

ITEM 4B

Name: Martinez, Steven J.	
Position Applying for: Veterinary Technician	Date of Disqualification: May 6, 2015
Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date Appeal Filed: May 14, 2015
Position/Grade: Date of Examination: June 4, 2015 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Disqualification: Lacks Education	
Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person	
Rule or Ordinance Under Which Disqualified: <p>Rule 5, Section 1.(a): The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented:</p> <p>(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.</p> <p>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:</p> <p>(a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>	
Minimum Qualifications	
Education Graduation from a veterinary medical technician program or an Associate's degree in animal health, biology, zoology or related field, and three (3) years paraprofessional or technical animal health care experience assisting a veterinarian	Applicant Qualifications None
Experience None	Deficits An Associate's degree
Comments The position of Veterinary Technician requires graduation from a veterinary medical technician program or an Associate's degree in animal health, biology, zoology or related field, and three (3) years paraprofessional or technical animal health care experience assisting a veterinarian. Mr. Martinez does not meet the minimum requirements for the position, he lacks the education requirements stated above.	
Non-Qualifying Education/Experience: Education: High School Diploma Experience: Position: Animal Services Attendant Years: 2 Months: 10	
Prepared by: Antimo Carreon	Reviewed by: [Signature]

Appeal Form

To Whom It May Concern:

I STEVEN J. MARTINEZ hereby appeal my Disqualified to take the examination,
 for: Examination Title: Veterinary Technician

Date notified of disqualification: 5-6-15

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 type="checkbox"/>	Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input type="checkbox"/>
Human Resources Policy: Dismissed from Public Service <input type="checkbox"/>	Dismissed from City Employment <input type="checkbox"/>
OTHER <input type="checkbox"/> _____ (write specific C.S.C. Rule or HR Policy you are appealing)	

C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification	YES	NO	N/A
Do you meet the educational requirements as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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)

Supplementary work experience has been sent.

*Proof of education or other requirements: Mr. Martinez is familiar with and presently performs Veterinary Technician duties on a daily basis at Animal Services. Mark A. Casasco

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

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

N/A

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

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

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

N/A

Other N/A (write specific Rule or HR Policy you are appealing).

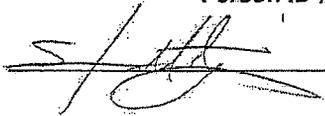
Please explain what you are appealing

N/A

Name: STEVEN J. MARTINEZ Address: _____ City/State/Zip _____

Telephone: _____ Person ID #: _____ (Neogov)

Applicant Signature: _____



Date: 5-14-15

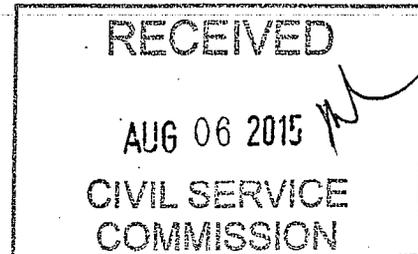
Stamp

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



16520-0315 - Veterinary Technician**Contact Information -- Person ID:**

Name: Steven J Martinez 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? Some College

Preferences

Preferred Salary: \$15.00 per hour; \$35,000.00 per year
 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

My objective is to move up in my career with the City of El Paso.

Education

College Did you graduate: No
Valle Verde Community College College Major/Minor: Wildlife Biology
 8/2002 - 5/2005 Units Completed: 4 Quarter
 El Paso, Texas Degree Received: No Degree

Work Experience

Animal Services Attendant Hours worked per week: 40
 9/2012 - Present Monthly Salary: \$1,880.00
 # of Employees Supervised: 0
 City of El Paso Name of Supervisor: E - Vet
 elpasotexas.gov Tech/Supervisor
 5001 Fred Wilson Rd. May we contact this employer? Yes
 El Paso, Texas 79906
 (915) 842-1000

Duties

Cleaning kennels, feeding/watering animals while in kennel. Assisting the vet techs and or doctors with any medical treatment/surgeries for the animals. Customer service, escorting the public in facility to help locate their animal(s). Computer work, entering animal info as needed.

Reason for Leaving

Present Employer

Yard Supervisor

12/2011 - 9/2012 Hours worked per week: 40
 Monthly Salary: \$1,300.00
 # of Employees Supervised: 10
 Name of Supervisor: - Office Supervisor
 Rod Robertson Auto Auction May we contact this employer? Yes

Duties

Operate tow trucks, forklifts and manage lot of cars impounded by the city of El Paso. Dealing with public and city law enforcement agencies.

Reason for Leaving

Offered other position with the City of El Paso.

Vet Assistant/Office Manager

2/2004 - 7/2010

Americas Animal Clinic

Hours worked per week: 40

Monthly Salary: \$1,100.00

of Employees Supervised: 2

Name of Supervisor:

May we contact this employer? Yes

Duties

Assist doctor with surgery/patients, maintaing the office and it's supplies, deposits etc.

Reason for Leaving

Mother became ill and needed immediate supervision.

Manager

2/2001 - 3/2003

Valley Feed (Pets Barn)

Hours worked per week: 40

Monthly Salary: \$1,200.00

of Employees Supervised: 10

Name of Supervisor:

May we contact this employer? Yes

Duties

Inventory, manage all employees, scheduling employess and customer service.

Reason for Leaving

Offered other position.

Certificates and Licenses

Skills

Office Skills

Typing: 35

Data Entry: 35

Languages

Spanish - Speak, Read, Write

English - Speak, Read, Write

Additional Information

References

Professional
Crider, Dr. Nancy

Professional
Heath, Dr. Willey

Professional
Davila, Eddie

Resume

Text Resume

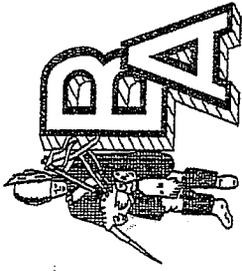
Attachments

Attachment	File Name	File Type	Created By
High School Diploma - Confirmed	Steve Martinez (HSD)	Proof of Education	Maria Carrasco
Court Documents - Confirmed	Steve Martinez	Other	Maria Carrasco

Usleta Independent School District

Bel Air High School

El Paso



Texas

This Certifies That
Steven Jacob Martinez

has completed the Course of study prescribed by the Board of Education for the
Usleta Independent School District and is therefore entitled to this

Diploma

May 25, 2001

Date of Award

Carol Walters
District Superintendent

Clarence S. Butler
Principal

Ismael L. Barreta
President

Charles W. Powell
Secretary



Veterinary Technician

Class Code:
16520 GS 54

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

SALARY RANGE

\$16.60 - \$26.53 Hourly
\$1,328.38 - \$2,122.51 Biweekly
\$2,878.15 - \$4,598.78 Monthly
\$34,537.77 - \$55,185.32 Annually

FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a veterinary medical technician program or an Associate's degree in animal health, biology, zoology or related field, and three (3) years paraprofessional or technical animal health care experience assisting a veterinarian.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under general supervision, supervise daily clinic administration and participate in animal health care.

TYPICAL DUTIES:

Provide animal health care. Involves: Deliver routine, surgical and critical animal health care under direction of veterinarian. Perform physical examinations, anesthesiology and radiology procedures. Immobilize animals for treatments, surgery, ultrasounds and endoscopy studies. Monitor vital signs during surgery and recovery. Oversee and care for animal hospital quarantine and necropsy areas. Handle and restrain animals for examination and treatment. Prepare and dispense prescribed medications and other pharmaceuticals. Schedule and oversee routine parasite control. Monitor sanitation and disinfection procedures. Assist with animal nutrition program and animal diet commissary, as assigned.

Oversee daily clinic administration. Involves: Participate in scheduling procedures and coordinate personnel resources. Compile and input data into the computerized medical records system. Coordinate international species inventory system record keeping with curatorial staff. Contact and correspond with other institutions regarding specific and unique clinical cases. Ensure maintenance, cleanliness and sterility of veterinary facilities. Order and maintain inventory control of medical supplies and veterinary drugs and supplies.

Perform, conduct and analyze tests. Involves: Perform test to provide data for research or diagnosis and treatment of disease in animals and its probable source. Direct or perform basic lab tests, such as cultures for bacteria, blood work, fecal analysis, tissue stains, urinalysis and related tests. Process and send samples to outside laboratories for blood work profiles, pathology, microbiology, and disease diagnosis. Perform necropsies of animals. Write and input data into medical records. Arrange for pathology lab consulting firms. Arrange disposition of remains.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of exotic zoo animal health care principles and practices.
- Application of considerable knowledge of handling, care and feeding of zoo animals.
- Application of good knowledge of laboratory equipment, materials, methods and techniques.
- Application of good knowledge of quarantine principles and methods.
- Perform a variety of medical procedures on zoo animals.
- Perform and analyze basic laboratory tests.
- Apply sound medical judgment and react rapidly to situations.
- Prepare and dispense medicinal drugs as prescribed.
- Maintain complex records and prepare reports.
- Clear and concise oral and written communication to prepare and present reports.
- Establish and maintain effective working relationships with coworkers, other zoo employees and the general public.

OTHER JOB CHARACTERISTICS:

- Requires mobility within a zoo environment.
- Works around a variety of animal species with potential for physical harm from bites, kicks, heavy lifting, surgical instruments.
- Exposure to infectious diseases from daily contact with exotic and domestic animals including bacterial, fungal, parasitic and viral pathogens.
- Exposure to extreme weather conditions during animal emergencies.
- Exposure to hazardous chemicals including anesthetic gases, pesticides, toxic and lethal drugs.
- Exposure to dangerous machinery.
- Driving through zoo grounds and occasionally in City 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.

SUPPLEMENTARY WORK EXPERIENCE

City of El Paso

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

NAME: (Last, First, Middle) Martinez Steven Jacob	Person ID# (12345678903)	SS #: (last 4 digits)
--	-----------------------------	-----------------------

Additional experience for the position of :

WORK EXPERIENCE

DATES: From: 8/2004 To: 7/2010	EMPLOYER: Americas Animal Clinic	PHONE NUMBER: 915-852-1972
-----------------------------------	-------------------------------------	-------------------------------

ADDRESS: (Street, City, State, Zip Code)
 630 N. Americas Ave El Paso Texas 79907

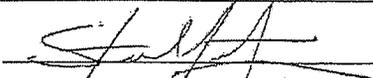
POSITION TITLE: Veterinary Technician/Office Manager	SUPERVISOR: Dr. Wiley Heath
---	--------------------------------

HOURS PER WEEK: 40	SALARY: Bi Weekly Pay	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------	--------------------------	--

DUTIES: Please see attached documents, I have attached my work experience.

REASON FOR LEAVING:

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

Signature  Date 5-8-15

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

Supplementary Questionnaire Examination for Veterinary Assistant

1 **THIS IS A TEST:** As outlined in the Human Resources Examination Standards Policy:

Section 1. Character. All examinations will be job-related and consist only of subjects which will fairly test the relative capacity of the person examined to discharge the particular duties of the class to which appointment is sought.

Section 2 Content. Examinations held to establish a list of eligibles for any class will consist of one or more of the following components as determined by the Human Resources Director.

2 Per Human Resources Policy, the component used in this examination is **Training and Experience.** Information in this supplementary questionnaire, along with documents already submitted, will be used to evaluate your job-related experience related to this position.

3 **THIS IS A TEST.** It is your responsibility to provide all the requested information clearly and completely. Be advised, if necessary, we may request specific examples of reports and studies. A candidate that fails to complete this questionnaire will no longer be considered for this position. Information cannot be added at a later date.

4 Please type your responses.

5 **THIS IS A TEST.** Supplementary Questionnaires received after the deadline will not be evaluated and the applicant will no longer be considered for this position.

6 If you have any questions, contact Maricruz Shark(915) 212-1268 or at sharkmx@elpasotexas.gov

7 This Supplemental Questionnaire must be returned to the Human Resources Department in person or by email NO LATER THAN **6:00 P.M., July 1, 2014.** Human Resources Department, City of El Paso, 300 N. Campbell, El Paso, TX 79901-1196 Attn: Maricruz Shark

8 Please read the statement below and sign your name after completing the supplementary questionnaire. I **certify that statements** in this questionnaire are true, complete and correct to the best of my knowledge and belief. I understand that any falsification and/or omission of information may bar me from completing the examination, cause my name to be removed from the eligible list or if I have been appointed, cause my dismissal from the position. I also agree that all statements may be investigated. Additionally, pursuant to **Human Resources Examination Ratings Policy:**

"Applicants may file a written protest immediately following the administration of the examination. No protests will be accepted after the date on which the administration of the examination is completed. Such protests must contain specific points or objections to specific questions, actions or procedures."

Therefore, I understand that any **protest** regarding the content of this examination must be submitted to the Human Resources Department no later than 6:00 p.m., July 1, 2014.

Signature Steven Jacob Martinez Date 06/30/2014

Name Steven Jacob Martinez (Typed)

Telephone _____

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

Check signifies electronic signature

**STEVEN JACOB MARTINEZ- 915-203-1517
VETERINARY ASSISTANT
WORK EXPERIENCE**

Employer- The City of El Paso, Animal Services

Employed From- 09/2012 TO Present **Hours worked per week-** 40

Job Title- Kennel Attendant- Surgical Operations

Supervisor- Dr. Marilyn Christensen, Dr. Bernie Page

Contact information- Owner

FACTOR Health Care- Part of the health care in the surgical operations department includes, observing/ monitoring cats and dogs prior and after to spade and neuter operations. One of the most critical observations is ensuring recovery from anesthesia. Once they are cleared from anesthesia I have to administer the proper vaccinations depending on animal. Heartworm, Leukemia and stomach parasite tests are conducted to help determine the health of the animal. Surgical operations are conducted early in the morning six days a week. After the doctor has completed the surgeries (which can consist of 25 or more) a day, an inventory of all the animals in the facility are checked to make sure that none of them are sick. If an animal(s) appears to be sick, an email is sent to the doctor on site to further evaluate health status. Finally, the doctor leaves a medication checklist of the animals found not in good health, for me to administer specific medications on individual basis.

FACTOR Animal Diets- Animal Diets in the Animal Services Department are very basic normal feedings. Feedings are done twice a day for both cats and dogs at 5am and 6pm. Adult dogs consume adult dry dog food, puppies are to eat puppy food, cats, (hard) cat food and kittens, kitten food. Special diets are only administered upon doctors' orders.

FACTOR Safety Methods and Procedures- As part of safety measures in the facility, there is an important area called Quarantine. The Quarantine Area is secluded from the rest of the animals, and houses specific animals that have scratched or bitten an individual. To assure the safety of the facility, these animals are to be checked on a daily basis for possible rabies. The rest of the animals in the facility are also observed on a daily basis to ensure attendants and public safety. In the surgical area, all surgical tools are washed and disinfected along with the tables and surgical prep area. The instruments that have been washed and disinfected along with drapes are all auto clave and ready to use the next day. The surgical floor is swept and mopped with disinfectant. A safety measure to be followed by all staff dealing with animals is wearing personal protective equipment(P.P.E.) eye glasses, face mask, cover-alls sterile latex gloves, and boots/ shoe covers.

STEVEN JACOB MARTINEZ- 915-203-1517
VETERINARY ASSISTANT
WORK EXPERIENCE CONTINUED

FACTOR Documentation/ Record Keeping- Record keeping on the health of each animal in the facility, in addition to all incoming animals from the public is done on a daily basis. The documentation recorded from an aso includes the pickup location, breed, estimate of age, gender, temperament, and health. Documentation on an animal brought to the facility by the public only specifies the location the animal is coming from. By law, the animals that are euthanized are documented and kept on file due to the solution that is used. This method ensures proper dosage and quantity used per animal according to weight. The documentation kept on file for euthanasia is per breed species of animal and weight. Euthanasia occurs twice a day, early in the morning at 6am and in the evening at 7pm. Animals that are sick, have been euthanized and or have gone through surgery are kept on file as well.

FACTOR Facility Maintenance- A thorough disinfecting cleaning on every single cage and kennel is done daily from 5am to 10am. All cleaning is done with disinfectant soap and bleach with water. The maintaining of each kennel and cage is done throughout the day for any expelled fluids (feces, urine, vomit). In addition to hourly rounds of waste pick up on all cages and kennels in the facility. Animals that have been euthanized are kept in a freezer, and are taken to the landfill the next day. Once the freezer has been emptied out, it is thoroughly disinfected.

STEVEN JACOB MARTINEZ- 915-203-1517
VETERINARY ASSISTANT
WORK EXPERIENCE

Employer- Americas Animal Clinic

Employed From- 08/2004 TO 07/2010 **Hours worked per week-** 40

Job Title- Vet Assistant/Office Manager

Supervisor- Dr. Willey C. Heath

Contact information- Owner

FACTOR Health Care- Part of the health care of the several patients coming into the clinic was monitoring the patients. Depending on the reason(s) for the visit we would monitor accordingly. Numerous patients would come in with massive amounts of blood loss due to parasites resulting in low blood counts. In this case we would need to monitor the patients' blood count level every couple of hours. If the blood count was still low we would adjust the levels with medication. In certain circumstances, a blood transfusion would be ordered which would require the patient to be housed (admitted) at the clinic with continuous monitoring. When the transfusion was done, the blood levels were monitored closely with both in house testing and samples sent outside the clinic. The doctor then would issue "release" orders dependent on results. In addition to being released, the patient was given medication to help maintain well being at home.

FACTOR Animal Diets- Special diets would be recommended by the doctor if several factors were tested or mentioned by patients' owner. One of our base foods that was given when a patient was monitored is an IAMS product Science Diet. This food is based on the reason(s) for the patient to be monitored as in low blood count, high blood count, not eating, loss of appetite, and weight loss. This food is recommended, given by can due to the ease of digestion. Most sick patients do not have the energy to eat, swallow and digest hard dry food. With the canned food diet it becomes easier for the patient to eat comfortably and digest easier. This food was also used for numerous Parvo Virus patients along with added cooked chicken and rice. Once the patient starts to eat on his/her own, hard food is mixed in and gradually replaced for normal feedings.

FACTOR Safety Methods and Procedures- Like with every medical vet clinic, cleaning is a first priority due to cross contamination and infections. Americas Animal Clinic used three different examination rooms and large waiting room for our small animal patients. Three separate large examination areas were located in the back of the clinic for the large animal patients. Having more small animal patients visit the clinic, mopping with disinfectants was carried out throughout the day. Every table and hard surface was scrubbed down with a powerful disinfectant called Parvosol. This disinfectant would help kill and stop the cross contamination of the Parvo Virus along with other deadly viruses. Larger amounts of Parvosol would be used with a water hose and broom for the large animal enclosures. Every time a patient (large or small) left the clinic, cleaning was done to ensure examination rooms would be ready and clean for the next patient to be treated.

STEVEN JACOB MARTINEZ- 915-203-1517
VETERINARY ASSISTANT
WORK EXPERIENCE CONTINUED

FACTOR Documentation/ Record Keeping- Our record keeping was simple and efficient. All patient/owner information was documented by hand on a patient card. These cards were detailed with specific information such as doctors' notes and recommendations. This method would assure the next doctor attending the patient would know exactly what steps were taken in the previous visit. All cards were filed in alphabetical order by owner last name. In addition, to ensure accuracy all cards were entered in a computer data base for payment and follow up appointments

FACTOR Facility Maintenance- Americas Animal Clinic was a small clinic but had the perfect room to keep up with the flow of customers/patients. The clinic is located on a large lot with plenty of room for large animals. Two large outside pens are to house cattle, horses' etc. weather admissible. Inside the back of the clinic is a large pen also to house cattle, horses if weather was harsh. The enclosures were cleaned daily with water and raking of the dirt. Once inside the clinic a kennel room is in the middle of the facility for easy access. The kennel has 10 small enclosures and 6 large enclosures. These kennels are for all types of small animal breeds when staying overnight or being monitored for the day. These kennels are cleaned throughout the day with the exception of the patients in at that time. Clinic supply orders were done once a day on Mondays. A detailed stock sheet would be made by Veterinary Technicians and Doctors depending on necessity. In having dealt with several supply companies for the supplies, the vendor name, time, amount spent, and supplies were all documented for record keeping purposes. Once an order was processed and completed a confirmation of the order was faxed to the clinic for further documentation.



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:

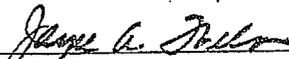
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must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