

ITEM 6A

City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification - Date: March 30, 2016

<b>Name:</b> Saucedo, Erik <b>Position Applying for:</b> Airport Assistant Operations Officer		<b>Date of Disqualification:</b> 02/24/2016	<b>Date Appeal Filed:</b> 02/26/16
<b>Current City Employee:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Position/Grade:</b> Public Safety Call Taker/GS 51		<b>Disqualified by:</b> <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	<b>Was the Appeal Filed in Timely Manner:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reason for Disqualification:</b> Lacks Minimum Requirements		<b>Date of Examination:</b> March 30, 2016 <b>Conditional Exam:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Rule or Ordinance Under Which Disqualified:</b> <b>Rule 5, Section 1.(a):</b> 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. <b>Application Policy:</b> 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) <b>Lacks Minimum Qualifications:</b> 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>Minimum Qualifications</b> Candidate must have a Bachelor's degree in business or public administration, scientific or engineering field applicable to aviation management, liberal arts or general studies.		<b>Applicant Qualifications</b> Associate's Degree/Psychology Bachelor's degree	
<b>Licenses and Certificates:</b> Texas Class "C" Driver's License or equivalent from another state.		<b>Years</b> _____ <b>Months</b> _____ <b>Position</b> None-	
<b>Experience</b> One (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.		<b>Years</b> _____ <b>Months</b> _____ <b>Position</b> Public Safety Call Taker <b>Years</b> _____ <b>Months</b> _____	
<b>Comments:</b> The position of Airport Assistant Operations Officer requires a Bachelor's degree in business or public administration, scientific or engineering field applicable to aviation management, liberal arts or general studies, and one (1) year of professional operations, administrative or customer relations experience associated with transportation, industrial, utilities or commercial facilities management.  Mr. Saucedo does not meet the minimum qualifications required for both the education and experience listed on the job specification. He currently holds an Associate's degree in Psychology which does not meet the minimum education requirement. Additionally, his current position Public Safety Call Taker is classified as a General Services (GS) level position under the City's Classification and Compensation Plan, therefore, Mr. Saucedo's experience in this position cannot be considered as professional level experience.			
<b>Non-Qualifying Education/Experience:</b> <b>Education:</b> Associate's degree in Psychology <b>Experience:</b> Position Public Safety Call Taker Years _____ Months _____		<b>Reviewed by:</b> Cecy Mungaray (Airport)	

## Holguin, Mary L.

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**From:** Saucedo, Erick  
**Sent:** Monday, April 04, 2016 9:24 PM  
**To:** Mungaray, Cecilia; Holguin, Mary L.; Valdez, Nuria  
**Subject:** Civil Service Commission Appeal - Assistant Airport Operations Officer

Honorable members of the Commission,

Thank you for your time and consideration of my appeal regarding my disqualification from the position of Assistant Airport Operations Officer. I regret not being able to present my appeal to you in person, as I am currently out of town on a personal matter and was notified by the Airport HR Manager that postponing this hearing until the May 12<sup>th</sup> Civil Service Commission meeting would not be possible. I hope this letter finds you well and is sufficient to make your determination. I understand my disqualification is based on not having met the educational requirements of the position, having as of yet completed a level of higher learning sufficient to receive my Associate of Arts Degree in Psychology, but still some credit hours short of the Bachelor's Degree asked of qualified applicants. However, this determination is premature, and does not take into account the value of the experience I have acquired and the working relationships I have built during my tenure at the El Paso International Airport Operations Department. My eight and a half year history of working closely with the Airport Operations Team in Security and Dispatch would be an invaluable asset if given the opportunity to apply the skills and knowledge I have gained to the position of Assistant Operations Officer, and I believe this is the next logical step in progressing my service to the City of El Paso. This disqualification also does not accurately represent my ability to perform the duties required, as I am confident my scores on the examination will show. Whether or not my application is allowed for consideration, I am committed to continuing my education up to and beyond the Bachelor's Degree required of the position; not only for my own personal development, but to better serve and represent my community as a Civil Servant of the City of El Paso.

I understand that even if a determination to qualify my application is made, it is not an offer of employment, and I am merely seeking the opportunity to be entered into the pool of applicants to be considered. I trust the applicant best suited for the position will be chosen.

Once again, thank you for your time and consideration. I look forward to your decision, and to continuing my service for years to come.

Respectfully,

Erick Saucedo



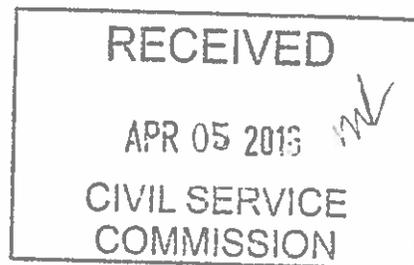
**EL PASO**  
INTERNATIONAL AIRPORT

**Erick Saucedo**

Airport Operations/Dispatch  
El Paso International Airport  
6701 Convair Road El Paso, TX 79925

P 915.780.4749

[Saucedoex@elpasotexas.gov](mailto:Saucedoex@elpasotexas.gov) | [FlyElPaso.com](http://FlyElPaso.com)



# CSC Appeal Fact Sheet

Recruitment Title: Assistant Airport Operations Officer

Recruiting Department: Airport

Total Applications Received: 61

Total # of Applicants Failed Minimum Qualifications: 35

# Failed for Lack of Education: 6

# Failed for Lack of Experience: 26

# Failed for Lack of Education and Experience: 1

# Failed for other: 2

Total # Failed the Exam:

# No-Show to Exam: 13

# of Applicants who met the minimum qualifications for the position and passed examination:

# Appeal Form

**To Whom It May Concern:**

I, Erick Sancedo, hereby appeal my disqualification to take the examination for: Airport Assistant Operations Officer [Examination Title]

Date notified of disqualification: 2/24/16

**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
Do you meet the educational requirements as stated in the job specification for this position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

As per the previous provision, I have half the credit hours necessary to meet the educational requirements needed for the position (Associate of Arts, Psychology) and more than double the experience (over 5 years working in the Airport Operations/Dispatch Dept.). As such, I have worked closely with all current operations personnel and am familiar with the duties required of the position. If given the opportunity, my years of experience working in the operations/Dispatch Dept. would be an invaluable asset to the Airport Operations Officer team, and I would not be long to fulfill the qualifications as I will continue to further my education up to and beyond the necessary Bachelor's Degree required of the position.

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

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

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**RECEIVED**

FEB 26 2016

**AIRPORT H.R.**

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HR Policy: Dismissed from Public Service	YES	NO
HR Policy: Dismissed from City Employment		
Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>
Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.		
Other _____ (cite specific Rule or HR Policy you are appealing).		
Please explain what you are appealing		

Name: <u>Erick Sampedo</u>	Address: _____	City/State/Zip _____	25
Telephone: _____	Person ID #: _____	(Neogov) _____	Stamp
Applicant Signature: <u></u>	Date: <u>2/25/16</u>	Received by CSC	
Please note: In accordance with the <u>Texas Public Information Act</u> , 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 <input type="checkbox"/>			

RECEIVED  
APR 04 2016 *WV*  
CIVIL SERVICE  
COMMISSION

RECEIVED  
FEB 26 2016  
AIRPORT H.R.

**14120-0216 - Airport Assistant Operations Officer**

**Contact Information -- Person ID:**

Name: Erick Saucedo Address:  
 Home Phone: Alternate Phone:  
 Email: Former Last Name:  
 Month and Day of Birth:

**Personal Information**

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

**Preferences**

Preferred Salary: \$19.00 per hour; \$39,900.00 per year  
 Are you willing to relocate? Yes  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

To obtain a position where I can utilize my knowledge, skills, and experience in a challenging work environment, with the possibility of further advancement.

**Education**

**High School** Did you graduate: Yes  
 W. H. Burges Degree Received: High School Diploma  
 8/1999 - 5/2003  
 El Paso, Texas

**College** Did you graduate: Yes  
 El Paso Community College College Major/Minor: Psychology/Communications  
 [Unspecified Start] - [Unspecified End] Degree Received: Associate's  
 El Paso, Texas

**Work Experience**

**Public Safety Call-Taker** Hours worked per week: 40  
 12/2007 - Present Monthly Salary: \$0.00  
 Name of Supervisor: Uvaldo Corral -  
 City Of El Paso - Airport Operations Transportation Services Supervisor  
 www.elpasoInternationalairport.com May we contact this employer? Yes  
 6701 Convair Rd.  
 El Paso, Texas 79925  
 915-780-4749

**Duties**

Responsibilities Include:  
 -Carefully monitoring all radio transmissions  
 -Logging relevant incidents and notifying the appropriate administrative personnel  
 -Dispatching first responders in a calm and timely manner during emergency situations  
 -Controlling the Velocity card-access system  
 -Overseeing the Airport-wide Verint security camera system

- Monitoring the Fire Alarm and Inergen suppression panel
- Answering calls and providing excellent customer service
- Working closely with Airport Administration and Maintenance Personnel to ensure smooth day-to-day operations

**Reason for Leaving**  
Currently Employed

**Certificates and Licenses**

**Skills**

Office Skills

Typing: 78

Data Entry: 0

**Languages**

Spanish - Speak, Read, Write

English - Speak, Read, Write

**Additional Information**

**References**

Professional  
**Nevarez, Tony**  
Airport Security Coordinator / Interim Operations  
Manager

Personal  
**Leal, Juan**  
Post-Doctoral Researcher - UTEP

Professional  
**Threadgill, JoAnn**  
Public Safety Call-Taker

Professional  
**Elenez, Priscilla**  
Airport Operations Officer

**Resume**

**Text Resume**

**Attachments**



# 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.*

## 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: Applications and Appeals Policy**

**Creation Date: October 18, 2011**

**Revision Date: August 5, 2013; May 30, 2015**

**Prepared By: HR Department**

**Approved By: City Manager**

**Legal Review: Elizabeth Ruhmann**

### DESCRIPTION: APPLICATIONS AND APPEALS POLICY

#### 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:

- 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 the 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) **Criminal History:** The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, 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

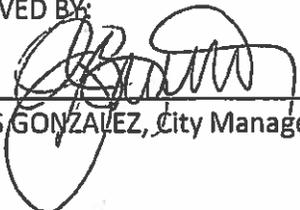
1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
  - a) Exclude the applicant from such examination;
  - b) Remove the applicant's name 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 to the applicant. Late appeals will not be accepted.
  - b) Original Applicant: With the exception of C.1.(b) above, Criminal History, which applicants may file a written appeal to the Civil Service Commission in the form and manner described, 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 onto 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.
- H. Non-Disclosure of Examinations: Examination questions, and answers to test questions that do or may reveal examination questions, are exempt from public disclosure under the Texas Public Information Act (the "Act"). Accordingly, requests for a copy of the examinations and/or such examination answers will be denied pursuant to the relevant provisions of the Act.

APPROVED BY:

FOR   
TOMAS GONZALEZ, City Manager

DATE:

 19, 2015