

Name: Valerie Ferman

ITEM 3A

Date of Disqualification: 5/17/16

Current City Employee:
 Yes No

Position/Grade: (CON) Sports Site Spec.
 Original Hire Date: 9/23/15

Date Appeal Filed: 5/19/16

Reason for Disqualification:
 Lacks Minimum Requirements

Date of Examination: 5/26/16
 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 will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list for any of the following reasons, in each case to be fully documented.: (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.

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

- (a) **Lacks Minimum Qualifications:** The applicant lacks the minimum qualifications established in the classification for the position;
 - 1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

Minimum Qualifications	Applicant Qualifications	Deficits
<p><u>Education</u> High school diploma or GED</p> <p><u>Experience</u> Two (2) years recreation work experience.</p>	<p>High school diploma or GED</p> <p>Sports Site Specialist Scorekeeper</p>	<p>None</p> <p>Lacks 16 months</p>
<p>Comments</p> <p>The minimum qualifications for Recreation Specialist are a high school diploma or GED and two (2) years recreation work experience. Ms. Ferman was hired into her current job as part time Sports Site Specialist last year on 9/23/15. This is an unclassified, contract position scheduled to work 20 hours per week; therefore, her work as a Sports Site Specialist has been prorated for a total of 4 month's work experience. Ms. Ferman's application lists no additional recreation work experience. Ms. Ferman lacks 16 months toward the two year recreation work experience requirement.</p>		
<p>Prepared by: Ada Hatten</p>		<p>Reviewed by:</p> 

CSC Appeal Fact Sheet

Recruitment Title: Recreation Specialist

Recruiting Department: Parks and Recreation

Total Applications Received: 58

Total # of Applicants Failed Minimum Qualifications: 23

Failed for Lack of Education: 0

Failed for Lack of Experience: 23

Failed for Lack of Education and Experience: 0

Total # Failed the Exam: 11

No-Show to Exam: 10

of Applicants who met the minimum qualifications for the position and passed examination: 14

Hatten, Ada L.

From: fermanvalerie@yahoo.com
Sent: Thursday, May 19, 2016 5:38 PM
To: Hatten, Ada L.
Subject: Fw: Recreation Specialist
Attachments: CSC APPEAL FORM 091515.doc

Appeal form.

Sent from my Verizon 4G LTE Smartphone

----- Original message -----

From: valerie ferman
Date: Thu, May 19, 2016 2:52 PM
To: Ada L.Hatten;
Cc:
Subject: RE: Recreation Specialist

-----On Thu, 5/19/16, Hatten, Ada L. wrote:
Subject: RE: Recreation Specialist To: "fermanvalerie@yahoo.com" Date: Thursday, May 19, 2016, 7:40 AM #yiv1239347523 #yiv1239347523 -- filtered #yiv1239347523 {font-family:Calibri;panose-1:2 15 5 2 2 2 4 3 2 4;} filtered #yiv1239347523 {font-family:Tahoma;panose-1:2 11 6 4 3 5 4 4 2 4;} #yiv1239347523 #yiv1239347523
p.yiv1239347523MsoNormal, #yiv1239347523 li.yiv1239347523MsoNormal, #yiv1239347523
div.yiv1239347523MsoNormal {margin:0in;margin-bottom:.0001pt;font-size:12.0pt;}
#yiv1239347523 a:link, #yiv1239347523 span.yiv1239347523MsoHyperlink {color:blue;text-decoration:underline;} #yiv1239347523 a:visited, #yiv1239347523
span.yiv1239347523MsoHyperlinkFollowed {color:purple;text-decoration:underline;}
#yiv1239347523 p {margin-right:0in;margin-left:0in;font-size:12.0pt;} #yiv1239347523
p.yiv1239347523MsoAcetate, #yiv1239347523 li.yiv1239347523MsoAcetate, #yiv1239347523
div.yiv1239347523MsoAcetate {margin:0in;margin-bottom:.0001pt;font-size:8.0pt;}
#yiv1239347523 span.yiv1239347523EmailStyle18 (color:#1F497D;) #yiv1239347523
span.yiv1239347523BalloonTextChar {} #yiv1239347523 .yiv1239347523MsoChpDefault {font-size:10.0pt;} filtered #yiv1239347523 {margin:1.0in 1.0in 1.0in 1.0in;} #yiv1239347523
div.yiv1239347523WordSection1 {} #yiv1239347523 Per your request. From:
fermanvalerie@yahoo.com [mailto:fermanvalerie@yahoo.com] Sent: Thursday, May 19, 2016
12:07 AM To: Hatten, Ada L. Subject: Re: Recreation Specialist Dear Ada
Hatten I'd like to file a written appeal. I've tried reaching you to the number that
is on the email , there hasn't been any answer. Can I have the documents that need to be
filled out , or what documents are needed from me to process the appeal. I'd appreciate
the feedback and any information given. I can be reached via email
fermanvalerie@yahoo.com or by cell phone (915)867-2296. Thank
you! Sent from my Verizon 4G LTE Smartphone -----

Original message----- From: hattenal@elpasotexas.gov Date: Tue, May 17, 2016 1:25
PM To: fermanvalerie@yahoo.com; Cc: Subject:Recreation Specialist Dear
Valerie Ferman: Personal ID: 22089200 Thank you for your interest in a position with
the City of El Paso. After a comprehensive review of your application, you have been
disqualified from taking the examination for Recreation Specialist under Civil Service
Rule 5.1.a - "Does not meet the minimum qualifications." You may file a written
appeal Monday thru Thursday with the Human Resources Department. Appeals may only be
submitted up to 6:00 p.m. within three (3) working days from the date of this notice. The
three (3) day period begins the date this notice was emailed. Late appeals will not be
accepted. If you have any questions, please call 915 212-1713. Analyst: Ada
Hatten Email: hattenal@elpasotexas.gov Phone: 915 212-1713 Sincerely, Parks &
Recreation Human Resources City of El Paso

Appeal Form

To Whom It May Concern:

I, Valerie Ferman, hereby appeal my disqualification to take the examination for: Recreation Specialist [Examination Title]

Date notified of disqualification: May 17

**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)

I have been working with recreations since February of 2014 as a scorekeeper with Acosta Sports . A year into scorekeeping I became a Sports Site Specialist. During these two year of working I have been attending college at EPCC and at Park University. During these two years I have been a Volunteer volleyball coach with acosta sports. With these experince of working and being a coach I qualify for the 2 year experince needed for the Recreation Specialist. The minimun qualification was 2 years of experince with a G.E.D and high school diploma. I graduated with a diploma from Del Valle High School class of 2013. I have the minimum qualification needed to move on to the next phase of the hiring process.

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.

HR Policy: Dismissed from Public Service

HR Policy: Dismissed from City Employment

YES

NO

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

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

Other Civil Service Rule 5.1 a- "Does not meet minimum qualifications."

(cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing

The recreation experince needed to become a recreation specialist is required to have 2 years. I meet the 2 years while having the scorekeeping experince with Acosta Sports . Working as a Site Specialist also gives me the experince needed to complete the minimum requirements. Along with the work experince I have a Diploma from high school and college credits from Park University.

RECEIVED

MAY 31 2016

CIVIL SERVICE COMMISSION

Name: Valerie Ferman

Address: 11111 1st St

City/State/Zip 11111

Telephone: 111-111-1111

Person ID #: 11111 (Neogov)

Stamp

Applicant Signature: Valerie Ferman

Date: 5-19-2016

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

Hatten, Ada L.

From: Ferman, Valerie M
Sent: Monday, May 23, 2016 4:12 PM
To: Hatten, Ada L.
Subject: Re: Recreation speacialist
Attachments: Supplementary Work Experience - Expanding Current Application.doc

Importance: High

Ada,

Attached is the revised supplementary work experience. I apologize for the previous misunderstandings.

Any other questions or information needed, please let me know. Thank you for all your help

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

From: Hatten, Ada L.
Date: Mon, May 23, 2016 1:11 PM
To: 'valerie ferman (fermanvalerie@yahoo.com)'; Ferman, Valerie M;
Cc:
Subject: FW: Recreation speacialist

Valerie,

I'm puzzled by the information you have provided on the attached form.

You list Alejandro Mendez as your employer and Chandrica Smith as your supervisor. Please clarify.

You list your salary as 6000. (Is this \$6,000 year?)

What was your position title? (You indicate Recreation Program Supervisor)

From: Ferman, Valerie M
Sent: Thursday, May 05, 2016 8:05 AM
To: Hatten, Ada L.
Subject: Re: Recreation speacialist

Thank you for your help!

From: Hatten, Ada L.
Sent: Thursday, May 5, 2016 7:36 AM
To: Ferman, Valerie M
Subject: RE: Recreation speacialist

Attached is supplementary work experience form to list any additional recreation work experience you may not have included on your application. Return to me via email.

SUPPLEMENTARY WORK EXPERIENCE

City of El Paso

2 Civic Center Plaza - 3rd Floor, El Paso, TX 79901-1153
915.541.4504 or 915.541.4578
<http://www.elpasotexas.gov>

NAME:(Last, First, Middle)
Ferman Valerie Michelle

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :
Recreation Specialist

WORK EXPERIENCE

DATES:

From: Feb 2014 To: Sept 2015

EMPLOYER:

contract employer - City of El Paso

PHONE NUMBER:

ADDRESS:(Street, City, State, Zip Code)
4321 Delta Dr., El Paso, TX 79905

POSITION TITLE:

Scorekeeper

SUPERVISOR:

Alejandro Mendez

HOURS PER WEEK:

25

SALARY:

6000

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

Having concept of any rules or regulations in order to ensure league activity and safety. Handling various types of situations and monitoring equipment care. Provide assistance with customer service. Supervise league participants.

REASON FOR LEAVING:

Applied directly with the city as a Sports Site Specialist and currently employed.

Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. _____ Initials or check for electronic initials

Signature Valerie Ferman

Date May 5, 2016

Please note: The electronic transmission of this supplement via e-mail will constitute a signature.

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div.yiv1239347523MsoNormal

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#yiv1239347523 a:visited, #yiv1239347523 span.yiv1239347523MsoHyperlinkFollowed

{color:purple;text-decoration:underline;}

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Person ID#

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Signature Valerie Ferman

Date May 5, 2016

Please note: The electronic transmission of this supplement via e-mail will constitute a signature.



Recreation Specialist

Class Code:
16210 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 two (2) years recreation experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. CPR and Basic First Aid Certification required within six (6) months of date of appointment

GENERAL PURPOSE:

Under general supervision, guide and administer a variety of assigned recreational activities.

TYPICAL DUTIES:

Oversee and monitor activities at a recreation facility, site or school. Involves: Register participants for activities and programs. Accept fees for classes, activities and programs. Schedule site activities. Provide recreational activities for after-school programs. Drive clients on field trips. Monitor equipment usage and care, including signing in and out equipment. Monitor assigned employees and activities at assigned site. Oversee building including opening and closing and performing some custodial duties as needed.

Provide assistance for recreation programs. Involves: Answer telephones and greet public. Answer questions, provide information regarding recreation programs and activities. Resolve participant complaints and problems using center or program rules. Refer questions or policy exceptions to other recreation staff as needed. Assist with special events sponsored by the recreation department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of general recreation activities, games, sports and special events.
- Application of some knowledge of recreation programming.

- Application of some knowledge of basic first aid.
- Plan recreational activities.
- Communicate effectively in a positive manner with public and coworkers.
- Monitor and assign work to assigned employees.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Application of some knowledge of customer service techniques.
- Ability to lift up to 25 pounds.
- Ability to bend, squat, climb stairs and/or ladders.
- Application of some knowledge of customer service techniques.

OTHER JOB CHARACTERISTICS:

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- Some positions may be exposed to chemicals used for cleaning and pools.
- Some positions are subject to call back and work evening and weekend hours.
- Occasional driving in City traffic.
- Ensure cleanliness of facility at all times.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 10/26/11), (CC 07/29/12)

As provided under 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.

16210-0516 - Recreation Specialist

Contact Information -- Person ID:

Name: Valerie M Ferman Address: _____ US
 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? Some College

Preferences

Preferred Salary: \$7.50 per hour; \$15,600.00 per year
 Are you willing to relocate? Yes

Types of positions you will accept: Regular , Temporary , Seasonal , Internship
 Types of work you will accept: Full Time , Part Time , Per Diem
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective**Education**

College Did you graduate: No
El Paso Community College College Major/Minor: Criminal Justice
 8/2013 - Present Units Completed: 4 Semester
 Degree Received: Associate's
 El Paso , Texas

College Did you graduate: No
Park University College Major/Minor: Criminal Justice
 8/2015 - 5/2017 Units Completed: 2 Quarter
 Degree Received: Bachelor's
 El Paso, Texas

Work Experience

Sport Site Specialist Hours worked per week: 30
 9/2015 - Present Monthly Salary: \$700.00
 # of Employees Supervised: 5
 Acosta Sports Facility Name of Supervisor: Chanrica Smith - Recreation Program
 www.elpasotexas.gov Supervisor
 4321 Delta Dr. May we contact this employer? Yes
 El Paso, Texas 79905
 (915) 534-0254

Duties

Assist in supporting and facilitating sporting events and activities. Involves: Open and close facility. Assist in setting up for sporting events and activities, including but not limited to, setting up score table, preparing gym for games by ensuring cleanliness and orderliness of the facility before and after events. Assist with preparing activity reports. Substitute for officials in emergencies. Interpret sports rules and regulations. Maintain public and team control by ensuring that all rules and regulations are followed. Perform ID checks. Effectively communicate with staff, coaches, players and officials. Implement disciplinary policies and procedures to ensure a safe and positive environment. Comply with all cash handling policies and procedures. Duties performed on desktops using microsoft, excel etc. Perform cash

payments over the phone and internet, assisting the customers with directions of the city website.

Certificates and Licenses

Skills

Office Skills

Typing: 50
Data Entry: 3723

Other Skills

Customer Service Skilled - 2 years and 1 months

Languages

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

Additional Information

Volunteer Experience

Serving food for imigrants at a local church weekly. Donating food and clothing to the less fortunate.

References

Professional
Dominguez, Alejandra
Facilitv Director

Professional
Macias, Ashley
Recreation specialist

Professional
Loe, Ileana
Recreation Specialist

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Valerie Ferman 2016.docx	Valerie Ferman 2016.docx	Resume	Job Seeker
supplementary work exp	Supplementary Work Experience - V Ferman	Other	Ada Hatten

V A L E R I E F E R M A N

FUNCTIONAL SUMMARY

Motivated Facility Administrator with a verifiable record of bookkeeping and skill in working with customers, vendors and management. Effectively communicate with customers, staff, players, officials. Implement disciplinary policies and procedures to ensure a safe and positive environment. Comply with all cash handling policies and procedures. Motivated and flexible Cashier who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service.

SUMMARY OF QUALIFICATIONS

Sales Associates

Cash Register

Stocking Merchandise

Coordinate and facilitate multiple city facilities.

Experience in principles and practices of supervision.

Ability to perform with methods, materials, and equipment used in performing utility and laundry work

Ability to administer relevant safety standards.

Ability to communicate well both orally and in writing.

Ability to work well with administration, staff, and outside resources

Ability to identify tags and labels to materials

EMPLOYMENT

Del Valle High School Corner Store El Paso TX

August 22, 2009 – June 9, 2013

City of El Paso Parks & Recreation

Chalio Acosta Sports Facility

January 29 2014 - currently employed

Sports Site Specialist.

EDUCATION

Del Valle High School Graduate class of 2013

El Paso Community College 2013-2015

Park University 2015- currently attending

LANGUAGES

English

Spanish

REFERENCES

Alejandra Dominguez Facility Director

Ileana Loe Recreation Specialist

Ashely Macias Recreation Specialist

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 14, 2015