City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification - Date: July 06, 2015

ITEM 3D

Name: Baughman, Patrick

Position Applying for: Senior Accounting Payroll Specialist	**Current City Employee:** ☒ Yes ☐ No **Position/Grade:** Office Assistant / GS 43	**Date of Disqualification:** July 06, 2015	**Date Appeal Filed:** July 07, 2015
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** July 13, 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	Applicant Qualifications	Deficits
Education Candidate must have a High School diploma or GED	Bachelor's degree / Accounting	None
Experience Six (6) years of budget, accounting or payroll support experience	**Position** / **Years** / **Months**: Bachelor's degree 2 0; Office Assistant (20hr)/WOC/ Lead Cashier/Assistant Mngr. Trainee (McDonalds) 0 6; 1 2	2 years and 4 months

Comments: The position of Senior Accounting Payroll Specialist requires six (6) years of budget, accounting or payroll support experience. Under City's equivalency guidelines, candidates are credited with half (1/2) of the required experience (no greater than two (2) years) when he/she has additional education than what is mandated under the position's minimum qualifications. Mr. Baughman was credited with two (2) years of the required experience for his Bachelor's degree in Accounting.

Mr. Baughman was employed by the City as a part-time Office Assistance effective 12/15/2014. In addition, Mr. Baughman's position status changed from a 20-hour position to a 40-hour position effective 06/14/15; he was given the opportunity to work a out of class as a full-time Associate Accountant. He also submitted additional information for his position at McDonald's. Note: 20-hour positions, are pro-rated.

Mr. Baughman has a total of three (3) years and eight (8) months of the required experience. Mr. Baughman is lacking two (2) years and four (4) months of the required experience. Therefore, Mr. Baughman does not meet the minimum experience requirement for the Senior Accounting / Payroll Specialist.

Non-Qualifying Education/Experience:

Education: None

Experience:

Position	Years	Months
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

Prepared by: Lupe Chavez Diaz

Reviewed by:

Appeal Form 5.1.a

CSC Appeal Fact Sheet

Recruitment Title: Senior Accounting / Payroll Specialist

Recruiting Department: Various Departments

Total Applications Received:	96	
Total # of Applicants Failed Minimum Qualifications:	41	
# Failed for Lack of Education:		0
# Failed for Lack of Experience:		41
# Failed for Lack of Education and Experience:		0
Total # Failed the Exam:	20	
# No-Show to Exam:	29	
# of Applicants who met the minimum qualifications for the position and passed examination:	5	

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) Baughman, Patrick Anthony | Person ID# | **SS #:** (last 4 digits)

Additional experience for the position of : Senior Accounting/Payroll Specialist

WORK EXPERIENCE

DATES:	EMPLOYER:	PHONE NUMBER:
From: 05/2007 To: 07/2008	McDonald's	( )

ADDRESS:(Street, City, State, Zip Code)

POSITION TITLE:	SUPERVISOR:
Lead Cashier / Assistant Mngr Trainee	William Story

HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER?
40		☑ Yes ☐ No

DUTIES:

I originally just put closing duties as assigned without elaborating, but I did have some accounting/~~experience~~ payroll experience. I would have to cash out (reconcile) the registers at the end of the night to ensure that we had not only the money the registers started with, but the money we made for the day. We kept a ledger of the daily intakes. I was also in charge of scheduling and training new hires on cashier duties.

REASON FOR LEAVING:

The position was out of town and would required a bigger time commitment that would conflict with school.

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. PB Initials or ☐ check for electronic initials

Signature PB Date 09/30/15

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

RECEIVED
SEP 30 2015
HUMAN RESOURCES ADMINISTRATION

Expanding on current application - 0809

Appeal Form

To Whom It May Concern:

I Patrick Baughman hereby appeal my Disqualified to take the examination.

for: Examination Title: Senior Account/Payroll Specialist

Date notified of disqualification: 07/06/15

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) ☒ 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	N/A
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)

I have a BBA - Accounting, which is more than the education required for the position required. I understand the there is 1e yrs. experience required, but I have been managing the Library's payroll pretty well since our specialist and clerk left within the last 1e months. I handle everything from Kronos, FMLA, and Workman's compensation. I hope that this crash course that I have had in this position as an office Assistant will qualify me, along with my degree to take the exam on a conditional basis.

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?	☐	☐	☐
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

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

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

Stamp

Applicant Signature: PBaughman **Date:** 07/07/15 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
SEP 29 2015
CIVIL SERVICE COMMISSION

12245-0515 - Senior Accounting/Payroll Specialist

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?	Associate's Degree

Preferences

Preferred Salary:	$9.00 per hour;
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 , Weekends

Objective

Education

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

Office Assistant
12/2014 - Present

City of El Paso
501 N. Oregon
El Paso, Texas 79901

Hours worked per week: 20
Monthly Salary: $0.00
Name of Supervisor: Lisa Riley - Business Financial manager
May we contact this employer? No

Duties
Reconcile department's revenue account

Utilize PeopleSoft to input vouchers and bank deposits for all 12 branches

Process payroll and manage issues with janitorial and security contracted services

Solely responsible for purchasing through the EP Marketplace for the entire department.

Student Office Assistant
5/2014 - 10/2014

University of Texas at El Paso
500 W. University Ave
El Paso, Texas 79968
915-747-6335

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

Duties
Utilize Microsoft Publisher to create PeopleSoft training brochures for employees

Develop PeopleSoft Demos (UPKs) to show step by step processes

Assist lecturers with trainee questions during training sessions

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

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: Miny Nieto - 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

Target

Hours worked per week: 30
Monthly Salary: $0.00
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: Lydia Riggins - 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: Margie Medina - 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: Sandra Garcia - 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
www.utep.edu
3120 Sun Bowl
El Paso, Texas 79968
(915) 747-7116

Hours worked per week: 19
Monthly Salary: $0.00
Name of Supervisor: Mitch Carlson - 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
2430 McRae
El Paso, Texas 79925
(915) 434-4000

Hours worked per week: 5
Monthly Salary: $0.00
# of Employees Supervised: 0
Name of Supervisor: Liz Arellano - 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 Trainee
5/2007 - 7/2008

McDonald's

Hours worked per week: 40
Monthly Salary: $1,200.00
Name of Supervisor: Victor Ramirez
May we contact this employer? Yes

9

Duties
Accurately processed customer orders and payments in a timely manner

Monitored and replenished restaurant inventory

Responsible for training new hires on procedures and techniques

Assisted in closing procedures

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 Skilled - 1 years and 0 months

Languages

Spanish - Speak, Read, Write

Additional Information

Personal

Highly Experienced with People with Disabilities (Brother)

References

Professional
Kaiser, Shirley

Professional
Contreras, Norma

Professional
Medina, Margie

Professional
Jordan, Jeremy

Professional
Ramirez, Victor

Professional
Huerta, Jaime

Professional
Dominguez, Limara

00

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Patrick Baughman Resume.pdf	Patrick Baughman Resume.pdf	**Resume**	Job Seeker
Appeal	Patrick Baughman Appeal	**Other**	Guadalupe Diaz

Senior Accounting/Payroll Specialist

Class Code:
12245 GS 52

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

SALARY RANGE

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

FLSA:
Non-Exempt

MINIMUM QUALIFICATIONS:
Education and Experience: A High School diploma or GED, and six (6) years of budget, accounting or payroll support experience.

Licenses and Certificates: None.

GENERAL PURPOSE:
Under direction, direct or perform highly responsible and complex paraprofessional fiscal support functions related to centralized accounts payable or receivable, or payroll or pension processing, verification, documentation and authorization, or for represented and non-represented employees, as assigned.

TYPICAL DUTIES:
Oversee or engage in automated and manual review, reconciliation and issuance of diverse or intricate batch and individual payments, billings, collections, deposits, transfers, restitutions and adjustments. Involves: Check records and forms received to ensure validity of initial identification, transaction codes, and time, quantity or monetary debits and credits, finalize posting of transactions to official city journals, and authorize payment and receipt of funds. Perform and verify calculations, including pro-ratings, and effect on general ledger balances in relation to budget appropriations. Investigate and resolve discrepancies, complaints and procedural problems pertaining to such matters as, direct deposit, electronic pay, deferred compensation, loans, garnishments, federal and state income taxes, expense allowances, other supplemental pay, vacation payoffs, insurance refunds, workers' compensation, educational assistance, employee training, property and event fees, city services, franchises, lease reimbursements, voluntary deductions, special privileges, annexations, drug testing, timekeeping system licenses, and procurement card audits, within the bounds of standard practice or obtaining guidance from functionally responsible professions regarding acceptable treatments in unprecedented situations. Develop and maintain master spreadsheets to track budget or other financial activity for multiple departments, and generate various periodic and special summary and analytical accounting

or statistical reports to management or regulatory agencies. Set up and cancel, and open and close accounts each cycle. Query, compare and balance such information as current and previous accounting cycle totals, gross and net amounts and initiate retroactive corrections as warranted. Print and void checks, advices, invoices and vouchers, and send and receive wire transmittals. Prepare correspondence or personally counsel employee, retirees, beneficiaries, vendors, businesses and citizens of payroll or accounting activities, balances and legal requirements.
Oversee and perform payroll processing and provide related human resources support. Involves: Monitor payroll preparation and processing to include, sick leave, Family Medical Leave (FMLA), and vacation.

Monitor departmental accounting/payroll clerks and specialists during, and participate in development and maintenance financial and human resource database management system, which includes analyzing information archived and processed to ensure quality. Involves: Enter, retrieve and review accounting data from centralized financial management system or source documents to detect processing exceptions and computation mismatches associated with installation of software upgrades and patches. Implement updates of reference tables such as rate schedules and identification codes. Request and review daily reports to assess system performance and advise users of errors. Provide backup assistance to other staff to ensure continuity of services.

Supervise or serve as lead worker to designated employees. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Enforce personnel rules and regulations and work behavior standards. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of comprehensive knowledge of account reconciliation and documentation techniques.
- Application of comprehensive knowledge of modern municipal accounting and payroll principles and practices.
- Application of considerable knowledge of codes, laws, regulations and standards pertaining to public entity accounting and payroll controls in area of assignment.
- Application of good knowledge of problem solving, public contact and customer service techniques.
- Application of considerable knowledge of business arithmetic.
- Application of good knowledge of personal computer operation, including financial, spreadsheet, payroll, human resources information or property tax collection systems and word processing applications.
- Interpret oral and written information describing financial, payroll, tax or budgetary policies or procedures to identify, extract and analyze pertinent data for producing periodic and special reports.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.

- Clear, concise oral and written communication to present reports.
- Perform complex calculations to determine and aggregate relevant data such as pay or tax rates and amounts owed or accrued.

OTHER JOB CHARACTERISTICS:

- Occasional exposure to irate individuals.

CLASSIFICATION STATUS:
(Ord. 016439 08/22/06), (HR 07/04/10), (HR 09/07/11) , (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. <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) <u>Regular Employee:</u> 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) <u>Original Applicant:</u> 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) <u>Appeal Form</u>: 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 A. Wilson

Joyce Wilson, City Manager

8/6/13

Date