

ITEM 17

Name: Santos, Omar		Current City Employee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date of Disqualification: October 10, 2016		Date Appeal Filed: October 12, 2016																			
Position Applying for: Community Center Supervisor		Position/Grade: Recreation Specialist/GS 47		Disqualified by: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> In Person		Was the Appeal Filed in Timely Manner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			
Reason for Disqualification: Lacks minimum qualifications		Date of Examination: 10/19/2016 Conditional Exam: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		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. Application Policy: The Human Resources Director will refuse to examine an applicant, or after examination to certify him or her as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented: (a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position; 1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.																					
Minimum Qualifications		Applicant Qualifications		Deficits																					
Bachelor's degree in Recreation Management or Physical Education.		Bachelors of Science in Business/Marketing Associates of Business Administration.		None																					
Experience Two (2) years recreation supervision experience.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Position</th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>Recreation Specialist</td> <td>3</td> <td>1</td> </tr> <tr> <td>Recreation Leader</td> <td>6</td> <td>0</td> </tr> <tr> <td>(Con) Recreation Leader</td> <td>0</td> <td>1.4</td> </tr> <tr> <td>Youth Activity Specialist</td> <td>0</td> <td>2.50</td> </tr> <tr> <td>Upper Workforce Solutions Youth Program</td> <td>0</td> <td>1.85</td> </tr> </tbody> </table>		Position	Years	Months	Recreation Specialist	3	1	Recreation Leader	6	0	(Con) Recreation Leader	0	1.4	Youth Activity Specialist	0	2.50	Upper Workforce Solutions Youth Program	0	1.85	Two (2) years recreation supervision experience.			
Position	Years	Months																							
Recreation Specialist	3	1																							
Recreation Leader	6	0																							
(Con) Recreation Leader	0	1.4																							
Youth Activity Specialist	0	2.50																							
Upper Workforce Solutions Youth Program	0	1.85																							
Comments: The minimum qualifications for this position are a Bachelor's degree in recreation management or physical education; and, two (2) years recreation supervision experience. Mr. Santos has a Bachelor's degree in Business/Marketing which is an accepted degree for this position; therefore, he meets the minimum educational requirement. Mr. Santos lacks the minimum two year's recreation supervision experience required for this position. Although he indicates in his appeal that he does meet the minimum required experience as stated in the job specification for this position, none of the positions listed in his application are supervisory positions. The job family lists the following positions as career progression (see attachment). The next position a Recreation Specialist without prior supervisory experience would reasonably be expected to move into, in order to gain supervisory experience, would be Recreation Programs Supervisor.		Education: Experience: Position		Non-Qualifying Education/Experience:																					
Appeal Form 5.1.a		Prepared by: Ada Hatten		Reviewed by:																					

CSC Appeal Fact Sheet

Recruitment Title: Community Center Supervisor 16110-0916

Recruiting Department: Parks and Recreation

Total Applications Received:	45
Total # of Applicants Failed Minimum Qualifications:	28
# Failed for Lack of Education:	10
# Failed for Lack of Experience:	8
# Failed for Lack of Education and Experience:	10
# Failed for other:	0
Total # Failed the Exam:	10
# No-Show to Exam:	3
# of Applicants who met the minimum qualifications for the position and passed examination:	4

Appeal Form

To Whom It May Concern:

I, Omar Santos, hereby appeal my disqualification to take the examination for: Community Center Supervisor [Examination Title]

Date notified of disqualification: 10/10/16

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) <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
Do you meet the educational requirements as stated in the job specification for this position?	<input checked="" 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"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

I have been working for the City of El Paso Parks and Recreation Department for 11 years.
I have an associate in Business Management and a Bachelor's of Science in Business with a concentration in Marketing. Management and Marketing is a critical business function in virtually every industry. A well executed business plan and marketing can help determine an organization's success. Nevertheless, the overall marketing umbrella covers advertising, public relations, promotions, and sales. It will benefit the City of El Paso for a Community Center Supervisor with a Bachelors in Business and Marketing because the Parks and Recreation Department needs someone with experience in promoting programs, along with doing public relations with the citizens of El Paso.

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO
Is your conviction job related to the position sought?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<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.

RECEIVED
 OCT 12 2016
 BY Ch. PARD
 4:47 p.m.

HR Policy: Dismissed from Public Service	YES	NO
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 checked="" type="checkbox"/>
Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.		
<hr/>		
Other _____ (cite specific Rule or HR Policy you are appealing).		
Please explain what you are appealing		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

Name: Omar Santos	Address: _____	City/State/Zip
Telephone: _____	Person ID #: _____	(Neogov)
Applicant Signature: 	Date: <u>10/12/16</u>	
Please note: In accordance with the <u>Texas Public Information Act</u> , information from your application and/or resumé is subject to release to the public.		
The electronic transmission of this appeal form via e-mail will constitute a signature:		
Check signifies electronic signature <input type="checkbox"/>		

RECEIVED
 10/11/2016 
 CIVIL SERVICE
 COMMISSION

**Occupational Job Families and Job Classes
City of El Paso**

	Leisure Services Series	
	Recreation Programs Management Group	
16010	Parks & Recreation Director	EX 2
16020	Parks & Recreation Assistant Director	EX 3
16030	Recreation Manager	EX 5
16040	Park Planning & Development Manager	EX 5
16045	Land Management Superintendent	PM 132
16050	Recreation Division Supervisor	PM 129
16065	Open Space, Trails and Parks Coordinator	PM 126
16070	Recreation & Sports Coordinator	PM 126
16090	Sports Manager	PM 130
	Recreation Programs Operations Group	
16110	Community Center Supervisor	PM 125
16120	Recreation Program Supervisor	PM 122
16130	Aquatics Supervisor	PM 123
	Recreation Programs Support Group	
16210	Recreation Specialist	GS 47
16220	Senior Recreation Leader	GS 43
16230	Recreation Leader	GS 43
16240	Park User Representative	GS 49



Community Center Supervisor

Class Code:
16110 PM 125

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

SALARY RANGE

\$19.40 - \$28.69 Hourly
\$1,551.72 - \$2,294.99 Biweekly
\$3,362.06 - \$4,972.48 Monthly
\$40,344.68 - \$59,669.78 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. Aquatic positions require lifeguard certification, Lifeguard Management, and Certified Pool Operator (CPO) certifications within six months of hire.

GENERAL PURPOSE:

Under direction, supervise and participate in planning, organizing and implementing recreational activities at a large recreation site, programs or aquatics clusters for different population groups

TYPICAL DUTIES:

Oversee the administration of a major recreation facility. Involves: Prepare and monitor annual user fee budget. Review expenditures. Monitor facility to ensure safe environment for participants. Ensure room setup is complete. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

Represent the department and provide technical support, information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond to complaints. Resolve problems and recommend appropriate action. Prepare reports and recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

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 recreation and/or aquatic programming, principles, practices and trends.
- Application of considerable knowledge of recreation facilities management principles and practices.
- Application of good knowledge of planning and implementing recreation and/or aquatic programs.
- Application of good knowledge of supervisory and customer service techniques.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Basic knowledge of computer hardware, software, and peripherals.
- Assess community recreation needs and develop appropriate recreation programs and activities.
- Optimize facility usage.
- Clear concise oral and written communication to prepare reports and make public presentations.
- Establish and maintain effective and positive working relationships with coworkers, officials, contractors, participants and the general public.
- Ability to lift 25 pounds.
- Ability to bend, kneel, and climb a ladder.
- Ability to work independently and make sound decisions.

OTHER JOB CHARACTERISTICS:

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

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 10/26/11), (CC 07/29/12)

As provided under 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.

16110-0916 - Community Center Supervisor

Contact Information -- Person ID:

Name: Omar Santos Address: US
 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? Bachelor's Degree

Preferences

Preferred Salary:
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day , Evening , Night , Rotating

Objective

Obtain a position the position as a Community Center Supervisor where I can maximize my skills, quality assurance, program development, and training experience.

Education

College
 University of Phoenix
 6/2008 - 3/2010
 Santa Teresa, New Mexico
 Did you graduate: Yes
 College Major/Minor: Bachelor Of Science In Business/Marketing
 Units Completed: 48 Semester
 Degree Received: Bachelor's

College
 El Paso Community College
 1/2004 - 8/2007
 El Paso, Texas
 Did you graduate: Yes
 College Major/Minor: Business Administration
 Units Completed: 57 Semester
 Degree Received: Associate's

High School
 Bowie High School
 1/1998 - 5/2002
 El Paso, Texas
 Did you graduate: Yes
 Highest Level Completed: 12
 Did you receive a GED?
 Degree Received: High School Diploma

Work Experience

Recreation Specialist
 10/2014 - Present
 Hours worked per week: 40
 Monthly Salary: \$0.00
 Name of Supervisor: Veronlca Myers - Recreation Programs Manager
 May we contact this employer? Yes
 City of El Paso Parks and Recreation Department
 www.elpasotexas.gov/parks
 700 E. 7th St.
 El Paso , Texas 79901
 915-5440753

Duties

Oversee and monitor activities at a recreation facility, which involves register participants for activities and programs, accept fees for classes, activities, and programs, schedule site activities, monitor assigned employees and activities at assigned site, oversee building including opening and closing and performing some custodial duties as needed.
 Provide assistance for recreation programs which involves answering telephones and greet public.

Answer questions, provide information regarding recreation programs and activities. Resolve participants complaints and problems using center or program rules. Refer questions or policy exceptions to other recreation staff as needed. Assist with special events sponsored by the recreation department.

Recreation Leader
6/2005 - 10/2014

City of El Paso Parks and Recreation
www.elpasotexas.gov/parks
700 E. 7th St.
El Paso, Texas 79901
(915) 544-0753

Hours worked per week: 29
Monthly Salary: \$0.00
Name of Supervisor: Veronica Myers - Recreation Programs Manager
May we contact this employer? Yes

Duties

Assist recreation staff in leading activities at a recreation facility or recreation program. Monitor participants in and lead specified recreation activities such as games, leagues, assorted recreational classes, and free play. Issue and maintain recreation equipment. Assist in coordinating activities and special events. Register participants for classes, leagues, etc. Greet public and direct to appropriate activities. Provide customer service. Answer phones. Provide information regarding facilities activities. Collect fees and prepare receipts through Active Net. Open and close facility. Work with the public on a daily basis. Prepare oral and written reports. Keep office files up to date and in order. Maintain records such as attendance and equipment inventory as required. Work with computers for research, reports, data entry, creating fliers and brochures using Microsoft Works & Office. Work with office equipment such as fax machine, copy machine, and multiple phone lines. Assist my supervisors with any assigned duties.

Reason for Leaving

Promoted to Recreation Specialist

Contract
10/2004 - 5/2005

El Paso Parks & Recreation
www.elpasotexas.gov/parks
700 E. 7th St.
El Paso, Texas 79901
(915) 544-0753

Hours worked per week: 8
Monthly Salary: \$0.00
Name of Supervisor: Ruben Ocampo - Community Center Supervisor
May we contact this employer? Yes

Duties

Contract Employee
Assist recreation staff in leading activities at a recreation facility or recreation program. Monitor participants in and lead specified recreation activities such as games, leagues, assorted recreational classes, and free play. Answer phones. Provide customer service. Working with computers using Microsoft Works & Office. Working with office equipment such as fax machine, copy machine, and multiple phone lines. Issue and maintain recreation equipment. Assist in coordinating activities and special events such as facility rentals. During assisting facility rentals based on rentals request, made sure restrooms and rental area were well stocked and clean throughout the night. Enforce the rules of the rental agreement. Greet public and direct them to the appropriate area. Open and close facility.

Reason for Leaving

Permanent Position within the City of El Paso Parks & Recreation as a Recreation Leader.

Youth Activity Specialist
6/2004 - 8/2004

City of El Paso Parks & Recreation
www.elpasotexas.gov/parks
700 E. 7th St.
El Paso, Texas 79901
(915) 544-0753

Hours worked per week: 25
Monthly Salary: \$540.00
of Employees Supervised: 0
Name of Supervisor: Sandy Rodriguez - N/A
May we contact this employer? Yes

Duties

Facilitate and monitor a wide variety of recreational activities for participants in a group recreation setting. Perform other related duties as required. Implement and lead social and recreational activities for participants at assigned site. Ensure participants safety and well being at all time. Supervise assigned classroom or playground. Supervise volunteers as assigned. Complete all required reports in an accurate and timely manner.

Implement general recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving
End of Contract

Youth Activity Specialist
6/2003 - 8/2003

Hours worked per week: 25
Monthly Salary: \$540.00
of Employees Supervised: 0

City of El Paso Parks & Recreation
www.elpasotexas.gov/parks
700 E. 7th St.
El Paso, Texas 79901
(915) 544-0753

May we contact this employer? Yes

- N/A

Duties

Facilitate and monitor a wide variety of recreational activities for participants in a group recreation setting. Perform other related duties as required.

Implement and lead social and recreational activities for participants at assigned site.

Ensure participants safety and well being at all time. Supervise assigned classroom or playground.

Complete all required reports in an accurate and timely manner.

Implement general recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving
End of Contract

Upper Workforce Solutions Youth Program
6/2002 - 8/2002

Hours worked per week: 5
Monthly Salary: \$455.00
of Employees Supervised: 0
Name of Supervisor: Miguel Nazario - Recreation Leader
May we contact this employer? Yes

Upper Rio Grande Workforce Solutions
417 Charles Rd.
El Paso, Texas 79901
(915) 533-6909

Duties

Assist in monitoring a wide variety of recreational activities for participants in a group recreation setting. Perform other related duties as required.

Assist in social and recreational activities for participants at assigned site.

Ensure participants safety and well being at all time.

Complete all required reports (Time-sheets, Daily Log)

Assist with recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving

Seasonal Employment I was send to work at the Chihuahuila Community Center

Upper Workforce Solutions Youth Program
6/2001 - 8/2001

Hours worked per week: 32
Monthly Salary: \$478.00
of Employees Supervised: 0
Name of Supervisor: Sergio Terrazas - Recreation Leader
May we contact this employer? Yes

Upper Rio Grande Workforce Solutions

Duties

Assist in monitoring a wide variety of recreational activities for participants in a group recreation setting. Perform other related duties as required.

Assist in social and recreational activities for participants at assigned site.

Ensure participants safety and well being at all time.

Complete all required reports (Time sheets, Daily Log)

Assist with recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving

Seasonal Employment, I was send to work at the Chihuahuila Community Center

Volunteer

Hours worked per week: 20

6/2000 - 8/2000

Monthly Salary: \$0.00
Name of Supervisor: Ruben Ocampo - Recreation Leader
May we contact this employer? Yes

El Paso Parks & Recreation
www.elpasotexas.gov/parks
417 Charles Rd.
El Paso, Texas 79901
(915) 533-6909

Duties

Assist in monitoring a wide variety of recreational activities for participants in a group recreation setting.
Perform other related duties as required.
Assist in social and recreational activities for participants at assigned site.
Assist with recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving

Volunteer Work to get experience in the Parks and Recreation Department during their summer program Club Rec at the Chihuahulta Community Center

Volunteer

6/1999 - 8/1999

Hours worked per week: 20
Monthly Salary: \$0.00
of Employees Supervised: 1
Name of Supervisor: Sergio Terrazas - Recreation Leader
May we contact this employer? Yes

City of EL Paso Parks and Recreation
Department
417 Charles Rd.
El Paso, Texas 79901
(915) 533-6909

Duties

Assist in monitoring a wide variety of recreational activities for participants in a group recreation setting.
Perform other related duties as required.
Assist in social and recreational activities for participants at assigned site.
Assist with recreation activities to include games, sports, hobby crafts, and special events.

Reason for Leaving

Volunteer Work to get experience in the Parks and Recreation Department during their summer program Club Rec.

Certificates and Licenses

Type: Standard First Aid
Number: 653998
Issued by: City of El Paso Parks and Recreation
Date Issued: 4 /2015 Date Expires: 4 /2017

Type: CPR/AED-Adult Plus Child and Infant
CPR
Number: 653998
Issued by: City of El Paso Parks and Recreation
Date Issued: 4 /2015 Date Expires: 4 /2017

Skills

Office Skills
Typing: 47
Data Entry: 3060

Other Skills

Communicaton Skills Skilled - 11 years and 3 months
Customer Service Skilled - 11 years and 3 months

Languages

Spanish - Speak, Read, Write

Additional Information

Additional Information

As a City of El Paso Employee, I had the privileged to attend training workshops provided to City Employees. Those training that I have attended are Customer Service, Communication Skills, CPR and computer skills.

I believe that excellent customer service and communication skills are very important in order to provide quality service for the citizens of El Paso.

References

Professional
Grado, Karina
 Recreation Program Supervisor

Professional
Rodriguez, Carlos
 Recreation Program Supervisor

Professional
Rincon, Luis
 Community Center Supervisor

Professional
Montes, Rosa
 Recreation Specialist

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
transcript.pdf	transcript.pdf	Proof of Education	Job Seeker
Omar S. resume2016.docx	Omar S. resume2016.docx	Resume	Job Seeker
Community Center Supervisor Appeal	Santos, Omar- Appeal	Other	Ivan Soto

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)



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. 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 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