

DATE: June 29, 2007

FYI 7/2/07

TO: City Clerk

Dept Atty

Verified

Dept Head

Motion

FROM: City Representative Melina Castro

Contact

Website

Scanned

ADDRESS #2 Civic Center Plaza, 10th Floor

TELEPHONE 915-541-4400

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

Agenda for the Council Meeting of July 10, 2007

Item should read as follows: Appointment of James Ratcliff to the Building and Standards Commission by Representative Melina Castro, District #4. (Serving as alternate) (Contact: Rep. Castro -915-541-4400)

SPECIAL INSTRUCTIONS: *h*

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission (ALTERNATE)

NOMINATED BY: City Representative Melina Castro DISTRICT: #4

NAME OF APPOINTEE James Ratcliff
(Please verify correct spelling of name)

BUSINESS ADDRESS: 200 E. Sunset Road, Suite E

CITY: El Paso ST: TX ZIP: 79922 PHONE: 915-585-3443

HOME ADDRESS: _____

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

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

NAME OF INCUMBENT: none

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 06/10/2007

EXPIRATION DATE OF NEW APPOINTEE: 06/10/2009

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

2nd TERM: _____

UNEXPIRED TERM: _____

*Ratcliff
Artman
Citizen Advisory Council 1/
Mrs Janet ...; Greater El Cu, Council*

James R. Ratcliff

SUMMARY

Lab Manager/Product and Research Scientist with over 8 years of experience in process design, product development, quality assurance, and chemical/food research. Lab manager for over 4 years. Areas of expertise process troubleshooting, analytical product evaluation, training, teaching, method development and enhancement. Skills include IC, GC, and HPLC wet lab analyses, rheometry, coulometry, and computer support. Effective communicator, leader, and teacher. Areas of special interest include the fields of chemistry, computer science and nutrition.

PROFESSIONAL EXPERIENCE

TraceAnalysis, Inc., El Paso, Texas 79932. TraceAnalysis, Inc. (Corporate) 2002—Present
Lubbock, Texas 79424-1515
Chemist/Supervisor/Lab Manager

- Lab manager and supervisor for 2 part-time employees.
- Trained employees on shipping and receiving of samples procedures, client relations, and GLP for sample analyses.
- Performed all wet chemistry analyses, as per EPA and Standard Methods for the following methods: TDS, TSS, oil and grease (Freon and hexane extraction methods), hexavalent chromium, COD, alkalinity, pH, and BOD.
- Performed anion (Cl, FL, Br, NO₂, NO₃, PO₄, SO₄) analyses on samples via ion chromatography.
- Provided guidance to customers requesting analytical methods, cost estimates, and sample preparation.
- Performed lab maintenance for analytical equipment, including the ion chromatograph.
- Updated, upgraded, and maintained computer software, data and hardware for computers and devices.

YMCA—Westside Branch, El Paso, Texas 79912 1999—2002
Gymnastics Instructor

- Taught children, ages 3 to 14, basic to intermediate gymnastics skills.
- Demonstrated and taught progressive skill training techniques for gymnasts learning beam, floor, and vault routines.

Burnett Personnel Services, Information Technology Group, Houston, Texas 77042 1998—1999
Technical Support Analyst

- Collected computer hardware and software inventory and prepared computers for Windows NT 4.0 rollout.
- Provided phone support for customers with technical problems concerning DirecPC hardware and software.

ViroTex Corporation, Research and Development, The Woodlands, Texas 77381 1997—1997
Consultant

- Developed, modified, and characterized experimental medicinal polymers, solutions and bioerodable pharmaceutical adhesives.
- Determined pharmaceutical drug release profiles for bioerodable adhesives.
- Trained and tested by ViroTex in the following areas: HPLC analysis, GMP, GLP, and FDA procedures for the development of new drug products.

Riviana Foods, Inc., Technical Services, Houston, Texas 77007
Process Development Professional

1993 - 1997

- Developed new product manufacturing processes and utilized new technologies to enhance rice process efficiency and product quality.
- Optimized all process lines to achieve maximum yield and the highest quality of product.
- Supervised contract workers and hourly employees in an experimental plant environment.
- Created a variety of experimental quick-cooking, value-added rice products.
- Provided guidance for experimental instant rice process line innovations and developments to technical services, marketing, sales, and manufacturing departments.
- Created and updated rice product specifications.
- Consulted marketing, sales and manufacturing departments about specification updates.

Quality Assurance Technologist

1990 - 1993

- Inspected all Riviana rice products (i.e. Success, Mahatma, Carolina, Success Water Maid rice blends) and all manufacturing and storage facilities for quality and product protection.
- Monitored product condition of brown and white rice in barges for ship loading.
- Performed physical and chemical quality assessments on rice, vegetable, and seasoning products.
- Evaluated vitamin and pesticide profiles for rice, flour, and enrichment products using Hewlett Packard GC and Varian HPLC.
- Conducted taste panels for rice cakes and new instantized rice products evaluation.

ANALYTICAL EQUIPMENT

GC and HPLC (isocratic and gradient), Dionex IC, K.F. Coulometer, Brookfield Rheometer, Orion pH Meter, TMI Micrometer, Hanson Research Disintegration Test System, Rapid Visco Analyzer (RVA), Texture Profile Analyzer (TPA), Hach Spectrophotometer, YSI Conductivity Instrument.

EDUCATION

Texas A&M University. College Station, Texas
Master of Science degree in **Food Science and Technology**
Thesis topic: "Color and Fatty Acid Profiles of Texas Pecans"
Major Subjects: Food Science, Nutrition, and Biochemistry

Texas A&M University. College Station, Texas
Bachelor of Science degree in **Scientific Nutrition**
Major Subjects: Food Science, Nutrition, Biochemistry, Chemistry, and Physiology

CONTINUING PROFESSIONAL TRAINING

- Received training on basic Cisco routing configuration and networking at El Paso Community College
- Trained for certification in administering and supporting Windows NT 4.0 at C-Trec, Inc.
- Trained by New Horizons, Inc. in internetworking with TCP/IP on Windows NT 4.0.
- "The Dale Carnegie Course"
- "Fundamentals of Liquid Chromatography" course conducted by Varian Instrument Group.
- Fred Pryor seminar: "How to Solve Communication Problems".
- O.S.S. International course on "P.C. Support and Maintenance for DP and MIS Professionals".
- Environmental Sanitation seminar conducted by the Okumura Biological Institute, Inc.
- PittCon short course on the P.C. in the laboratory.