City of El Paso - Civil Service Commission Appeal Form - Exam Disqualification Date: 8/18/15

ITEM 3 G

**Name:** Joshua Beach

| **Position Applying for:** Recreation Program Supervisor | **Current City Employee:** ☒ Yes ☐ No<br>**Position/Grade:** Rec. Spec. / GS 47<br>**Original Hire Date:** 9/01/12 (CON) | **Date of Disqualification:** 8/18/15 | **Date Appeal Filed:** 8/20/15 |
|---|---|---|---|
| **Reason for Disqualification:** Lacks Minimum Requirements | **Date of Examination:** 9/09/15<br>**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 will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove their 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**<br>Associates degree in recreation management or physical education | None | Associates degree recreation management or physical education |
| **Experience**<br>Two (2) years recreation work experience | **Position** / **Years** / **Months**<br>Head volunteer 1 6<br>Youth Activities Spec. 9<br>Assistant Coach 10<br>Recreation Specialist 1 2<br>Recreation Leader 3<br>Playground Monitor 1<br>Youth Activities Spec. 1 10 | none |

**Comments** The minimum qualifications for this position are an Associate's degree in recreation management or physical education and two (2) years recreation work experience.

Mr. Beach does not meet the minimum required educational requirement for this position. Mr. Beach states he attended El Paso Community College (EPCC) and has completed 64 semester hours toward a degree in Kinesiology. Mr. Beach is currently a student of Grand Canyon University as of 8/2015 pursuing a degree in Sports Management but has not yet attained a degree. For career progression, the next possible position to move into would be a Community Center Supervisor, which would require a Bachelor's degree.

**Non-Qualifying Education/Experience:**

**Experience:**

| Position | Years | Months |
|---|---|---|
| Kitchen volunteer | | 7 |
| Playground monitor | 1 | |

**Prepared by:** Ada Hatten

**Reviewed by:**

# CSC Appeal Fact Sheet

Recruitment Title: Recreation Program Supervisor

Recruiting Department: Parks and Recreation

| | | |
|---|---|---|
| Total Applications Received: | 52 | |
| Total # of Applicants Failed Minimum Qualifications: | 23 | |
| # Failed for Lack of Education: | | 14 |
| # Failed for Lack of Experience: | | 0 |
| # Failed for Lack of Education and Experience: | | 9 |
| Total # Failed the Exam: | 5 | |
| # No-Show to Exam: | 9 | |
| # of Applicants who met the minimum qualifications for the position and passed examination: | 15 | |

**Hatten, Ada L.** Test Conditionally

**From:** Beach, Joshua L
**Sent:** Thursday, August 20, 2015 11:29 AM
**To:** Hatten, Ada L.
**Cc:** Smith, Chandrica; hair2215@yahoo.com
**Subject:** APPEAL FORM-jb-mk.doc
**Attachments:** APPEAL FORM-jb-mk.doc; ATT00001.txt

# Appeal Form

**To Whom It May Concern:**

I Joshua L. Beach **hereby appeal my Disqualified to take the examination, for: Examination Title:** Recreation Program Supervisor

**Date notified of disqualification:** 18-August-2015

**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 meet both the educational and experiential requirements required for the position. I have requested a copy of my transcript to validate my education status. I have more hours than an associate's degree as I am more than half way toward completing my Bachelors. I have a plethora of job experience directly related towards recreation that exceeds the experience requirements. The job announcement I applied for does not elaborate on the specifics of what exact experience is expected, however I am certain that the positions I have both previously held and currently hold would count as professional recreation experience. My experiences as a youth basketball assistant and head coach, a playground monitor, a youth activities specialist, a lunchroom volunteer, the head volunteer at an elementary school, other various volunteer duties at the elementary school, a youth activities coordinator from a state funded grant, and a recreation leader all greatly prepared me to continue pursing work in this field. In addition, my current position as Recreation Specialist at Nations Tobin has numerous job duties that should qualify me to satisfy the requirements for this examination. Some of my experience includes: overseeing and monitoring activities at the sports center as well as various amounts of sports fields from baseball, softball, football, inline hockey, and indoor soccer; checking IDs and following policies and procedures required for a valid ID check; registering participants for activities and programs by accepting fees for classes, activities, and league fees; assuring compliance with established policies and procedures; monitoring equipment usage and care, including signing equipment in and out and letting my supervisor know of any new equipment that is needed or damaged; monitoring assigned employees, activities, volunteers, youth and adult teams, and spectators at assigned site; issuing written and oral instructions; assigning duties and examines work for

exactness, neatness, and conformance to policies and procedures; assisting and creating schedules for numerous sports; filling in as the head of youth football, inline hockey, and indoor soccer; conducting coaches' meeting with over 40 coaches present; handling complaints and concerns relating to teams, coaches, and players, and making decisions based on the information provided and applying city policy; completing invoices for officials and scorekeeper; preparing work schedules for all staff members under my supervision; training staff on a variety of daily, weekly, and monthly tasks as needed; assisting with making the PowerPoint presentation that all sports staff uses for coaches to input rosters on website; and running the 2014 punt, pass, and kick for youth and teens at UTEP where we had over 100 participants.

| **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:** Joshua Beach **Address:** **City/State/Zip**

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

**Applicant Signature:** Joshua Beach_____ **Date:** 19-Aug-15_____

**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 30 2015
CIVIL SERVICE
COMMISSION

# Recreation Program Supervisor

Class Code:
16120 PM 122

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

## SALARY RANGE

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

**FLSA:**
Non-Exempt

**MINIMUM QUALIFICATIONS:**
Education and Experience: An Associate's degree in recreation management, physical education or related field, and two (2) years of recreation experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.

**GENERAL PURPOSE:**
Under general supervision, supervise and participate in planning, organizing and implementing recreational activities at a small recreation site or aquatics cluster for different population groups.

**TYPICAL DUTIES:**
Plan organized recreational activities. Involves: Prepare and monitor annual user fee budget. Plan, coordinate and implement activities for recreation programs or events for targeted groups and participants. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations. Develop rules for games, sports and events. Coordinate with contractors, officials and vendors. Post outcomes of games and events as needed. Evaluate activities. Recommend and incorporate changes and improvements. Resolve participant complaints.

Supervise or assist in supervising a recreational or aquatic facility. Involves: Design activities for targeted groups or populations such as dance, arts and crafts, or English classes. Contract with instructors for classes. Prepare programs, promotion and press releases. Prepare program budget and purchase materials as needed. Monitor participant payment and instructor schedules and time sheets. Develop special programs with other recreation staff and other departments.

Provide support and assistance for recreation programs. Involves: Prepare grant proposals for additional funding. Prepare and monitor budget for programs, sites or centers. Prepare purchase requisitions. Oversee accounts receivable for program administration and make deposits. Maintain appropriate records and filing systems. Monitor facilities and report maintenance repairs or problems. Prepare recurring and ad hoc activity and program reports. Support franchise marketing program, as assigned. Attend related marketing

conferences and perform related administrative duties.

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of recreational programs and activities.
- Application of good knowledge of planning and providing community based recreational activities.
- Application of good knowledge of supervisory and customer service techniques.
- Application of good knowledge of facilities management principals and practices.
- Application of some knowledge of one or more recreational activities sufficient to conduct classes.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Evaluate programs and prepare reports.
- Monitor program budget.
- Plan recreational activities and facilities.
- Establish and maintain effective working relationships with coworkers, officials, contractors, participants and the general public.

**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.

**CLASSIFICATION STATUS:**
*(Ord. 016352 04/25/06), (CC 07/29/12)*
*As provided under Civil Service Rule 4, Section 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.*

16120-0815 - Recreation Program Supervisor

## Contact Information -- Person ID: 12564419

| | | | |
|---|---|---|---|
| Name: | Joshua L Beach | Address: | 5001 sycene<br>El paso, Texas 79924 US |
| Home Phone: | (915) 549-5942 | Alternate Phone: | (915) 238-6212 |
| Email: | hair2215@yahoo.com | Former Last Name: | |
| Month and Day of Birth: | 01/03 | | |

## Personal Information

| | |
|---|---|
| Driver's License: | Yes, Texas , 37884185 , 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: | $8.00 per hour; |
| Are you willing to relocate? | Yes |
| Types of positions you will accept: | Regular , Temporary , Seasonal |
| Types of work you will accept: | Full Time , Part Time |
| Types of shifts you will accept: | Day , Evening , Night , Rotating , Weekends , On Call (as needed) |

## Objective

My objective is to help kids have a better outlook on life. Provide a place to have fun and learn. Build a positive environment to prevent kids and teens off the street and getting into trouble.

## Education

**College**
*El Paso Community College*
8/2009 - 5/2012
El paso, Texas

Did you graduate: No
College Major/Minor: Kinesiology
Units Completed: 64 Semester
Degree Received: No Degree

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**College**
*grand Canyon University*
8/2015 - [Unspecified End]
el paso , Texas

Did you graduate: No
College Major/Minor: sport management
Degree Received: No Degree

## Work Experience

**Head Volunteer**
4/2010 - Present

Logan Heights Elementary School
3200 Ellerthorpe
El Paso, Texas 79904
(915) 231-2720

Hours worked per week: 15
Monthly Salary: $0.00
# of Employees Supervised: 8
Name of Supervisor: Shelia Joplin - Parent Engagement Leader
May we contact this employer? Yes

**Duties**
* organize book fairs
* promote pta participation
* advertise for pta
* assist with carnivals and school events

**Reason for Leaving**
still volunteering

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**Youth Activities Specialist**
9/2012 - Present

El Paso Parks and Recs
El Paso, Texas 79924

Hours worked per week: 20
Monthly Salary: $310.00
# of Employees Supervised: 0
Name of Supervisor: Julie Belcher
May we contact this employer? Yes

**Duties**
Assisit participants with homework. Create arts and crafts activities for participants. Ensure the safety of all participants. Take equipment inventory. Create recreational activities for participants. Keep site and area organized. Report total attendance and submit final tally sheets. Use of "p-drive". Recruit participants and adverise program. Create weekly schedule for participants.

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**Assistant Coach**
8/2009 - Present

Skyline Park

Hours worked per week: 6
Monthly Salary: $0.00
# of Employees Supervised: 1
Name of Supervisor: Frankie Artist - Head Coach
May we contact this employer? Yes

**Duties**
* start warm up and stretching excercises
* basketball drills
* attend games
*provide rosters
*recruit players
*create game schedule
*acquire referees

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**Kitchen Volunteer**
11/2011 - Present

Hours worked per week: 5
Monthly Salary: $0.00
# of Employees Supervised: 0
Name of Supervisor: Beth Odom - Cafeteria Manager
May we contact this employer? Yes

**Duties**
*serve food
*prep for breakfast and lunch
* clean tables
*wash dishes
*take trash out

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**Recreation Specialist**
7/2014 - Present

El Paso Parks and Recs
8831 Railroad
El Paso, Texas 79904
915-757-2743

Hours worked per week: 80
Monthly Salary: $1,420.00
# of Employees Supervised: 5
Name of Supervisor: Rafael Gardón
May we contact this employer? Yes

**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. 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.

**Reason for Leaving**
Still Employeed

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**Recreation Leader**
3/2014 - 7/2014

El Paso Parks and Rec
911 S. Ochoa Street
El Paso, Texas 79902
915-858-1929

Hours worked per week: 60
Monthly Salary: $1,180.00
# of Employees Supervised: 2
Name of Supervisor: Luis Rincon
May we contact this employer? Yes

**Duties**
Monitors participation in and lead specified recreation activities such as games, leagues, aerobics, assorted recreational classes, and free play. Involves: Assists in teaching or teach classes at facilities as required. Issues and maintains recreation equipment. Assists in setting up for activities and special events. Assists in supporting recreation activities. Greets public and directs to appropriate activities. Answers phones. Provides information regarding facilities activities. Registers participants for classes, leagues, etc. Collects fees and prepares receipts. Maintains records such as attendance and equipment inventory as required. Opens and closes facility. Assists with preparing activity reports.

**Reason for Leaving**
Promoted to current postion

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**Playground Monitor**
5/2013 - 6/2014

El Paso independent school district

Hours worked per week: 38
Monthly Salary: $550.00
# of Employees Supervised: 0
Name of Supervisor: Ruth Gomez - Assistant Principle
May we contact this employer? Yes

**Duties**
Maintains discipline and insures safety of students in the playground area, halls, restrooms, cafeteria and other areas on campus by upholding and enforcing school rules and regulations. Reports to the principal or his/her designee, students who violate school rules and regulations. Communicates with principals, teachers, students and parents. Exercises emotional stability, patience, tact and good judgment in all situations. Models good oral language. Interacts with children on campus. Assists in supervising arrival or departure, and playground activities. Performs other assigned duties as may be required by the principal.

**Reason for Leaving**
Get a full time job.

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**Youth activities specialist**
8/2009 - 5/2013

Love of life

Hours worked per week: 20
Monthly Salary: $0.00
# of Employees Supervised: 1
Name of Supervisor: Tracy - Grant manager
May we contact this employer? Yes

**Duties**
Assists in hosting special events to promote Youth Activities Center. Assists in developing marketing and outreach materials that draw participants to the program. Assists in keeping track of attendance for Grant records. Assists with the planning and implementation of weekly activities schedule. Works well with persons of all ages and able to motivate individuals to volunteer to meet program goals. Able to handle irate, complaining or demanding individuals without internalizing and personalizing comments made. Able to respond to emergencies and administer CPR & First Aid effectively.

**Reason for Leaving**
Lost the grant

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**Clock Runner**
1/2012 - 3/2012

Nolan Richardson Recreation center
4435 Maxwell
El Paso, Texas 79904
(915) 755-7566

Hours worked per week: 4
Monthly Salary: $0.00
# of Employees Supervised: 1
Name of Supervisor: Crystal Salcido - Recreation Leader
May we contact this employer? Yes

**Duties**
*run clock for Mini Sports programs*
*

**Reason for Leaving**
school

## Certificates and Licenses

Type: Cpr Certified

Number:

Issued by: El Paso Community College

Date Issued: 6 /2014 Date Expires: 6 /2016

## Skills

Office Skills

Typing: 35
Data Entry: 0

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Other Skills

Microsoft Office Expert - 10 years and 0 months

Communication and problem Solving Expert - 8 years and 0 months

activenet Expert - 4 years and 0 months

## Additional Information

Interests & Activities

*Participated in high school basketball for four years.
* Countinue to play basketball in Mens Open leagues that city provides
* working with the community
*

## References

Professional
**Graza, Robert**

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Professional
**Guana, Robert**

## Resume

**Text Resume**

**Attachments**

## 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