

DATE: July 8, 2008

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4701

Please place the following item on the (Check one): CONSENT XX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of July 15, 2008

Item should read as follows: Appointment of James R. Ratcliff to the Photographic Traffic Signal Enforcement System (PTSES) Advisory Board as requested by Representative Rachel Quintana., District 5.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Photographic Traffic Signal Enforcement System (PTSES) Advisory Board

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

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

BUSINESS ADDRESS: 8706 Magnetic

CITY: El Paso ST: TX ZIP: 79904 PHONE: 915-755-2207

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: Joseph Jimenez

EXPIRATION DATE OF INCUMBENT: 06-01-08

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

DATE OF APPOINTMENT: 07-15-2008

EXPIRATION DATE OF NEW APPOINTEE: 06-01-2010

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: XX

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# James R. Ratcliff

8706 Magnetic  
El Paso, Texas 79904

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## SUMMARY

**Lab Manager/Product and Research Scientist** with over 8 years of experience in process design, product development, quality assurance, and chemical/food research. Areas of expertise include process troubleshooting, analytical product evaluation, training, teaching, method development and enhancement. Skills include food, pharmaceutical and environmental lab analyses and computer support. Effective communicator, leader, and teacher.

## PROFESSIONAL EXPERIENCE

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

- Lab manager and supervisor.
- Trained full and part-time 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, NO<sub>2</sub>, NO<sub>3</sub>, P<sub>04</sub>, SO<sub>4</sub>) 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**

1993 - 1997

***Process Development Professional***

- 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**

Dionex Ion Chromatograph, GC and HPLC (isocratic and gradient), Karl Fischer Coulometer, Brookfield Rheometer, Orion pH Meter, TMI Micrometer, Hanson Research Disintegration Test System, Rapid Visco Analyzer (RVA), Instron 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.