

ITEM 3D

Name: Espino, Jose																	
Position Applying for: Senior Accountant	Date of Disqualification: May 3, 2016																
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date Appeal Filed: May 3, 2016																
Position/Grade: Date of Examination: May 11, 2016 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																
Reason for Disqualification: Lacks Minimum Requirements																	
Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person																	
Rule or Ordinance Under Which Disqualified: <p>Rule 5, Section 1.(a): The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented:</p> <p>(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.</p> <p>Application Policy: The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:</p> <p>(a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking four (4) years or less of the required professional job related work experience at the time of list promulgation may be placed on the eligible list.</p> <p>However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>																	
Minimum Qualifications																	
None	Applicant Qualifications																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:15%; text-align:center;"><u>Years</u></td> <td style="width:15%; text-align:center;"><u>Months</u></td> <td style="width:30%;"></td> </tr> <tr> <td>Accountant</td> <td style="text-align:center;">0</td> <td style="text-align:center;">6</td> <td>17 Months Professional Experience</td> </tr> <tr> <td>Associate Accountant</td> <td style="text-align:center;">0</td> <td style="text-align:center;">8</td> <td></td> </tr> <tr> <td>Accountant</td> <td style="text-align:center;">1</td> <td style="text-align:center;">3</td> <td></td> </tr> </table>			<u>Years</u>	<u>Months</u>		Accountant	0	6	17 Months Professional Experience	Associate Accountant	0	8		Accountant	1	3	
	<u>Years</u>	<u>Months</u>															
Accountant	0	6	17 Months Professional Experience														
Associate Accountant	0	8															
Accountant	1	3															
Comments Mr. Espino lacks 17 months of professional accounting or financial management experience required for the position of Senior Accountant. The attached Accounting Job Family shows the progression of an individual through the job family. Mr. Espino currently holds the position of Accountant, which requires two (2) years of professional accounting experience, a position he has held for six (6) months. He was given credit for eight (8) months as an Associate Accountant for the City of El Paso and 15 months as an Accountant at Lillian Esparza Hinojos, CPA, PC. Mr. Espino needs 17 more months in his current position as Accountant or other qualifying experience to meet the requirements for the Senior Accountant position. His work as a technician for American Muscle Performance does not qualify as experience in the field of accounting.																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Non-Qualifying Education/Experience:</td> </tr> <tr> <td>Education:</td> <td></td> </tr> <tr> <td>Experience:</td> <td></td> </tr> <tr> <td>Position</td> <td style="text-align:center;">Years</td> </tr> <tr> <td>Technician</td> <td style="text-align:center;">0</td> </tr> <tr> <td></td> <td style="text-align:center;">Months</td> </tr> <tr> <td></td> <td style="text-align:center;">9</td> </tr> </table>		Non-Qualifying Education/Experience:		Education:		Experience:		Position	Years	Technician	0		Months		9		
Non-Qualifying Education/Experience:																	
Education:																	
Experience:																	
Position	Years																
Technician	0																
	Months																
	9																
Prepared by: Antimo Carreon	Reviewed by:																

CSC Appeal Fact Sheet

Recruitment Title: Senior Accountant

Recruiting Department: Office of the Comptroller

Total Applications Received: 25

Total # of Applicants Failed Minimum Qualifications: 8

Failed for Lack of Education: 1

Failed for Lack of Experience: 6

Failed for Lack of Education and Experience:

Failed for other:

Total # Failed the Exam: 4

No-Show to Exam: 4

of Applicants who met the minimum qualifications for the position and passed examination: 8

Appeal Form

To Whom It May Concern:

I, JOSE ESPINO, hereby appeal my disqualification to take the examination for: SENIOR ACCOUNTANT [Examination Title]

Date notified of disqualification: 04/25/2016

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 type="checkbox"/>	<input checked="" 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)

Monitor lease contract agreements for properties that pertain to the City of El Paso to make sure tenants are in compliance with lease agreement.

Assist in the preparation of the annual Comprehensive Annual Financial Report.

Prepare General Journal Entries to record revenues from property taxes.

Prepare monthly sales tax reports and wire transfers for sales tax that has been collected by the City of El Paso and needs to be transferred to the State of Texas.

Monitor hotels that need to contribute to HOT Tax through out the City limits.

Monitor trends in fund balances assigned by the Comptroller.

Assist Police Department in the preparation of reimbursement requests for their HIDTA grant.

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

Please explain what you are appealing

Despite the fact that I do not possess the minimum experience for the position, I perform most of the job duties described in the job description section of the Senior Accountant position.

Name: JOSE ESPINO

Address:

City/State/Zip

Telephone:

Person ID #

1 (Neogov)

Stamp

Applicant Signature: _____

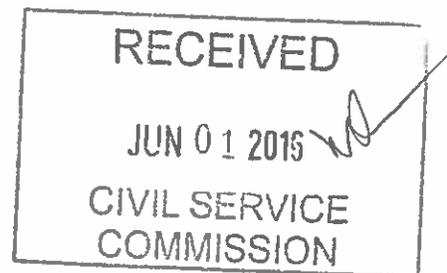
Date: _____

Received by CSC

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





Senior Accountant

Class Code:
12220 PM 128

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

SALARY RANGE

\$22.45 - \$33.21 Hourly
\$1,796.31 - \$2,656.74 Biweekly
\$3,892.00 - \$5,756.27 Monthly
\$46,704.00 - \$69,075.23 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 four (4) years professional accounting or financial management experience.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under direction, supervise professional accounting services, or provide highly specialized and technically intricate professional level accounting functions, for an assigned program.

TYPICAL DUTIES:

Plan, organize, implement, direct and review delegated financial services functions including recording, updating and reporting transactions, and perform administrative and advisory duties including complex accounting and financial analyses. Involves: Participate in preparation of the Comprehensive Annual Financial Report (CAFR). Oversee, 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, and monitor changes in fund balance and cash flow financial statements. Analyze and prepare financial statements related to debt service, property tax distributions and other transactions such as payroll, disbursements, revenues or accounts payable. Oversee payroll and benefits operations, prepare year-end accruals and schedules, calculate and wire transfer funds for payroll taxes or pension contributions, and research employee concerns. Research and generate reports to assist external auditors. Perform accounting to track bond issues and other debt instruments relating to capital projects fund or construction projects, verify fund availability for change orders to constructions contracts and prepare budget transfers. Account for fixed assets and warehouse operations including acquisitions, disposals and transfers, depreciation and updates of the assets schedules. Prepare, enter and post journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments. 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 financial and accounting database and allied information management systems. Involves: Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices, collection details 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. Maintain network security of finance and accounting or other automated record keeping system, update system tables, open and close posting periods, review system output to ensure system integrity, discuss and identify solutions with programmers, correct batch errors, train and assist system users. Project airline rates and fees, passenger facility charges, generate reports and schedules, meet with airline representatives, and review and re-calculate actual airline rates and fees upon conclusion of fiscal year and adjust billing accordingly.

Supervise designated employees, if assigned. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform related duties as required. Involves: Perform duties of 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal accounting, finance, fiscal controls, financial reporting including Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements and publications.
- Application of considerable knowledge of modern municipal accounting and management practices, generally accepted accounting, auditing and investment practices, methods, policies, practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized budgetary, financial and spreadsheet applications.
- Application of good knowledge of supervisory techniques and customer service/public relations methods, policies and practices.
- Analyze financial data and additional information having numerous variables and outcomes within the framework of some precedents or general guidelines to assess and detect discrepancies in accounting, financial or statistical records, applying some originality or innovation in utilizing accepted theories and principles.
- Clear, concise oral and written communication to develop, prepare and present complex accounting or statistical reports and financial schedules to management or regulatory agencies, and maintain 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), (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.

Accounting Job Family

JOB CODE	Eff Date	Descr	Sal Plan	Grade	Stnd Hrs/Wk	Wrks 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

12220-0416 - Senior Accountant**Contact Information -- Person ID:**

Name: Jose Espino Address: 5
 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: \$46,704.00 per year
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day

Objective

To work with a professional group that will utilize my knowledge and skills towards the contribution to the organizational goals.

Education

College
 University of Texas at El Paso
 8/2011 - 5/2013
 El Paso, Texas
 Did you graduate: Yes
 College Major/Minor: Accounting
 Degree Received: Bachelor's

Work Experience

Accountant
 11/2015 - 4/2016
 Hours worked per week: 40
 Monthly Salary: \$3,345.00
 Name of Supervisor: Shirley - Kaiser
 May we contact this employer? Yes
 City of El Paso
 300 N. Campbell
 El Paso, Texas 79901
 915-212-0000

Duties

Assist in the preparation of anual CAFR.
 Prepare General Journal Entries to record revenues received from property tax
 Prepare monthly sales tax reports.
 Monitor changes in fund balances city wide.
 Perform research that will assist external auditors.
 Monitor lease agreements for properties that pertain to the City of El Paso.

Reason for Leaving

I am currently employed with the City of El Paso, Office of the Comptroller, General Accounting División.

Associate Accountant
3/2015 - 11/2015

City of El Paso
300 N. Campbell
El Paso, Texas 79901
915-212-0000

Hours worked per week: 40
Monthly Salary: \$2,960.00
Name of Supervisor: Elizabeth Briones - Grants
Accounting Manager
May we contact this employer? Yes

Duties

Review reimbursement requests from different departments through out the City to confirm that expenditures that are being requested for reimbursement are in fact eligible expenditures under Grant Awards.

Run various reports in People Soft Financials and HR to help aid in the review of reimbursement requests.

Enter and review journal entries into People Soft along with appropriate supporting documentation.

Monitor grant activity for different grants city wide.

Assisted in the preparation of Federal Financial Reports for Grants in Community Development Department.

Reason for Leaving

I am currently employed with the City of El Paso. Office of the Comptroller, General Accounting Division

Accountant
7/2013 - 6/2015

Lillian Esparza Hinojos CPA PC

Hours worked per week: 40
Monthly Salary: \$2,600.00
Name of Supervisor: Lillian Esparza Hinojos - CPA
May we contact this employer? Yes

Duties

Perform monthly bank reconciliations for companies in different industries such as sales, construction, automotive, etc.

Review General Ledgers to ensure that company Accounting is being properly recorded.

Prepare Year End Compilation for the preparation of Income Tax Returns such as the 1120, 1120s, and 1065.

Work hand in hand with clients. Request information from clients as it is necessary for the completion of Year End Compilations.

Prepare Financial Statements for companies in different types of industries.

Prepare payroll reports such as the 941, 940, C3, W2s, 1099s, and 1042s.

Prepare monthly and yearly sales tax reports.

Reason for Leaving

I left because I was offered a position at City of El Paso. Office of the Comptroller Grants Department.

Technician
1/2011 - 9/2011

American Muscle Performance

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: German Granados - Shop
Foreman
May we contact this employer? Yes

Duties

- Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.

- Examine vehicles to determine extent of damage or malfunctions. Diagnose, adjust, repair, or overhaul automotive vehicles.

- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.

- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups. Repair, reline, replace, and adjust brakes. Service air conditioning, heating, engine-cooling, and electrical systems.

Reason for Leaving

I left to focus on pursuing a BBA In Accounting

Certificates and Licenses

Skills

Office Skills

Typing: 60
Data Entry: 9000

Other Skills

Quickbooks Expert - 2 years and 0 months
Excel Expert - 7 years and 0 months
People Soft Financials and HR Skilled - 0 years and 6 months
People Soft Financials Skilled - 1 years and 1 months

Languages

Spanish - Speak, Read, Write

Additional Information

References

Professional
Cortes, Christina
Accountant

Professional
Magana, Jesus

Personal
Shamy, April
Senior Accountant

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Bachelor's Degree - Confirmed	Jose Espino (Bachelor's Degree)	Proof of Education	Maria Carrasco

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