City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification Date: 04/01/2014

ITEM 5

Name: Loretta H. Arredondo			
Position Applying for: Airport Assistant Operations Officer	**Current City Employee:** ☒ Yes ☐ No **Position/Grade:** Training Technician – GS 47 **Original Hire Date: 5/20/1991**	**Date of Disqualification:** 12/4/2013	**Date Appeal Filed:** 12/6/2013
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** 1/28/2014 **Conditional Exam:** ☒ Yes ☐ No ☐ N/A	**Disqualified by:** ☐ Phone ☒ E-Mail ☐ In Person	**Was the Appeal Filed in Timely Manner:** ☒ Yes ☐ 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 business or public administration, scientific or engineering field applicable to aviation management, liberal arts or general studies.	- Bachelor's Degree – Multidisciplinary Studies (12/2013)	None
Experience One (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.	**Position** **Years** **Months** - None -	One (1) year

Comments

Ms. Arredondo does not meet the minimum experience qualifications for the position. Ms. Arredondo is lacking one (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.

Ms. Arredondo has held the position of Training Technician with the City of El Paso Police Department since May 1991. Her job duties are not considered professional level experience under the COEP's classification system.

Ms. Arredondo has not worked within any of the specific industries (transportation, industrial, utilities or commercial facilities management) listed on the job specification. Although she has a degree, because she does not have the specialized experience required for this position, she is not qualified.

Previous CSC Action: None

Non-Qualifying Education/Experience:

Experience:

Position	Years	Months
Training Technician	22	5

Prepared by: Cecy Mungaray, Airport HR

Reviewed by:

Appeal Form

HUMAN RESOURCES DEPARTMENT
MAR 2 5 2014
Recruitment & Certification
Received by: [illegible]

To Whom It May Concern:

I ____Loretta H. Arredondo_____ **hereby appeal my Disqualified to take the examination, for:**

Examination Title: ____Airport Assistant Operations Officer_____

Date notified of disqualification: ____12/4/2013____

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) ☒ Convicted of a felony, or a misdemeanor – Rule 5.1.(b) ☐

Human Resources Policy: Dismissed from Public Service ☐ Dismissed from City Employment ☐

OTHER ☐ _____(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?	☐	☒	☐
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	☒	☐	☐
Do you meet the minimum required experience as stated in the job specification for this position?	☒	☐	☐
Did you list your education and/or experience on your application?	☒	☐	☐

Detail your qualifying experience (use additional paper if necessary)

Note: I graduate from UTEP on 12/14/2013

Coordinate employee training programs. Involves: Implement programs to ensure training needs are evaluated, and needed courses are prepared and conducted. Maintain files of all relevant training courses that are available from outside sources, with special emphasis on training available from local sources, such as colleges and vocational institutions. Conduct some training sessions on an occasional basis. Arrange for sign-ups for all courses. Maintain lists of attendees, and notify attendees and their supervisors of any changes in dates and locations; ensuring courses are taught as scheduled, and staff participation is appropriate. Administer or monitor training examinations. Set up and/or assist in set up of training sessions. Appraise training sessions by means of employee and supervisor questionnaires, as well as interviews. Assist in modifying training program content as necessary. Maintain inventory of training materials and audiovisual support items. Maintain employee training records.
Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers, as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; Provide designated support for trainings, miscellaneous projects or activities overseen by higher graded non-supervisory personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees.

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?	☐	☐	☒
Will the conviction hinder your ability to perform the duties of this position?	☐	☐	☒

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: Loretta H. Arredondo **Address:** **City/State/Zip** El Paso, Texas

Stamp

Telephone: **Person ID #** Neogov)

Received by CSC

Applicant Signature: _____ **Date:** 12/6/2013_____

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 ☒

EMPLOYMENT APPLICATION

CITY OF EL PASO
300 N. Campbell
El Paso, Texas 79901
915.212-1258 or 212-1261
http://www.elpasotexas.gov/

Received: 11/3/13
10:13 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐ Experience
☐ Training
☐ Other:_____

Arredondo, Loretta H
14120 -1013 AIRPORT ASSISTANT OPERATIONS OFFICER

PERSONAL INFORMATION

POSITION TITLE: AIRPORT ASSISTANT OPERATIONS OFFICER		**EXAM ID#:** 14120 -1013
NAME: (Last, First, Middle) Arredondo, Loretta H		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code)		
HOME PHONE:	**ALTERNATE PHONE:**	**EMAIL ADDRESS:**
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State:** TX **Number:**	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

PREFERRED SALARY: $22.00 per hour; $42,000.00 per year	**ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day,Evening,Night,Rotating,Weekends	

OBJECTIVE:
To find a challenging career in an esteemed organization so that I may grow professionally, while earning a good reputation amongst my peers. I am seeking a position that will utilize my skills and expertise while offering the chance for advancement.

EDUCATION

DATES: From: 8/2009 To: 12/2013	**SCHOOL NAME:** University of Texas at El Paso	
LOCATION:(City, State) El Paso, Texas	**DID YOU GRADUATE?** ■Yes ☐No	**DEGREE RECEIVED:** Bachelor's
MAJOR: BMS - Graduating December 14, 2013		**UNITS COMPLETED:** 123 - Semester

WORK EXPERIENCE

DATES: From: 5/1991 To: Present	**EMPLOYER:** City of El Paso - Police Department	**POSITION TITLE:** Training Technician
ADDRESS: (Street, City, State, Zip Code) 9011 Escobar, El Paso, Texas 79907		**COMPANY URL:** http://home.elpasotexas.gov/human-resources/employment.php
PHONE NUMBER: (915) 872-3685	**SUPERVISOR:** John Duffy - Lieutenant	**MAY WE CONTACT THIS EMPLOYER?** ■Yes ☐No
HOURS PER WEEK: 40	**SALARY:** $2,134.00/month	**# OF EMPLOYEES SUPERVISED:** 0

DUTIES:
As the Training Instructor for Headquarters/Special Services, I developed a coordinating and scheduling system for Police Officers for both state mandated and departmental training. I schedule, update and maintain individual records for each Police Officer assigned to the Mission Valley Regional Command Center. I advise the Commanders and Chief's of Police of employee training needs. I maintain records of their attendance and re-certification dates. I schedule both departmental and outside instructors for courses, arrange for the facilities to train at and arrange for the use of the necessary equipment for training (audio, visual, handouts, exams, etc). I conduct recurring mandatory training and act as the principal instructor for CPR, Defensive Driving, Back Injury Prevention, Blood Borne Pathogens/Infection Control, Community Emergency Response Team Training, Sexual Harassment, Customer Service and Telephone Etiquette. I work closely with the Texas Commission on Law Enforcement Officer Standards and Education, in regards to maintaining and updating the Police Officers training records and keeping with State Legislature. I work primarily with a PC using programs such as Word and Excel (database management). I hold a current CPR Instructor Certification, Community Emergency Response

Team Instructor Certification, Emergency First Aid and Defensive Driving Instructor Certification

REASON FOR LEAVING:
Promotional

CERTIFICATES AND LICENSES	
TYPE: TCLEOSE Instructor	
LICENSE NUMBER: N/A	**ISSUING AGENCY:** Texas Commission on Law Enforcement Officers Standards and Education
TYPE: CPR Instructor (BLS)	
LICENSE NUMBER: 04112389025	**ISSUING AGENCY:** Texas Tech University Health Service Center
TYPE: Defensive Driving Instructor	
LICENSE NUMBER: N/A	**ISSUING AGENCY:** City of El Paso - Human Resources

SKILLS

OFFICE SKILLS:
Typing:35
Data Entry:0

OTHER SKILLS:
Computer skills - Word, Outlook, Excel, Powerpoint - Expert - 22 years and 1 months
TCLEOSE Instructor, DDC Instructor, CPR Instructor - Skilled - 22 years and 6 months

LANGUAGE(S):
Spanish - ■ Speak ■ Read ■ Write
Spanish - ■ Speak □ Read □ Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:	NAME:	POSITION:
Professional	Rosalia Cubillos	Retired Police Lieutenant
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		**PHONE NUMBER:**
REFERENCE TYPE: Professional	**NAME:** Anthony Benitez	**POSITION:** Business Owner
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		**PHONE NUMBER:**
REFERENCE TYPE: Professional	**NAME:** Sylvia Aguilar	**POSITION:** Executive Chief Deputy - El Paso County Sheriffs Office
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		**PHONE NUMBER:**

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of El Paso and will not be returned. I understand that the City of El Paso may contact prior employers and other references.

I understand that completion of this Application for Employment does not guarantee that I will be employed by the City of El Paso.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, is grounds for, and may result in, my immediate termination.

Application time limit: I understand that application forms are active for the length of the eligible list which is normally six months unless otherwise stated. All persons must reapply after that period.

Falsification: I understand that falsification of information listed on my application or presented to the City of El Paso can be grounds for serious reprimand or termination.

Employment testing: I understand that all required drug tests, pencil-and-paper tests, physical exams, or electronic or other tests will be used in the employment decision.

Condition of Employment:: I understand that I must provide official proof of Education (transcripts, diplomas, certificates), driver's license (if required), within 3 days of being contacted with a job offer.

This application was submitted by Loretta H Arredondo on 11/3/13 10:13 PM

Airport Assistant Operations Officer

Class Code:
14120 PM 123

CITY OF EL PASO
Established Date: Apr 25, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

$17.96 - $25.65 Hourly
$1,436.78 - $2,051.72 Biweekly
$3,113.02 - $4,445.39 Monthly
$37,356.18 - $53,344.62 Annually

FLSA:
Exempt

MINIMUM QUALIFICATIONS:
Education and Experience: A Bachelor's Degree in business or public administration, scientific or engineering field applicable to aviation management, liberal arts or general studies, plus one (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:
Under general supervision, assist an Airport Operations Officer as assigned in ensuring safe day-to-day operations, emergency response and administration in conformance with established aviation regulations.

TYPICAL DUTIES:
Participate in monitoring airport operations for compliance with Federal Aviation Administration (FAA), state and City regulations. Involves: Visually inspect physical condition and security of assigned airfield, airport, and terminal facilities and leased properties in accordance with clearly defined guidelines. Observe activities for adherence to specified safety, environmental or other operational requirements in accordance with explicit oral or written instructions. Report readily apparent deviations from acceptability standards, or violations of code or contract provisions as required, and recommend possible corrective actions, as qualified and authorized.
Participate in coordination of such activities as airfield safety, airport security and public safety during ordinary or emergency situations, and conduct staff training. Involves: Support day to day , or actual or drill emergency response and rescue operations by directing, thorough functionally responsible supervisors, delegated phases of activity such as parking and ground transportation, communications, and maintenance to provide substitute or relief functional unit general oversight, or to resolve such incidents as aircraft hijackings, hazardous material spills or bomb threats. Recommend closure of aircraft movement areas, as required. Evaluate results as requested and recommend work organization and assignment improvements as qualified Prepare and present class instructions on related topics.

Perform related duties as required. Involves: Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences. Maintain records and prepare reports. Respond to airport emergencies and situations that may involve loss of human life or property. Respond to and resolve inquiries, problems, complaints or unusual situations involving airlines, passengers or the media. Represent the City at various meetings and conferences and interact with a wide range of officials, regulatory agencies, airport tenants, department directors, coworkers, media representatives and the public. Provide direction and oversee airport personnel after normal work hours. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of some knowledge of federal, state and local laws, regulations, rules and ordinances related to airport and commercial aviation operations and worker safety including occupational hazards and safety precautions.
- Application of some knowledge of airport operations including airport security, federal certification requirements, aircraft firefighting and rescue policies, practices and procedures.
- Application of some knowledge of equipment and computer hardware and software pertinent to airport operations.
- Application of some knowledge of supervisory techniques and customer service and public relations practices and procedures.
- Interpret and analyze complex technical data and information for decision-making and reporting purposes, including decision-making in stressful situations.
- Establish and maintain effective working relationships with officials, tenants, department directors, regulatory agencies, employees, media representatives and the general public.
- Safely operate City vehicle and safely work around air traffic and moving equipment.
- Prepare and maintain detailed records in an automated environment.
- Clear, concise oral and written communication to make presentations and develop reports to management.

OTHER JOB CHARACTERISTICS:

- Subject to work beyond standard business hours, including evening and weekend work.
- Exposure to extreme weather conditions and dangers associated with airport operations including dangerous machinery and hazardous chemicals.
- Subject to recall for special airfield inspections, unusual or emergency situations.
- Pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

CLASSIFICATION STATUS:
(Ord. 016352 04/25/06) (HR 04/15/2010), (CC 07/29/12)
As provided under Classification and Compensation 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.