

ITEM 30

Name: Carrasco, Daniel

Position Applying for:
Budget & Management Analyst

Current City Employee:
 Yes No

Date of Disqualification:
August 5, 2015

Date Appeal Filed:
August 10, 2015

Position/Grade: GS 46

Date of Examination: August 12, 2015

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

Education
A Bachelor's degree in business or public administration, accounting, or finance.

Experience

None

None

Position
None

Years Months
0 0

Deficits
A Bachelor's degree
None

Comments

The position of Budget & Management Analyst is an entry level position that only requires a Bachelor's degree business or public administration, accounting, finance, or a related field. Mr. Carrasco does not meet the minimum education requirements. Mr. Carrasco states on his appeal that he is only two classes from completing with his degree with an expected graduation of December 2015.

On August 13, 2015, the Civil Service Commission approved Mr. Carrasco's appeal for Associate Accountant with the following exception: Certification subject to graduating with qualifying degree. Although, it is our practice to apply any commission decision to other job specifications within the same family, the position of Associate Accountant does not fall within the same family as Budget and Management Analyst.

Non-Qualifying Education/Experience:

Education: High School Diploma

Experience:

Position	Years	Months
Accounting/Payroll Clerk	5	2
Recreation Leader	7	7

Prepared by:
Valerie R. Rodriguez

Reviewed by:



CSC Appeal Fact Sheet

Recruitment Title: Budget & Management Analyst 12160-0715

Recruiting Department: Office of Management & Budget

Total Applications Received: 120

Total # of Applicants Failed Minimum Qualifications: 17

Failed for Lack of Education: 12

Failed for Lack of Experience: 0

Failed for Lack of Education and Experience: 0

Total # Failed the Exam: 25

No-Show to Exam: 43

of Applicants who met the minimum qualifications for
the position and passed examination: 35

Appeal Form

HUMAN RESOURCES DEPARTMENT

AUG 10 2015

Recruitment & Certification
 Received by: MC

To Whom It May Concern:

I Daniel Carrasco hereby appeal my Disqualified to take the examination
 for: Examination Title: Budget + Management Analyst

Date notified of disqualification: 8/5/15

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)

No experience is required only a degree per job description.

I am currently only 2 classes away from completing my degree this fall semester and would like the opportunity to test.

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

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

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

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

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)

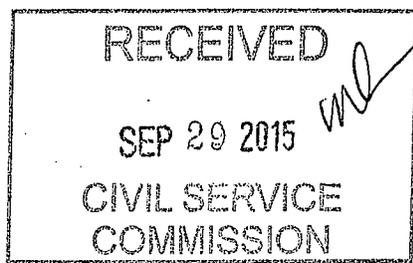
Please explain what you are appealing

Name: Daniel Carrasco Address: _____ City/State/Zip _____
Telephone: _____ Person ID #: 019183 (Neogov)
Applicant Signature: Daniel Carrasco Date: 8/10/15 Stamp
Received by CS

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



12160-0715 - Budget & Management Analyst

Contact Information -- Person ID:

Name: Daniel Carrasco 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? 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
4435 Maxwell Avenue
El Paso, Texas 79904
915-755-7566

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.

Accounting/Payroll Clerk
6/2015 - Present

City of El Paso Municipal Courts
810 E. Overland
El Paso, Texas 79924
915-212-0215

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Enriqueta Gonzalez -
Accounting/Payroll Specialist
May we contact this employer? Yes

Duties

Checking and maintaining Payroll for the staff of 90-100 employees. Duties include; checking and auditing of accrued time off (VAC, SLP, SLD, ETC.) , balancing and adjusting employee time-cards, and also opening & closing of leave cases such as Worker's Comp and FMLA.

Accounting Duties include; the receipt and processing of numerous invoices from different vendors (both encumbered and unencumbered), speaking with the representatives of the different vendors to resolve issues related to invoices or P.O.'s, maintaining and updating of inventory list (office supplies and assets), entry & processing of one-time vendor refunds, maintaining and updating of P.O. list for vendors (add new P.O.'s, update amounts remaining, check for closed out P.O.'s, ETC.), and the filing and storing (hard-copy and electronically) of all documentation to the correct fiscal year.

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
Recreation Program Supervisor
4435 Maxwell Avenue
El Paso, Texas 79904
915-755-7566
smithch@elpasotexas.gov

Personal
Palomares, Javier

Resume

Text Resume

Attachments

Attachment	File Name	File	Created
------------	-----------	------	---------

	Type	By
Carrasco, Daniel Appeal Budg&MgtAnalyst 12160-0715	Other	Adriana Wilcox



Budget & Management Analyst

Class Code:
12160 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 business or public administration, accounting, finance or a related field.

Licenses and Certificates: None.

GENERAL PURPOSE:

Under general supervision perform professional entry level work in budget preparation and administration, review and conduct operational management research and analysis, and assist with revenue forecasting

TYPICAL DUTIES:

Assist in preparation annual operating budget for an assigned group of departments and outside agencies. Involves: Participate in the preparation of the annual capital budget. Assemble and prepare financial, statistical, and budgetary data. Advise departments in the formulation of annual budget requests. Review departmental expenditure requests and recommends funding levels. Confer with department representatives regarding operational methods and needs. Review departmental revenue estimates. Coordinate the development of long-range financial plans.

Monitor execution of the approved budget. Involves: Conduct a monthly review of appropriations, expenditures, revenue and encumbrances at detailed levels for assigned departments. Assist with implementing any corrective action to ensure compliance with approved allocations and generate reports as needed to accomplish operational goals. Report on and initiate corrective action to insure against over expenditures. Advise departments in maintaining proper budgetary controls. Review and recommend requested changes to the adopted budget. Review and recommend the submission of grant applications. Analyze grant programs for budgetary impact.

Plan, develop, and conduct management research and operations analysis studies. Involves: Conduct reorganization studies of assigned departments. Assist in the development of project performance standards and measurement techniques. Assist in the development of departmental operational policies and procedures manuals. Monitor the implementation and evaluate the effectiveness of projects, policies and procedures, as assigned. Investigate operational complaints and deficiencies and prepare recommendations. Conduct operational research studies. Enter, retrieve and analyze data obtained from automated management systems and personal computers.

Assist with revenue forecasting. Involves: Assist supervisor and assigned departments with budgetary issues including staffing request, expenditure and revenue projections, trends and funding levels. Assist with the review and analysis of historical data, current and projected economic conditions, fiscal policies, and management directives to recommend a realistic and attainable revenue and expense budget.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of research procedures and methodology.
- Application of some 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 budgetary, financial and spreadsheet applications.
- Application of some knowledge of municipal operations and service delivery methods.
- Analyze financial or computer data and additional information in the assessment and analysis of financial data, to forecast economic trends and present management reports.
- Prepare complex analytical reports and maintain detailed financial records.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, financial institutions and the public.
- Clear, concise oral and written communication to develop and present reports to management.

OTHER JOB CHARACTERISTICS:

- Work extended hours and weekends.

CLASSIFICATION STATUS:

(Ord.016352 04/25/06) , (HR 09/14/11), (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 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.

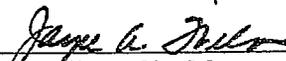
d) Timeline: Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.

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