

Name: Bunner, Astrid

ITEM 3A

<p>Position Applying for: Business & Financial Manager</p>	<p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Human Resources Analyst PM 125 Original Hire Date: 04/07/2009</p>	<p>Date of Disqualification: February 20, 2013</p>	<p>Date Appeal Filed: February 26, 2013</p>
<p>Reason for Disqualification: Lacks Minimum Requirements</p>	<p>Date of Examination: EEE Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person</p>	<p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</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.

Minimum Qualifications	Applicant Qualifications	Deficits
<p>Education A Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration.</p>	<p>Bachelor's Business Administration</p>	<p>None</p>
<p>Experience Four (4) years progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.</p>	<p>Position None</p>	<p>Four (4) progressively professional years, including one (1) year of capital project experience.</p>

Comments	Non-Qualifying Education/Experience:												
<p>Ms. Bunner does not meet the minimum experience qualifications for the position. She lacks four (4) years of progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience. Ms. Bunner states on her appeal that she has two (2) years of professional experience. Although she has two (2) years of professional human resources experience, she lacks the specific requirement of four (4) years of professional steady increments in the following fields: accounting, finance, or business project development experience including one (1) year capital project experience; therefore, she is not qualified for the position.</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>HR Analyst - COEP</td> <td>2</td> <td>3</td> </tr> <tr> <td>Assistant Manager - Jensa</td> <td>2</td> <td>9</td> </tr> <tr> <td>Assist Manager - Taco Bell</td> <td>3</td> <td>9</td> </tr> </tbody> </table>	Position	Years	Months	HR Analyst - COEP	2	3	Assistant Manager - Jensa	2	9	Assist Manager - Taco Bell	3	9
Position	Years	Months											
HR Analyst - COEP	2	3											
Assistant Manager - Jensa	2	9											
Assist Manager - Taco Bell	3	9											

Prepared by: Maricruz Shark

Reviewed by: 

Appeal Form

To Whom It May Concern:

I Astrid Bunner hereby appeal my Disqualified to take the examination, for: **Examination Title:** Business & Financial Manager

Date notified of disqualification: 2/20/2013

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)

I have had more for the previous employers for which I have worked for more than 2+ years. In addition I provide numerous amount of research and statistical analysis in my current job duties. The application I submitted has disqualified me due to having gained my experience prior to obtaining my degree. If this is the basis of disqualification I should not be disqualified as I have been qualified for the Senior Human Resources Analyst position which requires 2 years of professional experience. I have only one year since I have obtained my degree. I have been given credit for 2+ years in other job applications since I have been doing professional work for 2+ years for the City of El Paso. Just as the City of El Paso was gracious enough to grant me an opportunity to do professional work without a Bachelors Degree, my previous employers and my own life experience has granted the same opportunity and I would like to receive credit for the experience. In my previous work opportunities I have had more professional financial responsibility than I currently do.

Additional information attached.

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
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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 to be given credit for my experience previous to my degree.

Name: Astrid Bunner

Address: _____

City/State/Zip _____

Telephone: _____

Person ID #: _____

(Neogov)

Stamp

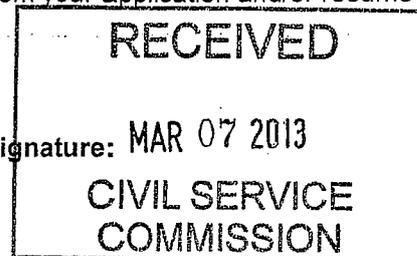
Applicant Signature: Astrid Bunner _____

Date: 02/26/2013 Received by CSC

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature.

Check signifies electronic signature





Business & Financial Manager

Class Code:
12065 PM 132

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

SALARY RANGE

\$26.75 - \$40.92 Hourly
\$2,139.76 - \$3,273.83 Biweekly
\$4,636.14 - \$7,093.29 Monthly
\$55,633.64 - \$85,119.46 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field, plus four (4) years of progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

GENERAL PURPOSE:

Under general supervision, assist in development and control of financial functions, and implement business development projects to accomplish department strategic initiatives.

TYPICAL DUTIES:

Assist in the planning and development of business projects and programs. Involves: Target, research, and recommend new business opportunities. Provide and present supporting documentation regarding financial viability, economic feasibility, and implementation schedule of proposed projects. Evaluate and assess feasibility of future development of undeveloped areas. Assist in the implementation of development projects. Provide progress reports and communicate short and long term outcomes. Monitor trends, plan scenarios and identify competitive issues that impact department's business model and strategy and communicate results to management. Assist in overseeing and coordinating implementation of programs and systems such as new lease management program, asset inventory program, performance measures program, and parking revenue control systems. Assist in the development and execution of operational policies and procedures related to new programs.

Supervise and cooperate in major auditing functions. Involves: Assist in development and coordination of audit plans and determines procedures. Analyze and evaluate outcomes to determine effectiveness of procedures and operating goals designed to safeguard department's assets. Identify deficiencies and recommend improvements, including associated risks and benefits. Investigate allegations of misappropriation and quantify loss. Review and prepare financial, statistical and operating reports. Conduct research, cost-benefit, and statistical analysis. Audit leases, contracts and major concession agreements to

OTHER JOB CHARACTERISTICS:

- Occasional driving through City traffic.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 01/27/09), (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.

12065-0113 - Business & Financial Manager

Contact Information -- Person ID:

Name: Astrid L Bunner Address:
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , Class A 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? Bachelor's Degree

Preferences

Preferred Salary: \$16.00 per hour; \$34,000.00 per year
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day , On Call (as needed)

Objective

Education

College Did you graduate: Yes
University of Phoenix College Major/Minor: Business Administration
 Units Completed: 60 Semester
 Degree Received: Bachelor's

College Did you graduate: Yes
El Paso Community College College Major/Minor: Business Administration
 Units Completed: 65 Semester
 Degree Received: Associate's

High School Did you graduate: Yes
JM Hanks High School Degree Received: High School Diploma

Work Experience

Human Resources Analyst Hours worked per week: 40
 12/2010 - Present Monthly Salary: \$3,200.00
 # of Employees Supervised: 4
 City of El Paso Name of Supervisor: Claudia Cancellare - Departmental Human Resource Manager
 May we contact this employer? No

Duties

- Supervise/Train Payroll clerks on appropriate procedures and documentation of payroll related actions.
- Conduct administrative investigations involving employee misconduct.
- Provide customer service to external customers currently applying for employment with the City of El

Paso.

- Provide customer service the supervisory, management, and executive teams in the department in regards to employee relations, administrative, and payroll matters.
- Provide customer service to employees in the department with application process, payroll matters, workers compensation, and administrative matters.
- Assist supervisors and managers with recruitments of new employees to include: requisitions, referrals, and selection process.
- Assist department managers, and supervisors with implementation of rules and policies.
- Prepare organizational charts for the department.
- Develop, implement, and recommend changes to training programs.
- Assist with coordination of training academies.
- Preparation of lost time analysis for the department.
- Coordinate scheduling of federally mandated random drug and alcohol testing, for safety sensitive positions.
- Prepare disciplinary actions and formal counseling.
- Ensure employee and supervisor compliance of FMLA, and Workers Compensation rights and responsibilities.
- Forecast personnel requirements.
- Review form C & D for the department during budget season.
- Oversee day-to-day payroll processing for department. Provide internal customer service to departmental employees inquiring about their paychecks and/or leave balances.

Reason for Leaving

presently employed

Assistant Manager

1/2005 - 10/2007

Jensa Co

Hours worked per week: 50

Monthly Salary: \$0.00

of Employees Supervised: 3

Name of Supervisor: Jennifer Butler - President

May we contact this employer? Yes

Duties

- Prepare and analyze financial records
- Record journal entries
- Prepare and analyze financial statements
- Prepare financial forecasts
- Analyze and audit accounts payables and accounts receivables
- Record operating expenses and capital expenditures
- Procure new contracts
- Prepare bids in accordance with City, State, or Federal requirements

Reason for Leaving

new opportunities

Assistant General Manager

1/1995 - 10/1998

Hours worked per week: 50

Monthly Salary: \$2,000.00

of Employees Supervised: 20

Name of Supervisor: David Lynn - Regional Manager

May we contact this employer? No

Duties

To satisfactorily deliver professional customer service to customers was a main goal and performance measure under my duties. Daily management of fast food restaurant. Resolving any conflict that might arise with customers. Part of my job was to handle every customer complaint that came in, and resolve with best resolution possible. Exempt level managerial job, supervising an average of 25 employees. Had various duties to include property management. Under property management my duties included:

Responding to and addressing maintenance issues. Managing the accounts and finances of the restaurant maintenance. Coordinating with contractors to perform any and all necessary repairs to the

property. To include the care of air conditioning, electric power, plumbing and lighting systems; cleaning; decoration; grounds keeping and security. Coordinate and oversee the safe, secure, and environmentally-sound operations and maintenance of these assets in a cost effective manner aimed at long-term preservation of the restaurant, and also other janitorial duties such as making sure the environment is properly cleaned and sanitized for its customers.

Project manager for the opening of a new restaurant unit location

Developed business strategy to bring customers to the new location

Implementation of strategic planning to maintain new operating units current levels of incoming customers

Request bids from contractors for landscaping, and outdoor lighting

- Prepare and analyze financial statements
- Prepare financial forecasts
- Analyze and audit accounts payables and accounts receivables
- Record operating expenses and capital expenditures

Reason for Leaving

demand of schedule and salary.

Certificates and Licenses

Type: Property Management

Number: Course 0511

Issued by: Midwestern State University

Date Issued: Date Expires:

Type: Real Estate Marketing

Number:

Issued by: Midwestern State University

Date Issued: Date Expires:

Type: Real Estate Principles I

Number:

Issued by: Academy of Real Estate of El Paso

Date Issued: Date Expires:

Type: Real Estate Principles II

Number:

Issued by:

Date Issued: Date Expires:

Type: Law of Agency

Number:

Issued by:

Date Issued: Date Expires:

Type: State of Texas Notary

Number:

Issued by:

Date Issued Date Expires: 8 /2014

Type: Real Estate License

Number:

Issued by: Texas Real Estate Commission

Date Issued:

Date Expires:

Skills

Office Skills

Typing: 45

Data Entry: 0

Languages

Spanish - Speak, Read, Write

Additional Information

References

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Typing Certificate - Confirmed	typing certificate	Other	Job Seeker
EG Agreement - Confirmed	Equivalency Guidelines Agreement (Bunner Astrid)	Other	Lili Vega

ITEM 3B

Name: Carrillo, Jose R.		Date of Disqualification: February 20, 2013		Date Appeal Filed: February 26, 2013													
Position Applying for: Business & Financial Manager		Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person													
Reason for Disqualification: Lacks Minimum Requirements		Position/Grade: Material Supervisor GS 54		Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No													
Original Hire Date: 10/16/2001		Date of Examination: EEE		Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A													
<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.</p>																	
Minimum Qualifications Education A Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration.		Applicant Qualifications Bachelor's Business Administration		Deficits None													
Experience Four (4) years progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.		Position None		Years None													
Comments Mr. Carrillo does not meet the minimum experience qualifications for the position. He lacks four (4) years of progressively responsible professional accounting, finance, or business project development experience. The Material Supervisor (GS 54) and Store Clerk (GS 45) listed on his application are not qualifying positions for the Business and Financial Manager; therefore he is not qualified for the position.		Non-Qualifying Education/Experience: <table border="1"> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> <tr> <td>Material Supervisor - COEP</td> <td>8</td> <td>2</td> </tr> <tr> <td>Stores Clerk II - COEP</td> <td>3</td> <td>9</td> </tr> <tr> <td>Solid Waste Landfill Attendant - COEP</td> <td>0</td> <td>5</td> </tr> </table>		Position	Years	Months	Material Supervisor - COEP	8	2	Stores Clerk II - COEP	3	9	Solid Waste Landfill Attendant - COEP	0	5	Four (4) progressively professional years, including one (1) year of capital project experience.	
Position	Years	Months															
Material Supervisor - COEP	8	2															
Stores Clerk II - COEP	3	9															
Solid Waste Landfill Attendant - COEP	0	5															
Prepared by: Maricruz Shank		Reviewed by: <i>PA</i>															

Appeal Form

To Whom It May Concern:

I, JOSE R Carrillo hereby appeal my Disqualified to take the examination.
 for: Examination Title: Business and Financial Manager

Date notified of disqualification: FEB. 20, 2013

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)

I have been conducting Business for Dad R and presently a GSD - & manager, I been handling and Coordinating with Superintendent the operations budget for more than 5 years, also I had been participant on few Capital projects like the Acquisition of Land Mgmt Equipment.

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 type="checkbox"/>
Will the conviction hinder 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.

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.

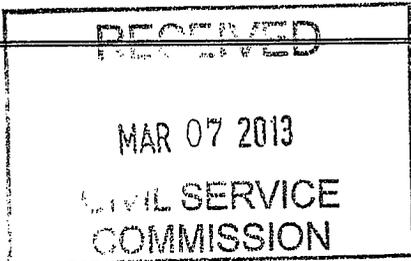
Other _____ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: JOSE R. CARILLO Address _____ City/State/Zip _____
Telephone _____ Person ID #: _____ (Neogov) Stamp _____
Applicant Signature: [Signature] Date: 2/29/13 Received by CSC _____

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:
Check signifies electronic signature





Business & Financial Manager

Class Code:
12065 PM 132

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

SALARY RANGE

\$26.75 - \$40.92 Hourly
\$2,139.76 - \$3,273.83 Biweekly
\$4,636.14 - \$7,093.29 Monthly
\$55,633.64 - \$85,119.46 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field, plus four (4) years of progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

GENERAL PURPOSE:

Under general supervision, assist in development and control of financial functions, and implement business development projects to accomplish department strategic initiatives.

TYPICAL DUTIES:

Assist in the planning and development of business projects and programs. Involves: Target, research, and recommend new business opportunities. Provide and present supporting documentation regarding financial viability, economic feasibility, and implementation schedule of proposed projects. Evaluate and assess feasibility of future development of undeveloped areas. Assist in the implementation of development projects. Provide progress reports and communicate short and long term outcomes. Monitor trends, plan scenarios and identify competitive issues that impact department's business model and strategy and communicate results to management. Assist in overseeing and coordinating implementation of programs and systems such as new lease management program, asset inventory program, performance measures program, and parking revenue control systems. Assist in the development and execution of operational policies and procedures related to new programs.

Supervise and cooperate in major auditing functions. Involves: Assist in development and coordination of audit plans and determines procedures. Analyze and evaluate outcomes to determine effectiveness of procedures and operating goals designed to safeguard department's assets. Identify deficiencies and recommend improvements, including associated risks and benefits. Investigate allegations of misappropriation and quantify loss. Review and prepare financial, statistical and operating reports. Conduct research, cost-benefit, and statistical analysis. Audit leases, contracts and major concession agreements to

ensure compliance and/or recommend modifications. Analyze and evaluate property usage and appraisals. Project revenues and costs. Assist in coordinating efforts of the accounting, payroll, planning and program management and administrative sections. Confer with and make presentations to management, city financial and budgetary staff, City officials, boards and commissions, and affected parties, as directed.

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.

Perform administrative, professional and incidental duties as assigned. Involves: Conduct special studies. Serve on ad hoc committees. Represent the department at various conferences and meetings as instructed. Prepare and present special and recurring reports and recommendations. Prepare project budgets and assist in the preparation of department budget. Provide project support as assigned. Attend meetings and conferences. Compile data, generate reports, and maintain database, records and files.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of accounting, financial, administrative and business management practices and procedures.
- Comprehensive knowledge of auditing and internal control principles, practices and procedures.
- Considerable knowledge of laws and statutes pertaining to contracts and leases, and accounting and auditing practices and procedures.
- Considerable knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Considerable knowledge of fiscal planning and budgetary practices, procedures and controls.
- Considerable knowledge of computer system applications for accounting and property management.
- Considerable knowledge of real estate management.
- Good knowledge of applicable federal, state and local rules and regulations pertaining to operation and development of assigned functional area or department.
- Ability to plan, develop, organize and implement internal control structures.
- Ability to conduct and analyze financial studies and surveys and interpret outcomes.
- Ability to prepare reports and maintain records and reports.
- Clear, concise oral and written communication to prepare reports and make presentations.
- Establish and maintain effective working relationships with City employees, officials, outside agencies, tenants, contractors and the public.

OTHER JOB CHARACTERISTICS:

- Occasional driving through City traffic.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 01/27/09), (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.

12065-0113 - Business & Financial Manager

Contact Information -- Person ID:

Name: JOSE R CARRILLO Address:
 Home Phone: Alternate Phone:
 Email: / Former Last Name:
 Month and Day of Birth:

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: \$26.00 per hour; \$54,000.00 per year
 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

Education

Professional
 Instituto Tecnológico de Cd. Juarez
 http://www.itcj.edu.mx/

Did you graduate: Yes
 College Major/Minor: Bussines Administration
 Units Completed: 134 Semester
 Degree Received: Professional

Work Experience

MATERIALS SUPERVISOR

CITY OF EL PASO GENERAL SERVICES

Hours worked per week: 40
 Monthly Salary: \$2,700.00
 Name of Supervisor: Mr. Joel Mcknigt - Assistant Director
 May we contact this employer? Yes

Duties

Coordinated order and supplies for two Parks division, create Requisition and Direct PO, review and Plan Budget, Member of PARD Safety Commite Perform/ coordinate groundskeeping maintenance as assigned. Please see resume attach.

Reason for Leaving

New Opportunity

STORES CLERK II

CITY OF EL PASO FIRE DEPARTMENT

Hours worked per week: 40
 Monthly Salary: \$23,400.00
 Name of Supervisor: Chief Michael Calderazo - Logistics Chief
 May we contact this employer? Yes

(915) 771-1075

Duties

Organized Parts Warehouse, procurement for fire trucks part, contact suppliers for quotes, maintain inventory control, recomend parts, supplies and new suppliers, participated on the elaboration of Budget. Please see resume attach.

Reason for Leaving

Promoted to Materials Supervisor at Parks and Recreation.

LANDFIL ATTENDANT

SOLID WASTE DEPARTMENT (ENVIROMENTAL SERVICES)

Hours worked per week: 40

Monthly Salary: \$1,500.00

Name of Supervisor: DAVID MORALES - SUPERVISOR

May we contact this employer? Yes

Duties

Customer service, Inspect customer trasch for any contaminants, handling cash register, log garbage truck loads, when required supervise labor employees, order supplies for landfill employees. report to Landfil Supervisor.
Please see resume attach.

Reason for Leaving

New Job at El Paso Fire Department

Certificates and Licenses

Type: Pesticide Aplicator License

Number:

Issued by: Texas Department of Agriculture

Date Issued: 3 /2012 Date Expires: 3 /2013

Skills**Office Skills**

Typing: 40

Data Entry: 0

Other Skills

10 key calculator Skilled - 30 years and 0 months

Use of Typewriter Expert - 32 years and 0 months

Use of Microsoft Office software Skilled - 10 years and 0 months

use of Forklift Expert - 10 years and 0 months

Use of MASS aplication Warehous software Expert - 2 years and 0 months

use of Computer Software People soft Aplications Expert - 6 years and 0 months

Use of EPACS software Expert - 2 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information**Honors & Awards**

Its A Matter of Pride, for Exceeding Sales Budget ,1995.

Outstanding Contribution to Customer Service, 1995.

Greater Increase on Sales Martell Products, 1995

Professional Memberships

Member os Asociacion de Scouts de Mexico A.C.. (Member of World Scout Association).

Professional Associations

Scout Master for the Asociacion de Scouts de Mexico A.C. from 1982 to 1994.

Program Comissioner for the Asociacion de Scouts de Mexico A.C. from 1992 to 1994

Trainer for the Scouts de Mexico Association for Scout Masters course " Training to teach part 1 and 2" on 1993-1995.

Training Deputy Director for Insigna de Madera (Scouts de Mexico) on 1994-1995.

References

Professional
Garcia, Richard

Professional
Flores, Victor

Professional
Saenz, Oscar

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Transcript - Confirmed	DocumentDisplay TRANSCRIP	Other	Job Seeker
TDA Pesticide applicator	TDA License 2011	License	Job Seeker
Resume 2011	JOSERCARRILLO-12-5--2011[2]	Resume	Job Seeker

FEEL 30

Name: Garcia, Henry M.

Position Applying for: Business & Financial Manager	Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Budget & Management Analyst PM 125 Original Hire Date: 01/21/2003	Date of Disqualification: February 20, 2013	Date Appeal Filed: February 27, 2013
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 Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration.	Bachelor's Business Administration	None						
Experience Four (4) years progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.	<table border="1"> <tr> <td>Position</td> <td>Years</td> <td>Months</td> </tr> <tr> <td>Budget & Mgmt Analyst</td> <td>2</td> <td>11</td> </tr> </table>	Position	Years	Months	Budget & Mgmt Analyst	2	11	One (1) year and one (1) month of progressively professional experience.
Position	Years	Months						
Budget & Mgmt Analyst	2	11						

Comments
 Mr. Garcia does not meet the minimum experience qualifications for the position. He lacks four (4) years of progressively responsible professional accounting, finance, or business project development experience. Mr. Garcia states on his appeal that as a Utility Meter Reader/Assist Meter Reader Supervisor, his experience included reconciliation and audits for residential and commercial areas. Our record show that Mr. Garcia was a Utility Meter Reader from 1/23/2003 to 5/09/2010 and his job duties entailed reading and performing minor maintenance and repair of water meters. The Utility Meter Reader position will not count as qualifying experience for the Business & Financial Manager. Mr. Garcia lacks the required qualifying experience of four (4) years of professional steady increments in, accounting, finance, or business project development; therefore, he is not qualified for the position.

Non-Qualifying Education/Experience:

Experience:	Position	Years	Months
Budget & Mgmt Analyst- COEP	Utility Meter Reader - COEP	2	11
Utility Meter Reader - COEP	District Develop Manager - Colonial Supplemental Insurance	7	4
		1	7

Prepared by: Martacruz Shark	Reviewed by: 
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Appeal Form

To Whom It May Concern:

I Henry M. Garcia hereby appeal my Disqualified to take the examination,
 for: Examination Title: Business & Financial Manager

Date notified of disqualification: _____

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)

As a Budget of Management Analyst, I have overseen many financial aspects relating to accounting, auditing & budgeting aspects with El Paso Water Utilities. I manage & oversee all billing, collection & data analysis of all major commercial accounts relating to area federal, state & local school districts. As a Utility Meter Reader / Gas Meter Reader Supervisor I performed the reconciliation / audit of many water accounts for area residential commercial & industrial service area.

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 type="checkbox"/>
Will the conviction hinder 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.

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

Name: ARMY M. GONZA

Address:

City/State/Zip

Telephone:

Person ID #: (Neogov)

Applicant Signature:



Date:

02/27/2013

Stamp

Received by CSC

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature





Business & Financial Manager

Class Code:
12065 PM 132

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

SALARY RANGE

\$26.75 - \$40.92 Hourly
\$2,139.76 - \$3,273.83 Biweekly
\$4,636.14 - \$7,093.29 Monthly
\$55,633.64 - \$85,119.46 Annually

FLSA:
Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field, plus four (4) years of progressively responsible professional accounting, finance, or business project development experience including one (1) year capital project experience.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

GENERAL PURPOSE:

Under general supervision, assist in development and control of financial functions, and implement business development projects to accomplish department strategic initiatives.

TYPICAL DUTIES:

Assist in the planning and development of business projects and programs. Involves: Target, research, and recommend new business opportunities. Provide and present supporting documentation regarding financial viability, economic feasibility, and implementation schedule of proposed projects. Evaluate and assess feasibility of future development of undeveloped areas. Assist in the implementation of development projects. Provide progress reports and communicate short and long term outcomes. Monitor trends, plan scenarios and identify competitive issues that impact department's business model and strategy and communicate results to management. Assist in overseeing and coordinating implementation of programs and systems such as new lease management program, asset inventory program, performance measures program, and parking revenue control systems. Assist in the development and execution of operational policies and procedures related to new programs.

Supervise and cooperate in major auditing functions. Involves: Assist in development and coordination of audit plans and determines procedures. Analyze and evaluate outcomes to determine effectiveness of procedures and operating goals designed to safeguard department's assets. Identify deficiencies and recommend improvements, including associated risks and benefits. Investigate allegations of misappropriation and quantify loss. Review and prepare financial, statistical and operating reports. Conduct research, cost-benefit, and statistical analysis. Audit leases, contracts and major concession agreements to

OTHER JOB CHARACTERISTICS:

- Occasional driving through City traffic.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 01/27/09), (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.

12065-0113 - Business & Financial Manager

Contact Information -- Person ID:

Name: Henry M. Garcia Address:
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , ' , 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: \$26.75 per hour;
 \$55,633.64 per year
 Are you willing to relocate? Yes
 n/a
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Day , Evening ,
 Types of shifts you will accept: Night
 Weekends

Objective

To be of an asset to the corporation to whom I will employed by; to foster and maintain a high level of work ethic; to display a high level of external and internal sociable/intrapersonal character to the public and colleagues with whom I interact and eventually become "the best of the best," in my personal area of expertise.

Education

College
 University of Phoenix
 Did you graduate: Yes
 College Major/Minor: Bachelor's of Science in Business Administration
 Units Completed: 120 Semester
 Degree Received: Bachelor's

Work Experience

Budget & Management Analyst
 El Paso Water Utilities
 Hours worked per week: 40
 Monthly Salary: \$3,362.00
 # of Employees Supervised: 0
 Name of Supervisor: Jeanette Cordero - Business & Customer Service Assistant Manager
 May we contact this employer? Yes

Duties

Assist in the preparation of the annual operating budget for the customer service sector of El Paso Water Utilities.

Participate in the preparation of the annual capital budget; assemble and prepare financial, statistical, and budgetary data.

Advise department in the formulation of annual budget requests; review departmental expenditure requests and recommends funding levels.

Confer with department representatives regarding operational methods and needs; coordinate the development of long-range financial plans; monitor department expenditures to insure compliance with approved appropriations and financial policies.

Report on and initiate corrective action to insure against over expenditures; advise departments in maintaining proper budgetary controls.

Review and recommend requested changes to the adopted budget.

Plan, develop, and conduct management research and operations analysis studies; assist in the development of project performance standards and measurement techniques.

Assist in development of departmental operational policies and procedures manuals; monitor the implementation and evaluate the effectiveness of projects, policies and procedures.

Investigate operational complaints and deficiencies and prepare recommendations; conduct operational research studies.

Enter, retrieve and analyze data obtained from automated management systems and personal computers.

Q.A/Q.C. billing cycle that was billed the previous night; make sure information is accurate and precise on the billing rates assessed and all due dates.

Review calendar on the subsequent month's D.I. schedule to mark weekends and holidays.

Review the "No Print" list provided by office dispatch personnel at the end of the day and distribute the information to the corresponding supervisor on which CS Rep failed to get it done.

Pull "COGNOS" report for each cycle throughout the month to identify any accounts that are not billing. Refuse and Drainage applications and inspect it for accuracy.

Create Official Billing spreadsheet for each major paperless billing package to be placed into the S-Drive for the Cashiering interface process, mail out package.

Assist in acquiring the readings to be inputted into the Fort Bliss Master Billing template to be e-mailed out to the corresponding distribution list.

Analyze, update and manage reconciliation spreadsheets on all large volume customer accounts, such as (but not limited to) Ft. Bliss, North Hills Military Housing, El Paso Area School Districts, City, Parks and Housing Authority.

Manage large commercial customers as necessary to maintain good customer relations with our customer base and assure that the accounts are maintained up to date.

Manage payment arrangements with large commercial customer accounts base and assure collections of past due amounts.

Create bi-weekly "COGNOS" report to identify any accounts that are not assessed the correct deposit amounts, and distribute the information to the corresponding supervisor on which Customer Relations Clerk failed to get it done.

Creation of various ADHOC special "COGNOS" reports tailored and based on the need of the EPWU department head or officers who requests pertinent information.

Coordinate with uplink managers as needed to assure efficient and effective customer service processes are implemented.

Create end of the month enQuesta financial reports, that display large arrear amounts so that need immediate attention and action can be focused on bringing such accounts current. Development of performing polls of our large volume account customers for feedback on our service level as well as their receptiveness towards moving to a "Paperless" billing process.

Assistance and coordination with other city department officials to have their proposed approved inserts included with EPWU water bills to be therefore broadcasted to the public.

Assist in benchmarking other utilities on services and customer relations.

Run and Create Test Scenario cases for the implementation/development of enQuesta 4 and advise of any discrepancies found.

Was part of the new billing software upgrade (enQuesta 4) core team, as a Billing and Collections/Stormwater/Cognos Report Analyst and Consultant/Trainer; oversee all of these subject matters and provide insight in these areas in the development and integration/implementation of the new product; Went live with enQuesta 4 in August, 2012.

Utility Meter Reader/Asst. Meter Reader Supervisor

El Paso Water Utilities

Hours worked per week: 40

Monthly Salary: \$2,000.00

of Employees Supervised: 20

Name of Supervisor: Sergio Flores - Utility

Meter Reader Supervisor

May we contact this employer? Yes

Duties

Coordinate and participate in meter reading.

Prepare meter reading schedule and lay out routes.

Determine reading frequency, route location and number of meter readers required; revise routes to include new accounts.

Participate in implementation of new and rezoning of existing routes; process meter reading data.

Download hand-held automated recording devices into mainframe computer.

Analyze meter reading entries and account data for evidence of irregular conditions or meters. Maintain hand-held recording devices and perform minor repairs.

Manage front end operations to ensure efficient transactions of route data to the utility database network.

Investigate operational complaints and deficiencies and prepare recommendations; conduct operational research studies.

Enter, retrieve and analyze data obtained from automated management systems and personal computers.

Coordinated corrective actions with other sections. Meet with meter reader staff on a weekly basis for safety talks and general information meetings.

Drop off meter readers at start of their assigned reading routes and pick them up when completed. Participate in reading routes as needed.

Investigate and respond to customer complaints. Maintain records and logs of daily activities. Ensure vehicles maintained and operated in safe manner.

Prepare monthly reading schedule spreadsheets.

Supervise assigned staff; prioritize and coordinate activities. Instruct, review, guide and check work. Appraise employee performance.

Provide training and development opportunities; enforce personnel rules, regulations, and work and safety standards; counsel, motivate and maintain harmony.

Assist in development of departmental operational policies and procedures manuals; monitor the implementation and evaluate the effectiveness of projects, policies and procedures. Prepare payroll and timesheets.

Interview applicants; recommend hire, termination, transfer, disciplinary action, merit pay or other employee status changes.

Foster an environment in which customers enjoy high levels of service and employees are motivated to deliver top performance in their particular work environment.

Coordinated with uplink managers as needed to assure efficient and effective customer service processes are implemented.

Manage payment arrangements with large commercial customer accounts base and assure collections of past due amounts.

Work on any meter reading or billing/collection anomaly arisen (that may require working other procedures than the norm, such as creating applications, working the billing master file) to set the account back on track to bill out correctly)

Creation of work orders necessary on customer request.

Updating of account name/ mailing address changes through work orders.

Assist in benchmarking other utilities on services and customer relations.

Handle customer calls that are transferred from the operator switchboard; satisfactorily brought to a resolution in a timely manner.

Make payment arrangements with customers.

Coordinated with our billing software service provider (Systems & Software) to resolve any pending system or billing issues that may arise during the transcourse of the day.

District Development Manager

Hours worked per week: 40

Monthly Salary: \$2,500.00

of Employees Supervised: 15

Colonial Supplemental Insurance

Name of Supervisor: Tomas Yu - District Sales Manager

May we contact this employer? Yes

Duties

Advanced to increasingly responsible positions, culminating in management role with oversight for a full-service district area. Foresaw 15 employees while managing sales, customer claims, merchandising and cost analysis. Maintained high standards in safety/risk analysis and complied with regulatory guidelines

Reason for Leaving

Better Job Opportunity; commission sales; needed a stable income to provide for my family.

Certificates and Licenses

Type: City of El Paso Supervisory Academy/Supervisor's Course

Number:

Issued by: Joyce Wilson--City Manager; J. Cleve Brooks--Assistant Human Resource Director

Date Issued:

Date Expires:

Skills

Office Skills

Typing: 35

Data Entry: 0

Languages

Spanish -- Speak, Read, Write

Additional Information

Honors & Awards

G.P.A. 3.72--Cum Laude

Won "Accuracy in Excellence Award" for instrumental role in setting low error to meter read ratio record, for three years straight (2006-2008).

Reduced unread meter count by 15% in 2008, benchmarking a record-setting improvement in accurate meter data collection thus the creating and winning of the "Highest Standard of Dedication and Determination for Unread Meters Award" for the aforementioned year.

Reconciliation/consolidation of accounts for all of the major school districts in El Paso area, along with those pertaining to Fort Bliss/Federal Government; El Paso City, El Paso Housing Authority and Apartment Association Accounts and recovery of more than \$ 1.8 million in past due revenue due to non-payment in Stormwater/Drainage charges .

Implemented enhancement into our Inactive Account Collection Process that allowed us to better maximize our revenue collection, reduce our bad debt totals and create a more efficient and effective process to research, transfer, or collect any outstanding balances in our system. The total revenue transferred over to a current active account was \$88,032.94 with an expected collection rate of approximately 90% of the total amount transferred.

References

Professional
Nimnualrata, Ben

Professional
Bustamante, Miguel

Personal
Vargas, Juan Ricardo

Resume

Text Resume
HENRY M. GARCIA

PROFESSIONAL SUMMARY
COMMITMENT | LEADERSHIP | INTEGRITY

A proven visionary and strategic leader that translates business policies/strategies into maximum results commensurate with the best interest of customers, employees, and the general public.

Dedicated customer service/billing and collections and budget analyst, with more than 9 years of experience in the water utility setting.

Constantly achieving record-high customer satisfaction; major improvements to the past billing and

collections infrastructure and protocol; high satisfaction result in analyzing, updating and managing reconciliation of all large volume customer accounts; quick turnaround of underperforming utility operations and procedures.

Respected builder and leader of customer-focused teams; instill a shared, enthusiastic commitment to customer service as a key driver of company goal attainment.
Lead by example in ensuring the execution of all safety, security, quality assurance/quality control of company operation policies and protocol.

Dedicated to maintaining a reputation built on quality, service, and uncompromising ethics.

AREAS OF EXPERTISE

Customer Service Management
Complaint Handling & Resolution
Auditing and Analyzation of Internal Procedures/Methods
Business Development
Customer Satisfaction Enhancement
Operations Management
Front-End Supervision
Billing and Collections Infrastructure Improvement
Teambuilding & Training

PROFESSIONAL EXPERIENCE

EL PASO WATER UTILITIES – EL PASO, TX
2003 – Present

CITY OF EL PASO, TX

BUDGET & MANAGEMENT ANALYST-(2010-PRESENT)

Reconciliation/consolidation of accounts for all of the major school districts in El Paso area, along with those pertaining to Fort Bliss/Federal Government, El Paso City, El Paso Housing Authority and Apartment Association Accounts and recovery of more than \$ 1.8 million in past due revenue due to non-payment in Stormwater/Drainage charges .

Participation in business-level discussion and decisions involving business section vision and strategy, standardization of best practices, and internal project governance oversight and consultation.

Manage, analyze, and update reconciliation spreadsheets for all large volume customer accounts and oversee all current billing functions for said customers.

Conduct regular control internal billing audits and quality assurance reviews to evaluate compliance with requirements and to identify potential gaps/fallacies in policies, procedures and business processes.

Have developed strategic reports to target areas for improvement. Continously providing support to our large volume account customers to reduce the number of delinquencies in accounts. Identify problem debits/credits to accounts and provide guidance/direction to staff in restructuring internal procedure to avoid potential losses.

Run and Create Test Scenario cases for the implementation/development of enQuesta 4 and advise of any discrepancies found.

ACHIEVEMENTS:

Was on the new billing software upgrade (enQuesta 4) core team, as a Billing and Collections/Stormwater/Cognos Report Analyst and Consultant/Trainer; oversee all of these subject matters and provide insight in these areas in the development and integration/implementation of the new product; Went Live with enQuesta 4 (August, 2012).

Implemented enhancement into our Inactive Account Collection Process that allowed us to better

maximize our revenue collection, reduce our bad-debt totals and create a more efficient and effective process to research, transfer, or collect any outstanding balances in our system. The total revenue transferred over to a current active account was \$88,032.94 with an expected collection rate of approximately 90% of the total amount transferred.

UTILITY METER READER ASSISTANT SUPERVISOR/METER READER (2003-2010)

Oversaw all front end supervisory duties, meter reading data processing technology, genuine customer service while serving as a meter reader. Analyze meter reading entries and account data for evidence of irregular conditions or meters.

Maintain hand-held recording devices and perform minor repairs. Investigate operational complaints and deficiencies and prepare recommendations; conduct operational research studies. Retrieval and data analysis obtained from automated management systems and personal computers.

ACHIEVEMENTS:

Won "Accuracy in Excellence Award" for instrumental role in setting low error to meter read ratio record, for three years straight (2006-2008).

Reduced unread meter count by 15% in 2008, benchmarking a record-setting improvement in accurate meter data collection thus the creating and winning of the "Highest Standard of Dedication and Determination for Unread Meters Award" for the aforementioned year.

EDUCATION

BACHELOR OF SCIENCE/BUSINESS ADMINISTRATION
CUM LAUDE
University of Phoenix - Santa Teresa, NM

PROFESSIONAL DEVELOPMENT

City of El Paso Supervisory Academy - 4 Day Course for Supervisors

Attachments

ITEM 3D

<p>Name: Aaron Fuentes</p>		<p>Date of Disqualification: February 21, 2013</p>																
<p>Position Applying for: Recreation Specialist</p>	<p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: GS 43 Original Hire Date: 4/01/12</p>	<p>Date Appeal Filed: February 22, 2013</p>																
<p>Reason for Disqualification: Lacks Minimum Requirements</p>	<p>Date of Examination: Conditional Exam: March 12, 2013 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p>Rule or Ordinance Under Which Disqualified: 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.</p>																		
<p>Minimum Qualifications</p> <p><u>Education</u> High School diploma or GED</p> <p><u>Experience</u> Two (2) year's recreation work experience</p>		<p>Applicant Qualifications</p> <p>Bachelor's degree Kinesiology/Education</p> <p><u>Position</u> None</p> <p><u>Years</u> <u>Months</u> 12 months</p>																
<p>Comments The applicant acknowledges in his appeal that he does not meet the minimum required work experience as stated in the job specification for this position, and lists his current employment as a cashier for the City of El Paso. Other work experience on his application include employment as a substitute teacher for Crowley ISD, accounts payable with Crockett National Bank, and Teller with First Financial Bank. While these positions may involve customer service, they have little else in common with the work experience needed for Recreation Program Supervisor or the field of recreation. The applicant's Supplementary Work Experience form indicates his position as that of student with Angelo State University. Even though a Bachelor's degree is not a requirement for the job, the applicant does have a Bachelor's degree in Kinesiology. Twelve (12) months was, therefore, applied toward the two (2) year minimum work experience requirement in recreation; thereby reducing the twenty-four (24) month deficit to twelve (12) months. Even after allowing credit for his education toward the minimum work experience requirement for this position, the applicant still lacks twelve (12) months experience.</p>		<p>Non-Qualifying Education/Experience:</p> <p><u>Experience:</u></p> <table border="0"> <tr> <td>Position</td> <td>Years</td> <td>Months</td> </tr> <tr> <td>Cashier</td> <td>1</td> <td>0</td> </tr> <tr> <td>Substitute Teacher</td> <td>4</td> <td>6</td> </tr> <tr> <td>Accounts Payable</td> <td>4</td> <td>4</td> </tr> <tr> <td>Teller</td> <td></td> <td>4</td> </tr> </table>		Position	Years	Months	Cashier	1	0	Substitute Teacher	4	6	Accounts Payable	4	4	Teller		4
Position	Years	Months																
Cashier	1	0																
Substitute Teacher	4	6																
Accounts Payable	4	4																
Teller		4																
<p>Prepared by: Ada Hatten</p>		<p>Reviewed by: PA [Signature]</p>																

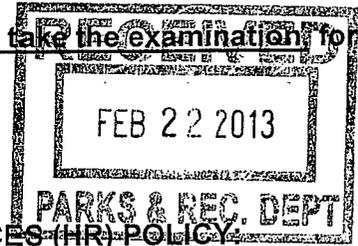
Appeal Form

To Whom It May Concern:

I Aaron Fuentes hereby appeal my Disqualified to take the examination for:

Examination Title: Recreation Specialist

Date notified of disqualification: 2/21/13



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

Detail your qualifying experience (use additional paper if necessary)

With a Bachelor of Science in Kinesiology, from Angelo State University, I'm fully aware of the importance of physical fitness and incorporating community involvement. I have a good understanding of recreational activities along with time and effort needed to put together a comprehensive recreational program. I feel my degree equals two years of recreational experience.

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 type="checkbox"/>
Will the conviction hinder 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.

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?	<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.

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

Please explain what you are appealing

Name: Aaron Fuentes

Address:

City/State/Zip

Telephone }

Person ID #:

Stamp

Received by CSC

Applicant Signature: _____

Date: 2/22/13 _____

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

MAR 07 2013

CIVIL SERVICE
COMMISSION



CITY OF EL PASO
Established Date: Aug 21, 2006
Revision Date: Jul 29, 2012

Recreation Specialist

Class Code:
16210 GS 47

SALARY RANGE

\$12.31 - \$18.27 Hourly
\$985.10 - \$1,461.58 Biweekly
\$2,134.38 - \$3,166.77 Monthly
\$25,612.54 - \$38,001.18 Annually

FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and two (2) years recreation experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. CPR and Basic First Aid Certification required within six (6) months of date of appointment

GENERAL PURPOSE:

Under general supervision, guide and administer a variety of assigned recreational activities.

TYPICAL DUTIES:

Oversee and monitor activities at a recreation facility, site or school. Involves: Register participants for activities and programs. Accept fees for classes, activities and programs. Schedule site activities. Provide recreational activities for after-school programs. Drive clients on field trips. Monitor equipment usage and care, including signing in and out equipment. Monitor assigned employees and activities at assigned site. Oversee building including opening and closing and performing some custodial duties as needed.

Provide assistance for recreation programs. Involves: Answer telephones and greet public. Answer questions, provide information regarding recreation programs and activities. Resolve participant complaints and problems using center or program rules. Refer questions or policy exceptions to other recreation staff as needed. Assist with special events sponsored by the recreation department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of general recreation activities, games, sports and special events.

- Application of some knowledge of recreation programming.
- Application of some knowledge of basic first aid.
- Plan recreational activities.
- Communicate effectively in a positive manner with public and coworkers.
- Monitor and assign work to assigned employees.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Application of some knowledge of customer service techniques.
- Ability to lift up to 25 pounds.
- Ability to bend, squat, climb stairs and/or ladders.
- Application of some knowledge of customer service techniques.

OTHER JOB CHARACTERISTICS:

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- Some positions may be exposed to chemicals used for cleaning and pools.
- Some positions are subject to call back and work evening and weekend hours.
- Occasional driving in City traffic.
- Ensure cleanliness of facility at all times.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 10/26/11), (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.

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)
Aaron Fuentes

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :
Recreation Specialist

WORK EXPERIENCE

DATES:

From: 6/2003 To: 5/2006

EMPLOYER:

Angelo State University

PHONE NUMBER:

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

POSITION TITLE:

Student

SUPERVISOR:

HOURS PER WEEK:

SALARY:

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

Sport & Movement Foundations
Principles of Wellness
Safety & First Aid
Exercise & Sports for Special Populations
Sport Management
Physiology of Exercise
Care/Prevention of Athletic Injuries
Biomechanical Movement
Motor Development
Sport/Fitness for Children
Sport/Fitness for Secondary Schools
Problems and Analysis in Teaching Physical Education
Team and Individual Sports



REASON FOR LEAVING:

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.

16210-0213 - Recreation Specialist

Contact Information -- Person ID:

Name: Aaron Fuentes Address:
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

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

Preferences

Preferred Salary: \$28,000.00 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

College
 Angelo State University Did you graduate: Yes
 College Major/Minor: Kinesiology
 Units Completed: 132 Semester
 Degree Received: Bachelor's
High School
 Eldorado High School Did you graduate: Yes
 Degree Received: High School Diploma

Work Experience

Cashier
 3/2012 - Present Hours worked per week: 40
 Monthly Salary: \$1,794.00
 Name of Supervisor: Valerie Joosten
 City of El Paso May we contact this employer? Yes

Duties

Collect payments for fees, permits and admissions for customers. Collect and post payments received in person, issues receipts, maintain accurate records, research and resolve posting errors or problem payments. Perform data entry in the financial management systems to record payments. Prepare and verify accuracy of daily deposit. Reconcile daily sales, receipts or collections

Substitute Teacher
 8/2011 - 2/2012 Hours worked per week: 30
 Monthly Salary: \$1,600.00
 May we contact this employer? Yes
 Crowley ISD

Duties

Follow written instructions left by teacher, bring a firm attitude to student discipline, and understand my role as a substitute teacher.

Accounts Payable

Hours worked per week: 40
 Monthly Salary: \$2,100.00
 May we contact this employer? Yes

Crockett National Bank

Duties

Twice a month prepared and printed expense checks, examined all bills for accuracy, scanned and filed each bill and related paper work, prepared year end reports, kept strict W-9 records and worked excessively with GL accounts. Provided outstanding customer service to bank members, balance cash drawers throughout the day, balance the cash vault daily, maintained organized and clean branch office, ordered money weekly, prepared branch reports, and supervised all open and closed accounts in branch.

Teller

Hours worked per week: 40
 Monthly Salary: \$1,820.00
 May we contact this employer? Yes

First Financial Bank

Duties

Provide excellent customer service to bank members, balance throughout the day, take monthly regulation tests, maintain organized work station and attend quarterly and weekly teller/bank meetings.

Certificates and Licenses

Type: Texas Teacher Certified

Number:

Issued by: Texas State Board of Education

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

Skills

Office Skills

Typing:

Data Entry:

Additional Information**References**

Personal

Flores, Israel

Personal

Sanchez, Daniel

Resume

Text Resume

AARON FUENTES

EDUCATION

Bachelor of Science in Kinesiology, Angelo State University December 2006 San Angelo, Texas
 Texas Teacher Certified, EC-12, August 2011
 Physical Education, EC-12
 Health Education, EC-12
 Social Studies, 8-12

EXPERIENCE

Cashier, City of El Paso April 2012-Present El Paso, Texas
 Collect payments for fees, permits and admissions for customers. Collect and post payments received in person, issues receipts, maintain accurate records, research and resolve posting errors or problem payments. Perform data entry in the financial management systems to record payments. Prepare and verify accuracy of daily deposit. Reconcile daily sales, receipts or collections.

Substitute Teacher, Crowley ISD August 2011-February 2012 Crowley, Texas
 Follow written instructions left by teacher, bring a firm attitude to student discipline, and understand my role as a substitute teacher.

Teller, First Financial Bank March 2011-July 2011 San Angelo, Texas
 Provide excellent customer service to bank members, balance throughout the day, take monthly regulation tests, maintain organized work station and attend quarterly and weekly teller/bank meetings.

Accounts Payable/Lead Teller, Crockett National Bank July 2007-November 2011 San Angelo, Texas
 Twice a month prepared and printed expense checks, examined all bills for accuracy, scanned and filed each bill and related paper work, prepared year end reports, kept strict W-9 records and worked excessively with GL accounts. Provided outstanding customer service to bank members, balance cash drawers throughout the day, balance the cash vault daily, maintained organized and clean branch office, ordered money weekly, prepared branch reports, and supervised all open and closed accounts in branch.

EXTRA-CURRICULAR

Youth Pastor, Bethel Assemblies of God April 2006-December 2010 San Angelo, Texas
 Prepare and organize weekly youth services. Organize youth activities such as fundraisers and outings. Develop and train youth leaders. Preach and prepare monthly sermons and assist the Senior Pastor with district men's ministry activities. Served as a sectional youth leader for a year. Assisted with the media ministry for church services and activities.

SKILLS & KNOWLEDGE

- ? American Heart Association certified in First Aid, CPR, and AED.
- ? Accomplished in providing training to individuals and groups.
- ? Assists in undertaking new tasks to facilitate and implement the work environment.
- ? Explains and provides manuals to perform proper procedures.
- ? Documents notes and files them according to their function.
- ? Evaluates subordinates in different age group levels and environments.
- ? Adheres to guidelines and authority when making finalized decisions.
- ? Provides information and utilizes services that will meet expectations for work environment.
- ? Computer literate in Microsoft Word, Outlook, Excel 2003, PowerPoint

Attachments			
Attachment	File Name	File Type	Created By
Transcript	ASU Transcript	Proof of Education	Job Seeker
Teacher Certificate	State	License	Job Seeker

Date of Birth:

SEM:

Record of: Aaron Puentes
 Current Name: Aaron Puentes

Issued to: Aaron Puentes

Course Level: Undergraduate
 High School: El Dorado HS
 First Admit: 2002 FALL SEMESTER
 Last Admit: 2005 FALL SEMESTER

Current Program
 College: College of Education
 Major: Kinesiology/All-Level Cert
 Minor: History

Degrees Awarded Bachelor of Science, IS-DEC-2006
 Primary Degree
 Major: Kinesiology/All-Level Cert

SUBJ NO	COURSE TITLE	CRD	GRD	PSS	R	C	CRD	GRD	PSS	R	C
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INSTITUTION CREDIT

Term: 2002 FALL SEMESTER											
College of Sciences											
Undeclared											
BEIS 1305	Business Computer Applications	3.000	A	12.00							
CHEM 1101	Elements of Chem Lab	1.000	B	3.00							
CHEM 201	Elements of Chem	3.000	B	9.00							
ENG 1301	English Composition	3.000	C	6.00							
MATH 1302	College Algebra	3.000	D	12.00							
USUB 1301	Critical Thinking	2.000	B	6.00							
***** CONTINUED ON NEXT COLUMN *****											
Current				15.00							3.000
Cumulative				15.00							3.000
***** CONTINUED ON NEXT COLUMN *****											

Term: 2003 SPRING SEMESTER											
College of Bus & Prof Studies											
KIN 4311											
CHEM 1302	Elements of Chem Lab	3.000	C	6.00							
COMM 2301	Public Speaking	3.000	W	0.00							
ENG 1302	Writing Across the Curriculum	3.000	C	6.00							
HIST 1301	U.S. History to 1865	3.000	C	6.00							
PA 1118	Golf	1.000	A	4.00							
Current				14.00							3.64
Cumulative				29.00							2.636

Term: 2003 SECOND SUMMER SEMESTER											
College of Bus & Prof Studies											
KIN 4311											
KIN 4311	Sport & Movement Eng	3.000	A	12.00							
KIN 1367	Principles of Wellness	3.000	A	12.00							
Current				6.00							2.000
Cumulative				35.00							2.966
***** CONTINUED ON PAGE 2 *****											

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ANGELO STATE UNIVERSITY
 Office of the Registrar
 SAN ANGELO, TEXAS 76909

Cindy Weeks, Registrar

Date of Birth:

SSN:

Record of: Aaron Fuentes
Level: Undergraduate

SUBJ NO. COURSE TITLE CRD GRD PPS R C SUBJ NO. COURSE TITLE CRD GRD PPS R C

Institution Information continued:

Term: 2003 FALL SEMESTER
College of Education
Kinesiology/All-Level Cert
BIO 2423 Human Anatomy 4.000 C 8.00 030
COM 2301 Public Speaking 3.000 W 1.00 011
GOV 2301 Fed & State Govt 3.000 C 5.00 070
MATH 1302 College Algebra 3.000 D .00 E
PA 1117 Team Sports 1.000 A 4.00 030

Current 14.00 EHS 8.00
Cumulative 45.00 37.00

Term: 2004 SPRING SEMESTER
College of Bus & Prof Studies
Kinesiology/Secondary Cert
BIO 2424 Human Physiology 4.000 D
HIST 1302 U S Hist After 1865 3.000 C
KIN 2341 Safety & First Aid 3.000 B
KIN 2343 Ex & Spots For Sp Pop 3.000 B

Current 13.00 EHS 13.00
Cumulative 52.00 50.00

Term: 2004 FIRST-SUMMER SEMESTER

College of Bus & Prof Studies
Kinesiology/Secondary Cert
ENG 2321 Forms of Literatures 3.000 C

Current 3.00 EHS 3.00
Cumulative 55.00 53.00

*****CONTINUED ON NEXT COLUMN*****

Institution Information continued:

Term: 2004 FALL SEMESTER
College of Education
Kinesiology/All-Level Cert
GOV 2302 Fed & State Govt 3.000 B
KIN 1361 Sport Management 3.000 A
KIN 1370 Physiology of Exercise 3.000 C
MUS 1341 Intro to Music 3.000 A
PSY 2301 Gen Psychology 3.000 B

Current 15.00 EHS 15.00
Cumulative 68.00 106.00

Term: 2005 SPRING SEMESTER
College of Bus & Prof Studies
Kinesiology/Secondary Cert
COM 2301 Public Speaking 3.000 B
HIST 2301 History of Texas 3.000 D
KIN 2441 Career Prev Ath Injuries 4.000 B
MATH 1302 College Algebra 3.000 B
PSY 1120 Weight Training 1.000 A

Current 14.00 EHS 14.00
Cumulative 82.00 223.00

*****CONTINUED ON PAGE 3*****

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Cindy Weeaks, Registrar

Record of: Aaron Fuentes
Level: Undergraduate

SUBJ NO. COURSE TITLE CRED CRD PTS R C SUBJ NO. COURSE TITLE CRED CRD PTS R C

Institution Information continued:

Term: 2005 FIRST SUMMER SEMESTER

College of Bus & Prof Studies									
Kinesiology/Secondary Cert	3.000	B	9.00						
ED 1122 Tech Training Se Sch I	3.000	B	9.00						
HIST 3362 The Mex-Am in Am His									
Current	6.00		18.00						
Cumulative	100.00		38.00						

Term: 2005 FALL SEMESTER

College of Education									
Kinesiology/All-Level Cert	3.000	B	9.00						
ED 1121 Sec Sch Org & Curr	3.000	B	9.00						
HISW 2321 Western Civ 50 1650	3.000	B	9.00						
KIN 2321 Football	3.000	B	9.00						
KIN 4372 Biomechanical Movement	3.000	B	9.00						
PE 1112 Swimming	1.000	A	4.00						
RDG 4320 Rdg sec sch Content	3.000	A	12.00						
Current	16.00		46.00						
Cumulative	116.00		104.00						

Term: 2005 FALL SEMESTER

College of Education									
Kinesiology/All-Level Cert	3.000	B	9.00						
ED 1122 Tech Training Se Sch I	3.000	B	9.00						
HIST 3362 The Mex-Am in Am His									
Current	6.00		18.00						
Cumulative	100.00		38.00						

Institution Information continued:

Term: 2005 SPRING SEMESTER

College of Education									
Kinesiology/All-Level Cert	3.000	B	9.00						
HIST 3371 East Asia Since 1900	3.000	C	6.00						
KIN 3353 Motor Development	3.000	B	9.00						
KIN 3357 Sport/Fitness Children	3.000	B	9.00						
Current	9.00		27.00						
Cumulative	109.00		45.00						

Term: 2005 FALL SEMESTER

College of Education									
Kinesiology/All-Level Cert	3.000	B	9.00						
ED 1121 Sec Sch Org & Curr	3.000	B	9.00						
HISW 2321 Western Civ 50 1650	3.000	B	9.00						
KIN 2321 Football	3.000	B	9.00						
KIN 4372 Biomechanical Movement	3.000	B	9.00						
PE 1112 Swimming	1.000	A	4.00						
RDG 4320 Rdg sec sch Content	3.000	A	12.00						
Current	16.00		46.00						
Cumulative	116.00		104.00						

Term: 2005 FALL SEMESTER

College of Education									
Kinesiology/All-Level Cert	3.000	B	9.00						
ED 1122 Tech Training Se Sch I	3.000	B	9.00						
HIST 3362 The Mex-Am in Am His									
Current	6.00		18.00						
Cumulative	100.00		38.00						

***** CONTINUED ON NEXT COLUMN *****

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ANGELO STATE UNIVERSITY
Office of The Registrar
SAN ANGELO, TEXAS 76909

Cindy Weaks, Registrar

FEDERAL LAW ENFORCEMENT AGENCIES TO THIS RECORD MAY FARA WITHOUT WRITTEN CONSENT OF THE STUDENT

SEN:

Date of Birth:

Date Issued: 12-OCT-2017
OFFICE

Record of: Aaron Fuentes
Level: Undergraduate

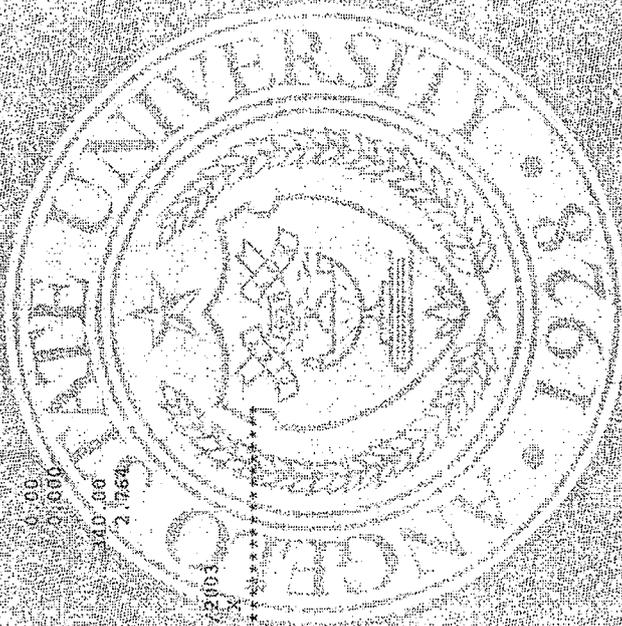
Page: 1

***** TRANSCRIPT TOTALS *****

INSTRUCTION	EMRS:	132.00	QPTS:	240.00
	GPA-HRS:	123.00	GPA:	2.764
TRANSFER	EMRS:	0.00	QPTS:	0.00
	GPA-HRS:	0.00	GPA:	0.000
OVERALL	EMRS:	132.00	QPTS:	240.00
	GPA-HRS:	123.00	GPA:	2.764

TSI INFORMATION:

TSI AREA TSI STATUS EXPLANATION
 All Exempt TASP Exempt Prior to 9/1/2003
 TEC 51.997 Undergraduate Course Drop Counter - X
 ***** END OF TRANSCRIPT *****



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ANGELO STATE UNIVERSITY

Office of The Registrar

SAN ANGELO, TEXAS 76909

Cindy Weverka, Registrar

Texas Educator Certificate

State Board for Educator Certification

Certifies that

Aaron Fuentes

has fulfilled all requirements of the State of Texas and is authorized to practice as a certified educator in the areas designated below:

Certificate Description

Standard

Classroom Teacher

Physical Education (Grades EC-12)

Health (Grades EC-12)

Social Studies (Grades 8-12)

Original Effective Date

08/08/2011

06/18/2012

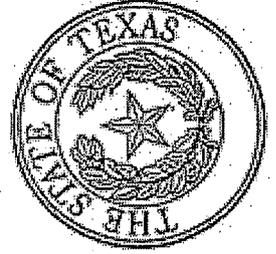
10/23/2012

Validity Period

08/08/2011 - 12/31/2016

06/18/2012 - 12/31/2016

10/23/2012 - 12/31/2016



Bonny Cain

Bonny Cain, Ed.D.
Chair

STANDARD CERTIFICATE RENEWAL REQUIREMENTS

Educators holding Standard Certificates must renew the certificate every five years; however, educators holding lifetime certificates are exempt from the renewal process. The rules adopted by the State Board for Educator Certification (SBOEC) for renewing certificates are codified at Title 19, Part VII, Texas Administrative Code (TAC), Chapter 232, Subchapter B, and are available through the Texas Education Agency (TEA) web site, <http://www.tea.state.tx.us>.

STANDARD CERTIFICATE RENEWAL REQUIREMENTS: All certified educators seeking to renew a certificate must do the following:

- complete the appropriate continuing professional education (CPE) clock hours;
- complete the online standard renewal application;
- pay the appropriate renewal fee; - successfully complete a criminal history review; and
- not be in default on a student loan or in arrears of child support.

CONTINUING PROFESSIONAL EDUCATION (CPE) REQUIREMENTS: CPE requirements for each class of certificate, as per TAC §232.851, are as follows:

- classroom teachers must complete 150 clock hours every five years; and
- counselors, learning resource specialists/librarians, educational diagnosticians, reading specialists, master teachers, superintendents, principals, and assistant principals must complete 200 clock hours every five years

Please note that educational aides are not required at this time to complete any CPE hours for certificate renewal.

CONTINUING PROFESSIONAL EDUCATION ACTIVITIES: CPE clock hours, as per TAC §232.860, can be accrued through the following:

- workshops, conferences, and in-service or staff development given by an approved registered provider;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or on-line activities;
- independent study, not to exceed 20% of the required clock hours;
- development of curriculum or CPE training materials;
- presenting CPE activities, not to exceed 10% of the required clock hours; and
- serving as a mentor, not to exceed 30% of the required clock hours.

Written documentation and verification of all CPE activities for Standard Certificate renewal must be maintained by the educator. It is the responsibility of the educator to determine which CPE activities meet the requirements for standard certificate renewal. TEA staff may audit CPE activity records at any time.

CONTINUING PROFESSIONAL EDUCATION PROVIDERS: All persons or organizations providing CPE activities to educators for Standard Certificate renewal must be registered with TEA. Providers must furnish, as per TAC §232.872, each educator with written documentation to include:

- provider's name and ID number;
- educator's name;
- date and content of the activity completed
- number of clock hours awarded.

Only those CPE activities from TEA registered providers will be recognized for Standard Certificate renewal purposes. All CPE providers approved by TEA are listed under the "Educator Certification" link on the TEA website.