

Name: Carrasco, Daniel		ITEM 4A	
Position Applying for: Associate Accountant	Date of Disqualification: May 7, 2015	Date Appeal Filed: June 4, 2015	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Disqualified by: <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input checked="" type="checkbox"/> In Person	Position/Grade: Date of Examination: June 30, 2015 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Reason for Disqualification: Lacks Minimum Requirements			
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 Education 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		Applicant Qualifications None	
Experience None		Years <u>0</u> Months <u>0</u> Position None	
Comments The position of Associate Accountant is an entry level position that only requires 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. Mr. Carrasco does not meet the minimum education requirements. Mr. Carrasco states on his appeal that he only needs two classes (six credit hours) to graduating with his degree in Accounting. Therefore Mr. Carrasco does not meet the qualifications.		Non-Qualifying Education/Experience: Education: High School Diploma Experience: Position <u>Accounting/Payroll Clerk</u> Years <u>5</u> Months <u>9</u>	
Prepared by: Antimo Carreon		Reviewed by: <u>40</u>	

Appeal Form

To Whom It May Concern:

I Daniel Carrasco hereby appeal my Disqualified to take the examination,
for: Examination Title: Associate Accountant

Date notified of disqualification: 10/2/15

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 only 2 classes from completing my degree in my Bachelor's of Business Administration in Accounting. I would like the opportunity to test for the position in question since I am very close to finishing my degree & fulfilling the job qualifications.

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.

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

Are the circumstances of your dismissal related to the duties of the position being sought?

Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

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

Please explain what you are appealing

Name: Daniel Carrasco Address: _____ City/State/Zip: _____
Telephone: _____ Person ID #: _____ (Neogov) _____
Applicant Signature: Daniel Carrasco Date: 6/4/15 Stamp
Received by CSC

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

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

Check signifies electronic signature

RECEIVED
AUG 06 2015
CIVIL SERVICE
COMMISSION

12240-0415 - Associate Accountant

Contact Information -- Person ID:

Name: Daniel Carrasco Address:
 Home Phone: Alternat Phone:
 Email: Former Last Name:
 Month and Day of Birth:

Personal Information

Driver's License: Yes, Texas , Class CM
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary:
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular , Internship
 Types of work you will accept: Full Time , Part Time
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends

Objective

Education

College Did you graduate: No
University of Texas at El Paso College Major/Minor: Accounting
 8/2009 - Present Degree Received: Bachelor's
 El Paso, Texas

High School Did you graduate: Yes
Parkland High School Highest Level Completed: 12
 8/2005 - 6/2009 Did you receive a GED? No
 El Paso, Texas Degree Received: High School Diploma

Work Experience

Recreation Leader Hours worked per week: 39
 10/2009 - Present Monthly Salary: \$0.00
 May we contact this employer? Yes
 City of El Paso Parks and Recreation

Duties

Monitor participation in and lead specified recreation activities such as games, leagues, aerobics, assorted recreational classes and free play. Assist in setting up for activities and special events.

Complete daily close and deposit reports, monthly update to general ledger with expenses.

Clerical duties include filing paperwork, creating fliers, answering telephones, organizing binders for our sports leagues, and interacting with clients on a daily basis who have questions about recreation programs or center rentals.

Certificates and Licenses

Type: CPR/First Aid/AED Certification
Number: GQD98H
Issued by: American Red Cross
Date Issued: 8 /2014 Date Expires: 8 /2016

Skills

Office Skills

Typing:
Data Entry:

Languages

Spanish - Speak, Read

Additional Information

References

Professional
Smith, Chandrica

Personal
Palomares, Javier

Resume

Text Resume

Attachments



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

Associate Accountant

Class Code
 12240 PM 1

SALARY RANGE

\$17.10 - \$24.43 Hourly
 \$1,368.36 - \$1,954.02 Biweekly
 \$2,964.78 - \$4,233.70 Monthly
 \$35,577.31 - \$50,804.40 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.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under general supervision, assist with providing professional accounting administrative and advisory services for an assigned program or phase of fiscal support operations.

TYPICAL DUTIES:

Perform basic accountant and financial reporting duties. Involves: Compile specified details used in preparation of the Comprehensive Annual Financial Report (CAFR). Balance and reconcile designated portions of general ledger statements, prepare selected general journal entries (such as revenue expenditures and depreciation) to generate fiscal month and year-to-date balance sheets, and identify changes in fund balance and cash flow financial statements. Analyze and prepare portions of financial statements related to debt service, property tax distributions and other transactions such as payroll disbursements, revenues or accounts payable. Support payroll operations, prepare year-end accruals and schedules, calculate and wire transfer funds for payroll taxes or pension contributions, and resolve employee concerns as assigned. Research and generate specific reports to assist external auditors with accounting to track bond issues and other debt instruments relating to capital projects fund construction projects, or to verify fund availability for change orders to construction contracts. Participate in accounting for fixed assets including acquisitions, disposals and transfer depreciation and updating the assets schedules. Prepare, enter and post selected journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments. Track and report expenditure of designated federal grant funds and monitor assigned sub-recipient agencies to ensure expenditure of allocated funds meet grant requirements; prepare specified Internal Revenue Service (IRS) forms for subcontractors.

Assist in maintaining and analyzing selected aspects of financial and accounting database and financial management system. Involves: Enter, retrieve and review specific accounting data from the central financial management system and personal computers or source documents such as journal entries, invoices or budget transfers to generate financial reports. Generate specific periodic accounting statistical reports to management or regulatory agencies. Correct and post designated batch errors for City cashiers. Assist in analysis of expenditure trends and compilation of detailed used in preparation of the annual operating or capital improvement budget.

Perform related duties as required. Involves: Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of modern municipal budget and management practices, 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 budgeting, financial and spreadsheet applications.
- Application of some knowledge of GAAP (Generally Accepted Accounting Principles), GASB (Government Accounting Standards Board) and FASB (Financial Accounting Standards Board) pronouncements.
- Perform basic analysis financial or computer data and additional information as directed, detect discrepancies in accounting and financial records, and prepare accurate basic financial schedules and reports.
- Establish and maintain effective working relationships with supervisors, coworkers, officials and the public in order to give, clarify or obtain facts including those of a technical nature.
- Clear, concise oral and written communication to prepare and present basic accounting and statistical reports to management or regulatory agencies and maintain detailed financial records.
- Operate standard office equipment including personal computer, and related spreadsheet applications and financial management information system.

OTHER JOB CHARACTERISTICS:

- None.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies in education or experience shown may be more specifically defined by CSC approved guidelines.



ADMINISTRATIVE POLICIES AND PROCEDURES

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

DESCRIPTION: APPLICATIONS AND APPEALS

I. POLICY:

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

II. PROCEDURES:

A. Acceptance of Applications:

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

B. Review of Applications:

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

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

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

C. Disqualification:

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

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

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

- b) **Felony Convictions:** the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job-related to the position sought; or

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

D. False Statement on Application:

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a). Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

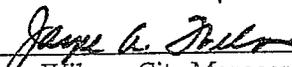
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) Timeline: Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) Administrative Dismissal: If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

F. Application Retention and Reuse: Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. Contact Information: An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13

Date