

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Community & Human Development

**AGENDA DATE:** 02/01/05

**CONTACT PERSON/PHONE** Community and Human Development, Robert Salinas, (915) 541-4643

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Provisional Appointment

**BACKGROUND / DISCUSSION:**

Request to fill the position of Senior Citizen Program Coordinator provisional basis until a permanent employee can be hired.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

No

**AMOUNT AND SOURCE OF FUNDING:**

Salary and benefits have been budgeted for FY/05.

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

MEMORANDUM

RECEIVED

JAN 18 2005

HUMAN RESOURCES DEPT.  
ADMINISTRATION

TO: Terry Bond, Director of Human Resources

FROM: Robert A Salinas, Director *RS*  
Community and Human Development

SUBJECT: Provisional Appointment of Maria Valdivia to  
Social Services Administrator

DATE: January 14, 2005

JAN 19 '05 AM 11:35

I would like to request the provisional appointment of Maria Valdivia, Senior Citizen Program Coordinator, to the position of Social Services Administrator with the Department of Community and Human Development. Mrs. Valdivia's resume was previously provided to Human Resources for review.

The position of Social Services Administrator heads one of three divisions in the Department. I need to have the position filled in order to effectively manage the Department and my time, since I am presently having to function in the capacity of both Director and Division Head.

This position is in the current budget. The position is funded as follows:

90% - Dept. ID 71150047, Fund 10039, Class 71000, Grant G7130CD0002; &  
10% - 71010264-01101-0000000000.  
Account #501000.

Please let me know if you need any further information.

O.K.-OMB  
DATE: *DA* 1-21-05

OMB:  
Does dept. have funds?

*OK  
Just  
1/19/05*

*(MC)*