

ITEM 5B

Name: Carlos A. Rodriguez

Position Applying for: Community Center Supervisor	Date of Disqualification: 3-09-2015	Date Appeal Filed: 3-11-2015
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: GS 47 Original Hire Date: 4-7-1998	Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Mail <input type="checkbox"/> In Person	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input 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	

Rule or Ordinance Under Which Disqualified:

Civil Service Commission Rule 5.1 (a) The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.
Application Policy: 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) **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.

Minimum Qualifications	Applicant Qualifications	Deficits
<u>Education</u> Bachelor's Degree Recreation Management or Physical Education		Bachelor's Recreation Mgmt. or Physical Education
<u>Experience</u> Two (2) years recreation supervision experience	<u>Position</u> Recreation Specialist <u>Years</u> 5 <u>Months</u> 10	none

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. Rodriguez lacks the required Bachelor's degree for this position and also acknowledges in his appeal that he does not meet the minimum educational requirement for this position. He references Section III - Other Equivalencies provision 2.14 for promotional opportunities which has since expired. That provision was revised 12/10/09 and sunset at the end of 24 months from the date the Equivalencies Guidelines were approved. The end date would therefore be 12/10/11.
 Mr. Rodriguez was admitted to the University of Phoenix on 3/15/13 and is currently enrolled there. His admission to the University of Phoenix occurred after provision 2.14 of the Equivalency Guidelines had expired. Mr. Rodriguez does not meet the minimum qualifications for this position.

Non-Qualifying Education/Experience:

Associates degree Business Admin.

Experience:

Position
Recreation Specialist
Years 2
Months 10

Prepared by: Ada Hatten Reviewed by: [Signature]

Appeal Form

To Whom It May Concern:

I Carlos A. Rodriguez hereby appeal my Disqualified to take the examination, for: **Examination Title:** Community Center Supervisor

Date notified of disqualification: 03/09/2015

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

Recreation Specialist

5/2012 - Present - I do the outdoor recreation program for the recreation division. Organized, planned and program outdoor camps for youth ages 8-17. Coordinate educational field trips for youth participating in outdoor program. Transport youth to destination and back. Talk to outside agencies to find new partnership for the program. Attend Radio, T.V. and Newspaper to talk about the upcoming outdoor programs and promote between the community. Designed program broucher and flier. Keep inventory on program supply such as mini sports shirts, and medals. Work with suppliers to arrange orders needed to perform programs at recreation center. Resolved customer complaint. Do basic financial, bookkepping. Attend meetings for posable new parnerships that will benefit the community. Program city wide events regarding outdoor education for the citizens of El Paso Texas. Provide the best possible customer services for every person that enters our facilities.

Recreation Specialist 7/2006 - 5/2012- Supervised small recreation center. Program activitys for the center. Prepared financial, incident, and basic bookkepping , and statistical participation reports. Plan and supervise leagues, camps for a variaty of age groups in the community. Promote, implement, supervise activities at the center. Attend community meetings, staff meetings and with non profit and private organizations. Supervise programs, staff and solve complaints from the general public.

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

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

HR Policy: Dismissed from Public Service
HR Policy: Dismissed from City Employment

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

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

Other Civil Services rule 2.14_ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Current City employees may qualify for promotional opportunities if they have a minimum of 50 percent of the course curriculum required for related degree for the position sought. I have completed more than 50 percent to accomplish degree. The Degree that I am persueing is in Business Administration with Concentration in Management. I may not have the Degree in Recreation or Kinesology, but the years I have been working for the department have gain knowledge and experiences on the field.

Name: Carlos A Rodriguez

Address:

City/State/Zip

Telephone:

Person ID #: (eogov)

Stamp

Received by CSC

Applicant Signature: Carlos Rodriguez _____ Date: 09/04/2015 _____

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

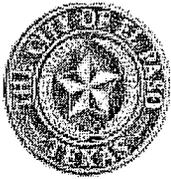
The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature

RECEIVED

APR 02 2015

CIVIL SERVICE
COMMISSION



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.

Equivalency Guidelines

Chapter 1 - General

1-1. Purpose

The following guidelines shall be used to evaluate an applicant's education and experience qualifications. The intent of the equivalency guidelines is to promote an efficient recruitment process that allows applicants to fairly compete for Civil Service Positions for the City of El Paso, and to allow for promotional opportunities for City employees as provided herein.

1-2. Evaluating Applicants

Human Resources (HR) when evaluating applications will utilize the qualifications of each applicant in the most beneficial method possible. Applicants must provide official documentation in order to be awarded credit towards the minimum qualifications.

Chapter 2 - Equivalencies

Section I - Education

2-1. Educational Requirements

The requirements for education listed on the official job specification is determined by the Human Resources Department in consultation with Subject Matter Experts and/or appointing authority.

2-2. Educational Equivalencies

The required education on the official job specification is the minimum educational requirement for the position, except as provided otherwise herein. Applicants seeking a position that requires an associates degree, bachelor's degree or higher must have a relevant degree from an accredited college or university to qualify for the position. Work experience will not substitute for advanced education (post high school) except as noted in Section 2-14 for the Current City Employee.

2-3. Denial of Educational Equivalencies

Non-relevant education will not be accepted in lieu of the required accredited academic degree in the following cases listed below.

- a) For classes requiring a degree under applicable federal, state, or local law, statutes and ordinances; or when a degree is required to qualify for a major funding source.
- b) For classes with generally accepted professional status (for example, Accountant or Librarian).
- c) For classes that require a degree in the hard or applied sciences (for example, Engineering, Architecture, Geology or Chemistry).

2-4. Master's Degree

An applicant with a relevant Master's Degree would be considered to have met the standards for a Bachelor's Degree in that discipline.

Section II - Experience

2-5. Experience Requirements

The requirements for experience listed on the official job specification is determined by the Human Resources Department and in consultation with the Subject Matter Experts (SME) and/or appointing authority.

2-6. Experience Equivalencies

Applicants may substitute relevant education in lieu of the required experience when degrees or college credit hours have been determined to be job related. See Table I for more details.

- Master's Degree or additional job related schooling may substitute for up to half (1/2) of the required experience, but, no greater than two (2) years.
- Non-specialized schooling may substitute at the rate of one additional year of education for one year of the required experience, up to half (1/2), but, no greater than two (2) years.

In the case of classes requiring general clerical or general work experience, any additional education will be considered job related.

Section III - Other Equivalencies

2-7. Continuing Education Units

Job related continuing education units (CEUs) from training courses, technical schools, vocational or trades school will be awarded applicable credit provided transcripts or certificates clearly designate one of the following:

- Number of CEUs earned.
- Number of contact hours, or classroom hours of each course.

A maximum of six months credit for education will be awarded to applicants with relevant CEU equivalencies. A maximum of six months credit for experience will be awarded to applicants with relevant CEU equivalencies. See the glossary of terms for more information about CEU credit.

2-8. Comparing CEU and College Credit hours

CEUs are not equivalent to college credit hours. One (1.0) college credit has sixteen (16) classroom hours and one (1.0) CEU has ten (10) classroom hours. Therefore, only a percentage of credit will be awarded when an applicant wants to use CEU credits to substitute for college credits or experience. See Table II for more details.

2-9. Military Training

Military training will be credited if official documentation of course title, course content and contact hours are presented. Where military titles, terminology or contact hours are unclear, the applicant may be required to provide an official source declaring content or class description. Examples of some official sources are: Military installations, colleges, universities, or Credit Evaluation Services.

2-10. Evaluating Foreign Degrees

Applicants with foreign degrees must have all documents translated and evaluated by a college, university or Credentials Evaluation Services Department prior to submitting them to the Human Resources Department. It shall be the **responsibility of the applicant** to submit to the Human Resources Department all certificates, courses, diplomas or transcripts that the applicant wishes to have considered.

2-11. Evaluating Experience

Experience will be accepted when it is similar or relevant experience to that list on the job specification of the position sought.

2-12. Pre-degree Experience

Pre-degree experience will be accepted when the applicant has performed relevant experience at the professional level. HR will examine the pre-degree experience performed by the applicant and compare the duties to the position being sought. If an applicant's previous employment required a degree or higher we would consider the pre-degree position at a professional level.

2-13. City employees working out of job classification will be awarded up to max allowed in accordance with C.S.C. Rule 30, Working Out of Class.

2.14. Current City employees may qualify for promotional opportunities if they have a minimum of 50 percent of the course curriculum required for a related degree for the position sought, e.g., if the job specification requires a Bachelor's degree (120 college credits), an employee may qualify if they have at least sixty (60) related college credits. Additionally, competing employees must have acquired twice the minimum experience required for the position, e.g., if the position requires four (4) years of professional experience, the competing employee must have a minimum of at least eight (8) years of the required experience.

- a) If selected for the position, the employee must agree to complete a minimum of twelve hours per year in a qualified degree program until requirements are fulfilled. The Employee shall agree that failure to comply with the requirements set forth herein shall constitute just cause for demotion. Employees who fail to achieve the educational requirements per the appointment agreement will be removed from the position or demoted. Employees will be evaluated annually as part of their performance review and deemed not in compliance with the appointment agreement if not actively enrolled and making progress towards degree requirements and removed from the position or demoted. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list. Employees may request an extension of time to complete the required hours for good cause from the Director or his designee. If the Director denies such extension, the employee may appeal to the Commission.
- b) Provisions outlined in Section III - 2-14 Current City Employees Equivalencies for current City employees will be deemed temporary and transitional and only be effective for the

next 24 months from the date these Equivalences Guidelines are approved. This section will sunset at the end of the 24-month period. (Revised 12/10/09)

Chapter 3 - Supervisory Factors

3-1. Receiving Supervisory Credit

HR would like each applicant to receive proper credit for the supervisory work they have done. In this way applicants who have engaged in the core tasks of supervising can receive credit.

- a) Applicants who have fulfilled the role of writing evaluations (employee appraisals) or performance evaluation reports (PERs) for subordinate employees will be considered to have supervisory experience.
- b) The following is a list of other factors of "supervision" for those who have not completed written evaluations or performance evaluation reports. Applicants need to demonstrate that they have performed four (4) out of the six (6) core supervisory factors listed below:
 - (1) Discipline or recommend discipline
 - (2) Schedule or assigning work
 - (3) Accountability for another's work product (checking work, enforcing rules)
 - (4) Authority to supervise specifically delegated by department management
 - (5) Addressing/resolving employees needs/complaints/grievances reference work assigned or work environment
 - (6) Making recommendations to another person's career (recommending/hiring, promotion, pay increases, termination)

Table G - Glossary of Terms

- G1. Accredited College or University** is one that is an approved institution of higher education in which a student will earn an accredited Associates, Bachelor's degree, Master's Degree or Ph.D.
- G2. Equivalencies** for each class will be determined by the Human Resources Department in consultation with the Subject Matter Experts and/or Appointing Authority prior to the recruitment.
- G3. Continuing Education Units (CEUs)** or credits for training courses from technical, vocational or trades school will be credited for a maximum of 12 months provided the applicant submits transcripts or certificates of completion that clearly designate: (1) the number of continuing education units (CEUs); or (2) the number of contact hours (classroom hours) of the course. In addition, Lifelong learning, Texas State Technical College, and UMS online all agreed that ten classroom hours of instruction equals one CEU. It is also important to note that clock hours, classroom hours, and contact hours are synonymous (equal).
- G4. College Level:** Courses which are considered to be college level are those which fall within the domain usually considered appropriate for college credit, and are commonly taught in colleges and universities. The courses would include a balance of both theoretical concepts and applied learning. The learning also must be applicable outside the context in which it was acquired. Standard college credit is awarded when applicable.
- G5. Non Specialized Experience** is experience that is described as general work experience not specific to the required position.
- G6. Relevant Job Related education** is education in the position or field being sought. As a result, the applicant would have acquired some of the knowledge needed to perform duties of the position being sought.
- G7. Specialized Experience** is experience that is associated with the overall competences of the position that gives the applicant specific experience toward the required position.
- G8. Substituting** college credit hours for experience can be accomplished when they have been determined to be Job related education.
- G9. Vocational/Occupational:** Specialized training in a special skill, or group of skills, to be used in a trade. Special abilities used to qualify for a particular type of work or livelihood including occupational, career, or trades. Skill-based learning is limited in credit opportunity.
- G10. Volunteer experience** will be awarded at a maximum rate of three months experience per year.

Table M - Mathematical Reasoning

M1. Converting Relevant Schooling To Experience. Every relevant college credit is awarded forty percent (40%) of one month for experience. In view of the fact that thirty college credits can be earned in twelve months. Then one college credit can be earned in forty percent of one month. Subsequently, twelve (12) months divided by thirty (30) college credits equals forty percent (40% or .40) of a month experience ($12 / 30 = 40\%$ or .40). Likewise, thirty (30) graduate credits can be earned in twenty-four (24) months. Followed by twenty-four (24) months divided by thirty (30) graduate credits equals eighty percent (80% or .80) of a month experience ($24 / 30 = 80\%$ or .80).

M2. Comparing CEUs to College Credits. Every relevant CEU is awarded sixty-two and a half percent (62.5%) credit towards the educational requirements for a position. One (1.0) CEU has ten (10) classroom hours and one (1.0) college credit has sixteen classroom hours. The mathematical reasoning is ten CEUs divided by sixteen college hours is sixty-two and a half (62.5% or .625) percent ($10 / 16 = 62.5\%$ or .625). One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit.

Example: one (1.0) college credit has sixteen classroom hours

College Class	Class Hours	Time	Total Hours	Earned
Biology	3 hours	4 months or 16 weeks	48 hours	3 credits
Lab	1 hour	4 months or 16 weeks	16 hours	1 credit

Example: 200 classroom hours divided by 20 CEU equals 10 classroom hours. Ten (10) classroom hours is equal to One (1.0) CEU.

Technical Training	Time	Total Hours	Credit
Mechanical	6 months or 24 weeks	200 hours	20 CEU

M3. Substitute CEU to College Credit hours. Since CEUs are not equivalent to college credit hours only relevant CEUs will be multiplied by sixty-two and a half percent (62.5 % or .625). This would equal the total number of college credit hours awarded. For example twenty-five (25) CEU multiplied by sixty-two and a half percent (62.5 % or .625) would equal 16.75 or 17 college credit hours. The maximum of six months for education will be awarded to applicants with relevant CEU equivalencies.

M4. Convert CEU to Experience. One college credit is equal in close proximity to forty percent (40% or .40) of a month experience. One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit (see M2 and M3 above). Therefore, forty percent (40% or .40) of a month experience multiplied by sixty-two and a half percent (62.5% or .625) of a college credit equals to twenty-seven percent (27% or .27) for experience. Mathematical Reasoning is ($.625 \times .40 = .27$). The maximum of six months for experience will be awarded to applicants with relevant CEU equivalencies.

Table I - Relevant Education Converted To Experience

Example: 60 relevant college credits may equal 24 months experience.

Accredited University or College	Multiplied by 40% or .40 =	Experience
Undergraduate Credit hours		
1.0 college credit hour	40% or .40 =	.40 of a month experience
3.0 college credit hours	40% or .40 =	1.2 months experience
15.0 college credit hours	40% or .40 =	6 months experience
30.0 college credit hours	40% or .40 =	12 months experience
Graduate Credit hours		
	Multiplied by 80% or .80 =	
1.0 college credit hour	80% or .80 =	0.8 of a month experience
3.0 college credit hours	80% or .80 =	2.4 months experience
15 college credit hours	80% or .80 =	12 months experience
30 college credit hours	80% or .80 =	24 months experience

Table II - Convert CEU to College Credit hours

Twenty (20) CEUs multiplied by .625 equals 12.5 a maximum of 13 college credit hours.

Continuing Education Credits	Multiplied by 62.5% or .625 =	College (Undergraduate) Credit
1.0 Continuing Education Unit (CEU)	62.5% or .625 =	.625 college credit hours
5.0 Continuing Education Units (CEU)	62.5% or .625 =	3.12 college credit hours
10.0 Continuing Education Units (CEU)	62.5% or .625 =	6.25 college credit hours
20.0 Continuing Education Units (CEU)	62.5% or .625 =	12.5 college credit hours

Table III - Convert CEU to Experience

Twenty (20) CEUs multiplied by .27 would equal 5.4 a maximum of 6 months experience.

Continuing Education Credit	Multiplied by 27% or .27 =	Experience
1.0 Continuing Education Credit (CEU)	27% or .27 =	.27 months experience
5.0 Continuing Education Credits (CEU)	27% or .27 =	1.3 months experience
10.0 Continuing Education Credits (CEU)	27% or .27 =	2.7 months experience
20.0 Continuing Education Credits (CEU)	27% or .27 =	5.4 months experience

12/10/09
Date Approved by the Civil Service Commission

M. Pleters
Michael Pleters, Chair

Linda Ball Thomas
Linda Ball Thomas, Secretary

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.

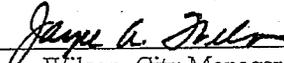
d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.

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: 11449212

Name: Carlos A Rodriguez Address: IS
 Home Phone: Alternates 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? Associate's Degree

Preferences

Preferred Salary: \$15.00 per hour;
 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

Work with a solid company and learn from them while at the same time provide support and knowledge.

Education

College Did you graduate: No
University of Phoenix College Major/Minor: Business Administration
 2/2013 - Present Degree Received: Associate's
 Santa Teresa, New Mexico

College Did you graduate: No
El Paso Community College College Major/Minor: Business Administration
 1/2001 - 8/2003 Units Completed: 4 Semester
 El Paso, Texas Degree Received: No Degree

High School Did you graduate: Yes
Bowie High School Degree Received: High School Diploma
 8/1995 - 5/1999
 El Paso, Texas

Work Experience

Recreation Specialist Hours worked per week: 40
 5/2012 - Present Monthly Salary: \$1,060.00
 # of Employees Supervised: 0
 City of El Paso Parks and Recreation Name of Supervisor: - Recreation and Sports
 www.elpasotexas.gov/parks Coordinator
 May we contact this employer? Yes

Duties

Plan, organized, and teach outdoor recreation program at different recreation centers through the city . Organized, planned and program outdoor camps for youth ages 8-17. Coordinate educational field trips with outside resources, for youth participating in outdoor program. Cordinated proper transportation for

youth to attend field trip safely. Talk to outside agencies to find new potential partnership for the program. Attend Radio, T.V. and Newspaper to talk about the upcoming outdoor programs. Oversee assigned staff and make sure policy and procedures are follow. Keep track of program budget. Follow General Bookkeeping procedures when equipment is purchased. Develop program broucher and flier to inform general public of upcoming programs. Generate reports for program as requested by supervisor. Establishing and inventory system to keep track of program supply. Collect and compile statistical data to generate requested reports. Conduct parent classes for the general public and training for volunteer coaches.

Recreation Specialist

7/2006 - 5/2012

City of El Paso Parks and Recreation
www.elpasotexas.gov

Hours worked per week: 40

Monthly Salary: \$1,060.00

of Employees Supervised: 3

Name of Supervisor:

- Recreation Sports

Coordinator

May we contact this employer? Yes

Duties

Supervised small recreation center. Program ans supervise activity for the center. Prepared reports such as financial, incident reports, and attendances reports. Plan and supervised leagues, camps for a variety of age groups in the community. Promote activities at the center. Attend community meetings, staff meetings and with non profit and private organizations for potential collaboration. Supervise assigned staff. Provide and excellent customer services to solve complaints from the general public.

Reason for Leaving

offer another program

Certificates and Licenses

Type: Fishing Instructor

Number:

Issued by: Texas Parks and Wildlife

Date Issued: 1 /2012 Date Expires: 1 /2014

 Type: CPR/AED-Adult Plus Child And
Infant CPR

Number: GQD981

Issued by: American Red Cross

Date Issued: 5 /2014 Date Expires: 5 /2017

 Type: Standard First Aid

Number: GQD981

Issued by: American Red Cross

Date Issued: 5 /2014 Date Expires: 5 /2016

Skills

Office Skills

Typing: 35

Data Entry: 0

 Other Skills

Power Point Skilled - 5 years and 0 months

Excel Skilled - 5 years and 0 months

Word Skilled - 5 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information

References

Personal

Flores, Ivan

Professional

Favela, Carmen

Resume

Text Resume

Attachments

Attachment

File Name

File Type

Created By

program credits.pdf

program credits.pdf

Proof of Education

Job Seeker