

**ITEM 30**

Name: Carrasco, Daniel		Date of Disqualification: April 25, 2016		Date Appeal Filed: April 27, 2016	
Position Applying for: Accountant		Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for Disqualification: Lacks Minimum Requirements		Position/Grade:		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	
<p><b>Rule or Ordinance Under Which Disqualified:</b>  <b>Rule 5, Section 1.(a):</b> The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented:                  (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.  <b>Application Policy:</b> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:                  (a) <b>Lacks Minimum Qualifications:</b> The applicant lacks the minimum qualifications established in the classification for the position;                  1) Applicants lacking two (2) years or less of the required professional 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>		Date of Examination: May 12, 2016		Years: 0 Months: 0	
<p>Minimum Qualifications</p> <p><u>Education</u>                  A Bachelor's degree in accounting, finance, business or public administration or a related field including a concentration of 18 upper division semester credit hours in accounting</p> <p><u>Experience</u>                  Two (2) years of professional accounting experience.</p>		<p>Applicant Qualifications</p> <p>None</p>		<p>Deficits</p> <p>None</p>	
<p><u>Comments</u></p> <p>Mr. Carrasco does not meet the minimum two (2) years professional accounting experience required for the position of Accountant. The attached Accounting Job Family shows the progression of an individual through the job family. He currently holds the position of Accounting/Payroll Clerk which is classified as office/clerical, and is the first step in the accounting job family. Mr. Carrasco is currently on the Associate Accountant list, a position that requires no experience, and is the first professional level position in the accounting job family. Accountant is the next level up from the Associate Accountant position wherein Mr. Carrasco could have gained the experience to advance had he occupied that position.</p>		<p><u>Non-Qualifying Education/Experience:</u></p> <p><u>Education:</u></p> <p><u>Experience:</u></p> <p>Position Accounting/Payroll Clerk 0 11                  Recreation Leader 5 8</p>		<p>Prepared by: Antimo Carreon</p> <p>Reviewed by: [Signature]</p>	

# CSC Appeal Fact Sheet

Recruitment Title: Accountant

Recruiting Department: Office of the Comptroller

Total Applications Received: 34

Total # of Applicants Failed Minimum Qualifications: 16

# Failed for Lack of Education: 2

# Failed for Lack of Experience: 14

# Failed for Lack of Education and Experience:

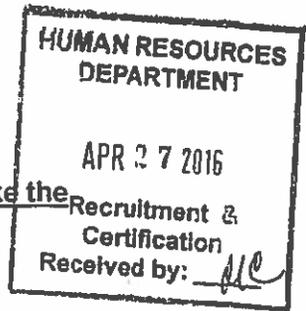
# Failed for other:

Total # Failed the Exam: 8

# No-Show to Exam: 7

# of Applicants who met the minimum qualifications for the position and passed examination: 2

# Appeal Form



To Whom It May Concern:

I, Daniel Carrasco, hereby appeal my disqualification to take the examination for: Accountant [Examination Title]

Date notified of disqualification: 4/25/16

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)  Convicted of a felony, or a misdemeanor – Rule 5.1.(b)   
 Human Resources Policy: Dismissed from Public Service  Dismissed from City Employment   
 OTHER  \_\_\_\_\_ (write specific C.S.C. Rule or HR Policy you are appealing)

C.S.C. Rule 5.1.(a) Applicant Does Not Meet Minimum Qualification	YES	NO
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)  
Employed as a Recreation Leader from 2009-2015.  
While there I conducted numerous payment transactions  
for the department. Also I was responsible for  
preparing daily deposits. This included running reports,  
reconciling to make sure amount was correct, & preparing  
all documentation to accompany the deposit. Also,  
would periodically update expense ledger for use by  
admin. Current position, Acting Payroll Clerk, post  
vouchers; assist with J.E.s, + reconcile accounts w/ supervisor.

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

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

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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: Daniel Carrasco Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ 24

Telephone: \_\_\_\_\_ Person ID #: \_\_\_\_\_ (Neogov)

Applicant Signature: Daniel Carrasco Date: 4/25/16

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

RECEIVED  
 JUN 01 2016  
 CIVIL SERVICE  
 COMMISSION

HUMAN RESOURCES  
 DEPARTMENT  
 APR 27 2016  
 Recruitment &  
 Certification  
 Received by: MC



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

# Accountant

Class Code:  
12230 PM 125

## SALARY RANGE

\$19.40 - \$28.69 Hourly  
\$1,551.72 - \$2,294.99 Biweekly  
\$3,362.06 - \$4,972.48 Monthly  
\$40,344.68 - \$59,669.78 Annually

### FLSA:

Exempt

### MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in accounting, finance, business or public administration or a related field, including a concentration of 18 upper division semester credit hours in accounting, and two (2) years of professional accounting experience.

Licenses and Certificates: None.

### GENERAL PURPOSE:

Under direction, participate in providing professional accounting administrative and advisory services for an assigned program or phase of fiscal support operations.

### TYPICAL DUTIES:

Perform journey level accountant and basic financial analysis duties as required to ensure accurate recording, updating and reporting for designated types of transactions. Involves: Assist in preparation of the Comprehensive Annual Financial Report (CAFR). Balance and reconcile general ledger statements; prepare general journal entries (such as revenues, expenditures, and depreciation) to generate fiscal month and year-to-date balance sheets, changes in fund balance and cash flow financial statements. Analyze and prepare financial statements related to individual funds. Perform research and report generation to assist external auditors. Track and report expenditure of federal grant funds and monitor sub-recipient agencies to ensure expenditure of allocated funds meet grant requirements.

Maintain and analyze assigned aspects of financial and accounting database and financial management system. Involves: Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices or budget transfers to generate financial reports. Generate periodic accounting or statistical reports to management or regulatory agencies. Analyze expenditure trends and assist in preparation of the annual operating or capital improvement budget.

Assist supervisor with daily cash management functions. Involves: Analyze cash activity for previous day, reviewing account transaction exceptions and identify cash needs to meet daily obligations. Identify, prepare and process wire transfers with proper documentation to manage cash flow, prepare detailed daily cash position statement, validate checks for

payment. Reconcile bank accounts, mutual funds and investment portfolios. Create and post journal entries, monthly reconciliation of mutual funds and investment portfolio, identify, research, and resolve investment related problems, communicate findings with supervisor, financial institution representatives, auditors or others.

Perform related duties as required. Involves: Act as immediate supervisor or work leader if assigned a professional, paraprofessional or clerical support employee as a helper. Substitute for supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options. Calculate and initiate payments for municipal bonds (principal and interest) and bond administrative fees. As designated security administrator, authorize computer access to bank records and signature plates. Facilitate petty cash advances and reimbursements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of modern municipal accounting and financial management practices, cash management, investment and banking practices, policies and procedures.
- Application of good knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Application of good knowledge of modern municipal accounting and cash management practices, generally accepted accounting, auditing and investment practices, methods, policies and procedures.
- Application of some knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized finance and spreadsheet applications.
- Analyze financial data and additional information having several variables and outcomes from accounting, financial or statistical records within the framework of numerous guidelines and standardized courses of action, and occasionally recommend and initiate an original solution to a problem within the bounds of accepted practice.
- Clear, concise oral and written communication to prepare and present designated regulatory or management accounting or statistical reports and financial schedules to management or regulatory agencies and maintain related detailed fiscal records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to regularly resolve ordinary issues or occasionally those of a sensitive or controversial nature.

**OTHER JOB CHARACTERISTICS:**

- None.

**CLASSIFICATION STATUS:**

*(Ord. 016352 04/25/06), (HR 09/03/08), (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.*

**12230-0416 - Accountant**

**Contact Information -- Person ID:**

Name: Daniel Carrasco Address: 5  
 Home Phone: Alternate Phone:  
 Email: Former Last Name:  
 Month and Day of Birth:

**Personal Information**

Driver's License: Yes, Texas , Class CM  
 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 , Internship  
 Types of work you will accept: Full Time , Part Time  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends

**Objective**

**Education**

**College** Did you graduate: Yes  
*University of Texas at El Paso* College Major/Minor: Accounting  
 8/2009 - 12/2015 Degree Received: Bachelor's  
 El Paso, Texas

**High School** Did you graduate: Yes  
*Parkland High School* Highest Level Completed: 12  
 8/2005 - 6/2009 Did you receive a GED? No  
 El Paso, Texas Degree Received: High School Diploma

**Work Experience**

**Accounting/Payroll Clerk** Hours worked per week: 40  
 6/2015 - Present Monthly Salary: \$0.00  
 City of El Paso Municipal Courts Name of Supervisor: Enriqueta Gonzalez -  
 810 E. Overland Accounting/Payroll Specialist  
 El Paso, Texas 79924 May we contact this employer? Yes  
 915-212-0215

**Duties**

Checking and maintaining Payroll for the staff of 90-100 employees. Duties include;  
 1st-line closing in the process of closing payroll(audit time-cards, reconcile time-cards with employees and supervisors, etc.)  
 Checking and auditing of accrued time off (VAC, SLP, SLD, ETC.) , balancing and adjusting employee time-cards, and also opening & closing of leave cases such as Worker's Comp and FMLA.  
 Accounting Duties include;  
 The receipt,processing, and vouchering of numerous invoices from different vendors (both encumbered and unencumbered).

Speaking with the representatives of the different vendors to resolve issues related to invoices or P.O.'s.

Maintaining and updating of inventory list (office supplies and assets),

Entry & processing of one-time vendor refunds

Maintaining and updating of P.O. list for vendors (add new P.O's, update amounts remaining, check for closed out P.O.'s, ETC.).

The filing and storing (hard-copy and electronically) of all documentation to the correct fiscal year.

Basic analysis of amounts paid throughout different fiscal years to help provide PO amounts for upcoming fiscal years for different services used by the El Paso Municipal Courts.

1st contact/initiator in purchasing process; Requesting invoice with necessary specification to all vendors, communicating with vendor representatives directly, gathering all quotes received as well as documentation needed from the TX HUB, & summarize compile information related to quotes to next line supervisor.

**Recreation Leader**  
10/2009 - 6/2015

Hours worked per week: 39  
Monthly Salary: \$0.00  
May we contact this employer? Yes

City of El Paso Parks and Recreation  
4435 Maxwell Avenue  
El Paso, Texas 79904  
915-755-7566

**Duties**

Monitor participation in and lead specified recreation activities such as games, leagues, aerobics, assorted recreational classes and free play. Assist in setting up for activities and special events.

During my time and at my assigned work stations also worked with various neighborhood associations to coordinate and provide info for meetings they would have at our facilities concerning the needs of the neighborhood they wanted addressed with BLOCK Grants.

Complete daily close and deposit reports, petty cash recincillation, monthly update to general ledger with expenses.

Clerical duties include filing paperwork, creating fliers, answering telephones, organizing binders for our sports leagues, and interacting with clients on a daily basis who have questions about recreation programs or center rentals.

**Reason for Leaving**

Promotion to position more in line with my goals and degree field.

**Certificates and Licenses**

Type: CPR/First Aid/AED Certification  
Number: GQD98H  
Issued by: American Red Cross  
Date Issued: 8 /2014 Date Expires: 8 /2016

**Skills**

Office Skills

Typing:  
Data Entry:

Other Skills

ERP Systems (SAP ERP) Beginner - 0 years and 6 months

ERP Systems (PeopleSoft) Skilled - 0 years and 6 months

Excel Skills (Pivot tables, formula creation, etc) Skilled - 8 years and 0 months

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Languages

Spanish - Speak, Read

**Additional Information**

**References**

Professional  
**Smith, Chandrica**  
Community Center Supervisor

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Personal  
**Palomares, Javier**

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Professional  
**Gonzalez, Enriqueta**  
Accounting/Payroll Specialist

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**Resume**

**Text Resume**

**Attachments**

## Accounting Job Family

JOB CODE	Eff Date	Descr	Sal Plan	Grade	Std Hrs/Wk	Wrkrs Comp	Job Family	Reg/Temp	FLSA Stat
12260	7/4/2010	Accounting/Payroll Clerk	GS	046	40.00	8810	NONUNF	Regular	Nonexempt
12255	7/4/2010	Collectively Bargained Payroll	GS	047	40.00	8810	NONUNF	Regular	Nonexempt
12250	7/4/2010	Accounting/Payroll Specialist	GS	050	40.00	8810	NONUNF	Regular	Nonexempt
12245	7/4/2010	Senior Accounting/Payroll Spec	GS	052	40.00	8810	NONUNF	Regular	Nonexempt
12240	7/4/2010	Associate Accountant	PM	122	40.00	8810	NONUNF	Regular	Exempt
12230	7/4/2010	Accountant	PM	125	40.00	8810	NONUNF	Regular	Exempt
12220	7/4/2010	Senior Accountant	PM	128	40.00	8810	NONUNF	Regular	Exempt
12210	7/4/2010	Accounting Manager	PM	130	40.00	8810	NONUNF	Regular	Exempt
12200	9/2/2007	Fiscal Operations Manager	EX	5	40.00	8809	NONUNF	Regular	Exempt

## 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)



## 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