

ITEM 20

| | | | | | | | | |
|--|---|---|--|---------------|---------------------------------------|--------|--------|--|
| <p>Name: Jose Melendez</p> | <p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Position/Grade: Fleet Services Coordinator/ PM 126</p> <p>Original Hire Date: 12/16/2002</p> | <p>Date of Disqualification: June 24, 2015</p> <p>Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person</p> | <p>Date Appeal Filed: June 26, 2015</p> <p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | |
| <p>Reason for Disqualification: Education and Experience Requirement</p> | <p>Rule or Ordinance Under Which Disqualified: 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>HR Application Policy: 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.</p> | | | | | | | |
| <p>Minimum Qualifications <u>Education</u> A Bachelor's Degree in Engineering, Business or Public Administration, Construction Management or related field</p> <p>Experience Five (5) years progressively responsible professional experience in street infrastructure maintenance and construction, traffic control planning, or traffic infrastructure maintenance, including two (2) years in a supervisory position</p> | <p>Applicant Qualifications Completed 72 credit hours towards a Bachelor of Science Degree in Business Management</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;">Grade Foreman Equipment Supervisor</td> <td style="text-align: center;">1 4</td> <td style="text-align: center;">2 3</td> </tr> </table> | <u>Position</u> | <u>Years</u> | <u>Months</u> | Grade Foreman Equipment Supervisor | 1 4 | 2 3 | <p>Deficits 27 credit hours remain to complete the degree.</p> <p style="text-align: center;">None</p> |
| <u>Position</u> | <u>Years</u> | <u>Months</u> | | | | | | |
| Grade Foreman Equipment Supervisor | 1 4 | 2 3 | | | | | | |
| <p>Comments As of June 29, 2015, Mr. Melendez is 27 credit hours short of receiving a bachelor's degree in Business Management. Mr. Melendez's anticipated date of completion is December 2015. The degree requirements for this position require a degree in Engineering, Business or Public Administration, Construction Management or related field.</p> | <p>Non-Qualifying Education/Experience:</p> <p>Experience: Position: Fleet Services Coordinator Years: 12 Months: 6</p> | | | | | | | |
| <p>Prepared by: Sara Gonzalez</p> | | <p>Reviewed by: </p> | | | | | | |

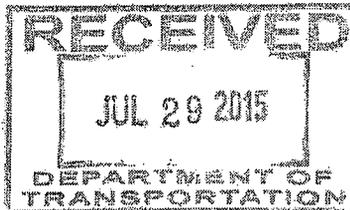
Appeal Form

To Whom It May Concern:

I Jose Melendez hereby appeal my Disqualified to take the examination, for:

Examination Title: Transportation Manager

Date notified of disqualification: June 24, 2015



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 type="checkbox"/> | <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"/> | <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 am currently attending Park University at Fort Bliss. Pursuing a Bachelor's Degree in Business Management and is projected to complete in the fall semester of 2015. I have also attached a copy of my transcript.

| 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 type="checkbox"/> | <input type="checkbox"/> |
| Will the conviction hinder your ability to perform the duties of this position? | <input type="checkbox"/> | <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

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Are the circumstances of your dismissal related to the duties of the position being sought? | <input type="checkbox"/> | <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 _____ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: Jose Melendez

Address:

s

City/State/Zip El Paso, TX

Telephone:

Person ID #:

(Neogov)

Stamp

Received by CSC

Applicant Signature:



Date: June 29, 2015

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 30 2015

CIVIL SERVICE
COMMISSION



Transportation Manager

Class Code:
17625 PM 132

CITY OF EL PASO
Established Date: Apr 24, 2006
Revision Date: Jun 15, 2015

SALARY RANGE

\$26.75 - \$40.92 Hourly
\$2,139.76 - \$3,273.83 Biweekly
\$4,636.14 - \$7,093.29 Monthly
\$55,633.64 - \$85,119.46 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's Degree in Engineering, Business or Public Administration, Construction Management or related field, plus five (5) years progressively responsible professional experience in street infrastructure maintenance and construction, traffic control planning, or traffic infrastructure maintenance, including two (2) years in a supervisory position.

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

GENERAL PURPOSE:

Under general direction, plan, manage and coordinate divisions and programs related to street maintenance, construction, traffic control installation, and manage the City's after hours emergency response program.

TYPICAL DUTIES:

Plan, organize, implement, and direct street infrastructure maintenance, median maintenance, graffiti and sweeping programs. Involves: Direct and manage daily street maintenance repair and construction activities including repairing and patching, street and sidewalk cleaning, replacement and removal of curb and gutter, weed control, demolitions. Coordinate division and program activities with other City departments and outside agencies. Develop and assess plans to meet projections and costs. Prepare resource request forecasts and project equipment, materials and staffing requirements to meet budgeted project completion standards. Schedule multi-year utilization of allocated resources and assets in conjunction with staff and department head, and monitor usage and the reallocation of assets to meet planned and emergency work. Establish and evaluate construction controls, maintenance and condition of equipment assuring that construction meets the planning standards. Develop specific project action, including documentation for approved projects, cost and ensure technical compliance with mandated standards.

Manage the department's emergency response operations. Involves: Initiate and oversee emergency actions as authorized. Coordinate with other city departments and governmental agencies during inclement weather events and other emergency issues. Participate in joint City-County Emergency Operations Center (EOC) and TransVista (TxDOT) team to assess

and respond to emergency issues. Manage department staff, vehicles and equipment during emergent response to ensure safety of employees and traveling public.

Direct the installation and maintenance of all traffic control systems.. Involves: Direct Signs and Markings program including compliance, installation and maintenance of all traffic control signs and markings. Implement proper application and installation of traffic control devices such as street signs, markings, flashers, roadway lighting and similar devices. Coordinate use of equipment and machinery. Review change orders; check field installations. Ensure compliance with Uniform Traffic Control Devices and Traffic Engineering Studies Manuals, Transportation and Traffic Engineering and Traffic Control Devices Handbook.

Direct traffic studies, surveys and investigations and construction plan approvals. Involves: Direct planning and designing of traffic control systems. Review traffic control request plans for street closures. Manage documents, traffic databases, records and prepare technical and project process reports. Supervise, coordinate and manage a variety of maintenance and construction functions and special projects related to the establishment of division performance goals, objectives, policies, procedures and priorities, long-range planning and budget development.

Manage special projects within and across divisions/sections. Involves: Direct and integrate fiscal controls and administrative support activities into plans, projects and operational needs. Monitor, examine and approve project costs and requisitions. Oversee the preparation of final budget documents including the projection of capital acquisition needs and prepare acquisition budget data. Write equipment bid specifications and responses, recommend contract award, evaluate contract execution and follow-up on purchasing processes, warranty compliance and verifying delivery and payment. Prepare contract bid input documentation. Verify scope of work, schedules, materials, costs and burden sharing arrangements in request for proposal documents.

Perform professional and incidental duties. Involves: Prepare and disseminate departmental directives. Serve on ad hoc committees. Attend committee and commission meetings, and meet with engineering consultants, developers, contractors, architects to discuss and provide information regarding items related to traffic issues for public safety and traffic design standards and operation, subdivision plans and submittal, special permits, zoning change cases, street vacations and amendments to City ordinances. Present projects, evaluations and recommendations to neighborhood groups, Commissions and City Council. Respond to agency and citizen complaints and inquiries.

Supervise assigned staff. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate departmental activities. Review and monitor need for overtime. Appraise employee performance and reviews evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of administrative, budgetary and managerial policies and procedures applicable to street maintenance, construction, traffic engineering, traffic studies and traffic control equipment.
- Considerable knowledge of street and roadway planning processes, urban planning techniques, grading, drainage, drafting and design principles and environmental control requirements.
- Ability to understand and interpret street and drainage construction blueprints,

- schematic drawings, layouts, and laboratory reports.
- Ability to supervise, train and evaluate assigned personnel.
 - Ability to prepare equipment, materials and supplies specifications.
 - Ability to communicate clearly and concisely, both orally and in writing to prepare reports and maintain records.
 - Ability to establish and maintain effective working relationships with city employees and the public.
 - Ability to enforce safe working practices and procedures, standards of conduct and work attendance.
 - Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with long and short term budgets, building codes, ordinances and standards.
 - Clear concise oral and written communication skills to prepare and present training, reports, and public speaking engagements.
 - Knowledge of personal computers, computer aided drafting and design (CADD) techniques, time and distance measuring devices, traffic control equipment, and Geographic Information Systems (GIS).
 - Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.

OTHER JOB CHARACTERISTICS:

- Safe operation of a vehicle through city traffic.
- Subject to on-call during non-working hours and mandatory recall.
- Occasional exposure to adverse weather, hazardous conditions, hazardous materials, and chemicals during site and construction inspections.

CLASSIFICATION STATUS:

*(Ord. 016352 04/25/06), (HR 11/08/07), (09/01/10), (CC 07/29/12), (HR 06/16/15)
As provided under Classification and Compensation 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.*

17625-0615 - Transportation Manager**Contact Information -- Person ID:**

Name: Jose P Melendez Address: US
 Home Phone: Alternate Phone:
 Email: ormer Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , Class B CDL
 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: \$28.85 per hour; \$60,000.00 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 , Evening , Night , Weekends , On Call (as needed)

Objective**Education**

College Did you graduate: No
 Park University College Major/Minor: Business Management
 8/2012 - Present Units Completed: 87 Semester
 Degree Received: No Degree
 Fort Bliss, Texas

College Did you graduate: No
 El Paso Community College College Major/Minor: Criminal Justice
 8/1994 - 5/1996 Units Completed: 26 Semester
 Degree Received: No Degree
 El Paso, Texas

High School Did you graduate: Yes
 Bel Air High School Degree Received: High School Diploma
 ysleta.tx.schoolwebpages.com/belair
 8/1990 - 5/1994
 El Paso, Texas

Work Experience

Fleet Services Coordinator Hours worked per week: 40
 12/2002 - Present Monthly Salary: \$2,718.00
 # of Employees Supervised: 1
 City Of El Paso Name of Supervisor: Randy Garcia -
 Administrative Analyst
 May we contact this employer? Yes

Duties

Monitor and expedite fleet maintenance and repair process. Review all problem repairs, complaints and unsatisfactory work and take corrective action. Monitor maintenance and operating costs and spending on vendor accounts and initiate adjustments and corrections of charges to maintenance accounts. Identify possible vendors to provide specialized equipment, accessories or repair work.

Initiate purchase order in accordance with established procurement procedures and inspect completed work for quality. Receive, review and log accident reports. Coordinate damage repair estimates and repairs with insurance claim adjusters as appropriate. Ensure all vehicles and equipment meet safety and maintenance standards. Coordinate and schedule preventative maintenance and repair for department vehicles. Inspect and report all unsafe working conditions of vehicles and equipment. Prepare and maintain document logs of work done on unit vehicles and equipment. Complete daily inventory inspection of fleet to insure vehicles are in good condition to be used by crews for the day. Monitor that pre and post operations inspections are performed by operators to their assigned vehicle. Ensure unit vehicles and equipment are kept clean and serviceable as needed. Oversee and participate in fleet acquisition, procurement and disposal activities. Determine vehicle condition and recommend vehicle reconditioning or disposal. Analyze and research proposed equipment replacement needs, prepare specifications and requisitions for equipment replacement and review with key personnel. Coordinate reconditioning process for vehicles to be retained. Complete required paperwork to dispose of vehicle and arrange for removal of accessories. Supervise assigned personnel. Assign, schedule and monitor work. Enforce personnel rules and regulations, and work behavior standards firmly and impartially. Track attendance and approve/disapprove leave requests. Interact with vendors, other departments, supervisors and employees. Communicate with supervisors about removing vehicles from service for maintenance. Perform duties of subordinates to ensure continuity of operations during absences.

Grade Forman
7/2001 - 9/2002

FNF Construction

Hours worked per week: 40
Monthly Salary: \$3,200.00
of Employees Supervised: 10
Name of Supervisor: Dave Romero
May we contact this employer? Yes

Duties

New Mexico Highway 54 Expansion

- Constructed 56 miles of new highway and resurfaced 56 miles of existing highway.
- Assisted survey crew in construction of all tank crossing, storm drains, sidewalks, curb and gutter thru out project.
- Maintained and cleaned all flood control structure thru project, including the town of Oro Grande, New Mexico.
- Road preparation for base course, asphalt, and concrete pavement.
- Equipment operator (front end loader, backhoe, skid steer loader, roller and motor grader).
- Maintained traffic control thru project. (Installing and removing signs, and lane closures.)

Reason for Leaving

Project Complete

Equipment Supervisor
4/1993 - 5/2000

DJ Contractors Inc.

Hours worked per week: 50
Monthly Salary: \$2,400.00
of Employees Supervised: 17
Name of Supervisor: Steve Allen - Owner,
President
May we contact this employer? Yes

Duties

Oversee a diverse fleet of commercial equipment such as 7 semi tractor with end dump or belly dumps, 4 12yd dump trucks, 6 front end loaders, 3 backhoes, 2 asphalt pavers, 6 compact rollers, 4 motor graders, 2 transports trucks, 2 service trucks, 3 self loading scrapers, 1 curb machine and 10 picks ups.

Supervise a seventeen (17) man crew including truck drivers, welders, diesel technicians and lube technicians.

Responsible for the procurement of all consumable products and the compliance of the purchase order flow process.

Managed weekly, monthly, and quarterly fuel consumption reports to assure IFTA compliance.

Conducted weekly preventive maintenance inspection of all heavy equipment and logged all corrective actions taken.

Recruited truck drivers and conducted appropriated pre-hire screening.

Submitted cost detail for equipment and man hours for development and preparation of bids.

Transmitted all payroll hours to match cost calculations for invoicing.

Reason for Leaving

Company closed

Certificates and Licenses

Type: Commercial

Number: :

Issued by: State of Texas

Date Issued: Date Expires:

Skills

Office Skills

Typing: 30

Data Entry: 0

Other Skills

Heavy Equipment Operator Skilled - 8 years and
0 months

Languages

Spanish - Speak, Read

Additional Information**References**Professional
Nunez, EdwardProfessional
Valdespino, ArturoProfessional
Gardea, Alex**Resume****Text Resume****Attachments**

| Attachment | File Name | File Type | Created By |
|--------------------------------------|--|-----------|------------------|
| CSC Appeal Transportation Manager | Melendez, J- CSC Appeal Transportation Manager 17625-0615 | Other | Sara Gonzalez |
| Supplementary Work Experience | Melendez, J- Supp Work Experience Transportation Manager 17625-0615 | Other | Sara Gonzalez |

SUPPLEMENTARY WORK EXPERIENCE

City of El Paso

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

NAME:(Last, First, Middle)
Melendez, Jose, P.

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :
4 years 2 months

WORK EXPERIENCE

DATES:

From: Feb. 1996 To:
May 2000

EMPLOYER:

DJ Contractors Inc.

PHONE NUMBER:

ADDRESS:(Street, City, State, Zip Code)

POSITION TITLE:

Lead Foremen

SUPERVISOR:

Max Corwin

HOURS PER WEEK:

40

SALARY:

27000

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

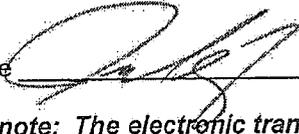
Lead Foremen and supervised at 10 man crew in road construction. Complete Phase 1 on Doniphan Drive. Which included removal of all existing road way and replace with concrete pavement. Coordinate with TXDOT on all traffic patterns and lane closers throughout the 3 year project. Also assisted with the setting up and maintaining of traffic control patterns and devices. Installed 72" and 66" reinforce concrete pipe (RCP) pipe throughout project for new flood control system. Completed final walk through with TXDOT.

REASON FOR LEAVING:

Company closed

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

Signature

A handwritten signature in black ink, appearing to be 'R. G. J.', written over a horizontal line.

Date

6-29-15

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

Unofficial Transcript for: Melendez, Jose P.

| | | | | |
|-----------------------------------|--------------------------|------------------------------------|-----------------------|------------------------|
| Program | Degree Grant Date | Classification | Advisor(s) | |
| Undergraduate | | Junior | Vizcaino, Norma L. | De Leon, Desiree N. |
| First Major: Management | Second Major: | Degree: Bachelor of Science | | |

| | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA |
|-------------|----------------|-------------------------|----------------------|----------------|---------|-------|
| Transfer | 0.000 | 15.000 | 15.000 | 0.000 | 0.000 | 0.000 |
| Residential | 72.000 | 72.000 | 72.000 | 72.000 | 261.000 | 3.625 |
| Cumulative | 72.000 | 72.000 | 72.000 | 72.000 | 261.000 | 3.625 |

Term: 0 TRANSFER FROM OTHER COLL

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|---------|------------------------------------|-------|--------|----------------|-----------------|-------------------------|----------------|---------|-----|--|
| LAW3104 | Legal Aspects of Law Enforce | TR | N | 3.000 | 3.000 | 3.000 | 0.000 | 0.000 | | Transfer Work from El Paso Community College Equivalent Course: CJ000 |
| LAW3202 | Police Systems & Practices | TR | N | 3.000 | 3.000 | 3.000 | 0.000 | 0.000 | | Transfer Work from El Paso Community College Equivalent Course: CJ105 |
| LAW3205 | Courts Criminal Proceed | TR | N | 3.000 | 3.000 | 3.000 | 0.000 | 0.000 | | Transfer Work from El Paso Community College Equivalent Course: CJ221 |
| LAW3206 | Criminal Investigation | TR | N | 3.000 | 3.000 | 3.000 | 0.000 | 0.000 | | Transfer Work from El Paso Community College Equivalent Course: CJ311 |
| LAW3208 | Police Comm Relations | TR | N | 3.000 | 3.000 | 3.000 | 0.000 | 0.000 | | Transfer Work from El Paso Community College Equivalent Course: CJ220 |

Term: 2012 (F2B) Fall II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|------------------------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| MA120 | Basic Concepts of Statistics | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | Term Totals: | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | 4.000 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2012 (F1B) Fall I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|----------------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| MA125 | Intermediate Algebra | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | Term Totals: | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | 4.000 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2013 (F2B) Fall II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|-------------------------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| EC141 | Principles of Macroeconomics | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| EC315 | Quantitative Research Methods | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| | | | Term Totals: | 6.000 | 6.000 | 6.000 | 6.000 | 18.000 | 3.000 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2013 (S1B) Spring I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|-----------------------------|-------|--------|-----------------------|--------------|-------------------|-------------|---------|-------|-------|
| AC201 | Principles of Accounting I | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| BI214 | Personal & Community Health | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | | Term Totals: | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| | | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2013 (S2B) Spring II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|-----------------------------|-------|--------|-----------------------|--------------|-------------------|-------------|---------|-------|-------|
| AC202 | Principles of Accounting II | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| CS140 | Introduction to Computers | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | | Term Totals: | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| | | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2013 (U1B) Summer

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|--|-------|--------|-----------------------|--------------|-------------------|-------------|---------|-------|-------|
| EN105 | First Yr Wrting Seminar I: Critical Reading, Writing and Thinking Across Contexts. | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | | Term Totals: | 3.000 | 3.000 | 3.000 | 12.000 | 4.000 | |
| | | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2013 (F1B) Fall I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|-----------------------|---|-------|--------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| EC142 | Principles of Microeconomics | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| EN106 | First Yr Wrting Seminar II: Academic Research & Writing | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| Term Totals: | | | | 6.000 | 6.000 | 6.000 | 6.000 | 24.000 | 4.000 | |
| Career Totals: | | | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2014 (F2A) Fall II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|-----------------------|------------------------------|-------|--------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| MA135 | College Algebra | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| MG375 | Production & Operations Mgmt | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| WCT | Writing Competency Test | P | N | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | | |
| Term Totals: | | | | 6.000 | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| Career Totals: | | | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2014 (S1B) Spring I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|-----------------------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| BC301 | Intermediate Macroeconomics | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| FI360 | Financial Management | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| | | | Term Totals: | 6.000 | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2014 (S2B) Spring II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|----------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| MG260 | Business Law I | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | Term Totals: | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | 4.000 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2014 (U1B) Summer

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|--------------------------|-------|-----------------------|-------------|--------------|-------------------|-------------|---------|-------|-------|
| MG352 | Principles of Management | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| PS301 | Social Psychology | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| | | | Term Totals: | 6.000 | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| | | | Career Totals: | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2014 (F1A) Fall I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|---------------------------|--|-------|--------|----------------|-----------------|-------------------------|----------------|---------|-------|-------|
| FI363 | Financial Institutions & Markets | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| MG261 | Business Law II | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| Term Totals: | | | | 6.000 | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| Career Totals: | | | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2015 (S1A) Spring I

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|---------------------------|---|-------|--------|----------------|-----------------|-------------------------|----------------|---------|-------|-------|
| EN306B | Prof Writing in the Disciplines: Business Communications | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| MG420 | Labor Relations | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| Term Totals: | | | | 6.000 | 6.000 | 6.000 | 6.000 | 24.000 | 4.000 | |
| Career Totals: | | | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2015 (S2A) Spring II

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|---------------------------|-------------------------------------|-------|--------|----------------|-----------------|-------------------------|----------------|---------|-------|-------|
| MG371 | Mgt & Organizational Behavior | A | N | 3.000 | 3.000 | 3.000 | 3.000 | 12.000 | | |
| MK351 | Principles of Marketing | B | N | 3.000 | 3.000 | 3.000 | 3.000 | 9.000 | | |
| Term Totals: | | | | 6.000 | 6.000 | 6.000 | 6.000 | 21.000 | 3.500 | |
| Career Totals: | | | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | |

Term: 2015 (U1A) Summer

| Course | Title | Grade | Repeat | Park Earned | Total Earned | Grade Point Hours | GPA Credits | Applied | GPA | Notes |
|--------|-------------------------------------|-------------------------|--------|----------------|-----------------|-------------------------|----------------|---------|-----|-------|
| CA103 | Public Speaking | N/A until 07/29/2015 | N | 3.000 | 0.000 | 0.000 | 0.000 | 0.000 | | |
| CA104 | Interpersonal Communication I | N/A until 07/29/2015 | N | 3.000 | 0.000 | 0.000 | 0.000 | 0.000 | | |



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:

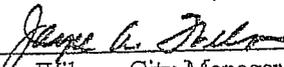
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) Regular Employee: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be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