entry and print payment vouchers for rebates for the customers.

October 2000– February 2003 Cardon Healthcare Las Cruces, NM
Supervisor – Manager Gus Montes Full Time

- * Started a new department within Memorial Medical Center assisting self pay accounts for third party funding. Select new personnel.
- * Gradually increased revenue on a month-to-month basis.
- * Created monthly pivot tables and maintained files.
- * Assisted employees with questions on funding sources for the clients.

June 1999–June 2000 Aliviane NO-AD Inc. El Paso, TX
Eligibility Technician – Mary Martinez Full Time

- * Assisted eligible clients with third party eligibility and follow up until certified or denied. Assist with CHIPS.
- * Maintained billing records and created reports as needed. Provided information to the Medicaid meeting as needed.
- * I also assisted with payroll and purchasing.
- * Maintained a log of the section employees sick and vacation leave.

Education

1991–1996 University of Texas at El Paso El Paso, TX
Accounting Major with 122 college credits. (No degree)

2008-2010 Park University - Fort Bliss El Paso, TX
Management Major - Bachelors

Skills

10 key by touch
Bilingual – read and write Spanish
Computer Literate
Dependable
Excel and Word Expert
Hard worker
Initiative oriented
Organized
Prioritize
Punctual
Seek ways to make work easier
Use time wisely
Windows 2000, 2003, 2007, Vista

Attachments

