

# Agenda Item Form

Agenda Date: 05/25/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 54104509

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement          | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use              | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                     | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services</u> |   |  |

## Funding Source:

- General Fund  
 Grant (duration of funds: \_\_\_\_\_ Months)  
 Other Source: \_\_\_\_\_

## Legal:

- Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar       Approved       Denied

Timeline Priority:     High       Medium       Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Request that the position be filled on contract basis until a recruitment is conducted and the position can be filled permanently.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits.

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

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INFORMATION SYSTEMS

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ROSY BUENNING**, to assist the Human Resources Department as a Civil Service Commission Recorder at an hourly rate of \$16.09 for 40 hours per week. The term of the contract shall be for the period of May 26, 2004 through November 25, 2004.

**APPROVED** this 25th day of May, 2004.

THE CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS        )  
                                  )  
COUNTY OF EL PASO    )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ROSY BUENNING**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Human Resources Department, desires to employ the Employee as a Civil Service Commission Recorder; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Human Resources Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about May 26, 2004 and be completed by November 25, 2004.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at an hourly rate of Sixteen and 09/100 Dollars (\$16.09). The employee shall work a minimum of forty (40) hours per week. Employee is classified as a non-exempt employee under FLSA and is eligible for overtime pay. Approval to work overtime must be received from Human Resources Director prior to working overtime. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Human Resources Department, City and County of El Paso, State of

Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Civil Service Commission on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the

Employee at the following addresses:

CITY: City of El Paso  
Human Resources Department  
Attn: Director  
#2 Civic Center Plaza  
El Paso, Texas 79901

EMPLOYEE: Rosy Buenning

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 25th day of May, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Rosy Buenning  
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

\_\_\_\_\_  
Terry Bond  
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: \_\_\_\_\_, Secretary  
Date: 5/13/04

Clerical and Office Branch  
Typist and Secretarial Group  
Commission Recorder Series

CIVIL SERVICE COMMISSION RECORDER  
Unclassified Service  
02/94

### *Summary*

Under general supervision of Civil Service Commission Secretary, perform highly responsible complex, varied paraprofessional functions and supervise clerical support work to: prepare and record meeting agendas, notifications and proceedings; research, compile and process confidential and other personnel documents; establish, maintain and safeguard legally required and administrative Civil Service files; and to provide related secretarial services.

### *Typical Duties*

Prepare and review agendas and meeting materials. Involves: obtaining, recording and discussing with supervisor suitability and accuracy of supporting information pertaining to cases and issues to be presented to Commission; checking appeal submissions for compliance with timeliness and completeness requirements; executing or overseeing subpoena preparation, and documentation packet copying, assembly and distribution; ascertaining effects of Personnel, Commission and City Council actions on agenda.

Coordinate processing and schedule appeals and other personnel matters. Involves: explaining clerical procedures and filing periods to hearing officers, private lawyers, employee representatives, classified employees, appellants and others, and discussing and resolving related complaints; searching for, retrieving and disseminating information in records pertaining to Commission inquiries and reviews; maintaining Commission meeting calendar; notifying interested parties of Commission decisions, meetings and changes; verifying planned attendance of a Commission quorum.

Set up and update Commission files, and produce and issue related manuals. Involves: taking and transcribing, and checking accuracy and completeness of detailed or verbatim meeting minutes, other recordings and dictation; organizing, indexing, cross referencing, storing and purging written and recorded information such as ordinances, rules, policies, minutes, legal opinions, motions, case histories to comply with retention and privacy regulations and instructions; executing or overseeing new and revised handbook and guideline indexing, typing, copying, assembly and distribution.

Supervise, train, and evaluate a small clerical staff. Involves: assigning, instructing in, directing, checking and guiding to overcome difficulties with work; explaining and enforcing personnel rules, reviewing and assessing work behavior and results.

Arrange or engage in comparable special administrative support assignments. Involves: furnishing information regarding Civil Service Charter Rules and Regulations, Personnel Policies and Ordinances in accordance with public records disclosure regulations and instructions upon request; composing and typing letters and inter-departmental memoranda from handwritten notes and marked copy; performing miscellaneous related clerical duties as required.

### *Minimum Qualifications*

**Training and Experience:** Completion of an associate's degree in secretarial science, office management, personnel administration, or related field of study, and six years progressively responsible secretarial work including three years of coordination of office services for high volume, deadline sensitive processing or maintenance of personnel, legal or other specialized documents or records; or equivalent training and experience.

**Knowledge, Abilities and Skills:** Comprehensive knowledge of: general office processes and operations; English grammar, spelling and punctuation. Some knowledge of personnel procedures and supervisory techniques.

Ability to: read, research and apply a substantial body of relatively complex Civil Service Charter Rules and Regulations, related Ordinances and Codes; plan and make practical applications of selected or adapted standard processes to such complex, varied assignments as coordinating clerical work flow, supervising and appraising subordinates (up to three), creating and retaining accurate subject matter files; locate, identify, screen, break down, interrelate, and summarize facts and circumstances; exercise judgment to arrange for or perform non-routine clerical work having significant effects on other organizations and the public based on precedents of a concrete nature within the bounds of specific guidelines and customary practices; tactfully and courteously establish and maintain working relationships to gain concurrence or cooperation of fellow employees, officials and the general public; express oneself clearly and concisely orally to explain policies, procedures, rules and regulations, or obtain and provide information, and in writing to prepare correspondence and reports; comprehend and use word processing software.

Skill in: taking minutes; operating word processor and typewriter (65 words/minute), transcriber and common office machines.

*Special Requirements:* Attend regular and special meetings, which may be lengthy, commonly held outside regular work hours.

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Director of Personnel

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Department Head

OFFICIAL

# **ROSY MOLINA BUENNING**

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## **OBJECTIVE**

TO OBTAIN A POSITION THAT WILL EFFECTIVELY UTILIZE MY SKILLS AND PROVIDE OPPORTUNITY FOR PROFESSIONAL GROWTH.

## **EXPERIENCE**

**CITY OF EL PASO HUMAN RESOURCES DEPARTMENT (AUGUST 1999 – APRIL 2004)**

CIVIL SERVICE COMMISSION RECORDER (40 HRS/WEEK) – RESPONSIBLE FOR PREPARATION AND RECORDING OF CIVIL SERVICE COMMISSION MEETING AGENDAS, NOTIFICATIONS, PROCEEDINGS AND MINUTES, WHICH ENTAILS COMPILING AND PROCESSING CONFIDENTIAL AND OTHER PERSONNEL DOCUMENTS; ESTABLISH, MAINTAIN AND SAFEGUARD LEGALLY REQUIRED AND ADMINISTRATIVE CIVIL SERVICE FILES AND PERFORM RELATED SECRETARIAL SERVICES; SUPERVISION AND EVALUATION OF SECRETARY I.

**CITY OF EL PASO ARTS RESOURCES DEPARTMENT (FEBRUARY 1995 – AUGUST 1999)**

SECRETARY III (40 HRS/WEEK) – RESPONSIBLE FOR ALL BOOKKEEPING OF DEPARTMENT ACCOUNTS; TYPE MEMORANDA, CORRESPONDENCE, REPORTS, FORMS, MINUTES; MAINTAIN FILING SYSTEMS FOR DEPARTMENT ACCOUNTS AND PAYROLL; PREPARE PAYROLL, ASSIST DIRECTOR IN BUDGET PREPARATION; ASSIST STAFF WITH COMPUTER QUESTIONS; PROCESS PAYMENTS TO VENDORS FOR THE DEPARTMENT; ALL PREPARATION FOR BOARD MEETINGS TO INCLUDE AGENDAS, MINUTES, ETC.; TRAVEL ARRANGEMENTS FOR STAFF; SUPERVISION OF CLERK TYPIST II AND VOCATIONAL OFFICE EDUCATION CLERK.

**EL PASO ELECTRIC Co./DOCUMENT MANAGEMENT SERVICES (MARCH 1990 – FEB 1995)**

DOCUMENT DESIGN TECHNICIAN II (40 HRS/WEEK) – CREATE AND EDIT DOCUMENTS FOR COMPANY EXECUTIVES AND PERSONNEL (I.E., TEXT, ILLUSTRATIONS, GRAPHICS). ONE OF TWO TECHNICIANS RESPONSIBLE FOR PREPARING CONFIDENTIAL MATERIAL. THIS PART OF THE DOCUMENT MANAGEMENT SERVICES DEPARTMENT IS RESPONSIBLE FOR THE COMPANY'S WORD PROCESSING AND GRAPHIC NEEDS. ALSO PERFORMED DUTIES AS A DOCUMENT CONTROL CLERK WHICH ENTAILED ASSISTING RECORDS SPECIALISTS WITH ALL WORK DEALING WITH RECORDS AND RECORDS MANAGEMENT (I.E., DATA ENTRY, CODING, FILING, REPORT COMPILATION, REPORT PRINTOUTS). THIS PART OF THE DOCUMENT MANAGEMENT SERVICES DEPARTMENT IS RESPONSIBLE FOR THE COMPANY'S RECORDS MAINTENANCE.

**CITY OF EL PASO MUNICIPAL COURT (OCTOBER 1988 – MARCH 1990)**  
DEPUTY COURT CLERK II (40 HRS/WEEK) – PREPARE DAILY COURT DOCKETS, ASSIST JUDGE IN COURT SESSIONS, CALL CASES IN THE COURTROOM, UPDATE FINDINGS INTO COMPUTER TERMINAL, INSTRUCT DEFENDANTS, MAINTAIN DAILY STATISTICAL RECORDS. HANDLE SATURDAY AND SUNDAY JAIL CASES. HAVE PERFORMED ALL ASPECTS OF CIVIL BAIL BOND FORFEITURE PROCEDURE.

## **ROSY MOLINA BUENNING**

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**CITY OF EL PASO MUNICIPAL COURT (DECEMBER 1985 – OCTOBER 1988)**  
INFORMATION PROCESSOR OPERATOR (40 HRS/WEEK) – ACTED AS ADMINISTRATIVE ASSISTANT TO THE MUNICIPAL COURT CLERK. EXPERIENCE IN ALL PHASES OF OFFICE ADMINISTRATION INCLUDING RECEPTION, TELEPHONE ANSWERING, MANUAL FILING SYSTEM, MAIL RECEIVING AND DISTRIBUTION (50% OF WHICH CONSISTS OF PAYMENTS), MAINTENANCE OF OFFICE EQUIPMENT. TYPE CORRESPONDENCE, MEMORANDA, AND WRITTEN MATERIAL FROM ROUGH DRAFTS. PREPARE COURT DOCKETS FOR MONTHLY PRETRIALS FOR ALL MUNICIPAL COURTS. MAINTAIN RECORDS OF ALL VIOLATIONS THAT ARE ENTERED IN THE VIOLATION MASTER. PICK UP PAYROLL CHECKS AT CITY HAL AND DISTRIBUTE TO EACH SECTION (COURT JUDICIARY, CITY PROSECUTOR'S OFFICE, ADMINISTRATION, ARRANGEMENTS, CASHIERING, DATA ENTRY). MAINTAIN RECORDS ON ALL COMPUTER SYSTEM REQUESTS SENT TO CONSOLIDATED DATA PROCESSING. RESPONSIBLE FOR ENTIRE OPERATION OF IBM PC/XT, INCLUDING THE TRAINING OF OTHER EMPLOYEES. I OFTEN SUBSTITUTE FOR THE DEPUTY COURT CLERK II POSITION, INCLUDING SATURDAY JAIL SESSIONS, AS I AM FULLY KNOWLEDGEABLE TO DO SO (I.E., PREPARE DAILY COURT DOCKETS, ASSIST JUDGE IN COURT SESSIONS, CALL CASES IN THE COURTROOM, UPDATE FINDINGS INTO COMPUTER TERMINAL, INSTRUCT DEFENDANTS, MAINTAIN DAILY STATISTICAL RECORDS.) ALSO PERFORMED ALL ASPECTS OF CIVIL BAIL BOND FORFEITURE PROCEDURE.

**CITY OF EL PASO POLICE DEPT/WORD PROCESSING CTR (APRIL 1983 – DEC. 1985)**  
POLICE WORD PROCESSING OPERATOR (40 HRS/WEEK) – USED WANG WORD PROCESSOR FOR ALL WORK IN THIS DIVISION. TRANSCRIBED ALL REPORTS CALLED IN BY POLICE OFFICERS. TRANSCRIBED ALL SUPPLEMENTS CALLED IN BY ALL DETECTIVE DIVISIONS. ANSWERED QUESTIONS AND TOOK REPORTS FROM CITIZENS WISHING TO MAKE POLICE REPORTS. TYPED FORM LETTERS FOR VARIOUS DIVISIONS IN THE DEPARTMENT. LEARNED AND PRACTICED CREATING

DIFFERENT FORMATS NEEDED BY THE CENTER FOR DAILY OPERATION. ALSO TYPED BACKGROUND INVESTIGATIONS PERFORMED BY THE EL PASO POLICE DEPARTMENT.

**CITY OF EL PASO POLICE DEPT./ID & R DIVISION (FEBRUARY 1982 – APRIL 1983)**

CLERK TYPIST II (40 HRS/WEEK) – USED HEWLETT-PACKARD COMPUTER SYSTEM. ANSWERED QUESTIONS AND TOOK REPORTS FROM CITIZENS WISHING TO MAKE POLICE REPORTS. TYPED POLICE CLEARANCE LETTERS AFTER CHECKING FOR A POLICE RECORD. USED MICROFILM IN SEARCHING FOR RECORDS ALSO. ENTERED ALL REPORT INFORMATION INTO THE HEWLETT-PACKARD SYSTEM.

**CITY OF EL PASO POLICE DEPT./ID & R DIVISION (NOVEMBER 1981 – FEBRUARY 1982)**

CLERK TYPIST II (40 HRS/WEEK) – ON TEMPORARY STATUS UNTIL CERTIFIED TO BECOME PERMANENT.

## **ROSY MOLINA BUENNING**

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### **EDUCATION**

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UNIVERSITY OF TEXAS AT EL PASO (BASIC COURSES)

JAMES BOWIE HIGH SCHOOL – GRADUATED 1977

EL PASO TECHNICAL CENTER – OFFICE PROCEDURES CERTIFICATE;  
ACCOUNTING CERTIFICATE

### **SKILLS**

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- TYPING 70 WPM
- WINDOWS 2000, 98 & 95 (MICROSOFT WORD, EXCEL, ACCESS)
- WORDPERFECT
- XEROX DESKTOP PUBLISHING SYSTEM
- IBM & PANASONIC DICTAPHONES & TRANSCRIBERS
- XEROX & LANIER DUPLICATORS
- CASHIERING SKILLS
- ALL BASIC OFFICE SKILLS & MACHINES