

**ISMB**

<p>Name: Rafael Gardon</p> <p>Position Applying for: Sports Manager</p>	<p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Position/Grade: PM 125</p> <p>Original Hire Date: 11/16/83</p>	<p>Date of Disqualification: 3/10/15</p> <p>Date Appeal Filed: 3/11/15</p>	<p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>									
<p>Reason for Disqualification: Lacks Minimum Qualifications</p>	<p>Date of Examination: 4/27/15</p> <p>Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Mail <input type="checkbox"/> In Person</p>										
<p><b>Rule or Ordinance Under Which Disqualified:</b></p> <p><b>Civil Service Commission Rule 5.1 (a)</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) 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><b>Application Policy -</b></p> <p><b>C. Disqualification - 1.</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:</p> <p>(a) <b>Lacks Minimum Qualifications:</b> The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>(1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>												
<p><b>Minimum Qualifications</b></p> <p><u>Education</u> Bachelor's Degree Recreation Management or Physical Education</p>		<p><b>Applicant Qualifications</b></p> <p>none</p>										
<p><b>Experience</b></p> <p>Six (6) years professional recreation experience; including four (4) years involving responsibility for league sports, program development or implementation.</p>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Position</u></td> <td style="text-align: center;"><u>Years</u></td> <td style="text-align: center;"><u>Months</u></td> </tr> <tr> <td style="text-align: center;">Community Center Spvr.</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">Recreation Services Spvr.</td> <td style="text-align: center;">23</td> <td style="text-align: center;">2</td> </tr> </table>		<u>Position</u>	<u>Years</u>	<u>Months</u>	Community Center Spvr.	8	9	Recreation Services Spvr.	23	2
<u>Position</u>	<u>Years</u>	<u>Months</u>										
Community Center Spvr.	8	9										
Recreation Services Spvr.	23	2										
<p><b>Comments:</b></p> <p>The minimum qualifications for this position are a Bachelor's degree in recreation management or physical education; and, six (6) years professional recreation experience; including four (4) years responsibility for league sports, program development or implementation. Mr. Gardon meets the minimum work experience qualifications; however, does not meet minimum educational qualifications for the position as noted in the job posting and job specification. Work experience is not a substitute for the educational requirement for the position.</p> <p>Mr. Gardon has indicated in his appeal that he does meet the educational requirements as stated in the job specification for this position; however, there is no degree identified in his application. He also indicates in his appeal that he can provide official proof of education, official transcripts, original or certified copies of diplomas. No documentation has been provided to this office as of the date this form was completed.</p>												
<p><b>Non-Qualifying Education/Experience:</b></p>		<p><b>Experience:</b></p> <p>Position _____ Years _____ Months _____</p>										
<p>Prepared by: Ada Hatten</p>		<p>Reviewed by: </p>										

# Appeal Form

To Whom It May Concern:

I RAFAEL GARDON hereby appeal my Disqualified to take the examination,  
for: Examination Title: SPORTS MANAGER

Date notified of disqualification: 3-10-2015 11:42AM E-MAIL

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	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input 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"/>	<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"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

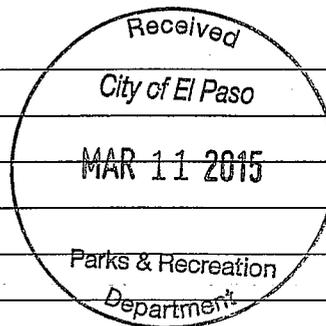
Detail your qualifying experience (use additional paper if necessary)

I HAVE A COMMUNITY CENTER SUPERVISOR, PM125 FOR 21 YEARS. THE MIN. QUALIFICATIONS FOR THIS POSITION ARE: BACHELOR'S DEGREE IN RECREATION MANAGEMENT, PHYSICAL EDUCATION OR RELATED FIELD & 2 YEARS RECREATION SUPERVISION EXPERIENCE. SPORTS MANAGER MIN. QUALIFICATIONS: BACHELOR'S DEGREE IN RECREATION MANAGEMENT, PHYSICAL EDUCATION OR RELATED FIELD & 6 YEARS PROFESSIONAL RECREATION EXPERIENCE, INCLUDING 4 YEARS RESPONSIBILITY FOR LEAGUE SPORTS, PROGRAM DEVELOPMENT OR IMPLEMENTATION. I HAVE BEEN IN SPORTS FOR 9 YEARS MARCH 2006 TO PRESENT.

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

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

N/A



*Rafael Gardon* 3/11/2015

HR Policy: Dismissed from Public Service  
HR Policy: Dismissed from City Employment

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.

*N/A*

Other Rule 5.1. (a) (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

*I already meet the Education Requirements By Being A  
Community Center Supervisor For 21 Years and Have  
9 Years Experience in the Sports Division with  
Administration of Sports Leagues*

Name: RAFAEL GARDON

Address:

City/State/Zip

Telephone:

Person ID #:

(Neogov)

Stamp

Applicant Signature:

*Rafael Gardon*

Date:

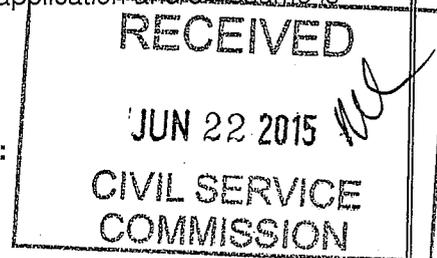
3-11-2015

Received by GSC

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



*ATTACHMENT - 6 PAGES*

*a.) COMMUNITY CENTER SUPERVISOR PM125  
JOB DESCRIPTION*

*b.) SPORTS MANAGER PM130  
JOB DESCRIPTION*

*Gardoni 3/11/2015*

16090-0215 - Sports Manager

Contact Information -- Person ID:

Name: Rafael Gardon Address: 5 US  
 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?

Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day , Evening , Night

Objective

Education

College: University of the State of New York  
 [Unspecified Start] - [Unspecified End]  
 New York, New York  
 Did you graduate: No  
 College Major/Minor: Engineering Technology  
 Degree Received: No Degree

Work Experience

Community Center Supervisor, PM125  
 1/1994 - 2/2015  
 City Of El Paso/Parks & Recreation  
 Department  
 El Paso , Texas 79901  
 212-0000  
 Hours worked per week: 40  
 Monthly Salary: \$0.00  
 # of Employees Supervised: 15  
 Name of Supervisor: Paula Powell - Asst. Department Head  
 May we contact this employer?

Duties

Acosta Sports Center then Nations Tobin Sports Center to present.

Reason for Leaving

Still working.

Certificates and Licenses

Skills

Office Skills  
 Typing: 30  
 Data Entry: 0

Additional Information

References

**Resume**

**Text Resume**

**Attachments**

<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
r gardon appeal _ sports mgr	r gardon appeal - sports mg	<b>Other</b>	Ada Hatten

**Gardon, Rafael**

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**From:** hattenal@elpasotexas.gov  
**Sent:** Tuesday, March 10, 2015 11:42 AM  
**To:** Gardon, Rafael  
**Subject:** Sports Manager

Dear Rafael Gardon:  
Personal ID: 23513509

Thank you for your interest in a position with the City of El Paso. After a comprehensive review of your application, you have been disqualified from taking the examination for Sports Manager under Civil Service Rule 5.1.a - "Does not meet the minimum qualifications."

You may file a written appeal Monday thru Thursday with the Human Resources Department. Appeals may only be submitted up to 6:00 p.m. within three (3) working days from the date of this notice. The three (3) day period begins the date this notice was emailed. Late appeals will not be accepted.

If you have any questions, please call 212-1713.

Analyst: Ada Hatten  
Email: [hattenal@elpasotexas.gov](mailto:hattenal@elpasotexas.gov)  
Phone: 212-1713

Sincerely,  
Parks & Recreation  
Human Resources  
City of El Paso

COMMUNITY CENTER SUPERVISOR  
SINCE 01-18-1994

TO PRESENT 03-10-2015

21 YEARS

37,380 Sq. Ft. Building



**Hatten, Ada L.**

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**From:** Hatten, Ada L.  
**Sent:** Thursday, May 28, 2015 8:15 AM  
**To:** Gardon, Rafael  
**Subject:** FW: Call me

**Importance:** High

Do you have a Bachelor's degree or higher?

If you do, what was your major?

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**From:** Hatten, Ada L.  
**Sent:** Thursday, May 28, 2015 8:10 AM  
**To:** Gardon, Rafael  
**Subject:** Call me  
**Importance:** High

Please call me this morning.

*Ada Hatten*

Department Human Resources Manager  
Parks and Recreation Department  
[hattenal@elpasotexas.gov](mailto:hattenal@elpasotexas.gov)  
915.212.1713

The information in this e-mail, including any attachments, is **STRICTLY CONFIDENTIAL**. It is intended only for the individual or entity designated and may contain confidential, proprietary and/or trade secret information. You are hereby notified that any dissemination, distribution, copying, use of or reliance upon the information contained in this e-mail by or to anyone other than the recipient designated by the sender is **UNAUTHORIZED** and **STRICTLY PROHIBITED**. If you have received this e-mail in error, please notify the sender and delete this communication from your computer.



# Sports Manager

Class Code:  
16090 PM 130

CITY OF EL PASO  
Established Date: Apr 25, 2006  
Revision Date: Jul 29, 2012

### SALARY RANGE

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

### FLSA:

Exempt

### MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in recreation management, physical education or related field, and six (6) years of professional recreation experience, including four (4) years involving responsibility for league sports, program development or implementation.

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

### GENERAL PURPOSE:

Under direction, plan, develop, implement and manage citywide sports, to include aquatic and athletic programs, and maintain sports facilities and equipment.

### TYPICAL DUTIES:

Plan and implement citywide sports programming. Involves: Establish plans and priorities for long-term department and division goals. Coordinate operation of aquatic programs and athletic services and sites. Inspect facilities and programs for safety and conformance with directed standards and regulations. Oversee and review the care of athletic fields and swimming pools. Consult with subordinate supervisors to ascertain needs for new and improved procedures. Monitor and analyze effectiveness of on-going sports programs. Review analytical reports and make appropriate determinations and recommendations. Recommend or direct action to improve service delivery. Consult with staff to obtain ideas and support new or improved procedures and plans for programs. Coordinate projects with staff in other divisions.

Represent the department and provide technical support, information and guidance on sports programs. Involves: Respond to requests for information on program policies and procedures. Provide guidance to subordinate supervisors on dispute resolution activities. Resolve problems and recommend appropriate action. Prepare and monitor division budget. Assist with the development and monitoring of the department budget. Prepare complex comprehensive documents on analysis, studies, special reports and recommendations. Direct the preparation of activity reports. Act as a liaison and coordinate with other city agencies and organizations that provide services to special groups of citizens such as disabled, senior citizens and others. Attend City Council, professional meetings and other gatherings to represent the department.

Handwritten initials: XE, XZ

Handwritten initials: B\*

Prepare, monitor and oversee budget for programs and divisions. Involves: Assist with the development and monitoring of the department budget. Prepare specifications for the purchase of supplies and equipment. Monitor and oversee ticket sales and cash receipts.

Supervise assigned staff. Involves: Supervise directly and through subordinate supervisors assigned staff. Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of sports recreation services and sports management principles and practices.
- Application of considerable knowledge of aquatic and athletic programs and activities.
- Application of considerable knowledge of aquatic facilities, athletic fields and turfs, and equipment maintenance methods and techniques.
- Supervise, train and evaluate assigned staff.
- Develop and implement a variety of sports programs for a wide variety of interest groups.
- Clear concise oral and written communication for report development and presentations.
- Establish and maintain effective working relationships with coworkers, city officials, other city departments, other recreation agencies and the general public.

**OTHER JOB CHARACTERISTICS:**

- Exposure to weather conditions and hazardous chemicals at athletic sites.
- Subject to call back and work evening and weekend hours.
- Occasional driving through City traffic.

**CLASSIFICATION STATUS:**

(Ord. 016352 04/25/06), (HR 03/02/07), (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.*



# Community Center Supervisor

Class Code:  
16110 PM 125

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

### 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 recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. Aquatic positions require lifeguard certification, Lifeguard Management, and Certified Pool Operator (CPO) certifications within six months of hire.

### GENERAL PURPOSE:

Under direction, supervise and participate in planning, organizing and implementing recreational activities at a large recreation site, programs or aquatics clusters for different population groups

### TYPICAL DUTIES:

Oversee the administration of a major recreation facility. Involves: Prepare and monitor annual user fee budget. Review expenditures. Monitor facility to ensure safe environment for participants. Ensure room setup is complete. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

Represent the department and provide technical support, information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond

f E  
f E

3 \*

to complaints. Resolve problems and recommend appropriate action. Prepare reports and recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of recreation and/or aquatic programming, principles, practices and trends.
- Application of considerable knowledge of recreation facilities management principles and practices.
- Application of good knowledge of planning and implementing recreation and/or aquatic programs.
- Application of good knowledge of supervisory and customer service techniques.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Basic knowledge of computer hardware, software, and peripherals.
- Assess community recreation needs and develop appropriate recreation programs and activities.
- Optimize facility usage.
- Clear concise oral and written communication to prepare reports and make public presentations.
- Establish and maintain effective and positive working relationships with coworkers, officials, contractors, participants and the general public.
- Ability to lift 25 pounds.
- Ability to bend, kneel, and climb a ladder.
- Ability to work independently and make sound decisions.

**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 Civil Service Rule 4, Section 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.*



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources  
Subject: Application Policy  
Creation Date: October 18, 2011  
Revision Date: August 5, 2013  
Prepared By: Human Resources Department  
Approved By: City Manager  
Legal Review: Elizabeth Ruhmann

### DESCRIPTION: APPLICATIONS AND APPEALS

#### 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;

- (1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) **Felony Convictions:** the applicant 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

- 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:**

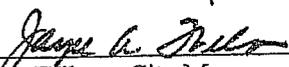
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
  - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must 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. Late appeals will not be accepted.
  - b) **Original Applicant:** 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 into 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.

APPROVED BY:

  
\_\_\_\_\_  
Joyce Wilson, City Manager

8/6/13  
\_\_\_\_\_  
Date