City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification - Date: July 18, 2016

ITEM 5

Name: Baughman, Patrick

Position Applying for: Accountant	**Current City Employee:** ☒ Yes ☐ No **Position/Grade:** Accounting/Payroll Clerk	**Date of Disqualification:** 07/06/2016	**Date Appeal Filed:** July 7, 2016
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** July 18, 2016 **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.

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**
Candidate must have a Bachelor's degree in accounting, finance, business or public administration, including a concentration of 18 upper division semester credit hours in accounting.	Bachelor's degree / Accounting	None
Experience Two (2) years of professional accounting experience.	**Position** Associate Accountant — **Years** — **Months** 3	1 year and 9 months of professional accounting experience.

Comments: The position of Accountant requires a Bachelor's degree in accounting, finance, business or public administration, including a concentration of 18 upper division semester credit hours in accounting, and two (2) years of professional accounting experience.

Under City's equivalency guidelines, Section III, subsection 2.12, "Pre-degree experience will be accepted when the applicant has performed relevant experience at the *professional level*... If an applicant's previous employment required a degree or higher we would consider the pre-degree position at a professional level." Mr. Baughman earned his Bachelor's degree in Accounting in May of 2015.

Mr. Baughman was employed by the City as a part-time Office Assistance effective 12/15/2014. The three City positions that Mr. Baughman has held during this time are at the General Service (GS) Level (non-exempt). The Office Assistant is a GS 43 level, the Accounting/Payroll Clerk is at the GS 46 level, and the Accounting Payroll Specialist is at a GS50 level . Mr. Baughman's was given the opportunity to work out of class as an Associate Accountant (PM – Professional Level 122) from 06/14/2015 to 09/14/2015. This gives him *only* three (3) months of the required 2 years of professional experience. Therefore, Mr. Baughman is lacking one (1) year and nine (9) months of the required experience.

Non-Qualifying Education/Experience:

Education: None

Experience:

Position	Years	Months
Accounting Payroll Specialist		5
Accounting/Payroll Clerk	0	6
Office Assistant	0	3
Lead Cashier/Assistant Mngr. Trainee (McDonalds)	1	2
Volunteer Student Assistant		1
Work Study – Data Entry		1
Cashier		2
Office Intern		9
Cashier		1
Electronics Sales Associate/Cashier		1
Copy and Print Clerk/Cashier		3
Financial Services / City Rep Intern		1
Student Office Assistant		2
Office Clerk/Cashier		1

Appeal Form 5.1.a

Prepared by: Antimo Carreon

Reviewed by:

Appeal Form 5.1.a

CSC Appeal Fact Sheet

Recruitment Title: Accountant

Recruiting Department: Office of The Comptroller

Total Applications Received:	97	
Total # of Applicants Failed Minimum Qualifications:	52	
# Failed for Lack of Education:		7
# Failed for Lack of Experience:		40
# Failed for Lack of Education and Experience:		5
# Failed for Other:		
Total # Failed the Exam:	7	
# No-Show to Exam:	32	
# of Applicants who met the minimum qualifications for the position and passed examination:	6	

Note: This is a continuous recruitment which is still open and we continue to accept applications

HUMAN RESOURCES DEPARTMENT
JUL 07 2016
Recruitment & Certification
Received by: UC

Appeal Form

To Whom It May Concern:

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

Date notified of disqualification: 07/06/16

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)

While I was working for the library dept., I was an office assistant that was temporarily promoted to Associate Accountant. Other than pay and the exemption status, not much changed as far as the job duties were concerned. I am also halfway through the Masters of Accountancy Program at UTEP. I have previously taken and passed this exam, but did not take the chance to appeal in front of the Civil Service Commission. I want the opportunity to take the exam again and proceed with a hearing in front of the CSC.

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: Patrick Baughman **Address:** – **City/State/Zip**

Telephone: – 7 **Person ID #:** **(Neogov)**

Applicant Signature: _____ **Date:** 07/07/16

Stamp

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
AUG 04 2016
CIVIL SERVICE COMMISSION

Occupational Job Families and Job Classes
City of El Paso

Class Code	Current Job Title	Current Grade	Education Requirement	Experience Requirement	Supervisory Experience Requirement
	Accounting Group				
12200	Fiscal Operations Manager	EX 5	BA	6	2
12210	Accounting Manager	PM 130	BA	6	2
12220	Senior Accountant	PM 128	BA	4	-
12230	Accountant	PM 125	BA	2	-
12240	Associate Accountant	PM 122	BA	-	-
12245	Senior Accting/Payroll Specialist	GS 52	HS/GED	6	-
12250	Accounting/Payroll Specialist	GS 50	HS/GED	4	-
12255	Collectively Bargained Payroll Clerk	GS 47	HS/GED	3	-
12260	Accounting/Payroll Clerk	GS 46	HS/GED	2	-

12230-0616 - Accountant

Contact Information -- Person ID: 14461413

Name: Patrick A Baughman

Address:

US

Home Phone:

Alternate Phone:

Email:

Former Last Name:

Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , , Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary:

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 , Weekends

Objective

Education

Graduate School
University of Texas at El Paso
1/2016 - Present

El Paso, Texas

Did you graduate: No
College Major/Minor: Accounting
Degree Received: Master's

College
University of Texas at El Paso
www.utep.edu
8/2009 - 5/2015
El Paso, Texas

Did you graduate: Yes
College Major/Minor: Accounting
Units Completed: 7 Semester
Degree Received: Bachelor's

College
El Paso Community College
www.epcc.edu
8/2010 - 12/2012
El Paso, Texas

Did you graduate: Yes
College Major/Minor: Accounting
Units Completed: 5 Semester
Degree Received: Associate's

Work Experience

Accounting Payroll Specialist
3/2016 - Present

City of El Paso - Streets and Maintenance Dept.
7968 San Paulo
El Paso, Texas 79907
915-212-7016

Hours worked per week: 40
Monthly Salary: $2,233.60
# of Employees Supervised: 1
Name of Supervisor: Claudia Cancellare - Departmental Human Resources Manager
May we contact this employer? Yes

Duties
Adhere to City of El Paso purchasing guidelines when processing requisitions and generating purchase orders

Create department and interdepartmental journal entries for general fund.

Manage department's payroll duties such as Kronos, FMLA, Texas Workman's Comp.

Utilize interfaces such as PeopleSoft HR and CAS systems to carry out tasks like RAs, Leave Balance Adjustments and inputting DWC forms.

Maintain department records for FMLA, DWC, Payroll and other personnel matters.

Participate in Lean Six Sigma team that is trying to improve on the Return to Work process for Worker's Comp.

Reason for Leaving
Seeking opportunities to continue to grow within the organization.

Accounting/Payroll Clerk
9/2015 - 3/2016

City of El Paso - Streets and Maintenance Dept.
7968 San Paulo
El Paso, Texas 79907
915-212-0118

Hours worked per week: 40
Monthly Salary: $0.00
Name of Supervisor: Claudia Cancellare - Departmental Human Resources Manager
May we contact this employer? Yes

Duties
Execute payroll duties related to Kronos, FMLA and Workman's Compensation

Participate on an HR related Lean Six Sigma team for Transitional Duty.

Maintain department records for FMLA, DWC, Payroll and other personnel matters.

Create and post journal entries internally and inter-department reimbursements

Procurement through EP Market.

Reason for Leaving
Promoted to department's Accounting/Payroll Specialist.

Associate Accountant (Temporary)
6/2015 - 9/2015

City of El Paso - Library Department
501 N. Oregon
El Paso, Texas 79901
915-543-5413

Hours worked per week: 40
Monthly Salary: $2,736.00
Name of Supervisor: Dionne Mack - Director of Libraries
May we contact this employer? Yes

Duties
Responsible for Contract Management to include janitorial services, confidential contract bidding processes and purchase orders.

Adhered to City of El Paso Purchasing guidelines to include researching and obtaining bids from vendors when processing Requisitions and generating Purchase Orders

Reconciled Revenue account and monitor individual division's budget balances regularly.

Created department Budget Transfers and Journal Entries for General and Restricted funds.

Accurately input vouchers and bank deposits using PeopleSoft for department in a timely manner.

Successfully held training sessions on the process of ordering from EP Market and the procedure of submitting invoices from vendors for payment for all library staff.

Managed department's payroll duties such as Kronos, FMLA, Texas Workman's Comp.

Utilized interfaces such as PeopleSoft HR and CAS systems to carry out tasks like RAs, Leave Balance Adjustments and inputting DWC forms.

Responsible for recruitment duties to include Vacancy Authorization reports, Job Requisitions, Process candidates through Neo-Gov (Selection, Schedule Interviews, Hiring), Conducting interviews.

Maintained department records for financial paperwork (invoices, deposits and budget transfers), FMLA, DWC, Payroll and other personnel matters.

Participated in a Lean Six Sigma team that is trying to improve on the City's Return to Work process for Worker's Compensation.

Reason for Leaving
This was a temporary assignment and left for a permanent promotion in another department.

Office Assistant
12/2014 - 6/2015

City of El Paso - Library Department
501 N. Oregon
El Paso, Texas 79901
915-543-5413

Hours worked per week: 20
Monthly Salary: $1,657.60
# of Employees Supervised: 0
Name of Supervisor: Dionne Mack - Director of Libraries
May we contact this employer? Yes

Duties
Responsible for Contract Management to include janitorial services, confidential contract bidding processes and purchase orders.

Adhered to City of El Paso Purchasing guidelines to include researching and obtaining bids from vendors when processing Requisitions and generating Purchase Orders

Reconciled Revenue account and monitor individual division's budget balances regularly.

Created department Budget Transfers and Journal Entries for General and Restricted funds.

Accurately input vouchers and bank deposits using PeopleSoft for department in a timely manner.

Successfully held training sessions on the process of ordering from EP Market and the procedure of submitting invoices from vendors for payment for all library staff.

Managed department's payroll duties such as Kronos, FMLA, Texas Workman's Comp.

Utilized interfaces such as PeopleSoft HR and CAS systems to carry out tasks like RAs, Leave Balance Adjustments and inputting DWC forms.

Responsible for recruitment duties to include Vacancy Authorization reports, Job Requisitions, Process candidates through Neo-Gov (Selection, Schedule Interviews, Hiring), Conducting interviews.

Maintained department records for financial paperwork (invoices, deposits and budget transfers), FMLA, DWC, Payroll and other personnel matters.

Reason for Leaving
Temporary reassignment to PM position for Library Department.

Student Office Assistant
5/2014 - 10/2014

University of Texas at El Paso

Hours worked per week: 19
Monthly Salary: $0.00
Name of Supervisor: - PeopleSoft Project Supervisor
May we contact this employer? Yes

Duties
Utilize Microsoft Publisher and PowerPoint to create PeopleSoft training brochures for employees

Develop PeopleSoft Demos (UPKs) to show step by step processes for training purposes

Assist in employee training sessions on PeopleSoft Financials and HR.

Reason for Leaving
Not enough hours.

Office Clerk/Cashier
6/2014 - 7/2014

City of El Paso Vehicle Impound Facility
11615 Railroad
El Paso, Texas
915-534-8750

Hours worked per week: 40
Monthly Salary: $1,440.00
Name of Supervisor: Marisela Casillas - Facility Manager
May we contact this employer? Yes

Duties
Processed cash, check and card payments.

Reconciled cash drawer with receipts for discrepancies

Inputted detailed information of impounded vehicles

Verified all documentation presented was legal and within company guidelines and made copies for records retention.

Reason for Leaving
School and other personal reasons that have been resolved

Financial Services/City Rep Intern
4/2014 - 7/2014

City of El Paso
300 N. Campbell
El Paso, Texas 79901
915-212-1037

Hours worked per week: 10
Monthly Salary: $0.00
# of Employees Supervised: 0
Name of Supervisor: Jeremy Jordan - Legal Aide for Rep. Niland
May we contact this employer? Yes

Duties
Created various correspondences including letters on behalf of Representative Niland

Managed visitors and all activity of office in the absence of Legislative Aide

Performed reconciliations for Financial Services Department's housing grants project accounts

Reason for Leaving
Temporary Internship

Copy and Print Clerk/Cashier
12/2013 - 4/2014

Office Depot

Hours worked per week: 30
Monthly Salary: $0.00
Name of Supervisor: - Store Manager
May we contact this employer? No

Duties
Operated cash register

Produced copies of various media in mass quantities

Use software to design business materials such as business cards and flyers

Managed time properly and built relationships with repeat clients

Reason for Leaving
School and Internship with the City of El Paso

Electronics Sales Associate/Cashier
10/2013 - 11/2013

Hours worked per week: 30
Monthly Salary: $0.00

Target

Name of Supervisor: Valerie
May we contact this employer? Yes

Duties
Answered any questions about electronics for customers

Use Scanner to pull merchandise from inventory

Keep track of devices sold on a sales log

Process customer transactions quickly and accurately with great customer service

Sold warranties and pushed membership sign ups.

Reason for Leaving
Conflicting with school schedule

Cashier
5/2013 - 6/2013

Wal-Mart

Hours worked per week: 32
Monthly Salary: $0.00
Name of Supervisor: - Manager
May we contact this employer? Yes

Duties
Process customer transactions in a timely manner

Provide exceptional customer service

Reason for Leaving
School schedule conflicts

Office Intern
8/2011 - 8/2012

Insurance Services of El Paso

Hours worked per week: 30
Monthly Salary: $0.00
Name of Supervisor: - Owner
May we contact this employer? Yes

Duties
- Accepted account payments of cash, check and card.
- Assisted clients with inquiries about policies and issues
- Executed daily bank deposits
- Helped in maintaining the financial books for the business.
- Performed clerical work to include answering phones and emails.

Reason for Leaving
Needed to find a paid position

Cashier
11/2009 - 1/2010

Best Buy

Hours worked per week: 30
Monthly Salary: $0.00
Name of Supervisor: - Senior Cashier
May we contact this employer? Yes

Duties
Completed customer transactions in a timely manner
Restocked and organized inventory

Successfully sold warranties, memberships, and promotions
Promoted and encouraged customers to apply for company credit card

Reason for Leaving
School schedule conflicts and seasonal

Work Study - Data Entry
9/2009 - 10/2009

University of Texas at El Paso

Hours worked per week: 19
Monthly Salary: $0.00
Name of Supervisor: - Head of Facilities Department
May we contact this employer? Yes

Duties
Processed, printed and compiled all work orders for facility department
Logged purchase orders and inputted them into an Excel sheet
Clerical work that included typing, faxing, copying, and e-mails

Reason for Leaving
Financial aid award changed in regards to UTEP work study program.

Volunteer Student Assistant
8/2008 - 6/2009

Eastwood High School

Hours worked per week: 5
Monthly Salary: $0.00
# of Employees Supervised: 0
Name of Supervisor: - Budget Clerk
May we contact this employer? Yes

Duties
For Nurse - Ensure supplies are stocked and file confidential health records

For Principal - Mail room, deliver packages to designated faculty members, clerical work, Check-in and assist campus visitors and answer phone.

Reason for Leaving
It was a volunteer opportunity while in High School that ended upon graduation.

Lead Cashier/ Assistant Manager
5/2007 - 7/2008

McDonald's

Hours worked per week: 40
Monthly Salary: $1,200.00
# of Employees Supervised: 3
Name of Supervisor: - Owner
May we contact this employer? Yes

Duties
Accurately processed customer orders and payments in a timely manner

Responsible for inventory to include maintaining an up to date count and purchasing.

Responsible for training new hires on procedures and techniques

Assisted in closing procedures to include reconciling registers at the end of shifts and logging daily intakes.

Processed employee payroll and other HR related tasks such as Worker's Comp for a total of 25 employees.

Executed other administrative tasks such as documenting employee training, evaluations and disciplines.

Reason for Leaving
School and Distance became an issue

Certificates and Licenses

Skills

Office Skills

Typing: 45
Data Entry: 0

Other Skills

Microsoft Office Skilled - 12 years and 0 months

PeopleSoft Financials & HR Skilled - 2 years and 0 months

Kronos Skilled - 1 years and 6 months

Languages

Spanish - Speak, Read, Write

Additional Information

Personal

Highly Experienced caring for children/adults with mental and physical disabilities (Brother)

References

Professional
Dominguez, Limara
Accountant

Professional
Cancellare, Claudia
Depatmental HR Manager

Professional
Garcia, Randy
Administrative Analyst

Professional
Mack, Dionne
Director of Libraries

Professional
Bristol, Richard
Deputy Director of Streets and Maintenance
Dept

Professional
Kaiser, Shirley
Accounting Manager

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Patrick Baughma BBA In Accounting.pdf	Patrick Baughma BBA In Accounting.pdf	**Proof of Education**	Job Seeker
Patrick Baughman Resume.pdf	Patrick Baughman Resume.pdf	**Resume**	Job Seeker

Accountant

Class Code:
12230 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 accounting, finance, business or public administration or a related field, including a concentration of 18 upper division semester credit hours in accounting, and two (2) years of professional accounting experience.

Licenses and Certificates: None.

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

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

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

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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

OTHER JOB CHARACTERISTICS:

- None.

CLASSIFICATION STATUS:
(Ord. 016352 04/25/06), (HR 09/03/08), (CC 07/29/12)
As provided under Classification and Compensation Ordinance 8064, Section 2.2,General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

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

Equivalency Guidelines

Chapter 1 - General

1-1. Purpose
The following guidelines shall be used to evaluate an applicant's education and experience qualifications. The intent of the equivalency guidelines is to promote an efficient recruitment process that allows applicants to fairly compete for Civil Service Positions for the City of El Paso, and to allow for promotional opportunities for City employees as provided herein.

1-2. Evaluating Applicants
Human Resources (HR) when evaluating applications will utilize the qualifications of each applicant in the most beneficial method possible. Applicants must provide official documentation in order to be awarded credit towards the minimum qualifications.

Chapter 2 - Equivalencies

Section I – Education

2-1. Educational Requirements
The requirements for education listed on the official job specification is determined by the Human Resources Department in consultation with Subject Matter Experts and/or appointing authority.

2-2. Educational Equivalencies
The required education on the official job specification is the minimum educational requirement for the position, except as provided otherwise herein. Applicants seeking a position that requires an associates degree, bachelor's degree or higher must have a relevant degree from an accredited college or university to qualify for the position. Work experience will not substitute for advanced education (post high school) except as noted in Section 2-14 for the Current City Employee.

2-3. Denial of Educational Equivalencies
Non-relevant education will not be accepted in lieu of the required accredited academic degree in the following cases listed below.

a) For classes requiring a degree under applicable federal, state, or local law, statutes and ordinances; or when a degree is required to qualify for a major funding source.

b) For classes with generally accepted professional status (for example, Accountant or Librarian).

c) For classes that require a degree in the hard or applied sciences (for example, Engineering, Architecture, Geology or Chemistry).

2-4. Master's Degree
An applicant with a relevant Master's Degree would be considered to have met the standards for a Bachelor's Degree in that discipline.

Section II - Experience

2-5. Experience Requirements

The requirements for experience listed on the official job specification is determined by the Human Resources Department and in consultation with the Subject Matter Experts (SME) and/or appointing authority.

2-6. Experience Equivalencies

Applicants may substitute relevant education in lieu of the required experience when degrees or college credit hours have been determined to be job related. See Table I for more details.

- Master's Degree or additional job related schooling may substitute for up to half (1/2) of the required experience, but, no greater than two (2) years.
- Non-specialized schooling may substitute at the rate of one additional year of education for one year of the required experience, up to half (1/2), but, no greater than two (2) years.

In the case of classes requiring general clerical or general work experience, any additional education will be considered job related.

Section III - Other Equivalencies

2-7. Continuing Education Units

Job related continuing education units (CEUs) from training courses, technical schools, vocational or trades school will be awarded applicable credit provided transcripts or certificates clearly designate one of the following:

- Number of CEUs earned.
- Number of contact hours, or classroom hours of each course.

A maximum of six months credit for education will be awarded to applicants with relevant CEU equivalencies. A maximum of six months credit for experience will be awarded to applicants with relevant CEU equivalencies. See the glossary of terms for more information about CEU credit.

2-8. Comparing CEU and College Credit hours

CEUs are not equivalent to college credit hours. One (1.0) college credit has sixteen (16) classroom hours and one (1.0) CEU has ten (10) classroom hours. Therefore, only a percentage of credit will be awarded when an applicant wants to use CEU credits to substitute for college credits or experience. See Table II for more details.

2-9. Military Training

Military training will be credited if official documentation of course title, course content and contact hours are presented. Where military titles, terminology or contact hours are unclear, the applicant may be required to provide an official source declaring content or class description. Examples of some official sources are: Military installations, colleges, universities, or Credit Evaluation Services.

2-10. Evaluating Foreign Degrees
Applicants with foreign degrees must have all documents translated and evaluated by a college, university or Credentials Evaluation Services Department prior to submitting them to the Human Resources Department. It shall be the **responsibility of the applicant** to submit to the Human Resources Department all certificates, courses, diplomas or transcripts that the applicant wishes to have considered.

2-11. Evaluating Experience
Experience will be accepted when it is similar or relevant experience to that list on the job specification of the position sought.

2-12. Pre-degree Experience
Pre-degree experience will be accepted when the applicant has performed relevant experience at the professional level. HR will examine the pre-degree experience performed by the applicant and compare the duties to the position being sought. If an applicant's previous employment required a degree or higher we would consider the pre-degree position at a professional level.

2-13. City employees working out of job classification will be awarded up to max allowed in accordance with C.S.C. Rule 30, Working Out of Class.

2.14. Current City employees may qualify for promotional opportunities if they have a minimum of 50 percent of the course curriculum required for a related degree for the position sought, e.g., if the job specification requires a Bachelor's degree (120 college credits), an employee may qualify if they have at least sixty (60) related college credits. Additionally, competing employees must have acquired twice the minimum experience required for the position, e.g., if the position requires four (4) years of professional experience, the competing employee must have a minimum of at least eight (8) years of the required experience.

a) If selected for the position, the employee must agree to complete a minimum of twelve hours per year in a qualified degree program until requirements are fulfilled. The Employee shall agree that failure to comply with the requirements set forth herein shall constituent just cause for demotion. Employees who fail to achieve the educational requirements per the appointment agreement will be removed from the position or demoted. Employees will be evaluated annually as part of their performance review and deemed not in compliance with the appointment agreement if not actively enrolled and making progress towards degree requirements and removed from the position or demoted. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list. Employees may request an extension of time to complete the required hours for good cause from the Director or his designee. If the Director denies such extension, the employee may appeal to the Commission.

b) Provisions outlined in Section III – 2-14 Current City Employees Equivalencies for current City employees will be deemed temporary and transitional and only be effective for the

next 24 months from the date these Equivalences Guidelines are approved. This section will sunset at the end of the 24-month period. (Revised 12/10/09)

Chapter 3 - Supervisory Factors

3-1. Receiving Supervisory Credit

HR would like each applicant to receive proper credit for the supervisory work they have done. In this way applicants who have engaged in the core tasks of supervising can receive credit.

a) Applicants who have fulfilled the role of writing evaluations (employee appraisals) or performance evaluation reports (PERs) for subordinate employees will be considered to have supervisory experience.

b) The following is a list of other factors of "supervision" for those who have not completed written evaluations or performance evaluation reports. Applicants need to demonstrate that they have performed four (4) out of the six (6) core supervisory factors listed below:

(1) Discipline or recommend discipline

(2) Schedule or assigning work

(3) Accountability for another's work product (checking work, enforcing rules)

(4) Authority to supervise specifically delegated by department management

(5) Addressing/resolving employees needs/complaints/grievances reference work assigned or work environment

(6) Making recommendations to another person's career (recommending/hiring, promotion, pay increases, termination)

Table G - Glossary of Terms

G1. **Accredited College or University** is one that is an approved institution of higher education in which a student will earn an accredited Associates, Bachelor's degree, Master's Degree or Ph.D.

G2. **Equivalencies** for each class will be determined by the Human Resources Department in consultation with the Subject Matter Experts and/or Appointing Authority prior to the recruitment.

G3. **Continuing Education Units (CEUs)** or credits for training courses from technical, vocational or trades school will be credited for a maximum of 12 months provided the applicant submits transcripts or certificates of completion that clearly designate: (1) the number of continuing education units (CEUs); or (2) the number of contact hours (classroom hours) of the course. In addition, Lifelong learning, Texas State Technical College, and UMS online all agreed that ten classroom hours of instruction equals one CEU. It is also important to note that clock hours, classroom hours, and contact hours are synonymous (equal).

G4. **College Level:** Courses which are considered to be college level are those which fall within the domain usually considered appropriate for college credit, and are commonly taught in colleges and universities. The courses would include a balance of both theoretical concepts and applied learning. The learning also must be applicable outside the context in which it was acquired. Standard college credit is awarded when applicable.

G5. **Non Specialized Experience** is experience that is described as general work experience not specific to the required position.

G6. **Relevant Job Related education** is education in the position or field being sought. As a result, the applicant would have acquired some of the knowledge needed to perform duties of the position being sought.

G7. **Specialized Experience** is experience that is associated with the overall competences of the position that gives the applicant specific experience toward the required position.

G8. **Substituting** college credit hours for experience can be accomplished when they have been determined to be Job related education.

G9. **Vocational/Occupational:** Specialized training in a special skill, or group of skills, to be used in a trade. Special abilities used to qualify for a particular type of work or livelihood including occupational, career, or trades. Skill-based learning is limited in credit opportunity.

G10. **Volunteer experience** will be awarded at a maximum rate of three months experience per year.

Table M - Mathematical Reasoning

M1. Converting Relevant Schooling To Experience. Every relevant college credit is awarded forty percent (40%) of one month for experience. In view of the fact that thirty college credits can be earned in twelve months. Then one college credit can be earned in forty percent of one month. Subsequently, twelve (12) months divided by thirty (30) college credits equals forty percent (40% or .40) of a month experience (12 / 30 = 40% or .40). Likewise, thirty (30) graduate credits can be earned in twenty-four (24) months. Followed by twenty-four (24) months divided by thirty (30) graduate credits equals eighty percent (80% or .80) of a month experience (24 / 30 = 80% or .80).

M2. Comparing CEUs to College Credits. Every relevant CEU is awarded sixty-two and a half percent (62.5%) credit towards the educational requirements for a position. One (1.0) CEU has ten (10) classroom hours and one (1.0) college credit has sixteen classroom hours. The mathematical reasoning is ten CEUs divided by sixteen college hours is sixty-two and a half (62.5% or .625) percent (10 / 16 = 62.5 % or .625). One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit.

Example: one (1.0) college credit has sixteen classroom hours

College Class	Class Hours	Time	Total Hours	Earned
Biology	3 hours	4 months or 16 weeks	48 hours	3 credits
Lab	1 hour	4 months or 16 weeks	16 hours	1 credit

Example: 200 classroom hours divided by 20 CEU equals 10 classroom hours. Ten (10) classroom hours is equal to One (1.0) CEU.

Technical Training	Time	Total Hours	Credit
Mechanical	6 months or 24 weeks	200 hours	20 CEU

M3. Substitute CEU to College Credit hours. Since CEUs are not equivalent to college credit hours only relevant CEUs will be multiplied by sixty-two and a half percent (62.5 % or .625). This would equal the total number of college credit hours awarded. For example twenty-five (25) CEU multiplied by sixty-two and a half percent (62.5 % or .625) would equal 16.75 or 17 college credit hours. The maximum of six months for education will be awarded to applicants with relevant CEU equivalencies.

M4. Convert CEU to Experience. One college credit is equal in close proximity to forty percent (40% or .40) of a month experience. One (1.0) CEU is sixty-two and a half percent (62.5% or .625) of one (1.0) college credit (see M2 and M3 above). Therefore, forty percent (40% or .40) of a month experience multiplied by sixty-two and a half percent (62.5% or .625) of a college credit equals to twenty-seven percent (27% or .27) for experience. Mathematical Reasoning is (.625 X .40 = .27). The maximum of six months for experience will be awarded to applicants with relevant CEU equivalencies.

Table I - Relevant Education Converted To Experience

Example: 60 relevant college credits may equal 24 months experience.

Accredited University or College	Multiplied by 40% or .40 =	Experience
Undergraduate Credit hours		
1.0 college credit hour	40% or .40 =	**.40 of a month experience**
3.0 college credit hours	40% or .40 =	1.2 months experience
15.0 college credit hours	40% or .40 =	6 months experience
30.0 college credit hours	40% or .40 =	12 months experience
Graduate Credit hours	**Multiplied by 80% or .80 =**	
1.0 college credit hour	80% or .80 =	**0.8 of a month experience**
3.0 college credit hours	80% or .80 =	2.4 months experience
15 college credit hours	80% or .80 =	12 months experience
30 college credit hours	80% or .80 =	24 months experience

Table II - Convert CEU to College Credit hours

Twenty (20) CEUs multiplied by .625 equals 12.5 a maximum of 13 college credit hours.

Continuing Education Credits	Multiplied by 62.5% or .625 =	College (Undergraduate) Credit
1.0 Continuing Education Unit (CEU)	62.5% or .625 =	**.625 college credit hours**
5.0 Continuing Education Units (CEU)	62.5% or .625 =	3.12 college credit hours
10.0 Continuing Education Units (CEU)	62.5% or .625 =	6.25 college credit hours
20.0 Continuing Education Units (CEU)	62.5% or .625 =	12.5 college credit hours

Table III - Convert CEU to Experience

Twenty (20) CEUs multiplied by .27 would equal 5.4 a maximum of 6 months experience.

Continuing Education Credit	Multiplied by 27% or .27 =	Experience
1.0 Continuing Education Credit (CEU)	27% or .27 =	**.27 months experience**
5.0 Continuing Education Credits (CEU)	27% or .27 =	1.3 months experience
10.0 Continuing Education Credits (CEU)	27% or .27 =	2.7 months experience
20.0 Continuing Education Credits (CEU)	27% or .27 =	5.4 months experience

12/10/09

Date Approved by the Civil Service Commission

Michael Pleters, Chair

Linda Ball Thomas, Secretary