

MEMORANDUM

Name: Sanchez, Moraima Position Applying for: Code Compliance Manager		Date of Disqualification: January 19, 2016		Date Appeal Filed: January 19, 2016									
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Acct Pay Clerk GS 46		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person		Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Reason for Disqualification: Lacks Minimum Requirements		Date of Examination: EEE Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A											
<p>Rule or Ordinance Under Which Disqualified: Rule 5, Section 1.(a): The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented::</p> <p>(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.</p> <p>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:</p> <p>(a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>													
Minimum Qualifications Bachelor's degree.		Applicant Qualifications Bachelor's degree in Busn Admin Texas Class "C" Driver's License		Deficits None									
Experience Four (4) years of management or supervisory level experience in a code enforcement program.		Position None		<table border="1"> <thead> <tr> <th>Years</th> <th>Months</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>4</td> <td>0</td> </tr> </tbody> </table>		Years	Months	Years	Months	4	0	4	0
Years	Months	Years	Months										
4	0	4	0										
<p>Comments: Ms. Sanchez does not meet the minimum experience requirement for the position. She lacks four (4) years of management or supervisory level experience in a code enforcement program. Ms. Sanchez states that as a Parking Enforcement Controller she supervised and led other Parking Enforcement Controllers. As per the job specification, Parking Enforcement Controllers do not have supervisory duties. An assigned uniformed Police Sergeant supervises Parking Enforcement Controllers at the Airport, which is the location where Ms. Sanchez worked.</p>													
Non-Qualifying Education/Experience: Education: None Experience: Acct/Pay Clerk 0 6 Code Compliance Officer 0 3 Parking Enfor Controller 4 7 Cust Svc Clerk 1 1 Shift Leader/Barista 1 2		Prepared by: Carmen M Jimenez		Reviewed by: 									
Appeal Form 5.1.a													

CSC Appeal Fact Sheet

Recruitment Title: Code Compliance Manager

Recruiting Department: Environmental Services

Total Applications Received: 41

Total # of Applicants Failed Minimum Qualifications: 36

Failed for Lack of Education: 2

Failed for Lack of Experience: 32

Failed for Lack of Education and Experience: 2

Failed for other: 0

Total # Failed the Exam: 0

No-Show to Exam: 0

of Applicants who met the minimum qualifications for the position and passed examination: 5

Appeal Form

To Whom It May Concern:

I, MARILYN D. Sanchez, hereby appeal my disqualification to take the
examination for: Code Compliance Manager [Examination Title]

Date notified of disqualification: 2/11/16

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 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"/>
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)

Code enforcement of city, state, & federal statutes at the El Paso International Airport. Assigned to a lead capacity in 2011, helped in training and supervising new hires throughout the probation process and during scheduled shifts. Each shift consisted of up to three employees that were under my supervision. Reported any safety and security issues and/or code violations to the appropriate departments.

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.

17300-0116 - Code Compliance Manager

Contact Information -- Person ID:

Name: Moraima D Sanchez Address:
 Home Phone: Alternate Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

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

Preferences

Preferred Salary:
 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 , Weekends

Objective

Further my oppourtunities with the City of El Paso

Education

College Did you graduate: Yes
 University of Texas El Paso College Major/Minor: Business Administration Accounting
 6/2012 - 12/2015 Degree Received: Bachelor's
 El Paso, Texas

College Did you graduate: Yes
 El Paso Community College College Major/Minor: Business Administration
 8/2007 - 5/2011 Units Completed: 74 Semester
 El Paso, Texas Degree Received: Associate's

High School Did you graduate: Yes
 Montwood High School Degree Received: High School Diploma
 7/2003 - 5/2007
 El Paso, Texas

Work Experience

Accounting/Payroll Clerk Hours worked per week: 40
 9/2015 - Present Monthly Salary: \$2,032.00
 # of Employees Supervised: 0
 City of El Paso Name of Supervisor: Enrique Medina - Accountant
 6701 Convair Rd May we contact this employer? Yes
 El Paso, Texas 79936
 915-780-4749

Duties

Perform standard documentation and processing related to accounts payable and receivable. Match invoices to packing slips, review refund claims and invoices for accuracy or generate invoices, enter transactions in automated financial management and inventory systems, and audit monthly vendor

statements. Decrease, increase, cancel or close purchase orders, process customer deposit refunds and rebates, maintain files of purchase orders, requisitions and all other documents. Verify availability of funds for purchases, record work orders, tag, log and audit equipment. Review for accuracy and enter requisitions for supplies, materials and services in computer based financial system. Initiate processing and post vendor payments. Gather, record, reconcile and consolidate cashier reports and deposit slips, prepare daily deposits, reconcile credit card reports, enter codes for billed items, initiate collection process for returned checks, review invoices for accuracy and enter transactions. Bill, collect, record and account for miscellaneous billing of fees and service charges. Create and process journal entries for revenue received and petty cash. Monitor payments and prepare deposits. Prepare weekly fuel transaction reports, monthly project/grant capital budget reports, and labor hours reports affiliated with projects/grants. Maintain proper record management, appointed record liaison.

Reason for Leaving

N/A

Code Compliance Officer
6/2015 - 9/2015

City of El Paso
4096 Doniphan
El Paso, Texas 79922
9158323259

Hours worked per week: 40
Monthly Salary: \$2,540.00
Name of Supervisor: Dolores Hernandez - Code Compliance
Supervisor
May we contact this employer? Yes

Duties

Perform routine and mid-level code compliance activities. Involving inspecting, investigating, enforcing and documenting designated environmental, licensing, zoning, and municipal code, laws, and violations. Provide education and instruction on prevention and correction of enforcement of nuisance ordinances. Patrol designated areas of the city, respond to and investigate complaints. Issue corrective notices, cease and desist orders, or citations for violations. Meet with citizens to provide training and information on ways to prevent, correct or comply with code ordinances, laws, environmental regulations, health and safety standards. Complete administrative duties. Involving maintaining accurate documentation and tracking of violations, inspections, and code enforcement activities. Recommend revisions to existing ordinances and codes. Respond to customer inquiries. Research Internet and professional journals to learn of new and innovative techniques and trends in code enforcement. Attend classroom training and seminars related to major or urgent field inspections. Prepare reports and records necessary for presentation in court and testify in court. Research property ownership.

Reason for Leaving

Pursue opportunities with the City of El Paso

**Parking Enforcement
Controller**
11/2010 - 6/2015

City Of El Paso
6701 Convair
El Paso, Texas 79925
(915) 780-5259

Hours worked per week: 40
Monthly Salary: \$1,992.00
of Employees Supervised: 3
Name of Supervisor: Adrian Fonseca - Sergeant
May we contact this employer? Yes

Duties

Enforce city, state and federal parking statutes at the international airport. Patrol passenger loading/unloading and other areas. Direct both pedestrian and vehicular traffic, monitor vehicles, issue parking citations for violation of parking statues and regulations and call for tow service to remove vehicles as necessary. Report safety and security issues to Airport Operations. Maintain liaison with police department and other law enforcement agencies. Provide help and information to the public by answering any questions, comments, or concerns. Help in training and supervising new hires throughout the probation process.

Reason for Leaving

To pursue a better opportunity with the City of El Paso.

Cashier
10/2009 - 10/2010

Hours worked per week: 30
Monthly Salary: \$0.00
Name of Supervisor: Kara Cervantes - Supervisor

Best Buy

May we contact this employer? Yes

Duties

Help customers with any questions regarding products, stock and inventory products in assigned area, check out customers, assigned membership numbers to customers when applicable, and help with cleaning duties.

Reason for Leaving

Lack of Hours

Customer Service Clerk

7/2008 - 8/2009

El Paso Residence Inn

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor:

- Customer Service Supervisor

May we contact this employer? Yes

Duties

Perform specified clerical and other support tasks. Involving review data previously entered for customer. Update travel information and databases. Prepare vouchers or other documentation; reconcile credit cards. Assist customers with travel itineraries and reservations. Maintain existing alphabetical, numerical or chronological files. Prepare and edit simple documents and form correspondence for review and approval. Sort and file documents. Open, sort, and distribute mail, interoffice correspondence, packages and other communications. Make deliveries within the building. Operate standard and specialized equipment as necessary. Including the use of copiers, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephones. Greet and assist hotel guests, and the public as required. Involved: Responding to visitors in a courteous manner. Answering phones, taking messages or forwarding inquiries to the appropriate parties exercising proper telephone etiquette. Perform miscellaneous tasks as assigned. Help check in customers, give directions to multiple locations in the city as well as provide information regarding the location, answer multiple phone lines, file and fill out paperwork, learn different systems on the computer, and stock and inventory various merchandise. I was responsible for running absenteeism reports and for collecting all timecards for the week. I worked with the payroll function entered and adjusted schedules for the front desk clerks and verified they worked their scheduled shift and it reflected in their timecards. I also verified the payroll after closing to ensure all clerks were paid correctly. My job consisted of providing support to my supervisor in accounting and payroll, most handling the clerical paperwork of her office on a day to day basis.

Reason for Leaving

To pursue better opportunities

Shift Leader/ Barista

1/2007 - 3/2008

Bad Ass Coffee Co.

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 3

Name of Supervisor:

May we contact this employer? no

Duties

Customer service, helped customers on a wide range of service related issues. Posted sales and closed sales for the shift and the day. Made purchases for inventory needed when supervisor was unable to provide them. Posted and closed credit card transactions on POS machines. Performed supervisory tasks and dealt with customer questions, concerns, and complaints. Created shift schedules for employees, verified time cards and submitted the weekly payroll sheets to our contractor for processing. I ensured the time cards were accurate to the time worked and approved overtime on the time sheets, if any was applicable. I provided absenteeism reports and posted comp pay when available. I also handled cutting payment of supplies to the vendors and entered the journal entries into the system for Accounting to verify. Reconciled and consolidated cashier reports and deposit slips, prepared daily deposits, reconciled credit card reports, enter codes for billed items, review invoices for accuracy and enter transactions. Bill, collect, record and account for miscellaneous billing of fees and service charges. Create and process journal entries for revenue received and petty cash. Monitor payments and prepare deposits. I performed this work for locations on the Zaragoza unit and the unit at Las Palmas Hospital.

Reason for Leaving
Owner sold the shop.

Certificates and Licenses

Skills

Office Skills

Typing: 35
Data Entry: 0

Languages

Spanish - Speak, Read, Write

Additional Information

References

Professional
Fonseca, Adrian

Professional
Mendez, Abigail

Personal
Padilla, Janet

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
High School Diploma - Confirmed	Moraima Sanchez (HSD)	Other	Maria Carrasco
Moraima Sanchez-HSD - Confirmed	High School Diploma-Moraima Sanchez	Other	Gabriela Talamantez



Code Compliance Manager

Class Code:
17300 PM 130

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

SALARY RANGE

\$24.26 - \$37.12 Hourly
\$1,940.82 - \$2,969.46 Biweekly
\$4,205.11 - \$6,433.82 Monthly
\$50,461.35 - \$77,205.86 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's Degree and four (4) years of management or supervisory level experience in a code enforcement program.

Licenses and Certificates: Certification by Texas Department of Health as a Code Enforcement Officer required within 6 months of appointment. Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:

Under direction, organize, direct and coordinate the review, inspection, and enforcement activities of the code compliance division of environmental services department related to code and ordinance compliance for the city; laws and County orders to assure protection of the public health.

TYPICAL DUTIES:

Oversee the daily operations of inspection and enforcement of zoning, environmental and nuisance abatement codes and ordinances, laws, and County orders in order to ensure public health, safety and welfare. Involves: Respond to and investigate complaints of violations related to city regulations, codes, ordinances, laws and County orders for signs, zoning, property maintenance, nuisances, outdoor lighting and licensing. Oversee code revisions in coordination with other city departments. Assist in preparing new language for permitting, licensing and other procedures. Update licensing and permitting procedures and fees. Modify and streamline policies and procedures outlined in Municipal Code. Enforce codes, ordinances, laws and County orders. Prepare correction notices, stop work, and citations. Provide testimony in City-initiated legal cases and lawsuits against the city; provide expert testimony in civil cases regarding city codes, ordinances, laws and County orders; train and prepare staff in proper courtroom techniques for presenting testimony.

Maintain public records and files and ensure uniform application of codes, regulations, laws and County orders. Involves: Ensure that inspectors maintain current certifications in compliance with state requirements for enforcement and inspection related to zoning, licensing, property maintenance, environmental, nuisance codes regulations, and registration and licensing of contractors. Provide assistance to inspectors, developers, architects, engineers, contractors, home and business owners to resolve issues in field or

technical guidance related to codes, regulations, laws and County orders. Liaison between home and business owners, inspectors, neighborhood associations and contractors, other divisions and other governmental agencies to resolve issues. Perform field inspections or investigations to ensure uniform application of codes, regulations, laws and County orders. Prepare and provide staff training to ensure current application of codes, laws and County orders and new methods of inspection, investigation and enforcement.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Environmental Services Department goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in codes, regulations, laws and County orders.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of comprehensive knowledge of codes, ordinances, laws and County orders and standards, related to inspection and enforcement of municipal code and state and federal rules and regulations.
- Application of comprehensive knowledge of architectural and engineering practices related to public and private sector building, zoning, and construction services and programs.
- Application of good knowledge of administrative, budgetary, and supervisory, policies and practices.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.
- Application of good knowledge of personal and/or network computers, office, word processing and database software applications.
- Calculation of long and short term budgetary projections for Inspection and enforcement division projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, codes, ordinances, laws, County orders and standards.
- Interpretation of building plans, blueprints and diagrams specific to a variety of codes and regulations.

- Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.
- Safe operation and care of motor vehicles or assigned city owned equipment.

OTHER JOB CHARACTERISTICS:

- Occasional exposure to hazardous conditions, unstable terrain, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Driving through city traffic.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 01/27/09), (HR 01/12/10), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



Parking Enforcement Controller

Class Code:
19530 GS 47

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

SALARY RANGE

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

FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and one (1) year of experience involving public contact.

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

GENERAL PURPOSE:

Under general supervision, enforce parking statutes in an assigned area of the City.

TYPICAL DUTIES:

Enforce City and State parking statutes in an assigned area of the City. Involves: Patrol the City and monitor and check timing of vehicles at meters exceeding time limit (meter feeding) or expired time. Check meters for damage or improper operation. Check for vehicles with outstanding citations for booting, and issue citations for violation of parking statutes and regulations as appropriate. Maintain liaison with police department. Investigate and prepare reports of incidents.

Enforce city, state and federal parking statutes at the international airport. Involves: Patrol passenger loading/unloading and other areas. Direct both pedestrian and vehicular traffic, monitor vehicles, issue parking citations for violation of parking statutes and regulations and call for tow service to remove vehicles as necessary. Report safety and security issues to Airport Operations. Maintain liaison with police department and other law enforcement agencies.

Perform duties of coworkers as necessary to ensure continuity of operations during absences. Answer questions and give directions or other information to the public. Prepare daily log detailing work activity. Observe safe work practices at all times.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of some knowledge of the geography of the City.

- Application of some knowledge of parking statutes and enforcement practices including occupational hazards and safety precautions related to enforcement work.
- Application of some knowledge of effective customer service practices.
- Read and comprehend parking regulations and perform enforcement activities in a firm and impartial manner.
- Follow oral and written instruction, answer questions regarding parking regulations; prepare and maintain records.
- Safely operate two-way radio and city vehicle.
- Establish and maintain effective working relationships with the public, law enforcement personnel, supervisors and coworkers.
- Clear, concise oral communication in Spanish and English.

OTHER JOB CHARACTERISTICS:

- Exposure to potential physical harm while dealing with hostile individuals or working in moving traffic, exposure to extreme weather conditions, hazardous chemicals and vehicle fumes.
- Walking and standing for extended periods.
- Shift work including flexible or extended hours, split shifts, weekend

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (HR 1/27/09), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

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.

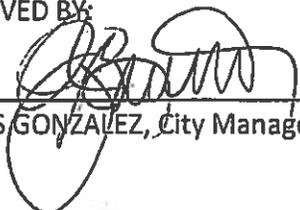
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

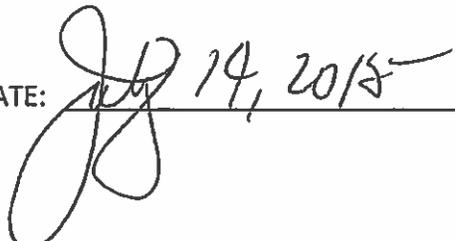
- F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

- 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: 
July 19, 2015