DATE: May 12, 2010

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS 2 Civic Center Plaza, 10th Floor, El Paso, TX TELEPHONE 915-541-4996

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

Agenda for the Council Meeting of May 18, 2010

Item should read as follows: Appointment of Maria Teresa Ramirez to Civil Service Commission by Representative Susie Byrd, District 2.

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Civil Service Commission

NOMINATED BY: Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE Maria Teresa Ramirez
(Please verify correct spelling of name)

BUSINESS ADDRESS:

CITY: ST: ZIP: PHONE:

HOME ADDRESS:

CITY: El Paso ST: TX ZIP: PHONE:

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

NAME OF INCUMBENT: Jessie Sustaita

EXPIRATION DATE OF INCUMBENT: 04/14/2010

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

DATE OF APPOINTMENT: 05/18/2010

EXPIRATION DATE OF NEW APPOINTEE: 04/14/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM:

UNEXPIRED TERM:

MARIA TERESA RAMIREZ

OBJECTIVE

To utilize my experience to assist others in building strong relationship foundations.

EMPLOYMENT

- 1995 – 2007 City of El Paso—Pension Administration
  Benefits/Administrative Assistant
  - compile and process applications for retirement benefits
  - calculate estimates and actual benefits
  - collect and analyze data and makes reports regarding pay codes
  - act as liason between employee, attorney and pension office regarding benefits disbursement
- 1993 – 1995 City of El Paso—various city departments
  Personnel and Payroll clerk
  - maintained payroll and time reports on employees
  - researched and balanced all leave requests
  - verified overtime and calculated all pay codes
- 1982 – 1990 City of El Paso—Comptroller's Office
  Personnel and Payroll Clerk/Accounting Clerk II
  - maintained personnel files and answered employee questions
  - verified and balanced and submitted departmental payrolls
  - researched employee records and compiled reports
- 1980 – 1982 City of El Paso—Police Department ID and Records
  Clerk Typist II
  - compiled monthly reports on criminal report data
- 1979 – 1980 City of El Paso—Dept. of Planning, Research & Dev.
  Planning Technician I
  - prepared incoming subdivision plat maps for distribution
  - researched, compiled and prepared legal descriptions for legal notices
  - researched property ownership in City Tax Rolls

EDUCATION

1985 MALDEF Leadership Conference
Certificate of complete awarded

1979 – 1981 El Paso Community College
- 30 hrs taken towards Associates degree, including course in

1979 El Paso Vocational Evening
Certificate of Completion

- Basic Drafting, Mapping, Blue Printing and Subdivision processing
- General Business courses

1967-68 Nursing School
Capped and pinned

1963-67 Bowie High School
High School Diploma

REFERENCES

Upon Request

COMMUNITY SERVICE

- Retiree Board Member, El Paso City Employee Association
- Vice President, El Paso City Employee Association
- Board Director, El Paso City Employee Association
- Marriage Prep Ministry, Alter Ministry, Translation Ministry, Jesus Chapel East/ Lifegate
- Parent Member and Community Liason, Campus Education Improvement Council for Ysleta High School
- Room Mother, Marion Manor Elementary
- Charter member, LULAC council No. 4329
- Volunteer in Public Schools, EPISD
- Troop Leader, Terrace Hills Girls Scout

LANGUAGES

English/Spanish fluent