

Name: Daryl Vara

ITEM 3B

Position Applying for: Recreation Specialist

Current City Employee:
 Yes No

Position/Grade: Recreation Leader / GS 43

Original Hire Date: 10/12/15

Date of Disqualification: 5/23/16

Date Appeal Filed: 5/23/16

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;

- 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

Education
 High school diploma or GED

Experience
 Two (2) years recreation work experience.

Applicant Qualifications

Bachelor's Management

Position	Years	Months
Recreation Leader		3
Youth Activities Specialist		2
Recreation Supervisor		4

None

Lacks 3 months

Deficits

Comments

The minimum qualifications for Recreation Specialist are a high school diploma or GED and two (2) years recreation work experience. Mr. Vara has a Bachelor's degree in Management; therefore, 12 month's work experience was credited toward the required two (2) years recreation work experience. Mr. Vara is currently employed as a part-time Recreation Leader scheduled to work 30 hours per week, he is credited with 3 months of prorated experience. Prior to his current position, Mr. Vara was employed as a contract, part time, Youth Activities Specialist scheduled to work 20 hours per week. His work experience for his part time work has been prorated for a total of 2 months experience. He was given 4 months experience as a recreation supervisor. Therefore, Mr. Vara lacks three (3) month's recreation work experience.

Non-Qualifying Education/Experience:

Experience:	Position	Years	Months
Community Service Coord.		1	8
Student Recruiter			8

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: Vara, Daryl O
Sent: Monday, May 23, 2016 6:43 PM
To: Hatten, Ada L.
Subject: RE: Application Follow up
Attachments: Appeal Form-signed.pdf

Here is the signed appeal form for the Rec Specialist position, sorry it took me a while the center got a little busy. Thank you for letting me appeal it, I hope this reaches you in time.

From: Hatten, Ada L.
Sent: Monday, May 23, 2016 5:59 PM
To: Vara, Daryl O
Subject: FW: Application Follow up
Importance: High

Per our conversation this afternoon concerning the Recreation Specialist recruitment, the notice has been sent to the email address you provided on your application.

From: Hatten, Ada L.
Sent: Monday, May 23, 2016 9:35 AM
To: Vara, Daryl O
Subject: RE: Application Follow up

Please call me when you come in to work today. My number is 212-1713. Thank you.

From: Vara, Daryl O
Sent: Friday, May 20, 2016 2:59 PM
To: Hatten, Ada L.
Subject: Application Follow up

Hello Ms. Hatten,

I wanted to ask you about the Recreation Specialist position. I applied for it, but I have not received anything about being qualified or not or anything regarding the test. I talked to Mrs. Meyers today about it and she suggested that I email you because I guess everyone else is taking the test next week? Just wondering if maybe I didn't qualify or maybe I applied too late?

Thank you,

Daryl Vara

Recreation Leader
varado@elpasotexas.gov
Seville Recreation Center
6700 Sombrano

Appeal Form

To Whom It May Concern:

Daryl Vara

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

Date notified of disqualification: 5/23/16

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)

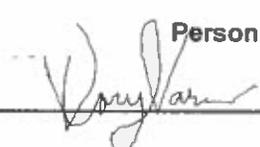
I have worked with Parks and Rec both as a Y.A.S and currently as a Recreation Leader which has provided me with experience in working with children both in physical and creative activities, making transactions and using ActiveNet among other duties that I feel make me an excellent candidate for The Recreation Specialist 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.

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: Daryl Vara	Address:	City/State/Zip			
Telephone:	Person ID #: (Neogov)				
Applicant Signature: 	Date: 05/23/16	Stamp			
Please note: In accordance with the <u>Texas Public Information Act</u> , information from your application and/or resumé 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 checked="" type="checkbox"/>					
<table border="1"> <tr> <td>RECEIVED</td> </tr> <tr> <td>MAY 31 2016 </td> </tr> <tr> <td>CIVIL SERVICE COMMISSION</td> </tr> </table>			RECEIVED	MAY 31 2016 	CIVIL SERVICE COMMISSION
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Daryl Vara

Recreation Leader
varado@elpasotexas.gov
Seville Recreation Center
6700 Sombrano



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: Daryl Vara 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: \$10.35 per hour;
 Are you willing to relocate? Yes

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

Objective**Education****College**

Northwood University
<http://www.northwood.edu/>
 8/2011 - 5/2015
 2600 N Military Tr, Florida

Did you graduate: Yes
 College Major/Minor: Management
 Units Completed: 8 Semester
 Degree Received: Bachelor's

Work Experience**Youth Activities Specialist**
10/2015 - Present

Veteran's Recreation Center
 5301 Salem Drive
 El Paso, Texas

Hours worked per week: 20
 Monthly Salary: \$0.00
 Name of Supervisor: Carlos Martinez -
 Community Center Supervisor
 May we contact this employer? Yes

Duties

- Responsible for planning activities for children ages 6-18
- Organizing sport and game tournaments
- Leading arts and craft projects
- Maintain communication between parents and staff
- Maintain discipline and ensure that children behave in a respectful and kindly manner

Recreation Leader
2/2016 - Present

Seville Recreation Center
 6700 Sambrano
 El paso , Texas 79905
 9157786772

Hours worked per week: 30
 Monthly Salary: \$0.00
 Name of Supervisor: Lluvia Espinoza -
 Recreation Program Supervisor
 May we contact this employer? Yes

Duties

Responsible for receiving payments and reporting receipts of payments.

Responsible for operating activenet software to include selling and renewing memberships/registrations, receiving payments, preparing daily reports, making reservations etc.

Responsible for creating documents using all forms of MS Office Suite to include reports, flyers, presentations etc.

Responsible for planning activities for children ages 6-18

Organizing sport and game tournaments

Leading arts and craft projects

Maintain communication between parents and staff

Maintain discipline and ensure that children behave in a respectful and kindly manner

Community Service Coordinator

9/2013 - 5/2015

Northwood University

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Midge Reichert - Director of Career Development

May we contact this employer? Yes

Duties

- Promote on and off campus community service events through flyers and social media
- Recruit volunteers meeting and exceeding various organization goals
- Organize student transportation to and from events complying with safety standards
- Collaborate with outside organizations, resulting in partnerships for credit-bearing activities
- Keep record of volunteer attendance, and input data to be used on student transcripts

Reason for Leaving

relocation

Recreation Supervisor

8/2012 - 5/2013

Northwood University

Hours worked per week: 20

Monthly Salary: \$0.00

Name of Supervisor: Abby Babbitt - Director of Student Activities

May we contact this employer? No

Duties

- Maintain and check out all recreational equipment, keeping a log to ensure accurate tracking information
- Maintain facility space according to school, and federal and state safety compliance
- Mediate disagreements between students providing a safe, friendly and fun environment

Reason for Leaving

Promotion to Community Service Coordinator

Student Recruiter

9/2011 - 5/2012

Northwood University

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Melissa Cavazos - Admissions Counselor

May we contact this employer? No

Duties

- Responsible for leading tour groups of prospective students and parents for the purpose of encouraging student admissions
- Provide information about Northwood student life and financial aid/scholarships
- Answer phones, initiate calls, and perform filing and data entry
- Complete call sheets and summaries, resulting in clear data submission for benchmarking recruiting efforts

Reason for Leaving

New Opportunity

Certificates and Licenses**Skills**

Office Skills

Typing: 50

Data Entry: 0

Other Skills

administrative office procedures Expert - 3 years and 0 months

Planning/Organizing children's and adult activities Expert - 4 years and 0 months

Customer service Expert - 1 years and 0 months

Languages

English - Speak, Read, Write

Additional Information**References**

Professional

Reichert, Midge

Director of Career Development

Professional

Martinez, Carlos

Community Center Supervisor

Professional

Espinoza, Lluvia

Recreation Program Supervisor

Resume

Text Resume
Attachments

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