

DATE: February 9, 2011

TO: City Clerk

FROM: Representative Beto O'Rourke

ADDRESS 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4123

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of February 15, 2011

Item should read as follows: Re-appointment of Eileen Karlsruher to the Civil Service Commission by Representative Beto O'Rourke, District 8

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Civil Service Commission

NOMINATED BY: Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Eileen Karlsruher
(Please verify correct spelling of name)

BUSINESS ADDRESS: 1845 Northwestern Dr # C

CITY: El Paso ST: TX ZIP: 79912 PHONE: 915- 877-4155

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Eileen Karslsruher

EXPIRATION DATE OF INCUMBENT: 04/22/2011

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 02/15/2011

TERM BEGINS ON : 04/23/2011

EXPIRATION DATE OF NEW APPOINTEE: 04/22/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____
2nd TERM: X
UNEXPIRED TERM: _____

EILEEN KARLSRUHER

Professional Resume

Employment

Co-owner and Executive Vice President of Karlsruhe, Inc. (dba CSA Engineers & Constructors) as well as co-owner and President of CSA Design Group Inc. (fka CSA Consulting Engineers).

Duties and Responsibilities

As an owner and officer of both corporations, I manage all day-to-day financial and administrative matters for the corporation. This includes oversight of all accounting functions, all hiring of professional and technical staff, researching and purchasing of all employee benefits (health, life, dental, vision and LTD insurance) and corporate insurance such as Worker's Compensation, General Liability, Professional Liability, Auto and Umbrella Liability coverages.

I am also responsible for preparation of proposals for engineering services and oversight of construction bidding for heavy civil construction projects. This includes contract negotiations with public and private sector clients for both corporate entities.

I have responsibility for all the Human Resource functions in the company, including preparation of the employee handbook for the corporations that was reviewed by our attorney for accuracy and compliance with state and federal laws. I am very familiar with the Texas Workforce Commission rules and regulations regarding unemployment benefits and reporting requirements and receive regular updates and publications regarding Department of Labor and EEOC rules and regulations. Because of our construction business I have a good working knowledge of Certified Wages for El Paso and surrounding areas as well as the Department of Labor's Apprenticeship Program.

Past Employment

From 1991 to 1996 I was employed in the Estimating Department at Hunt Building Corporation

From 1977 to 1991 I was employed in the insurance industry at Alexander & Alexander, Inc. (Dallas, Texas) which is now known as AON Corporation for 12 years and Frank B. Hall & Company for 2 years.

From 1972 to 1977 I was employed at TBL Adjusters (El Paso, Texas)

Civic Involvement

Member, City of El Paso Civil Service Commission
Member, Greater El Paso YMCA Board of Directors
Member, Executive Forum
Member, Hispanic Chamber of Commerce
Member, Greater El Paso Chamber of Commerce
Member, West Texas Urban Forestry Council