

Name: Aundrea M. Rodriguez

ITEM 3E

<p>Position Applying for: Recreation Specialist</p>	<p>Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Position/Grade: Recreation leader/GS 43 Original Hire Date: 1/20/15</p>	<p>Date of Disqualification: 8/18/15</p>	<p>Date Appeal Filed: 8/20/15</p>
<p>Reason for Disqualification: Lacks Minimum Requirements</p>	<p>Date of Examination: 9/02/15 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person</p>	<p>Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Rule or Ordinance Under Which Disqualified:

Rule 5, Section 1.(a): 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) 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;

- 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
<p>Education High school diploma or GED</p>	<p>High school diploma</p>	<p>None</p>
<p>Experience Two (2) years recreation work experience.</p>	<p>Position Recreation leader</p> <p>Years 6</p>	<p>Lacks 18 months</p>

Comments

The minimum qualifications for Recreation Specialist are a high school diploma (or GED) and two (2) years recreation work experience. Ms. Rodriguez was hired into her current job as a part time Recreation Leader on 1/20/15; and, the minimum qualifications for her current position are a high school diploma or GED. For career progression, the next position a Recreation Leader could be expected to fill would be a Recreation Specialist, which requires a high school diploma or GED and two (2) years of recreation work experience. Ms. Rodriguez is scheduled to work 30 hours per week; therefore, her time worked has been prorated and equals 6 months of employment; thus, she lacks 18 months toward the two years required recreation work experience.

Non-Qualifying Education/Experience:

Experience:	Position	Years	Months
	Center Consultant	2	3
	Cashier/Clerk	2	6
	Hostess/waitress	2	4
	Secretary	1	10

Prepared by:
Ada Hatten

Reviewed by:

[Signature]

CSC Appeal Fact Sheet

Recruitment Title: Recreation Specialist

Recruiting Department: Parks and Recreation

Total Applications Received: 76

Total # of Applicants Failed Minimum Qualifications: 45

Failed for Lack of Education: 0

Failed for Lack of Experience: 45

Failed for Lack of Education and Experience: 0

Total # Failed the Exam: 8

No-Show to Exam: 9

of Applicants who met the minimum qualifications for
the position and passed examination: 14

Appeal Form

To Whom It May Concern:

I Aurea Marie Rodriguez hereby appeal my Disqualified to take the examination,
 for: Examination Title: Recreation Specialist

Date notified of disqualification: 08/18/15

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 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 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):

A member of the Anaheim Police Explorer Program from 03/2009 - 11/2012 with the Anaheim Police Department, City of Anaheim, CA. In the program I was promoted to Sergeant Secretary, responsible of a group of youth 16-20. Attended weekly Physical fitness trainings / P.T. class to help prepare other program members for up-coming academy. Worked side by side with Police officers & city employees in special events, Concerts, Parades (conducting traffic, informing public about city programs. Helped maintain Cops 4 kids program after school at public schools (Betsy Ross).

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.

RECEIVED
 AUG 20 2015
 BY: AM PARD
 5:57 pm

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.

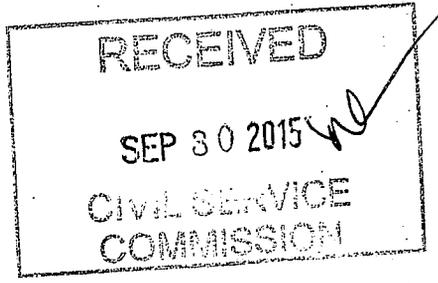
Other _____ (write specific Rule or HR Policy you are appealing):

Please explain what you are appealing

Name: Andrea Rodriguez **Address:** _____ **City/State/Zip:** _____
Telephone: _____ **Person ID #:** _____ (Nengov) _____
Applicant Signature: *AR* **Date:** 08/20/15

Please note: In accordance with the Texas Public Information Act, information from your application and/or resumé 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



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) Rodriguez, Andrea, M.	Person ID# 600000	SS #: (last 4 digits) -
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Additional experience for the position of :
Anaheim Police Explorer Program

WORK EXPERIENCE

DATES: From: 03/01/11 to: 11/30/12	EMPLOYER: The City of Anaheim, Anaheim Police Dept.	PHONE NUMBER: 714-765-1900
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ADDRESS: (Street, City, State, Zip Code)
425 S. Harbor Blvd, Anaheim CA 92805

POSITION TITLE: Police Explorer Sargent/Secretary.	SUPERVISOR: Officer John Nooitgedagt / Chris Neal
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HOURS PER WEEK: 20-25	SALARY: volunteer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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DUTIES:
Responsible for a group of volunteers ages 16-20. Trained experience in real-life law enforcement scenarios. Attended weekly physical fitness trainings in recreational environments to prepare others for upcoming explorer academy. Worked side by side with Police Officers and City employees at City parades, conducting traffic, blocking off areas of the city and city and police department events. Assisted in programming and maintaining the Cops 4 Kids program for the Anaheim Youth at afterschool programs. Ensured the program members maintained a healthy lifestyle by rigorous exercise and daily activities. Attended police trainings and classes to prepare ourselves for ^{our} future careers in law enforcement. We worked hand in hand with the community & its members.

REASON FOR LEAVING:
Moved to El Paso for personal family reasons.

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. AR Initials or check for electronic initials

Signature  Date 8/20/15

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



Recreation Specialist

Class Code:
16210 GS 47

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

SALARY RANGE

\$12.31 - \$18.27 Hourly
\$985.10 - \$1,461.58 Biweekly
\$2,134.38 - \$3,166.77 Monthly
\$25,612.54 - \$38,001.18 Annually

FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and two (2) years recreation experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. CPR and Basic First Aid Certification required within six (6) months of date of appointment.

GENERAL PURPOSE:

Under general supervision, guide and administer a variety of assigned recreational activities.

TYPICAL DUTIES:

Oversee and monitor activities at a recreation facility, site or school. Involves: Register participants for activities and programs. Accept fees for classes, activities and programs. Schedule site activities. Provide recreational activities for after-school programs. Drive clients on field trips. Monitor equipment usage and care, including signing in and out equipment. Monitor assigned employees and activities at assigned site. Oversee building including opening and closing and performing some custodial duties as needed.

Provide assistance for recreation programs. Involves: Answer telephones and greet public. Answer questions, provide information regarding recreation programs and activities. Resolve participant complaints and problems using center or program rules. Refer questions or policy exceptions to other recreation staff as needed. Assist with special events sponsored by the recreation department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of general recreation activities, games, sports and special events.
- Application of some knowledge of recreation programming.

- Application of some knowledge of basic first aid.
- Plan recreational activities.
- Communicate effectively in a positive manner with public and coworkers.
- Monitor and assign work to assigned employees.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Application of some knowledge of customer service techniques.
- Ability to lift up to 25 pounds.
- Ability to bend, squat, climb stairs and/or ladders.
- Application of some knowledge of customer service techniques.

OTHER JOB CHARACTERISTICS:

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- Some positions may be exposed to chemicals used for cleaning and pools.
- Some positions are subject to call back and work evening and weekend hours.
- Occasional driving in City traffic.
- Ensure cleanliness of facility at all times.

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 10/26/11), (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.

16210-0715 - Recreation Specialist

Contact Information -- Person ID: 21329273

Name: Aundrea Marie Rodriguez Address:
 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? Some College

Preferences

Preferred Salary: \$12.00 per hour;
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective**Education**

College
El Paso Community College
 8/2012 - 6/2013
 El Paso , Texas
 Did you graduate: No
 College Major/Minor: Literature
 Degree Received: No Degree

College
California State University, Fullerton
 8/2010 - 6/2011
 Fullerton, California
 Did you graduate: No
 College Major/Minor: Criminal Justice
 Degree Received: No Degree

High School
Loara High School
 8/2006 - 6/2010
 Anaheim , California
 Did you graduate: Yes
 Highest Level Completed: 12
 Did you receive a GED? Yes
 Degree Received: High School Diploma

Work Experience

Recreation Leader
 12/2014 - Present
 Parks and Recreation/City of El Paso
 901 N Virginia St
 El Paso , Texas 79902
 (915) 533-1611
 Hours worked per week: 35
 Monthly Salary: \$850.00
 Name of Supervisor: Carlos Martinez - Center Director
 May we contact this employer? Yes

Duties

Oversees participants and volunteers in a recreation program, activity or facility. Maintains program discipline. Accompanies participant groups at special events or on program outings. Provides feedback regarding program development and activity schedule. Develops and distributes promotional and marketing information and assists the public with questions and problems. Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks; administers first aid as required. Maintains records and prepares attendance reports. Attends mandatory pre-service and in-

service training and meetings.

Reason for Leaving

currently employed

Center Consultant

9/2014 - 1/2015

FedEx Office

Hours worked per week: 25

Monthly Salary: \$900.00

Name of Supervisor: Marissa -- Center Manager

May we contact this employer? Yes

Duties

Knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping, and consistently delivered a positive customer experience to all customers. Time spent taking customer orders; coordinating center activities; providing pricing information; recommending the appropriate FedEx Office products and services; producing complex orders; operating equipment that requires advanced operational knowledge and expertise; managing, monitoring and facilitating all production processes. Performed duties utilizing consultative skills to anticipate needs, suggest alternatives and provide solutions to colleagues and customers.

Reason for Leaving

Hired with City of El Paso

Front End Clerk/Cashier

2/2012 - 12/2014

Albertsons

Hours worked per week: 35

Monthly Salary: \$1,200.00

Name of Supervisor: Veronica Lujan - Front End Manager

May we contact this employer? Yes

Duties

Grocery stocker, excelling at organizing, prioritizing, and completing tasks in a professional manner. Customer-service focused, always doing what's best for the client as well as the company. Comfortable with operating DSD hand held devices, scanning and ordering merchandise as well as inventory familiarity and handling large amounts of money. Exceptional communication skills.

Hostess/waitress

7/2010 - 11/2012

International House of Pancakes

Hours worked per week: 40

Monthly Salary: \$2,500.00

of Employees Supervised: 3

Name of Supervisor: Debbie - Owner/head manager

May we contact this employer? Yes

Duties

Responsible for taking customer's orders, working at an extremely fast pace, completing several tasks at a time. Customer-service oriented, dealing with customer in a respectful and friendly manner.

Reason for Leaving

Moved out of state

Police Explorer Secretary

3/2009 - 11/2012

Anaheim Police Department

Hours worked per week: 20

Monthly Salary: \$0.00

of Employees Supervised: 7

Name of Supervisor: Cris Ned - Police Officer/Explorer Advisor

May we contact this employer? Yes

Duties

Sergeant, responsible for group of volunteers ages 16-20. Experienced secretary, comfortable with

clerical work such as filing paperwork, filling out reports, contacting members of the program. Exceptional public speaking skills, comfortable interacting and initiating conversation. Trained experience in real-life law enforcement scenarios. Comfortable taking police reports, fingerprinting process, and other law enforcement duties. Received first place in female physical fitness and second place in notebook during explorer police academy. Assisted and supervised in the Cops 4 Kids Program- Anaheim, CA.

Reason for Leaving

Moved out of state

Certificates and Licenses

Type: First Aid/CPR Certified

Number:

Issued by: American Red Cross

Date Issued: 4 /2015 Date Expires: 4 /2017

Type: Certified Food Handler

Number: HFFH15-07913

Issued by: Department of Public Health

Date Issued: 5 /2015 Date Expires: 5 /2016

Type: Defensive Driving Certified for City Vehicles

Number:

Issued by:

Date Issued: 3 /2015 Date Expires: 3 /2017

Skills

Office Skills

Typing: 45

Data Entry: 0

Other Skills

Customer Service Expert - 4 years and 11 months

Public Speaking Expert - 5 years and 0 months

Team Working Expert - 10 years and 0 months

Physical Fitness Expert - 15 years and 5 months

Languages

English - Speak, Read, Write

Additional Information

Honors & Awards

Anaheim Police Explorer Program - Anaheim Police Department, Anaheim, CA

1st Place Female Physical Fitness

2nd Place Notebook

Mighty Mujer Triathlon - El Paso, Texas

1st Place Female age group 19-22

References

Professional
Ned, Cris

Professional
Rodriquez, Alberto

Professional
Lujan , Veronica

Professional
Nooitgedagt, Jonathan

Professional
Martinez, Carlos

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
High School Diploma - Confirmed	Aundrea Rodriguez (HSD)	Proof of Education	Maria Carrasco
Aundrea Marie Rodriguez resume.docx	Aundrea Marie Rodriguez resume.docx	Resume	Job Seeker
unofficial transcript.pdf	unofficial transcript.pdf	Other	Job Seeker

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 A. Wilson
Joyce Wilson, City Manager

8/6/13
Date