City of El Paso - Civil Service Commission Appeal Form - Exam **Disqualification Date: August 29, 2016**

ITEM 6C

Name: Paz, Alejandro			
Position Applying for: Engineering Technician	**Current City Employee:** ☒ Yes ☐ No **Position/Grade:** Engineering Aide GS 46 **Original Hire Date:** 07/06/2008	**Date of Disqualification:** August 29, 2016	**Date Appeal Filed:** August 31, 2016
Reason for Disqualification: Lacks Minimum Requirements	**Date of Examination:** 09/08/16 **Conditional Exam:** ☒ Yes ☐ No ☐ N/A	**Disqualified by:** ☐ Phone ☒ E-Mail ☐ In Person	**Was the Appeal Filed in Timely Manner:** ☒ Yes ☐ No

Rule or Ordinance Under Which Disqualified:

Rule 5, Section 1.(a).: The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove his or her name from the eligible list for any of the following reasons, in each case to be fully documented.:
(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies.

HR Application Policy: 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.

Minimum Qualifications	Applicant Qualifications	Deficits
Education An Associate's Degree in Engineering or Drafting Technology; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field	None	Associate's Degree in Engineering or Drafting Technology; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field
Experience One (1) year of construction or engineering related experience; or two (2) years of construction or engineering related experience.	**Position** Engineering Aide — **Years** 3 — **Months** 3	None

Comments

Mr. Paz meets the experience requirements but listed 52 semester units completed towards an unspecified Liberal Arts Degree to meet the minimum education requirements. Mr. Paz was asked to provide transcripts to evaluate his education. He provided a degree plan for a Bachelor's of Science in Computer Science; however, the transcripts provided for his current term (Fall 2016) lists 61 college credits towards an **Associate of Arts in Criminal Justice**. Mr. Paz's documentation does not correspond with the statement made in his appeal that he is working towards a Bachelor's in Computer Science in Engineering. The transcripts provided did not provide documentation of Engineering classes that could be applied toward the minimum education requirement for the position.

Non-Qualifying Education/Experience:

Education:
61 college credit hours towards a Criminal Justice-AA Major

Experience:

Position	Years	Months
Pool Attendant	0	6
Recreation Leader	4	1

Prepared by: Sara Gonzalez **Reviewed by:**

CSC Appeal Fact Sheet

Recruitment Title: Engineering Technician

Recruiting Department: Streets and Maintenance

Total Applications Received:	51	
Total # of Applicants Failed Minimum Qualifications:	31	
# Failed for Lack of Education:		6
# Failed for Lack of Experience:		13
# Failed for Lack of Education and Experience:		9
# Failed for other:		3
Total # Failed the Exam:	9	
# No-Show to Exam:	7	
# of Applicants who met the minimum qualifications for the position and passed examination:	4	

RECEIVED
AUG 31 2016
DEPARTMENT OF TRANSPORTATION

Appeal Form

To Whom It May Concern:

I, Alejandro Paz JR, hereby appeal my **disqualification to take the examination** for: Engineering Technician [Examination Title]

Date notified of disqualification: 8/29/16

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
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)

Educational Requirements - 61 hours of college credit hours completed in Engineering, Drafting Technology and/or closely related field. Degree - working towards Bachelors in computer science in Engineering with a minor in design.
2 years of Engineering experience - EPWU as Engineer Aide June 2013 - Present

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO
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.

N/A

HR Policy: Dismissed from Public Service HR Policy: Dismissed from City Employment	YES	NO
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.

N/A

Other _____ (cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: Alejandro Paz Jr Address: City/State/Zip

Telephone Person ID #: (Neogov)

Applicant Signature: Alej Paz Date: 8/31/16

Stamp

Received by CSC

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature ☑

RECEIVED
OCT 04 2016
CIVIL SERVICE COMMISSION

The University of Texas at El Paso

2010-2011 Transfer Guide
for El Paso Community College

College of Engineering

ENGR - CS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The courses listed below can be taken at El Paso Community College in partial fulfillment of UTEP's Bachelor of Science degree in Computer Science and completion of its Core Curriculum requirements. Completion of the entire Core, or blocks within the Core, at EPCC will satisfy completion of the Core or comparable blocks at UTEP. Questions concerning these requirements should be directed to either EngineeringAdvising@utep.edu or the Department of Computer Science at (915) 747-5480 or the College of Engineering at (915) 747-5480.

EPCC Course			EPCC Course Title	UTEP Equivalent		
1. Communication (9 credits)						
English Composition (6 credits) – Complete each of the following:						
and	ENGL	1301 [1,2]	Expository English Composition	ENGL	1311 [1,2]	✓
	ENGL	1302 [1,3]	Research Writing and Literary Analysis	ENGL	1312 [1,3]	✓
Speech (3 credits) – Complete one of the following:						
or	SPCH	1316 [4]	Fundamentals of Effective Speech	COMM	1301 [4]	✓
	SPCH	1321	Organizational & Professional Comm.	COMM	1302	✓

[1] ESOL 1311 [taken at UTEP] may be substituted for ENGL 1311 and ESOL 1312 [taken at UTEP] may be substituted for ENGL 1312. The ESOL1311 and 1312 option is for students who have been admitted to UTEP on the basis of the TOEFL or PAA Exam.
[2] ENGL 1311 and COMM 1301 requirements – may be fulfilled by taking ENGL/COMM 1611 [available at UTEP only].
[3] ENGL 1313 [available at UTEP] – may be substituted for ENGL 1312.

2. Mathematics (3 credits)						
Complete one of the following:						
	MATH	1333	Math in the Modern World	MATH	1319	✓
	MATH	1324	Intro Math for Business & Social Sciences	MATH	1320	✓
	MATH	1314 2412	Pre-calculus I Pre-calculus I	MATH	1508	✓
	MATH	2413	Calculus I	MATH	1411	✓
	MATH	2314	Calculus II	MATH	1312	✓
	MATH	2315	Calculus III	MATH	2313	✓
	MATH	2320	Differential Equations	MATH	2326	✓

Both MATH 1314 & MATH 1324 from EPCC must be taken together to receive MATH 1508 credit at UTEP.
**A higher level math course in the calculus sequence is required for completion of the Computer Science Degree and may be used to satisfy this requirement.*
MATH 1314 from EPCC will also satisfy the Mathematics core requirement.

3. Natural Sciences (6 - 8 credits):						
Complete one sequence from the following:						
Sequence 1						
and	PHYS	1304 1104	Astronomy I Astronomy I Laboratory	ASTR	1307 1107	✓
	PHYS	1303 1103	Astronomy II Astronomy II Laboratory	ASTR	1308 1108	✓
Sequence 2						
and	BIOL	1408	Introductory Biology	BIOL	1303 1103	✓
	BIOL	1409	Human Biology	BIOL	1304 1104	✓

[illegible]			[illegible]	[illegible]		[illegible]
3. Natural Sciences (6 - 8 credits) continued...						
			OR			
and	BIOL	1406	General Biology – Science Majors I	BIOL	1305 1107	✓
	BIOL	1407	General Biology – Science Majors II	BIOL	1306 1108	✓
BIOL 1406 and 1407 (taken at EPCC) are highly recommended for degree completion of a Computer Science Degree.						
			OR			
and	BIOL	2401	Anatomy and Physiology I	BIOL	2311 2111	✓
	BIOL	2402	Anatomy and Physiology II	BIOL	2313 2113	✓
			Sequence 3			
and	CHEM	1407	Health Science Chemistry I	CHEM	1407	✓
	CHEM	1408	Health Science Chemistry II	CHEM	1408	✓
			OR			
and	CHEM	1411	General Chemistry I	CHEM	1305 1105	✓
	CHEM	1412	General Chemistry II	CHEM	1306 1106	✓
CHEM 1411 and 1412 (taken at EPCC) are highly recommended for degree completion of a Computer Science Degree						
			Sequence 4			
and	GEOL	1301	Principles of Earth Science	GEOL	1311	✓
	GEOL	1302	Principles of Geology	GEOL	1312	✓
			OR			
and	GEOL	1403	Physical Geology	GEOL	1313 1103	✓
	GEOL	1404	Historical Geology	GEOL	1314 1104	✓
GEOL 1403 and 1404 (taken at EPCC) are highly recommended for degree completion of a Computer Science Degree.						
			Sequence 5			
and	PHYS	1401	General Physics I	PHYS	1403	✓
	PHYS	1402	General Physics II	PHYS	1404	✓
			OR			
and	PHYS	2425	Engineering Physics I	PHYS	2420	✓
	PHYS	2426	Engineering Physics II	PHYS	2421	✓
PHYS 2425 and 2426 (taken at EPCC) are highly recommended for degree completion of a Computer Science Degree *Any of the Natural Science Courses listed above will satisfy the Natural Science Core Curriculum Component.*						
4. Humanities (3 credits)						
			Complete one from the following:			
	ENGL	2322	British Literature I	ENGL	2311	✓
	ENGL	2323	British Literature II	ENGL	2312	✓
	ENGL	2342	Introduction to Novel & Short Story	ENGL	2313	✓
	ENGL	2343	Introduction to Drama	ENGL	2314	✓
	ENGL	2372	Ad Lit Analysis: Introduction to Poetry	ENGL	2318	✓
	HIST	2321	World History to 1648	HIST	2301	✓
	HIST	2322	World History 1648 to Present	HIST	2302	✓
	PHIL	1301	Introduction to Philosophy	PHIL	1301	✓
	PHIL	2306	Ethics	PHIL	2306	✓
PHIL 2306 (taken at EPCC) is preferred for a completion of a Computer Science Degree. *Any of the above will the Humanities Core Curriculum Component.*						

EPCC Course				UTEP Equivalent		Grade
5. Visual and Performing Arts (3 credits)						
Complete one from the following:						
	ARTS	1301	Art Appreciation	ART	1300	✓
	ARTS	1303	Pre-Renaissance Art History	ARTH	1305	✓
	ARTS	1304	Renaissance & Modern Art History	ARTH	1306	✓
	DANC	2303	Dance Appreciation	DANC	1304	✓
	DRAM	1310	Introduction to Theatre	THEA	1313	✓
	DRAM	2366	Introduction to Film	FILM	1380	✓
	MUSI	1306	Music Appreciation	MUSL	1324	✓
	MUSI	1310	Jazz to Rock	MUSL	1327	✓
6. United States History (6 credits)						
Complete the following:						
	HIST	1301	History of the United States to 1865	HIST	1301	✓
	HIST	1302	History of the United States since 1865	HIST	1302	✓
7. Political Science (6 credits):						
Complete both of the following at the same institution:						
	GOVT	2305/2306	American Government and Politics/State and Local Government	POLS	2310/2311	✓

It is recommended that both Political Science courses be completed at EPCC then transferred to UTEP or both courses be completed at UTEP. If you do not complete both courses at one of the institutions see the Additional Political Science Options.

Additional Political Science Options: If you do not complete both courses at either institution:

Option 1: If you begin by taking GOVT 2305 at EPCC

Institution	Course		Course Title	Notes
EPCC Course	GOVT	2305	American Government and Politics	Take course at EPCC
UTEP Course	POLS	2311	American Government and Politics	Take course at UTEP

Option 2: If you begin by taking GOVT 2306 at EPCC

Institution	Course		Course Title	Notes
EPCC Course	GOVT	2306	State and Local Government	Take course at EPCC
UTEP Course	POLS	2311	American Government and Politics	Take course at UTEP

If POLS 2310 is taken at UTEP, there is no course equivalent at EPCC to complete the Political Science sequence. If you need further clarification be sure to contact your Counselor/Advisor.

8. Social and Behavioral Sciences (3 credits)						
Complete one from the following:						
	ENGR	2372	Economics for Engineers and Scientist	CE	2326	✓
	ANTH	2346	Intro to Physical Anthropology & Archaeology	ANTH	1301	✓
	ANTH	2351	Intro to Social & Cultural Anthropology	ANTH	1302	✓
	ECON	1301	Basic Economic Issues	ECON	1301	✓
	ECON	2301 [1]	Principles of Macroeconomics	ECON	2303 [1]	✓
	ECON	2302 [1]	Principles of Microeconomics	ECON	2304 [1]	✓
	GEOG	1302	Cultural Geography	GEOG	1310	✓
	PSYC	2301	Introduction to Psychology	PSYC	1301	✓
	SOCI	1301	Introductory Sociology	SOCI	1301	✓

** CE 2326 is highly recommended for a Bachelor in Computer Science.*
[1] ECON 2301 and ECON 2302 taken at EPCC) may be substituted for ECON 1301.

9. Institutionally Designated Option (3 credits)						
Complete the following:						
	EDUC	1300	Mastering Academic Excellence	UNIV	1301	✓

UNIV 2350 may be substituted for UNIV 1301 after successful completion of 30 hours. UNIV 2350 is only available at UTEP.

[illegible]			[illegible]	[illegible]		
10. Additional Courses Available for the Engineering Degree in Computer Science at EPCC						
	COSC	1436	Programming Fundamentals I	CS	1401	
	COSC	1437	Programming Fundamentals II	CS	2401	
	COSC	2436	Programming Fundamentals III	CS	2302	
	EE	2473	Intro to Digital Systems	EE	2369 2169	

For the most current version of this document, visit www.utep.edu/admit.

ADDITIONAL COLLEGE OF ENGINEERING NOTES

- **TRANSFER HOURS:** A student may transfer a maximum of 66 semester hours, limited to lower-division courses, from two-year junior or community colleges. A maximum of 98 semester hours of courses is transferable from accredited U.S. colleges and universities.
- **ACCREDITATION:** Transfer credit for engineering courses is restricted to ABET – accredited curricula or is awarded on the basis of departmental recommendation.
- **COMPETENCY EXAMS:** Transfer students may be required to take competency exams and/or take specified courses that the department feels they must have in order to establish the quality of their degree.
- **UPPER DIVISION COURSES:** Credit for upper division engineering courses will be given only on the basis of departmental recommendation.
- **SECONDARY ADMISSIONS REQUIREMENTS:** The academic records of all transfer students are reviewed by the College of Engineering to determine eligibility for admission into an engineering program. International students must meet the additional requirement of an overall minimum GPA of 3.0 in mathematics, chemistry, physics, and engineering for all institutions attended.
- **TRANSFER CREDIT:** that is to be applied toward undergraduate engineering degree requirements must be approved by the Dean of Engineering. Transfer credit evaluation should be completed when the student transfers to the College of before completion of the lower-division requirements

Display Transcript

Alejandro Paz
Aug 31, 2016 01:43 pm

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals Courses in Progress

Transcript Data
STUDENT INFORMATION

Name : Alejandro Paz
Birth Date:
Student Type: Continuing
Curriculum Information

Current Program
Major:

***Transcript type:UNOF is NOT Official ***

INSTITUTION CREDIT -Top-

Term: Fall 2008
Major: Associate of Arts
Student Type: New First Time Student
Academic Standing: Academic Probation

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ENGL	0310	CR	BASIC ENGLISH COMP (M)	C*	3.000	0.00	
MATH	0303	CR	INTRODUCTORY ALGEBRA (M)	F*	3.000	0.00	E

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	3.000	3.000	0.000	0.00	0.00
Cumulative:	6.000	3.000	3.000	0.000	0.00	0.00

Unofficial Transcript

Term: Spring 2009
Major: Associate of Arts
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R

ENGL	1301	CR	EXPOSITORY ENGLISH COMP (C)	C	3.000	6.00
MATH	0303	CR	INTRODUCTORY ALGEBRA (M)	D*	3.000	0.00

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	3.000	6.00	2.00
Cumulative:	12.000	9.000	9.000	3.000	6.00	2.00

Unofficial Transcript

Term: Fall 2009
Major: Associate of Arts
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ENGL	1302	CR	RESEARCH WRIT & LIT ANALY (C)	W.	3.000	0.00	
READ	0309	CR	EFFECTIVE COLLEGE READING (M)	B*	3.000	0.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	3.000	3.000	0.000	0.00	0.00
Cumulative:	18.000	12.000	12.000	3.000	6.00	2.00

Unofficial Transcript

Term: Spring 2013
Major: Associate of Arts
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
GOVT	2305	CR	AMERICAN GOVT \ POLITICS (C)	B	3.000	9.00	
ITSC	1301	CR	INTRODUCTION COMPUTERS	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	21.00	3.50
Cumulative:	24.000	18.000	18.000	9.000	27.00	3.00

Unofficial Transcript

Term: Fall 2013
Major: Associate of Arts

Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
EDUC	1300	CR	MASTER ACADEMIC EXCELLENCE (C)	A	3.000	12.00	
GOVT	2306	CR	STATE \ LOCAL GOVERNMENT (C)	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	24.00	4.00
Cumulative:	30.000	24.000	24.000	15.000	51.00	3.40

Unofficial Transcript

Term: Spring 2014
Major: Associate of Arts
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
HIST	1301	CR	HIST OF US TO 1865 (C)	A	3.000	12.00	
SOCI	1301	CR	INTRO SOCIOLOGY (C)	W	3.000	0.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	36.000	27.000	27.000	18.000	63.00	3.50

Unofficial Transcript

Term: Summer 2014
Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
HIST	1302	CR	HIST OF US SINCE 1865 (C)	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	39.000	30.000	30.000	21.000	75.00	3.57

Unofficial Transcript

Term: Fall 2014

Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CRIJ	1301	CR	INTRODUCTN CRIMINAL JUSTICE(F)	A	3.000	12.00	
SOCI	1301	CR	INTRO SOCIOLOGY (C)	B	3.000	9.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	21.00	3.50
Cumulative:	45.000	36.000	36.000	27.000	96.00	3.55

Unofficial Transcript

Term: Spring 2015

Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CRIJ	1306	CR	COURT SYSTEMS\PRACTICES (F)	A	3.000	12.00	
CRIJ	2314	CR	CRIMINAL INVESTIGATION	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	24.00	4.00
Cumulative:	51.000	42.000	42.000	33.000	120.00	3.63

Unofficial Transcript

Term: Summer 2015

Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CRIJ	2328	CR	POLICE SYSTEMS\PRACTICES (F)	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	54.000	45.000	45.000	36.000	132.00	3.66

Unofficial Transcript

Term: Fall 2015
Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CRIJ	1310	CR	FUNDAMENTALS CRIMINAL LAW (F)	A	3.000	12.00	
CRIJ	2313	CR	CORRECTIONAL SYST\PRACTICES(F)	D	3.000	3.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	15.00	2.50
Cumulative:	60.000	51.000	51.000	42.000	147.00	3.50

Unofficial Transcript

Term: Spring 2016
Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ASTR	1104	CR	ASTRONOMY LAB SOLAR SYSTEM	A	1.000	4.00	
ASTR	1304	CR	SOLAR SYSTEM (C)	A	3.000	12.00	
MUSI	1310	CR	JAZZ TO ROCK (C)	A	3.000	12.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.000	7.000	7.000	7.000	28.00	4.00
Cumulative:	67.000	58.000	58.000	49.000	175.00	3.57

Unofficial Transcript

Term: Summer 2016
Major: Criminal Justice-AA
Student Type: Continuing
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ENGL	1302	CR	RESEARCH WRIT \ LIT ANALY (C)	B	3.000	9.00	

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	9.00	3.00

Cumulative:						
	70.000	61.000	61.000	52.000	184.00	3.53

Unofficial Transcript

TRANSCRIPT TOTALS (CREDIT) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	70.000	61.000	61.000	52.000	184.00	3.53
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	70.000	61.000	61.000	52.000	184.00	3.53

Unofficial Transcript

COURSES IN PROGRESS -Top-

Term: Fall 2016
Major: Criminal Justice-AA
Student Type: Continuing

Subject	Course	Level	Title	Credit Hours
ASTR	1103	CR	ASTRO LAB STARS & GALAXIES	1.000
ASTR	1303	CR	STARS AND GALAXIES (C)	3.000
PHIL	1301	CR	INTRO TO PHILOSOPHY (C)	3.000

Unofficial Transcript

RELEASE: 8.7.1

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13830-0816 - Engineering Technician

Contact Information -- Person ID:

Name: Alejandro Paz

Address:

Home Phone:

Alternate Phone:

Email:

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:

Are you willing to relocate? Yes

Types of positions you will accept: Regular

Types of work you will accept: Full Time , Part Time

Types of shifts you will accept: On Call (as needed)

Objective

Goal-oriented individual looking for an opportunity in an organization which will help me deliver my best and meet organizational demands

Education

College
El Paso Community College
8/2008 - Present

El Paso, Texas

Did you graduate: No
College Major/Minor: Liberal arts
Units Completed: 52 Semester
Degree Received: No Degree

High School
Parkland High School
8/2004 - 6/2008
El Paso, Texas

Did you graduate: Yes
Highest Level Completed: 12
Did you receive a GED? No
Degree Received: High School Diploma

Work Experience

Engineering Aide
6/2013 - Present

City of El Paso/El Paso Water Utilities
1154 Hawkins
El Paso, Texas 79925

Hours worked per week: 40
Monthly Salary: $2,000.00
Name of Supervisor: Gabriel Gonzalez
May we contact this employer? Yes

Duties

Under immediate supervision, draft basic drawings/as-builts, maps and profiles, assist in field surveys and inspections, use GIS maps to locate water and sewer lines, inspect that water and sewer lines meet guidelines.

Recreation Leader
5/2009 - 6/2013

City of El Paso

Hours worked per week: 40
Monthly Salary: $1,200.00
Name of Supervisor: Alfred Reeves - Center Director
May we contact this employer? Yes

El Paso, Texas 79924
(915) 821-8909

Duties
Monitor participation in and lead specified recreation activities such as games, leagues, aerobics, assorted recreational classes, assign community service workers task and free play. Assist in teaching or teach classes at facilities as required. Issue and maintain recreation equipment. Assist in setting up for activities and special events. Assist in supporting recreation activities. Greet public and direct to appropriate activities. Answer phones. Provide information regarding facilities activities. Register participants for classes, leagues, etc. Collect fees and prepare receipts. Maintain records such as attendance and equipment inventory as required. Open and close facility. Assist with preparing activity reports.

Pool Attendant
5/2007 - 5/2008

City of El Paso
El Paso, Texas 79924
(915) 821-0142

Hours worked per week: 20
Monthly Salary: $0.00
# of Employees Supervised: 0
May we contact this employer? No

Duties
Receive swimming pool fees from patrons.

Prepare daily reports, as required.

Maintain records concerning learn to swim classes and facility rentals.

Clean dressing areas and pool area.

Assist in monitoring pool activities.

Enforce swimming pool safety rules and regulations.

Receive and respond to in-person and telephone inquiries and requests from the public and City employees.

Perform pool opening and closing procedures.

Reason for Leaving
New Job

Certificates and Licenses

Skills

Office Skills

Typing: 40
Data Entry: 0

Languages

Spanish - Speak, Read

Additional Information

References

Professional
Cazarez, Pearl

Professional

Smith, Chandrica

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
CSC Appeal Engineering Technician 13830-0816	CSC Appeal Alejandro Paz	Other	Sara Gonzalez

Engineering Technician

Class Code:
13830 GS 51

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

SALARY RANGE

$14.65 - $22.57 Hourly
$1,171.92 - $1,805.64 Biweekly
$2,539.15 - $3,912.22 Monthly
$30,469.82 - $46,946.66 Annually

FLSA:
Non-Exempt

MINIMUM QUALIFICATIONS:
Education and Experience: An Associate's Degree in Engineering or Drafting Technology, or a closely related physical science field and one (1) year of construction or engineering related experience; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and (2) two years of construction or engineering related 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, perform basic aspects of providing technical support, including plans and specifications development and drafting, survey oversight and conduct, construction site inspection, or water distribution systems study, to assist higher level technicians or engineering professionals within in a specified discipline or department with projects.

TYPICAL DUTIES:
Draft assigned plans and specifications for standardized phases of projects, such as, water, sewer or storm drain lines, drainage, runoff control, site or street development or changes, storm water quality improvement, landfill design, fuel spill remediation, hazardous wastes and environmental assessments, in accordance with well established procedures, if required. Involves: Research existing structures and designs and gather statistical data. Conduct field reviews on problem locations; and recommend remedial action. Prepare and review draft design drawings, sketches and diagrams based on engineering requirements and develop applications of technical procedures in support of engineering projects. Identify required materials, prepare and analyze cost estimates. Design water and sanitary sewer systems. Review and process work orders. Verify work completion and prepare payment requests, and review and approve professional services invoices.

Oversee and participate in survey teamwork assignments in accordance with clearly defined instructions, if required. Involves: Direct or perform field surveys and data collection, and review and evaluate data recorded or transferred regarding stake boundaries, vertical and horizontal elevation settings, utility locations, metes and bounds survey information to permanent files both manually and/or electronically. Translate survey notes into maps, plans, profiles, cross-sections and legal descriptions. Interpret survey data, plans, drawings, and specifications to usable on-site staking,

measurements and physical guide markings. Relate to applicable codes and regulations. Set up and calibrate instruments, take samples or monitor system operations and maintain field monitoring scientific equipment. Monitor operation and care of surveying equipment. May act as survey party chief, direct field crew.

Review specified construction project plans, designs and calculations, and monitor compliance with specified technical codes, ordinances, rules and regulations, in accordance with well established procedures, if required. Involves: Review plans prepared by consultants, contractors, engineers and architects. Assess annexation issues or substandard improvements. Verify street location, traffic control plans, drainage improvements, fire protection, utilities and other facilities to serve subdivisions. Assess flood plain management and hydrologic design regarding storm sewer system. Review construction plans for compliance with storm water management regulations. Review plans for the construction of potable water and wastewater systems and irrigation systems. Verify plans and drawings are clearly drawn to scale, possess sufficient detail, comply with storm water, environmental, erosion, grading and drainage regulations. Suggest modifications to plans to bring them into compliance and coordinate with parties. Schedule, monitor and inspect assigned construction site projects during all phases to verify conformance to technical code and ordinances, federal and city regulations. Evaluate parking layouts, horizontal and vertical elevations. Review plan discrepancies and meet with contractors, engineers, architects and the public and resolve minor disputes. Review and finalize inspection reports. Issue Class "C" citations. Contact various public and private agencies to gather and exchange information to contractors and citizens. Investigate complaints, determine problem and recommend solution as assigned.

Analyze and assess designated water and sewer distribution systems, in accordance with prescribed practices, if required. Involves: Review and recommend procedures related to line replacements, pressure and installation problems. Collect, review and analyze pressure data to determine adequacy of piping to meet low or high-pressure requirements. Conduct field inspections and analyze drainage problems, water main breaks and leaks. Provide data for type of pipe, flow quantities, depths to assure designs can handle future development. Evaluate operating problems and recommend servicing to existing potable water, sewer and fire suppression lines. Maintain and update databases, and information accessibility and security. Retrieve records and provide customers with data on existing water and sewer lines, location, size and pressures. Verify water services availability. Prepare reports, service contracts, work orders and other documents, as assigned. Maintain maps and records. Oversee public works project and property assessment recordkeeping.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of mathematical, statistical and cost analysis.
- Application of some knowledge of technical principles and procedures of subdivision or building construction or improvements, architectural design and cost estimation.
- Application of some knowledge of engineering design, hydraulic and surveying principles and methods.
- Application of some knowledge and use of a personal computer, spreadsheets and database software, surveying instruments, drafting, computer aided design drafting (CADD) and geographic information systems (GIS), scientific calculators and sampling equipment.
- Application of some knowledge of water sampling techniques and equipment, and monitoring instruments.
- Application of some knowledge of occupational safety and health regulations and procedures.
- Application of some knowledge of applicable codes and ordinances.
- Application of some knowledge and use of personal computer, spreadsheets and database software, surveying instruments.

- Application of some knowledge of public relations practices.
- Enforce code requirements.
- Safe operation and care of equipment.
- Read and interpret complex documents, regulations, professional standards, survey data, drawings, and specifications.
- Maintain files, databases, and record sampling data and prepare technical reports.
- Clear, concise, persuasive oral and written communications.
- Establish and maintain effective working relationships with City officials, customers, consultants, subordinates, coworkers, supervisors, contractors, regulatory agencies and the public.

OTHER JOB CHARACTERISTICS:

- Lift and carry items up to 30 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work with CADD and GIS software.
- Exposure to hazardous materials, chemicals, fumes, air and water borne pathogens, and infectious diseases depending on area of assignment.
- Operation of a motor vehicle through City traffic.
- Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

CLASSIFICATION STATUS:
(Ord. 016439 04/25/06), (HR 09/03/08), (HR 07/04/10), (CC 07/29/12)
As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

RULE 5

Application and Promotional Process and Lateral Transfer Process

Section 1. Filing of Applications.

Except as otherwise provided for herein, applicants for all positions, must file an application with the Human Resource Department not later than the date specified in the job posting and in the manner prescribed in the job posting.

The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:

(a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies; or

(b) He has been convicted of a felony, or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought; or (Amended 8/25/09,11/2/10)

(c)He is found by the Commission to have committed any act, either while in the service of the City or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission, would be sufficient to constitute a just cause for discharge from the Civil Service as defined in Article VI, Section 6.13-3 of the Charter.

Section 2. Appeals from Disqualification from Examination.

a. Applicants who are disqualified from taking an examination may appeal to the Civil Service Commission provided they appeal within three (3) working days from the date of the notice. The three (3) working day period begins the date the notice was emailed. Individuals who appeal must file a written rebuttal in a format prescribed by the Human Resources Director. If the applicant fails to update their contact information or respond within the timelines set, no further action will be taken. (Amended 8/21/07, 8/25/09, 9/17/13)

b. Untimely appeals will not be accepted.

c. If the examination is held before the appeal is heard and determined by the Commission, the Human Resources Director may allow the applicant to take the examination conditionally pending the Commission's determination. If a conditional applicant fails to achieve a passing grade on an examination, the appeal shall be administratively dismissed and the appeal will not be forwarded to the Commission and no further action will be taken. (Amended 8/25/09)

Section 3. Frequency and Examination.

Examinations will be given whenever needed to fill a vacancy for which an adequate list does not exist. (Amended 12/11/84, 1/24/89, 8/21/07)

Section 4. Eligibility.

A person is eligible to take promotional examinations after actual service in a regular position for six months and when he fully meets the qualifications for the class as specified in the job description. The six months of actual service will be deemed to have been met if the employee successfully completes the six months of service by the date the first component of the examination is administered, and the employee is recommended for regular status. (Amended 10/21/97, 8/21/07, 8/25/09, 9/17/13)

Section 5. Seniority and Efficiency Points

Seniority points will be awarded to the score of City Employees provided that the minimum passing grade is achieved on the examination or evaluation. Efficiency points will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. City Employees may receive a maximum of seven additional points that can be added to their score for a combination of seniority and efficiency points. (Amended 3/6/12)

Section 6. Special Credit

Ratings for Veterans

A veteran, who has obtained a passing score, shall have his rating on an original entrance examination advanced five points. A veteran is defined as any person who has served on active duty in the Armed Forces of the United States, or any division thereof, including the Coast Guard, for a period of 180 days and presents a DD 214 indicating an honorable discharge from said service. (Amended 8/21/07, 8/25/09)

a. To qualify for an additional five-point increment based on disability, such disability must be at least 30 percent, certified by the most recent letter from the Veteran's Administration. (Amended 8/21/07)

b. Nothing in this provision will be construed to authorize or direct the placing of the name of any person on any eligible list who does not meet the physical standards set by the Human Resources Director for the position for which the eligible list has been created.

Section 7. Penalty for Deceit in Examination.

Where deceit in an examination is alleged, and the examinee denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances to exist, the examinee will be permitted to finish the examination, and a full report shall be submitted immediately to the Human Resources Director, who will conduct an appropriate investigation. Should the Director find that the applicant engaged in deceitful conduct in connection with the examination, the applicant will be disqualified. (Amended 8/21/07, 9/17/13)

Section 8. Duration of Eligible Lists.

The Human Resources Director will compile lists of eligible promotional candidates for job classifications and maintain them as necessary and appropriate. Eligible lists other than reinstatement and transfer lists will normally expire 6 months from the date they are certified unless extended by the Human Resources Director.. (Amended 1/24/89, 8/21/07, 9/17/13)

Section 9. Removal from the Promotional List of Persons Permanently Separated from Service.

The names of persons permanently separated from the service on account of resignation, discharge or other cause, will be removed from all promotional applicant lists by the Human Resources Director.

Section 10. Removal from Lower List if Appointed from Higher List.

Regular employees whose names are on promotional eligible lists of different grades or lists with different salary schedules will be removed from the lower grade promotional eligible lists or promotional lists with a lower salary schedule upon promotion to a higher grade position or one with a higher salary schedule. (Passed 3/28/91 and Amended 8/21/07)

Section 11. Required Licenses or Certificates

All employees who are required to have a license or certificate as a condition of employment shall maintain such licenses or certificates in a current status as long as their job specification requires it.

Failure to maintain or obtain such license or certificate as required by the employee's job specification shall constitute just cause for disciplinary action as described in Rule 8. (Passed 8/25/09)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07, 8/25/09, 9/17/13)

a. The position is in the same class and grade as the one from which transfer is made; or

b. The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94 and 7/31/07)

Section 13. Transfer During Probationary Period.

a. In order to have a request for a transfer approved, a person must have completed a probationary period in the class to which transfer is being requested, except as provided in paragraph b.

b. In cases where a position is abolished, a transfer request may be made by either the employee or the City. In such cases, a transfer may be approved while the employee is still serving in a probationary period for the class to which transfer is requested, provided that the balance of the employee's probationary period not yet served be retained by the employee in the new department, and that the rules regarding transfer and the order of certification and all provisions regarding transfers are met. (Passed 1/2/85) (Amended 9/13/05)

ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Applications and Appeals Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013; May 30, 2015
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS POLICY

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:

      - 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 the 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) Criminal History: The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, or;*

c) Dismissed from Public Service: The applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. <u>False Statement on Application</u>

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:

   a) Exclude the applicant from such examination;
   b) Remove the applicant's name from any eligible list;
   c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
   d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. <u>Appeals from Disqualification:</u>

1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:

   a) 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 to the applicant. Late appeals will not be accepted.

   b) Original Applicant: With the exception of C.1.(b) above, Criminal History, which applicants may file a written appeal to the Civil Service Commission in the form and manner described, 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 onto 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.

H. Non-Disclosure of Examinations: Examination questions, and answers to test questions that do or may reveal examination questions, are exempt from public disclosure under the Texas Public Information Act (the "Act"). Accordingly, requests for a copy of the examinations and/or such examination answers will be denied pursuant to the relevant provisions of the Act.

APPROVED BY:

FOR

TOMAS GONZALEZ, City Manager

DATE: July 14, 2015