



# 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

Test Conditionally

Hatten, Ada L.

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**From:** Macias, Ashley A.  
**Sent:** Thursday, August 20, 2015 5:10 PM  
**To:** Hatten, Ada L.  
**Subject:** Appeal for Recreation Program Supervisor  
**Attachments:** APPEAL FORM pm122.doc; Supplementary Work Experience -2015.doc; Supplementary Work Experience -20152.doc

Attached is my appeal for the Recreation Program Supervisor position. Thank you for your time.

*Ashley Macias*

Recreation Specialist  
Acosta Sport Center  
4321 Delta Dr.  
(915)534-0254  
[maciasaa@elpasotexas.gov](mailto:maciasaa@elpasotexas.gov)

# Appeal Form

**To Whom It May Concern:**

I Ashley Macias hereby appeal my Disqualified to take the examination, for:

**Examination Title:** Recreation Program Supervisor

**Date notified of disqualification:** 8/18/15

**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)

The minimum requirement asks for a associates degree in Kinesiology, or Business Management although i do not have my associates in either one of these fields because at the time I did not have a set major so I took the route that would best help me futhering my education in the long run, which is an associates in General Studies. I will be attending school in the Spring of 2016 to continue my Bachelors degree in Business Administration. Although my degree is not in the required field of study asked for by the City I do not believe that it will in any way effect the way I will perform the necessisary job duties for this position. For the last 4 months I have been running Adult Softball due to some staff changes within the facility as well as training my current supervisor on how the program works. I have been full time with the city for the last year and a half and in this time I have engaged in multile programs such as volleyball, basketball, and softball. I have worked on revising and implementing rules, coordinating several sites depending on the league, scheduling teams, and making suggestions that will benefit the program. Aside that I have taken several steps to promote the city league programs such as distributing informative flyers, and answer questions customers have in order to encourage participation in our leagues.

Attached is a form for additional job experience.

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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 checked="" type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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** \_\_\_\_\_ (write specific Rule or HR Policy you are appealing).

Please explain what you are appealing

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<b>Name:</b> Ashley Macias	<b>Address:</b>	<b>City/State/Zip</b>
<b>Telephone:</b>	<b>Person ID #:</b>	leogov)
<b>Applicant Signature:</b> _____	<b>Date:</b> 8/20/15	<div style="border: 2px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <p style="text-align: center; font-size: 0.8em;">Received by C.C.C.</p> <p style="text-align: center; font-size: 1.1em;">SEP 30 2015</p> <p style="text-align: center; font-size: 0.8em;">CIVIL SERVICE</p> </div>
<p><b>Please note:</b> In accordance with the <u>Texas Public Information Act</u>, information from your application and/or resume is</p>		

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)

Person ID#

**SS #:** (last 4 digits)

Macias, Ashley A

**Additional experience for the position of :**  
Recreation Program Supervisor

### WORK EXPERIENCE

**DATES:**

From: 08/2009 To: 02/2011

**EMPLOYER:**

YISD

**PHONE NUMBER:**

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

**POSITION TITLE:**

Game Worker

**SUPERVISOR:**

Crystal Kondo

**HOURS PER WEEK:**

20

**SALARY:**

7

**MAY WE CONTACT THIS EMPLOYER?**

Yes  No

**DUTIES:**

I would scorekeep the basketball and volleyball games. Also I would assist with running the ticket booth for football games. At basketball games I would supervise the crowd and make sure no one got out of control. At times I would fill in for the game manager when she was absent.

**REASON FOR LEAVING:**

Only worked during volleyball, basketball, and football season

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. \_\_\_\_\_ Initials or  check for electronic initials

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Expanding on current application - 0809

# 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)  
Macias, Ashley A

Person ID#  
.....

**SS #:** (last 4 digits)

**Additional experience for the position of :**  
Recreation Program Supervisor

### WORK EXPERIENCE

**DATES:**

From: 09/2009 To: 02/2010

**EMPLOYER:**

YISD

**PHONE NUMBER:**  
.....

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

**POSITION TITLE:**

Game Worker

**SUPERVISOR:**

Terry Luna

**HOURS PER WEEK:**

20

**SALARY:**

7

**MAY WE CONTACT THIS EMPLOYER?**

Yes  No

**DUTIES:**

I would scorekeep the basketball and volleyball games. Also I would assist with running the ticket booth for football games. At basketball games I would supervise the crowd and make sure no one got out of control.

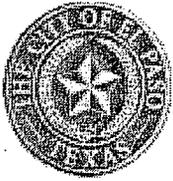
**REASON FOR LEAVING:**

Only worked during volleyball, basketball, and football season

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. \_\_\_\_\_ Initials or  check for electronic initials

Signature \_\_\_\_\_ Date \_\_\_\_\_

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



# 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:**

Name: Ashley A. Macias 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? Associate's Degree

**Preferences**

Preferred Salary: \$7.25 per hour; \$15,000.00 per year  
 Are you willing to relocate? Maybe  
 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****College**

El Paso Community College  
 8/2009 - 5/2015  
 El Paso, Texas

Did you graduate: Yes  
 College Major/Minor: Arts  
 Degree Received: Associate's

**Work Experience****Youth Activities Specialist**

4/2012 - Present

City of El Paso  
 El Paso, Texas

Hours worked per week: 20  
 Monthly Salary: \$500.00  
 Name of Supervisor: Julie Belcher  
 May we contact this employer? No

**Duties**

Assist kids after school with homework, as well as playing sports. As well as take daily attendance and complete any necessary paperwork.

**Recreation Specialist**

3/2015 - Present

City of El Paso  
 4312 Delta Dr.  
 El Paso , Texas 79915  
 (915)412-7907

Hours worked per week: 40  
 Monthly Salary: \$1,450.00  
 # of Employees Supervised: 7  
 Name of Supervisor: Alejandro Mendez - Recreation Program Supervisor  
 May we contact this employer? Yes

**Duties**

Assist Program Supervisor in coordinating various leagues. Coordinated softball tournaments of 20+ teams. Along with taking team payments in the front office. Prepare the necessary paperwork for staff to take out to the fields. Created schedules and separated teams accordingly for all adult softball league of 200+ teams. Assisted in organizing rec. sports throughout the year. Put together rules for softball and also placed orders for all necessary items that needed to be purchased for the programs.

**Recreation Leader**

5/2014 - 3/2015

City of El Paso  
4321 Delta Drive  
El Paso, Texas 79915  
(915)534-0254

Hours worked per week: 40  
Monthly Salary: \$1,200.00  
# of Employees Supervised: 2  
Name of Supervisor: Gregory Edmunds - Program Supervisor  
May we contact this employer? Yes

**Duties**

Assist the Recreation Specialist with preparing the necessary materials for the Sport Site Specialist. Also helped in the office by taking payments for leagues as well as helping the customers with getting their id's. Also assisted in preparing and organizing the schedules for the league.

**Reason for Leaving**

Got promoted to current job.

**Sport Site Specialist**

3/2014 - 5/2014

City of El Paso  
4321 Delta Drive  
El Paso, Texas 79915  
9155340254

Hours worked per week: 20  
Monthly Salary: \$600.00  
# of Employees Supervised: 0  
Name of Supervisor: Gregory Edmunds - Program Supervisor  
May we contact this employer? Yes

**Duties**

Supervised the fields to make sure the program participants did not get out of hand. Also assisted my supervisor with coaches meeting and preparing the materials necessary to perform our job properly.

**Reason for Leaving**

Recieved another postion within the city.

**Avid tutor**

10/2010 - 6/2012

El Paso Independent School District  
El Paso, Texas

Hours worked per week: 20  
Monthly Salary: \$500.00  
Name of Supervisor: Jessica Malleri - Avid Director  
May we contact this employer? No

**Duties**

Assisted the kids with preparing for high school. Along with any paperwork that needed to be filled out.

**Certificates and Licenses**

Type: AHA first aid

Number:

Issued by:

Date Issued: 9 /2012 Date Expires: 10 /2014

Type: Nurse Aide Competency Evaluation Program

Number:

Issued by:

Date Issued: 10 /2012 Date Expires: 10 /2014

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information****References**

Professional  
**Edmunds, Gregory**

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Personal  
**Solis, Erica**

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Professional  
**Mallari, Jessica**

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Personal  
**Cabrera, Dennise**

**Resume**

**Text Resume**

**Attachments**

<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
High School Diploma - Confirmed	Ashley Macias (HSD)	<b>Proof of Education</b>	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.

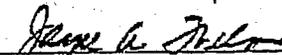
d) Timeline: Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.

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:

  
\_\_\_\_\_  
Joyce Wilson, City Manager

8/6/13  
\_\_\_\_\_  
Date