City of El Paso - Civil Service Commission Appeal Form - Exam

Disqualification Date: June 8, 2016

ITEM 10C

Name: Lujan Jr., Jose L			
Position Applying for: Traffic Control Specialist	**Current City Employee:** ☒ Yes ☐ No **Position/Grade:** Recreation Leader/GS 43 **Original Hire Date:** 10/17/07	**Date of Disqualification:** June 8, 2016	**Date Appeal Filed:** June 13, 2016
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** N/A **Conditional Exam:** ☐ Yes ☐ No ☒ N/A	**Disqualified by:** ☐ Phone ☒ E-Mail ☐ In Person	**Was the Appeal Filed in Timely Manner:** ☒ Yes ☐ No

Rule or Ordinance Under Which Disqualified:

Rule 5, Section 1.(a).: The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented.:

(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.

HR Application Policy: The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

(a) **Lacks Minimum Qualifications:** The applicant lacks the minimum qualifications established in the classification for the position;

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.

Minimum Qualifications	Applicant Qualifications	Deficits
Education A High School diploma or GED.	High School Diploma	None
Experience Two (2) years paraprofessional engineering experience.	**Position** **Years** **Months**	Two (2) years paraprofessional engineering experience.

Comments

Mr. Lujan does not meet the minimum qualifications for this position. He is lacking two (2) years of paraprofessional engineering experience. Mr. Lujan listed an Engineering Aide position with the El Paso Water Utilities from November 2007 – August 2015. This position is not a paraprofessional position since it does not have an education requirement above a High School or GED. Mr. Lujan would have needed to work in an Engineering position that required a minimum of an Associate's Degree to have been given credit for the required paraprofessional experience for this position. Therefore he is not qualified for this position.

Non-Qualifying Education/Experience:

Education:

Associate's Degree in Kinesiology

Experience:

Position	Years	Months
Delivery Driver	2	7.875
Recreation Leader	0	6
Engineering Aide	7	10
Technical Support II	0	11
Business Office Specialist	3	6

Prepared by: Sara Gonzalez

Reviewed by: Claudia Ingram for LBT

CSC Appeal Fact Sheet

Recruitment Title: Traffic Control Specialist 13640-0516

Recruiting Department: Streets and Maintenance Department

Total Applications Received:	10
Total # of Applicants Failed Minimum Qualifications:	8
# Failed for Lack of Education:	0
# Failed for Lack of Experience:	8
# Failed for Lack of Education and Experience:	0
# Failed for other:	0
Total # Failed the Exam:	N/A
# No-Show to Exam:	N/A
# of Applicants who met the minimum qualifications for the position and passed examination:	N/A

Appeal Form

To Whom It May Concern:

I, Jose L. Lujan Jr. **, hereby appeal my disqualification to take the examination for:** Traffic Control Specialist **[Examination Title]**

Date notified of disqualification: 6-8-16

Disqualified Under CIVIL SERVICE RULE (C.S.C.) and/or HUMAN RESOURCES (HR) POLICY: Check all boxes that are applicable.

Lacks Minimum Qualification – Rule 5.1.(a) ☑ Convicted of a felony, or a misdemeanor – Rule 5.1.(b) ☐

Human Resources Policy: Dismissed from Public Service ☐ Dismissed from City Employment ☐

OTHER ☐ _____(write specific C.S.C. Rule or HR Policy you are appealing)

C.S.C. Rule 5.1.(a) Applicant Does Not Meet Minimum Qualification	YES	NO
Do you meet the educational requirements as stated in the job specification for this position?	☑	☐
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	☑	☐
Do you meet the minimum required experience as stated in the job specification for this position?	☑	☐
Did you list your education and/or experience on your application?	☑	☐

Detail your qualifying experience (use additional paper if necessary)

Qualifications that a Traffic Control Specialist requires 2 years of engineering experience and I have 8 years experience in engineering with the Water Department. I did as-builts, locate water main lines, trained new employees on the field

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO
Is your conviction job related to the position sought?	☐	☐
Will the conviction hinder your ability to perform the duties of this position?	☐	☐

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

_____

_____

_____

_____

_____

Name: Jose L. Lujan Jr. **Address:** , **City/State/Zip**

Telephone: **Person ID #:** **(Neogov)**

Applicant Signature: Jose L. Lujan Jr. **Date:** 6-13-16

Please note: In accordance with the Texas Public Information Act. information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature ☐

RECEIVED
JUL 06 2016
CIVIL SERVICE COMMISSION

13640-0516 - Traffic Control Specialist

Contact Information -- Person ID: 5424431

Name: JOSE L LUJAN JR

Address:

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? Associate's Degree

Preferences

Preferred Salary: $11.77 per hour;

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

TO OBTAIN A PERMANENT POSITION IN A WELL COMPANY IN WHICH TO UTILIZE ALL MY SKILLS. WITH A FOCUS IN DEVELOPING AND IMPROVING CUSTOMER SERVICE, PROJECT COORDINATION, PLANNING AND IMPLEMENTATION OF ANY GIVEN PROJECT.

Education

College
E.P.C.C.
www.epcc.edu
8/2001 - 5/2016
EL PASO, Texas

Did you graduate: Yes
College Major/Minor: Kinesiology
Degree Received: Associate's

High School
RIVERSIDE HIGH SCHOOL
www.yisd.net
8/1996 - 5/2000
EL PASO, Texas

Did you graduate: Yes
Degree Received: High School Diploma

Work Experience

DELIVERY DRIVER
4/2009 - Present

DOMINOS PIZZA
6920 DELTA DRIVE
EL PASO, Texas 79915
(915) 778-4499

Hours worked per week: 15
Monthly Salary: $300.00
# of Employees Supervised: 3
Name of Supervisor: Janet Dubriel - GENERAL MANAGER
May we contact this employer? Yes

Duties
CUSTOMER SERVICE, CASHIER, PREPARING PIZZA AND DELIVERING.

Recreation Leader
9/2015 - Present

Hours worked per week: 30
Monthly Salary: $0.00
# of Employees Supervised: 0

El Paso Parks and Recreation

Name of Supervisor: Brenda Romero
May we contact this employer? Yes

Duties
Open or close recreation center. Recruite and organize sports team, rosters and practices. Monitor recreational center. Making sure the weight room is organized. Assist in the connect program. Enroll customers in center program's through active net. Review scholarship application. Answer questions via phone.

ENGINEERING AIDE
10/2007 - 8/2015

EL PASO WATER UTILITIES

Hours worked per week: 40
Monthly Salary: $1,260.00
# of Employees Supervised: 1
Name of Supervisor: GABRIEL GONZALES - ENGINEERING SUPERIVSOR
May we contact this employer? Yes

Duties
LOCATE WATER AND SEWER LINES THROUGH OUT THE CITY, GIVE ELEVATIONS AND CUT SHEETS TO CONTRACTORS FOR INSTALLATION OF SEWER LINES AND WATER LINES ON NEW SUB-DIVISION. ALSO TAKE RESPONSIBILITY OF CREW WHEN CREW CHIEFS ARE ABSENT. Do as-builds on new water, sewer main lines replaced by the water department

Reason for Leaving
School schedule interfering with work.

TECHNICAL SUPPORT II
9/2006 - 8/2007

ECHOSTAR

Hours worked per week: 40
Monthly Salary: $1,200.00
# of Employees Supervised: 0
Name of Supervisor:

May we contact this employer? Yes

Duties
TAKING INBOUND CALLS TO ASSIST CUSTOMERS WITH THEIR SATELLITE EQUIPMENT AND BILLING QUESTIONS

Reason for Leaving
CHANGE OF SCHEDULE TO OFTEN

BUSINESS OFFICE SPECIALIST
11/2002 - 5/2006

CENTRO SAN VICENTE

Hours worked per week: 40
Monthly Salary: $1,000.00
# of Employees Supervised: 0
Name of Supervisor:
C
May we contact this employer? Yes

Duties
CASHIER, GREETER, SWITCHBOARD OPERATOR, APPOINTMENT CLERK, MEDICAL RECORDS, DATA ENTRY

Reason for Leaving
OFFERED A BETTER JOB

Certificates and Licenses

Type: Water department safety award

Number:

Issued by:

Date Issued: 4 /2014 Date Expires: 4 /2015

Skills

Office Skills

Typing: 25
Data Entry: 30

Other Skills

SWITCHBOARD OPERATOR, COMPUTER LITERATE,
BILINGUAL Expert - 6 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information

Honors & Awards

EMPLOYEE OF THE MONTH AT STEIN MART AND DOMINOS. SAFETY AWARD WITH THE WATER DEPARTMENT.

References

Professional
PARRA, ADAN

Professional
MUÑOZ , ERIKA

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Lujan, Jose CSC Appeal Traffic Control Specialist	Lujan, Jose CSC Appeal	Other	Sara Gonzalez

Traffic Control Specialist

Class Code:
13640 GS 52

CITY OF EL PASO
Established Date: Aug 21, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

$15.06 - $24.06 Hourly
$1,204.88 - $1,925.18 Biweekly
$2,610.57 - $4,171.23 Monthly
$31,326.78 - $50,054.70 Annually

FLSA:
Non-Exempt

MINIMUM QUALIFICATIONS:
Education and Experience: A High School diploma or GED, and two (2) years paraprofessional engineering experience.

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

GENERAL PURPOSE:
Under general supervision, evaluate and direct school traffic control planning and equipment installation, participate in traffic studies, prepare and review traffic and construction plans, and respond to customers and outside constituents.

TYPICAL DUTIES:
Implement, supervise and manage school traffic control planning and equipment installation. Involves: Conduct investigations and analyze information for establishment of school zones and traffic control devices. Survey periphery of school area to determine school pedestrian routes and recommend changes or additions to existing school zones. Evaluate and ensure school markings are in accordance with federal, state and local rules and regulations. Aid in the preparation and coordination of work orders for installation of traffic control devices such as school entrances, bus stops, crosswalks, parking restrictions, flashers, and other similar devices.

Participate in traffic studies, surveys and field investigations for traffic signal design. Involves: Participate in the design of traffic signal plans, multi-way stops, roadway striping, and layouts, roadway geometric design, parking layouts, meter installation and street light installations. Conduct and review traffic count and accident studies, parking studies and signal timing plans to identify unsafe and congested conditions. Perform field checks regarding routes, zones, bench placement, parking meter layout, and traffic control devices, which are visibly obstructed or need illumination. Conduct speed studies with a radar gun to establish safe speeds on hazardous curves. Design guard post and guardrails for installation. Prepare drawings of intersections for the installation of traffic control device. Perform on-site investigations to determine the adequacy of signing and markings. Recommend and prepare possible design treatments and placement of control devices to ensure conformance to guidelines. Prepare recommendations of intersection control, speed limits, striping, sidewalk, street parking layouts and signs. Conduct field reviews on problem locations and recommends remedial action. Review work zone barricade plans and layouts to ensure compliances with MUTCD. Review and prepares traffic control plans for construction projects, parades and street closures. Prepare cost estimates for the installation of

- Application of some knowledge of safe working practices and procedures.
- Application of some knowledge of public relations practices.
- Use testing and measuring equipment.
- Read and comprehend technical engineering documents.
- Clear, concise oral and written communications to effectively respond to inquiries and complaints.
- Establish and maintain effective working relationships with City officials, consultants, subordinates, supervisors, coworkers, contractors, regulatory agencies and the general public.

OTHER JOB CHARACTERISTICS:

- Perform assignments on weekends and after working hours.
- Operation of a motor vehicle through City traffic.
- Exposure to adverse weather, heavy machinery and vehicular traffic.

CLASSIFICATION STATUS:
(Ord. 016439 08/22/06), (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.

RULE 5

Application and Promotional Process and Lateral Transfer Process

Section 1. Filing of Applications.

Except as otherwise provided for herein, applicants for all positions, must file an application with the Human Resource Department not later than the date specified in the job posting and in the manner prescribed in the job posting.

The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:

(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies; or

(b) He has been convicted of a felony, or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought; or (Amended 8/25/09,11/2/10)

(c)He is found by the Commission to have committed any act, either while in the service of the City or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission, would be sufficient to constitute a just cause for discharge from the Civil Service as defined in Article VI, Section 6.13-3 of the Charter.

Section 2. Appeals from Disqualification from Examination.

a. Applicants who are disqualified from taking an examination may appeal to the Civil Service Commission provided they appeal within three (3) working days from the date of the notice. The three (3) working day period begins the date the notice was emailed. Individuals who appeal must file a written rebuttal in a format prescribed by the Human Resources Director. If the applicant fails to update their contact information or respond within the timelines set, no further action will be taken. (Amended 8/21/07, 8/25/09, 9/17/13)

b. Untimely appeals will not be accepted.

c. If the examination is held before the appeal is heard and determined by the Commission, the Human Resources Director may allow the applicant to take the examination conditionally pending the Commission's determination. If a conditional applicant fails to achieve a passing grade on an examination, the appeal shall be administratively dismissed and the appeal will not be forwarded to the Commission and no further action will be taken. (Amended 8/25/09)

Section 3. Frequency and Examination.

Examinations will be given whenever needed to fill a vacancy for which an adequate list does not exist. (Amended 12/11/84, 1/24/89, 8/21/07)

Section 4. Eligibility.

A person is eligible to take promotional examinations after actual service in a regular position for six months and when he fully meets the qualifications for the class as specified in the job description. The six months of actual service will be deemed to have been met if the employee successfully completes the six months of service by the date the first component of the examination is administered, and the employee is recommended for regular status. (Amended 10/21/97, 8/21/07, 8/25/09, 9/17/13)

Section 5. Seniority and Efficiency Points

Seniority points will be awarded to the score of City Employees provided that the minimum passing grade is achieved on the examination or evaluation. Efficiency points will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. City Employees may receive a maximum of seven additional points that can be added to their score for a combination of seniority and efficiency points. (Amended 3/6/12)

Section 6. Special Credit

Ratings for Veterans

A veteran, who has obtained a passing score, shall have his rating on an original entrance examination advanced five points. A veteran is defined as any person who has served on active duty in the Armed Forces of the United States, or any division thereof, including the Coast Guard, for a period of 180 days and presents a DD 214 indicating an honorable discharge from said service. (Amended 8/21/07, 8/25/09)

a. To qualify for an additional five-point increment based on disability, such disability must be at least 30 percent, certified by the most recent letter from the Veteran's Administration. (Amended 8/21/07)

b. Nothing in this provision will be construed to authorize or direct the placing of the name of any person on any eligible list who does not meet the physical standards set by the Human Resources Director for the position for which the eligible list has been created.

Section 7. Penalty for Deceit in Examination.

Where deceit in an examination is alleged, and the examinee denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances to exist, the examinee will be permitted to finish the examination, and a full report shall be submitted immediately to the Human Resources Director, who will conduct an appropriate investigation. Should the Director find that the applicant engaged in deceitful conduct in connection with the examination, the applicant will be disqualified. (Amended 8/21/07, 9/17/13)

Section 8. Duration of Eligible Lists.

The Human Resources Director will compile lists of eligible promotional candidates for job classifications and maintain them as necessary and appropriate. Eligible lists other than reinstatement and transfer lists will normally expire 6 months from the date they are certified unless extended by the Human Resources Director.. (Amended 1/24/89, 8/21/07, 9/17/13)

Section 9. Removal from the Promotional List of Persons Permanently Separated from Service.

The names of persons permanently separated from the service on account of resignation, discharge or other cause, will be removed from all promotional applicant lists by the Human Resources Director.

Section 10. Removal from Lower List if Appointed from Higher List.

Regular employees whose names are on promotional eligible lists of different grades or lists with different salary schedules will be removed from the lower grade promotional eligible lists or promotional lists with a lower salary schedule upon promotion to a higher grade position or one with a higher salary schedule. (Passed 3/28/91 and Amended 8/21/07)

Section 11. Required Licenses or Certificates

All employees who are required to have a license or certificate as a condition of employment shall maintain such licenses or certificates in a current status as long as their job specification requires it.

Failure to maintain or obtain such license or certificate as required by the employee's job specification shall constitute just cause for disciplinary action as described in Rule 8. (Passed 8/25/09)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07, 8/25/09, 9/17/13)

a. The position is in the same class and grade as the one from which transfer is made; or

b. The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94 and 7/31/07)

Section 13. Transfer During Probationary Period.

a. In order to have a request for a transfer approved, a person must have completed a probationary period in the class to which transfer is being requested, except as provided in paragraph b.

b. In cases where a position is abolished, a transfer request may be made by either the employee or the City. In such cases, a transfer may be approved while the employee is still serving in a probationary period for the class to which transfer is requested, provided that the balance of the employee's probationary period not yet served be retained by the employee in the new department, and that the rules regarding transfer and the order of certification and all provisions regarding transfers are met. (Passed 1/2/85) (Amended 9/13/05)

ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Applications and Appeals Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013; May 30, 2015
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS POLICY

I. POLICY

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES

A. Acceptance of Applications

1. The Human Resources Director or Designee will establish a filing period to accept applications for a particular position

   a. All job seekers must complete an application for a particular position through the City's online application system.
   b. A filing period with a specific closing date may be established for a job posting.
   c. When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
   d. When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications

1. Human Resources Director: As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

   The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. Hiring Official: When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

   a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position:

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

   b) Criminal History: The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, or;*

c) Dismissed from Public Service: The applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. <u>False Statement on Application</u>

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. <u>Appeals from Disqualification:</u>

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 _____ DATE: July 14, 2015

TOMAS GONZALEZ, City Manager