

**ITEM 31**

<p><b>Name:</b> Elisa Gallegos</p> <p><b>Position Applying for:</b> Recreation Program Supervisor</p>	<p><b>Current City Employee:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Position/Grade:</b> Rec Specialist / GS 47</p> <p><b>Original Hire Date:</b> 6/06/11 (CON)</p>	<p><b>Date of Disqualification:</b> 8/18/15</p> <p><b>Disqualified by:</b> <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person</p>	<p><b>Date Appeal Filed:</b> 8/19/15</p> <p><b>Was the Appeal Filed in Timely Manner:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>															
<p><b>Reason for Disqualification:</b> Lacks Minimum Requirements</p>	<p><b>Date of Examination:</b> 9/09/15</p> <p><b>Conditional Exam:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>																	
<p><b>Rule or Ordinance Under Which Disqualified:</b> <b>Rule 5, Section 1.(a):</b> 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.</p>																		
<p><b>Application Policy:</b> The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:</p> <p>(a) <b>Lacks Minimum Qualifications:</b> The applicant lacks the minimum qualifications established in the classification for the position;</p> <p>1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.</p>																		
<p><b>Minimum Qualifications</b></p> <p><u>Education</u> Associates degree in recreation management or physical education</p> <p><u>Experience</u> Two (2) years recreation work experience</p>		<p><b>Applicant Qualifications</b></p> <p>None</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Position</u></th> <th style="text-align: center;"><u>Years</u></th> <th style="text-align: center;"><u>Months</u></th> </tr> </thead> <tbody> <tr> <td>Activity Leader/Aide</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Recreation Specialist</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Recreation Leader</td> <td style="text-align: center;">1</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Sports Site Specialist</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p><b>Deficits</b> Associates Recreation Management or Physical Education</p>		<u>Position</u>	<u>Years</u>	<u>Months</u>	Activity Leader/Aide	3	6	Recreation Specialist	1	4	Recreation Leader	1	9	Sports Site Specialist	1	3
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Recreation Specialist	1	4																
Recreation Leader	1	9																
Sports Site Specialist	1	3																
<p><b>Comments</b> The minimum qualifications for this position are an Associate's degree in recreation management or physical education and two (2) years recreation work experience.</p> <p>Ms. Gallegos became a Recreation Specialist on 5/4/15 and has not completed her probationary period in her current job. She references the HR Equivalency Guidelines, Chapter 2, Section 3 2-14 as the basis for her appeal in which she states she has 60 college hours in accordance with the Equivalency Guidelines. A review of the documentation Ms. Gallegos submitted indicates she was pursuing a Bachelor's in Electrical Engineering; and, her college coursework was from 2001 to 2004. There is no current documentation indicating whether or not Ms. Gallegos is still actively pursuing a degree in electrical engineering. Her college coursework was prior to the 12/10/09 revision date of equivalency guideline she references. Those guidelines sunset 24 months following the revised date and subsequently are no longer applicable. Ms. Gallegos does not meet the minimum educational requirement as she does not have the required Associates degree in Recreation Management or Physical Education. For career progression, the next possible position to move into would be a Community Center Supervisor, which would require a Bachelor's degree.</p>		<p><b>Non-Qualifying Education/Experience:</b></p> <p><u>Experience:</u> <u>Position</u> None</p> <p style="text-align: right;"><u>Years</u>    <u>Months</u></p>																
<p>Prepared by: Ada Hatten    Reviewed by: </p>																		

# 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

1st conditionally

Hatten, Ada L.

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**From:** Gallegos, Elisa  
**Sent:** Wednesday, August 19, 2015 10:56 AM  
**To:** Hatten, Ada L.  
**Subject:** Recreation Program Supervisor Appeal  
**Attachments:** CSC APPEAL Elisa Gallegos.doc; epcctranscriptsunoff.docx; TranscriptGallegosnmsu.pdf; Professional Experience Elisa Gallegos.docx

*Elisa Gallegos*  
Recreation Specialist  
**Gary Del Palacio Recreation Center**  
**(915) 629-7312**

Please click to visit us:



# Appeal Form

**To Whom It May Concern:**

I Elisa Gallegos hereby appeal my Disqualified to take the examination, for: **Examination Title:** Recreation  
Program Supervisor

**Date notified of disqualification:** 8/18/2015

**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) <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)	

<b>C.S.C. Rule 5.1.(a) Applicant does not meet minimum qualification</b>	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)  
see attached

<b>C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor</b>	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.

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**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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

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**Other 5.1(a)** (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

I am appealing having an Associate's degree in recreation management, physical education or related field. While I do not have an Associate's degree in these specific categories I have the 60 hours of college hours. In accordance with the HR Equivalency Guidelines, Chapter 2, Section 3 2-14, as a current City Employee I have more than the 50% course curriculum required for an Associates Degree. I have 6 years of professional experience with the YWCA as an Activity Leader (supervisory role) and as Summer Camp Program Leader. Attached are the 60 hours of college credit.

**Name:** Elisa Gallegos

**Address: 1**

**City/State/Zip**

**Telephone:**

**Person ID #:**

(Neogov)

Stamp

**Applicant Signature:** Elisa Gallegos \_\_\_\_\_

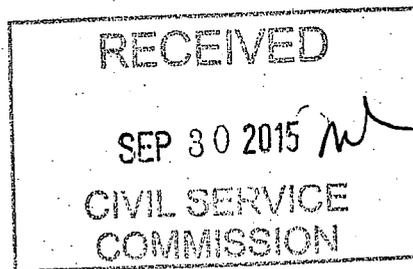
**Date:** 8/19/15

Received by \_\_\_\_\_

**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**



Professional Experience

6 years with the YWCA Paso Del Norte Region-Activity Leader (supervisory role)

- Was in charge of various afterschool programs at different schools throughout El Paso
- Each program had between 20-50 school age children
- In charge of collecting weekly fees for all children
- In charge of daily/weekly programming for program
- Plan and program different daily/weekly activities for Summer Camp for approximately 100 children, ages 5-16; including sports, swimming, arts & crafts, field trips
- Contact and book presenters, guest speakers, and coordinate field trips for Summer Camps

City of El Paso

2 years of Club Rec at a center with 80-100 children

Successful Afterschool Program with 20-25 children

Sports Department- worked in Basketball, Volleyball, and Softball

Recreation Leader

Recreation Specialist

Trailblazer experience

Exposed to leisure services contract payment process

Southwest Baseball League

In charge of concession stand, supervised 2 employees

In charge of inventory, purchasing concession supplies, running concession stand

In charge of managing umpire payroll

Record of: Elisa Gallegos  
 Aggie ID: --

Page Number : 1  
 Date Issued : 18-AUG-2015

Elisa Gallegos

Course Level: Undergraduate  
 Student Type: Continuing  
 High School: Clint High School 28-MAY-2002  
 Only Admit: 2002 FALL  
 Matriculated: 2002 FALL  
 Current Program  
 BS in Electrical Engineering  
 College : Engineering  
 Campus : Main  
 Major : Electrical Engineering

SUBJ NO.	C	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:				
COMM 265G	MA	PRNCPLS-HUMAN CMNCTN	3.00 B	9.00 I
ECON 251G	MA	PRNCPLS OF MACROECONS	3.00 C	6.00 I
ENGL 218G	MA	TECHNCL & SCNTFC CMNCTN	3.00 B-	9.00 I
HON 232G	MA	THE HUMAN MIND	3.00 B-	9.00 I
MATH 180	MA	TRIGONOMETRY	3.00 C	6.00 I
MATH 185	MA	COLLEGE ALGEBRA	3.00 C	6.00 I
Ehrs: 18.00 GPA-Hrs: 18.00 Qpts:			45.00 GPA:	2.50
Good Standing				

SUBJ NO.	C	COURSE TITLE	CRED GRD	PTS R
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TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

FALL 2001 El Paso Community College  
 ENGL 111G RHETORIC/COMPOSITION 3.00 CR  
 Ehrs: 3.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00

SPRING 2002 El Paso Community College  
 ENGL 100 E ENGLISH ELECTIVE 1D 3.00 CR  
 Ehrs: 3.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

2002 FALL  
 Electrical Engineering  
 UG-Freshman Transfer  
 CHEM 111 MA GENERAL CHEMISTRY I 4.00 F 0.00 E  
 HIST 102G MA MODERN EUROPE 3.00 B 9.00 I  
 MATH 115 MA INTERMEDIATE ALGEBRA 3.00 C 6.00 I  
 UNIV 150 MA FRESHMAN YR EXPERIENCE 3.00 A 12.00 I  
 Ehrs: 9.00 GPA-Hrs: 13.00 Qpts: 27.00 GPA: 2.07  
 Good Standing

2003 SPRING  
 Electrical Engineering  
 Continuing

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

2003 FALL				
Electrical Engineering				
Continuing				
E E 111	MA	INTRO TO ECE	4.00 F	0.00 E
E E 161	MA	PROBLEM SOLVING	4.00 D+	0.00 E
MATH 191	MA	CALCULUS I	3.00 W	0.00 I
PHYS 215	MA	ENGINEERING PHYS I	3.00 F	0.00 I
PHYS 215 L	MA	ENGR PHYS I LAB	1.00 W	0.00 I
Ehrs: 4.00 GPA-Hrs: 11.00 Qpts:			4.00 GPA:	0.36
Academic Probation 1				

2004 SPRING				
Electrical Engineering				
Continuing				
CHEM 111	MA	GENERAL CHEMISTRY I	4.00 B	12.00 I
E E 111	MA	INTRO TO ECE	4.00 B	12.00 I
E E 161	MA	PROBLEM SOLVING	4.00 A	16.00 I
MATH 191	MA	CALCULUS I	3.00 B-	9.00 I
P E 147	MA	BEGINNING TENNIS	1.00 A	4.00 I
Ehrs: 16.00 GPA-Hrs: 16.00 Qpts:			53.00 GPA:	3.31
Good Standing				
Last Standing: Good Standing				
***** CONTINUED ON PAGE 2 *****				

Record of: Elisa Gallegos  
Aggie ID: {

Page Number : 2  
Date Issued : 18-AUG-2015

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	43.00	46.00	125.00	2.71
TOTAL TRANSFER	6.00	0.00	0.00	0.00
OVERALL	49.00	46.00	125.00	2.71

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

**Transcript Data**

**STUDENT INFORMATION**

Name : Elisa Gallegos

Birth Date: May 08, 1984

Student Type: Continuing

**Curriculum Information**

**Current Program**

Major: Associate of Arts

**Term Totals (Credit)**

	<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA Points</b>
<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	25.000	15.000	15.000	22.000	60.00	2.72

Unofficial  
Transcript

**TRANSCRIPT TOTALS (CREDIT) -Top-**

	<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA Points</b>
<b>Total Institution:</b>	25.000	15.000	15.000	22.000	60.00	2.72
<b>Total Transfer:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Overall:</b>	25.000	15.000	15.000	22.000	60.00	2.72

**INSTITUTION CREDIT -Top-**

Term: Fall 2001

**Major:** Associate of Arts  
**Student Type:** Dual Credit  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
ENGL	1301	CR	EXPOSITORY ENGLISH COMP (C)	A	3.000	12.00

**Term Totals (Credit)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	3.000	12.00	4.00
<b>Cumulative:</b>	3.000	3.000	3.000	3.000	12.00	4.00

**Major:** Associate of Arts  
**Student Type:** Dual Credit  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
ENGL	1302	CR	RESEARCH & CRIT WRITING (C)	A	3.000	12.00

**Term Totals (Credit)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	3.000	12.00	4.00
<b>Cumulative:</b>	6.000	6.000	6.000	6.000	24.00	4.00

**Major:** Associate of Arts  
**Student Type:** Continuing  
**Academic Standing:** Academic Probation

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
HIST	1301	CR	HIST OF US TO 1865 (C)	A	3.000	12.00

**Term Totals (Credit)**

Attempt	Passed	Earned	GPA	Quality	GPA
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	Hours	d Hours	Hours	Hours y	Points	
<b>Current Term:</b>	6.000	3.000	3.000	3.000	12.00	4.00
<b>Cumulative:</b>	19.000	9.000	9.000	16.000	36.00	2.250

**Major:** Associate of Arts  
**Student Type:** Continuing  
**Academic Standing:** Good Standing

Subject	Cours	Level	Title	Grade	Credit Hours	Quality Points	Remarks
MATH	2315	CR	CALCULUS III (CF)	A	3.000	12.00	I
MATH	2318	CR	LINEAR ALGEBRA (CF)	A	3.000	12.00	

**Term Totals (Credit)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hour	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	25.000	15.000	15.000	22.000	60.00	2.720

**Hatten, Ada L.**

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**From:** Gallegos, Elisa  
**Sent:** Monday, September 28, 2015 10:54 AM  
**To:** Hatten, Ada L.  
**Subject:** RE: Recreation program supervisor application

October 2011

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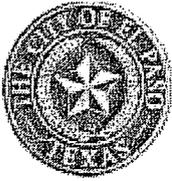
**From:** Hatten, Ada L.  
**Sent:** Monday, September 28, 2015 10:33 AM  
**To:** Gallegos, Elisa  
**Subject:** Recreation program supervisor application  
**Importance:** High

Your application indicates you are still currently employed with the YWCA as an Activity Leader/Aide. If you are no longer employed there, what was your employment end date at the YWCA?

*Ada Hatten*

Department Human Resources Manager  
Parks and Recreation Department  
[hattenal@elpasotexas.gov](mailto:hattenal@elpasotexas.gov)  
915.212.1713

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# 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.*



## 16120-0915 - Recreation Program Supervisor

**Contact Information -- Person ID:**

Name: Elisa Gallegos 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: \$7.55 per hour;  
 Are you willing to relocate?  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day , Evening , Weekends

**Objective****Education****High School**

*Clint High School*  
 [Unspecified Start] - [Unspecified End]  
 Clint, Texas

Did you graduate: Yes  
 Degree Received: High School Diploma

**College**

*University of Texas at El Paso*  
 [Unspecified Start] - [Unspecified End]  
 El Paso, Texas

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

**Work Experience****Activity Leader/Aid**  
10/2004 - Present

YWCA  
 El Paso, Texas 79907  
 (915) 859-0276

Hours worked per week: 20  
 Monthly Salary: \$300.00  
 # of Employees Supervised: 1  
 Name of Supervisor: Pat Davila - Afterschool Director  
 May we contact this employer? Yes

**Duties**

Activity Leader-In charge of planning/implementing weekly lesson plans, supervision of school age children, supervising and working with Activity Aid  
 Summer Camp Activity Leader-planning/implementing lessons for arts&crafts, multi-activity center (science, group games, etc) for approx 80 children, ages 5-12, supervision during field trips, working with various other Leaders and Aids  
 Activity Aid-assisting Activity Leader with lesson plans, interacting with school age children

**Recreation Specialist**

5/2015 - Present

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 # of Employees Supervised: 4

Date Issued: 8 /2014 Date Expires: 8 /2016

**Skills**

Office Skills

Typing:

Data Entry:

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Languages

Spanish - Speak, Read

**Additional Information**

**References**

**Resume**

Text Resume

**Attachments**

**Attachment**

**File Name**

**File Type**

**Created By**

High School Diploma - Confirmed

Elisa Gallegos (HSD)

Other

Maria Carrasco

## 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:

James A. Wilson  
Joyce Wilson, City Manager

8/6/13  
Date