

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

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 5/22/07

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

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

**SUBJECT:**

**APPROVE:** Reinstatement Request

**BACKGROUND / DISCUSSION:**

Employee resigned in good standing and meets all the requirements for reinstatement as per CSC Rules and Regulations.

**PRIOR COUNCIL ACTION:**

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

No

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

As per Civil Service Commission approval on 05/10/07

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

CITY CLERK DEPT.  
07 MAY 11 PM 12:38

COMMISSIONERS:

Boureslan, Ali  
Brannon, Edith  
Gezelius, Ken  
Graham, Elijah  
Mosher, Fran  
Reynolds, Thurman  
Ruck, Lance E.  
Schwartz, Elma  
Scott, Valerie



CIVIL SERVICE COMMISSION

#2 Civic Center Plaza - 3<sup>rd</sup> Fl.  
El Paso, TX 79901-1196

Telephone 541-4216  
Fax 541-4220

MEMORANDUM

**TO:** Linda Thomas, Director  
Human Resources

**FROM:** Linda Ball Thomas, Secretary  
Civil Service Commission

**SUBJECT:** Reinstatement Request  
**Jesus Alvarado - HR Analyst**

**DATE:** April 17, 2007

CITY CLERK DEPT.  
07 MAY 11 PM 12:38

May we have your comments regarding the attached request for reinstatement? In order to place this request on the agenda for the Civil Service Commission meeting of 4/26/07, we need your comments by 4/20/07.

Please call Laura Brown at 541-4082 if you have any questions. Thank you.

LBT/lb  
Attachments

4-19-07

Laura  
He is cleared to be reinstated  
Linda Ball Thomas



RECEIVED

APR 16 2007

Human Resources  
Received by Initial

# Reinstatement CITY OF EL PASO

## APPLICATION FOR EMPLOYMENT

Read The General Instructions Before Completing This Application

### Block 1 CERTIFICATION

I CERTIFY that my statements in this application and any other required supplemental forms or applications, are true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may disqualify me for employment, bar me from the examination, remove my name from the eligible list, or if I have been appointed, cause my dismissal from the City. I also agree that ALL statements made on this application may be investigated, subject to any reservations regarding contact with my current employer. I consent to the release of information, about my ability and fitness for employment with the City of El Paso, by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, Human Resources staffing specialists, and others authorized by the City of El Paso.

I UNDERSTAND that I must submit educational documents, certificates & diplomas to qualify for an examination and that failure to submit required documentation at time of application will result in disqualification from taking the examination.

I UNDERSTAND Applications and documents filed with the application are not returnable nor subject to retrieval once filed.

I UNDERSTAND that electronic transmission thru e-mail will constitute a signature. Application with documents must be sent to the following email address only: [epapplications@elpasotexas.gov](mailto:epapplications@elpasotexas.gov)

Date: 4-14-07

Signature: Jesus Alvarado

Check signifies electronic signature  
(↑ e-mail purposes only ↑)

### Block 2 POSITION APPLYING FOR:

HR Analyst

Job Code

00

I will accept employment for:  Permanent Full-Time  Permanent Part-Time  Temporary  Weekend  Evening  Shift Work

### Block 3

(Last)

(First)

(Middle)

NAME:

ALVARADO

III

JESUS

SOCIAL SECURITY #:

Driver's License # if applicable (License #)

(Class) (State)

### Block 4 MAILING:

ADDRESS

(Number & St)

(Apt. #)

(City)

(State)

(Zip)

PHONE NUMBERS:

HOME

WORK

ALTERNATE

Would you like to be contacted by e-mail? Yes  No  If yes provide e-mail address:

Please do not convey any personal information in the e-mail address (e.g., ethnicity, age, gender, employment status)

### Block 5 EDUCATION/TRAINING

Indicate highest grade completed: 6th grade

Did you receive a High School diploma or GED? Yes  No

#### Vocational/Business/Trade Schools Attended

(Attach certificates)

Name of School and Location	Diplomas or Certificates Awarded	Hours/Months Completed	Course of Study

#### College/University Attendance

(Attach transcripts)

Name and Location	Num. of Hours Completed	Major/Minor	Type of Degree
UTEP	140+	HR Mgmt	Bach. Bus. Admin

AN EQUAL OPPORTUNITY EMPLOYER

Information from your application or resume may be subject to release to the public under the Texas Public Information Act.

RECEIVED

APR 16 2007

CIVIL SERVICE