

ITEM SA

Name: Rafael Moy		Date of Disqualification: 3-09-2015		Date Appeal Filed: 3-23-2015	
Position Applying for: Community Center Supervisor		Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: GS 42 Original Hire Date: 7-09-2012		Was the Appeal Filed in Timely Manner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Reason for Disqualification: Lacks Minimum Qualifications		Date of Examination: 3-26-2015 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"/> Mail <input type="checkbox"/> In Person	
Rule or Ordinance Under Which Disqualified: <p><u>Civil Service Commission Rule 5.1 (a)</u> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.</p> <p><u>Application Policy:</u> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:</p> <p>(a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>					
Minimum Qualifications Bachelor's Degree Recreation Management or Physical Education		Applicant Qualifications		Deficits Bachelors Recreation Mgmt. or Physical Education Lacks 2 years	
Experience Two (2) years recreation supervision experience		Position		Months	
Comments: The minimum qualifications for this position are a Bachelor's degree in recreation management or physical education; and, two (2) year's recreation supervision experience. Mr. Moy has Bachelor's degree in Industrial Engineering which is unrelated to recreation management or physical education. The supervisory experience he lists on his application as an engineer and a field biologist are also unrelated to recreation. Mr. Moy is currently employed as a part time Recreation Leader which is not a supervisory position. His typical duties are to monitor participation in and lead specified recreation activities at a recreation center. He lacks the minimum requirement of two (2) years recreation supervision experience.		Non-Qualifying Education/Experience: Bachelor's Industrial Engineering		Experience: Position Recreation Leader 2 Engineer 4 Field Biologist 1 8	
Prepared by: Ada Hatten		Reviewed by:			

Appeal Form

To Whom It May Concern:

I Rafael Moy hereby appeal my Disqualified to take the examination,
 for: Examination Title: Community Center Supervisor

Date notified of disqualification: 3/9/2015

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY:
 Check all boxes that are applicable.

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

C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification	YES	NO	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)

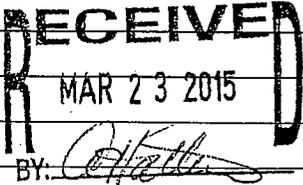
Education qualifications are met, I possess a Bachelor's Degree obtained from The University of Texas at El Paso on 2014. Documentation can be provided to verify degree.

A background in varied fields has enabled me to obtain adequate experience to perform qualitative as well as quantitative results. With management experience of over five years I am capable of delivering strong results while maintaining constant improvement of work practices. In the field of recreation I have proved to develop strong programming and activities maintaining robustness to obtain and surpass desired results.

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.

N/A



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.

N/A

Other N/A (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

N/A

Name: Rafael Moy

Address:

City/State/Zip

Telephone:

Person ID #: moyrx (Neogov)

Stamp

Applicant Signature: Rafael Moy

Rafael Moy

Date:

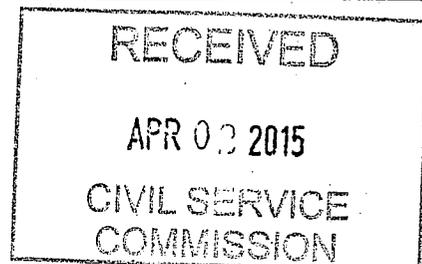
3/23/2015

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





Community Center Supervisor

Class Code:
16110 PM 125

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

SALARY RANGE

\$19.40 - \$28.69 Hourly
\$1,551.72 - \$2,294.99 Biweekly
\$3,362.06 - \$4,972.48 Monthly
\$40,344.68 - \$59,669.78 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. Aquatic positions require lifeguard certification, Lifeguard Management, and Certified Pool Operator (CPO) certifications within six months of hire.

GENERAL PURPOSE:

Under direction, supervise and participate in planning, organizing and implementing recreational activities at a large recreation site, programs or aquatics clusters for different population groups

TYPICAL DUTIES:

Oversee the administration of a major recreation facility. Involves: Prepare and monitor annual user fee budget. Review expenditures. Monitor facility to ensure safe environment for participants. Ensure room setup is complete. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

Represent the department and provide technical support, information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond to complaints. Resolve problems and recommend appropriate action. Prepare reports and

recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of recreation and/or aquatic programming, principles, practices and trends.
- Application of considerable knowledge of recreation facilities management principles and practices.
- Application of good knowledge of planning and implementing recreation and/or aquatic programs.
- Application of good knowledge of supervisory and customer service techniques.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Basic knowledge of computer hardware, software, and peripherals.
- Assess community recreation needs and develop appropriate recreation programs and activities.
- Optimize facility usage.
- Clear concise oral and written communication to prepare reports and make public presentations.
- Establish and maintain effective and positive working relationships with coworkers, officials, contractors, participants and the general public.
- Ability to lift 25 pounds.
- Ability to bend, kneel, and climb a ladder.
- Ability to work independently and make sound decisions.

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 Civil Service Rule 4, Section 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.

RULE 5.

Application and Promotional Process and Lateral Transfer Process

Section 1. Filing of Applications.

Except as otherwise provided for herein, applicants for all positions, must file an application with the Human Resource Department not later than the date specified in the job posting and in the manner prescribed in the job posting.

The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:

- (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies; or
- (b) He has been convicted of a felony, or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought; or (Amended 8/25/09,11/2/10)
- (c) He is found by the Commission to have committed any act, either while in the service of the City or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission, would be sufficient to constitute a just cause for discharge from the Civil Service as defined in Article VI, Section 6.13-3 of the Charter.

Section 2. Appeals from Disqualification from Examination.

a. Applicants who are disqualified from taking an examination may appeal to the Civil Service Commission provided they appeal within three (3) working days from the date of the notice. The three (3) working day period begins the date the notice was emailed. Individuals who appeal must file a written rebuttal in a format prescribed by the Human Resources Director. If the applicant fails to update their contact information or respond within the timelines set, no further action will be taken. (Amended 8/21/07, 8/25/09, 9/17/13)

b. Untimely appeals will not be accepted.

c. If the examination is held before the appeal is heard and determined by the Commission, the Human Resources Director may allow the applicant to take the examination conditionally pending the Commission's determination. If a conditional applicant fails to achieve a passing grade on an examination, the appeal shall be administratively dismissed and the appeal will not be forwarded to the Commission and no further action will be taken. (Amended 8/25/09)

Section 3. Frequency and Examination.

Examinations will be given whenever needed to fill a vacancy for which an adequate list does not exist. (Amended 12/11/84, 1/24/89, 8/21/07)

Section 4. Eligibility.

A person is eligible to take promotional examinations after actual service in a regular position for six months and when he fully meets the qualifications for the class as specified in the job description. The six months of actual service will be deemed to have been met if the employee successfully completes the six months of service by the date the first component of the examination is administered, and the employee is recommended for regular status. (Amended 10/21/97, 8/21/07, 8/25/09, 9/17/13)

Section 5. Seniority and Efficiency Points

Seniority points will be awarded to the score of City Employees provided that the minimum passing grade is achieved on the examination or evaluation. Efficiency points will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. City Employees may receive a maximum of seven additional points that can be added to their score for a combination of seniority and efficiency points. (Amended 3/6/12)

Section 6. Special Credit

Ratings for Veterans

A veteran, who has obtained a passing score, shall have his rating on an original entrance examination advanced five points. A veteran is defined as any person who has served on active duty in the Armed Forces of the United States, or any division thereof, including the Coast Guard, for a period of 180 days and presents a DD 214 indicating an honorable discharge from said service. (Amended 8/21/07, 8/25/09)

- a. To qualify for an additional five-point increment based on disability, such disability must be at least 30 percent, certified by the most recent letter from the Veteran's Administration. (Amended 8/21/07)
- b. Nothing in this provision will be construed to authorize or direct the placing of the name of any person on any eligible list who does not meet the physical standards set by the Human Resources Director for the position for which the eligible list has been created.

Section 7. Penalty for Deceit in Examination.

Where deceit in an examination is alleged, and the examinee denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances to exist, the examinee will be permitted to finish the examination, and a full report shall be submitted immediately to the Human Resources Director, who will conduct an appropriate investigation. Should the Director find that the applicant engaged in deceitful conduct in connection with the examination, the applicant will be disqualified. (Amended 8/21/07, 9/17/13)

Section 8. Duration of Eligible Lists.

The Human Resources Director will compile lists of eligible promotional candidates for job classifications and maintain them as necessary and appropriate. Eligible lists other than reinstatement and transfer lists will normally expire 6 months from the date they are certified unless extended by the Human Resources Director.. (Amended 1/24/89, 8/21/07, 9/17/13)

Section 9. Removal from the Promotional List of Persons Permanently Separated from Service.

The names of persons permanently separated from the service on account of resignation, discharge or other cause, will be removed from all promotional applicant lists by the Human Resources Director.

Section 10. Removal from Lower List if Appointed from Higher List.

Regular employees whose names are on promotional eligible lists of different grades or lists with different salary schedules will be removed from the lower grade promotional eligible lists or promotional lists with a lower salary schedule upon promotion to a higher grade position or one with a higher salary schedule. (Passed 3/28/91 and Amended 8/21/07)

Section 11. Required Licenses or Certificates

All employees who are required to have a license or certificate as a condition of employment shall maintain such licenses or certificates in a current status as long as their job specification requires it.

Failure to maintain or obtain such license or certificate as required by the employee's job specification shall constitute just cause for disciplinary action as described in Rule 8. (Passed 8/25/09)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07, 8/25/09, 9/17/13)

- a. The position is in the same class and grade as the one from which transfer is made; or
- b. The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94 and 7/31/07)

Section 13. Transfer During Probationary Period.

- a. In order to have a request for a transfer approved, a person must have completed a probationary period in the class to which transfer is being requested, except as provided in paragraph b.
- b. In cases where a position is abolished, a transfer request may be made by either the employee or the City. In such cases, a transfer may be approved while the employee is still serving in a probationary period for the class to which transfer is requested, provided that the balance of the employee's probationary period not yet served be retained by the employee in the new department, and that the rules regarding transfer and the order of certification and all provisions regarding transfers are met. (Passed 1/2/85) (Amended 9/13/05)



ADMINISTRATIVE POLICIES AND PROCEDURES

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

DESCRIPTION: APPLICATIONS AND APPEALS

I. POLICY:

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES:

A. Acceptance of Applications:

1. The Human Resources Director or designee will establish a filing period to accept applications for a particular position.
 - a) All job seekers must complete an application for a particular position through the City's online application system.
 - b) A filing period with a specific closing date may be established for a job posting.
 - c) When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
 - d) When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications:

1. Human Resources Director: As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. Hiring Official: When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) Lacks Minimum Qualifications: the applicant lacks the minimum qualifications established in the classification for the position;

- (1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) Felony Convictions: the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job-related to the position sought; or

- c) Dismissed from Public Service: the applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application:

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

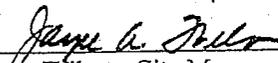
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) Timeline: Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) Administrative Dismissal: If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

F. Application Retention and Reuse: Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. Contact Information: An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date

16110-0115 - Community Center Supervisor

Contact Information -- Person ID:

Name: Rafael Moy Address: [REDACTED]
 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: _____
 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 , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective**Education****College**

University of Texas at El Paso
<http://www.utep.edu/>
 7/2010 - 12/2014
 El Paso, Texas

Did you graduate: Yes
 College Major/Minor: Industrial Engineering
 Degree Received: Bachelor's

Work Experience**Recreation Leader**
6/2012 - Present

City of El Paso
<http://home.elpasotexas.gov/parks/>
 650 Wallenberg
 El Paso, Texas 79912
 (915)581-5182

Hours worked per week: 30
 Monthly Salary: \$0.00
 Name of Supervisor: Carlos Apodaca - Recreation Center Supervisor
 May we contact this employer? Yes

Duties

- Responsible for developmental and educational programs at city facilities to ensure a positive environment for the community. Led group of volunteers to develop recreational programs aimed at improving and enriching the lives of the community. Programming has proved successful increasing number of participants resulting in revenue gains.
- Executed studies to determine needs of newly developed programs and optimal introduction time, to guarantee success and participation of the public. As part of the studies, monitored and run pilot programs and determined changes as needed to ensure robustness and guarantee sustainability for determined periods of time.

Engineer

8/2014 - Present

Justin Brands Inc

<http://www.justinbrands.com/>

Hours worked per week: 30
 Monthly Salary: \$0.00
 # of Employees Supervised: 5
 Name of Supervisor: _____
 May we contact this employer? Yes

Duties

- Responsible for development and evaluation of engineering solutions in a manufacturing facility, to yield an increase in efficiency and overall production throughout the production line. By implementing lean manufacturing techniques, ensured material availability as a result of a Pull, Kanban and additional strategies and systems designed to maintain adequate inventory levels for daily production.
- Established strategies and guidelines to reduce costs of implementation, while eliminating losses (time, resources) due to underproduction caused by bottlenecks present on production floor. Achieved a net reduction in material delivery time of 15-20% by eliminating unnecessary material movement along the plant. Elimination of bottlenecks in assembly line and establishing an improved floor layout resulted in a smooth and constant flow of material, reducing production times by 10%.

Field biologist
7/2009 - 3/2011

Miratek/GSRC

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 4
Name of Supervisor: (
May we contact this employer? Yes

Duties

- Ensured that proposed locations for development of military training areas were in compliance with environmental restrictions, coordinating with engineering teams to minimize impact in undeveloped areas. Trough research performed, information and understanding was gained about endangered species in military areas and effects of military training, identifying key locations where land surveys were to be performed to track/protect species of concern, while delimiting and mapping sensitive areas such as archaeological sites.
- Coordinated with military officers to ensure safety of employees while performing duties in high risk and training areas, maintaining strong relationships to foster development of positive work practices and methods of involved parties.

Certificates and Licenses**Skills****Office Skills**

Typing: 40
Data Entry: 10000

Other Skills

Bilingual communication Expert - 8 years and 0 months
Problem solving Expert - 6 years and 0 months
Program planning Expert - 5 years and 0 months
Supervisory Experience Expert - 5 years and 0 months
Educational Programming Skilled - 3 years and 0 months
Accounting Skilled - 4 years and 0 months

Languages

Spanish - Speak, Read, Write
English - Speak, Read, Write

Additional Information

References

Personal

Ransom , Roberto

Professional

Aguilar, Rene

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
HSD - Confirmed	Rafael Moy (HSD)	Proof of Education	Maria Carrasco
R. Moy Resume .pdf	R. Moy Resume .pdf	Resume	Job Seeker

RAFAEL MOY

Engineer capable of undertaking complex assignments, applying practical and technical knowledge to deliver strong and effective results. Knowledge areas include:

- Process and Systems Optimization • Engineering design • Operations Research • Human Factors • Safety
- Strategic Planning • Forecasting • Project Management

PROFESSIONAL EXPERIENCE

Industrial Engineer Internship

Justin Brands Inc. El Paso, TX
August 2014 – Present

- Responsible for development and evaluation of engineering solutions in a manufacturing facility, to yield an increase in efficiency and overall production throughout the production line. By implementing lean manufacturing techniques, ensured material availability as a result of a Pull, Kanban and additional strategies and systems designed to maintain adequate inventory levels for daily production.
- Established strategies and guidelines to reduce costs of implementation, while eliminating losses (time, resources) due to underproduction caused by bottlenecks present on production floor. Achieved a net reduction in material delivery time of 15–20% by eliminating unnecessary material movement along the plant. Elimination of bottlenecks in assembly line and establishing an improved floor layout resulted in a smooth and constant flow of material, reducing production times by 10%.

Recreation Leader

City of El Paso TX
June 2012 – Present

- Responsible for developmental and educational programs at city facilities to ensure a positive environment for the community. Led group of volunteers to develop recreational programs aimed at improving and enriching the lives of the community. Programming has proved successful increasing number of participants resulting in revenue gains.
- Executed studies to determine needs of newly developed programs and optimal introduction time, to guarantee success and participation of the public. As part of the studies, monitored and run pilot programs and determined changes as needed to ensure robustness and guarantee sustainability for determined periods of time.

Field Biologist

Miratek/GSRC El Paso, TX
July 2009 – March 2011

- Ensured that proposed locations for development of military training areas were in compliance with environmental restrictions, coordinating with engineering teams to minimize impact in undeveloped areas. Through research performed, information and understanding was gained about endangered species in military areas and effects of military training, identifying key locations where land surveys were to be performed to track/protect species of concern, while delimiting and mapping sensitive areas such as archaeological sites.
- Coordinated with military officers to ensure safety of employees while performing duties in high risk and training areas, maintaining strong relationships to foster development of positive work practices and methods of involved parties.

EDUCATION

Bachelor of Science - Industrial Engineering
University of Texas at El Paso El Paso, TX

TECHNICAL SKILLS

- Program development
- Managerial / Organizational Experience
- Communication and mediating skills
- Proficient in Microsoft office suite
- Knowledge in design and simulation software

LANGUAGES

Fluency in English and Spanish