

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

DEPARTMENT: Human Resources

AGENDA DATE: 07/22/08

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

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolution so that the Classification and Compensation Plan be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission on July 10, 2008 (Attachment "A").

BACKGROUND / DISCUSSION:

The creation of the proposed job classes was requested by the various Department Heads to further implement the strategic and operational efficiencies of each department. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions. The development of these new positions is based on the needs demonstrated by the Department Heads concerned.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY2009

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 07/10/08

*****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.
08 JUL 18 AM 9:45

RESOLUTION

CITY CLERK DEPT.

08 JUL 15 AM 9:42

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

That the Classification and Compensation Plan shall be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission. (See Attachment "A").

PASSED AND APPROVED this _____ day of July, 2008.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

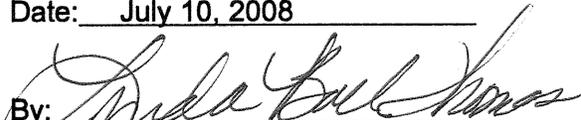
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: July 10, 2008

By: 

Secretary

ATTACHMENT A
CLASSIFICATION AND COMPENSATION PLANS
JULY 22, 2008

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Animal Services Manager is hereby created as specified in the duties and responsibilities attached hereto. The code is 22315. The grade is PM 130. Salary Range: \$49,471.91 - \$75,692.02. Fund Source: 41010132-01101-41000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Energy Resources Manager is hereby created as specified in the duties and responsibilities attached hereto. The code is 13075. The grade is PM 132. Salary Range: \$54,542.78 - \$83,450.45. Fund Source: 15010704-01101-15000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Foreign Trade Zone Coordinator is hereby created as specified in the duties and responsibilities attached hereto. The code is 10025. The grade is PM 126. Salary Range: \$41,531.29 - \$61,424.77. Fund Source: 62620044-01101-62000

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Lead Human Resources Specialist is hereby created as specified in the duties and responsibilities attached hereto. The code is 10540. The grade is GS 51. Salary Range: \$29,286.64 - \$45,123.66. Fund Source: 780-320.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Marketing and Cultural Tourism Coordinator is hereby created as specified in the duties and responsibilities attached hereto. The code is 15150. The grade is PM 124. Salary Range: \$38,454.89 - \$54,913.59. Fund Source: 54010249-01101-54000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Open Space, Trails, and Parks Coordinator is hereby created as specified in the duties and responsibilities attached hereto. The code is 16065. The grade is PM 124. Salary Range: \$38,454.89 - \$54,913.59. Fund Source: 51010256-01101-51000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Senior Animal Services Attendant is hereby created as specified in the duties and responsibilities attached hereto. The Code is 22370. The grade is GS 45. Salary Range: \$22,329.23 - \$33,129.75. Fund Source: 41010132-01101-41000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Senior Animal Services Officer is hereby created as specified in the duties and responsibilities attached hereto. The code is 22340. The grade is GS 48. Salary Range: \$25,298.89 - \$38,979.52. Fund Source: 41010132-01101-41000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Senior Human Resources Specialist is hereby created as specified in the duties and responsibilities attached hereto. The code is 10545. The grade is GS 49. Salary Range: \$26,563.84 - \$40,928.49. Fund Source: 09010029-01101-09000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Senior Service Planner is hereby created as specified in the duties and responsibilities attached hereto. The code is 14255. The Grade is PM 124. Salary Range: \$38,454.89 - \$54,913.59. Fund Source: 60600001-01101-60000.

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of Traffic Signs and Markings Plans Examiner is hereby created as specified in the duties and responsibilities attached hereto. The code is 17390. The grade is GS 55. Salary Range: \$34,856.46 - \$55,694.52. Fund Source: 32005200-01101-32000.

ITEM 2A

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
EMMA ACOSTA, DISTRICT 3
MELINA CASTRO, DISTRICT 4
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EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *[Signature]*
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Animal Services Manager	22315	PM 130

The creation of the proposed job class was requested by the Health Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Health Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

08 JUL 18 AM 9:45
CITY CLERK DEPT.

Attachment (Proposed Job Specification)





JOB SPECIFICATION
ANIMAL SERVICES MANAGER

Code 22315
Grade PM 130

- Conduct complex investigations and prepare clear and concise reports.
- Clear, concise oral and written communication to make presentations and persuade, negotiate and resolve differences of opinion or interpretation.
- Utilize animal control materials and equipment.

Special Requirements

Other Job Characteristics

- Frequent exposure to animal bites, scratches and infectious or zoonotic diseases which are threatening to health and life.
- Occasional lifting and carrying up to 50 pounds and greater than 50 pounds with assistance.
- Frequent sitting, standing, reaching, walking, twisting and kneeling.
- Frequent driving thru city traffic.
- Frequent interaction with customers and the public during stressful mental and physical situations.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: A Bachelor's degree in management, business or public administration, environmental or health discipline, relevant zoology, or related field and four (4) years of animal control experience including one (1) year of management or supervisory experience; or Associate's degree in management, business or public administration, environmental or health discipline, relevant zoology, or related field and six (6) years of increasingly responsible animal control experience including one (1) year of management or supervisory experience.

Licenses and Certificates: TDSHS Animal Control Officer (basic) training; or National Animal Control Association Level I training by the time of application with TDSHS animal control training within one (1) year of appointment. TDSHS approved euthanasia technician certification. Texas Class "C" Driver's License or equivalent from another state.

CITY CLERK DEPT.
08 JUL 18 AM 9:45

Approved by: _____
Human Resources Director Date Department Head Date

Effective

Page 2 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

ITEM 2B



JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR

CITY COUNCIL
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MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: June 30, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>		<u>CODE</u>	<u>GRADE</u>
PROPOSED	Energy Resources Coordinator <i>MANAGER</i>		13075	PM 132

The creation of the proposed job class was requested by City Manager's Office to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Deputy City Manager of Administration and Financial Services and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

08 JUL 18 AM 9:45
CITY CLERK DEPT.



ITEM 2B



JOB SPECIFICATION

Code 13075
Grade PM 132

ENERGY RESOURCES MANAGER

General Purpose

Under direction, develop and administer plans for the acquisition of energy resources, issue competitive solicitations for energy resources, and negotiate energy resource contracts.

Typical Duties:

Develop and administer energy resources (electric and/or natural gas) plans. Involves: Develop short and long-term plans and programs for meeting the City's future energy resource needs. Coordinate energy resources planning and development functions with other public energy entities. Negotiate energy resources related contracts and agreements under management policy direction. Participate in development and implementation of rules and regulations that affect the energy resources. Review the impact of proposed and finalized statutes, rules and regulations in order to represent the City's position to appropriate federal, state, and local regulatory agencies. Consult with the City legal staff regarding technical aspects of legal proceedings involving energy resources issues. Present recommendations in written report form to management.

Acquire energy resources. Involves: Analyze data, prepare reports and plans, maintain energy management record in support of these and conduct studies of work problems and procedures, organizational change, communications and information flow. Compile and analyze information on problems or procedures using statistical methods. Coordinate with individual utilities to obtain information and to resolve customer complaints. Evaluate departmental or individual utility operating procedures and make recommendations to promote continuous quality improvement and reduce customer complaints. Ascertain responsibility, develop solutions and alternate methods of proceeding. Organize and document findings and prepare recommendations regarding new systems, procedures or organizational changes for supervisor and provide early warning regarding areas of emerging organizational concern. Confer with own management for procedural guidance and policy interpretation in conducting investigations into and resolution of situations of an unprecedented nature.

Represent the assigned functional organization. Involves: Negotiate energy resource contracts; maintain an active liaison with all organizations having energy resources related interests, and advise the Utilities Department and City management regarding energy resource policy matters. Communicate with the general public, other City employees and officials and staff from public and private organizations in order to provide information regarding the City's energy resource plans, policies, and procedures. Produce documents including reports, agreements, and data analysis to inform policy makers, legal staff, management, and the public about energy resources issues. Present City positions, both orally and in writing, to federal, state and local regulatory agencies. Represent the City on task forces and committees relating to energy resources issues. Analyze and verify energy utility bills rendered to the utility. Prepare local forecasts and recommendations related to energy resources acquisitions and development.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development' enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

CITY CLERK DEPT
08 JUL 18 AM 9:45



JOB SPECIFICATION

Code 13075
Grade PM 132

ENERGY RESOURCES COORDINATOR

Manager

Knowledge, Skills, and Abilities

- Application of considerable knowledge of federal, state, and local laws and regulations
- Application of considerable knowledge of planning and forecast techniques used to investigate, analyze, and acquire energy resources.
- Application of considerable knowledge of energy contracts, energy accounting principles and practices.
- Application of considerable knowledge of administrative principles and methods, and municipal government organization and services provided.
- Application of good knowledge of research and investigation, and statistical analysis practices relating to energy resources policy and management problems.
- Application of good knowledge to develop and implement long-range plans.
- Application of good knowledge of customer relations, and grievance or conflict resolution techniques.
- Read, analyze, interpret and explain abstract and concrete requirements of applicable ordinances, regulations and policies.
- Confer with officials from other agencies regarding City plans and priorities.
- Analyze legislative and regulatory issues/activities and define the impact on City energy resources.
- Make decisions by applying principles of logic and analysis to practical problems.
- Maintain records and prepare reports.
- Establish and maintain courteous, effective working relationships with fellow employees, elected officials and the public, business representatives, and government agencies.
- Clear, concise oral and written communication, to tactfully and impartially facilitate and resolve conflicting viewpoints.

Other Job Characteristics

- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: Bachelor's Degree in Public or Business Administration or related field, plus five (5) years of professional energy resource management experience in more than one of the following areas: resource/generation dispatch, energy marketing, budgeting, transmission system planning and operations, natural gas interstate pipelines, resource planning, and procurement and acquisition of energy resources including negotiation of energy resources contracts.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent from another state.

Approved: _____

Human Resources Director

Date

Department Head

Date

CITY CLERK DEPT.
08 JUL 18 AM 9:45

ITEM 2C

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL

ANN MORGAN LILLY, DISTRICT 1
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MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: July 1, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LP*
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Foreign Trade Zone Coordinator	10025	PM 126

The creation of the proposed job class was requested by the Director of Aviation to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Director of Aviation and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:46



ITEM 2 D

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
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EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LB*
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: Revised Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Lead Human Resources Specialist	10540	GS 51

The creation of the proposed job class was requested by El Paso Water Utilities to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by El Paso Water Utilities and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:46





JOB SPECIFICATION

Code 10540
Grade GS 51

LEAD HUMAN RESOURCES SPECIALIST

Knowledge, Skills, and Abilities

- Application of considerable knowledge of Civil Service rules, regulations, policies and procedures.
- Application of considerable knowledge of general office practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals related to human resources management systems.
- Application of good knowledge of the rules and regulations related to release of information from personnel records.
- Application of good knowledge of supervisory techniques.
- Application of good knowledge of calculating leave accrual, leave time, employee deductions, time and payroll information.
- Clear, concise oral and written communication to prepare correspondence, payroll activity reports and personnel files and records and to provide technical employment related information to employees and supervisors.
- Safe operation and care of motor vehicles or assigned city owned equipment.
- Establish and maintain effective working relationships with coworkers, officials, vendors, contractors, regulatory and enforcement agencies and the public.

Other Job Characteristics

- Occasional exposure to irate individuals.
- Frequent extended keyboarding activity related to data entry, research and retrieval.

Minimum Qualifications

Education and Experience: A High School diploma or GED, plus six (6) years clerical administrative experience, including four (4) years of paraprofessional human resources experience.

Licenses and Certificates: None.

CITY CLERK DEPT.
08 JUL 18 AM 9:46

Approved by: _____
Human Resources Director Date

Department Head Date



JOB SPECIFICATION

Grade 10540
Grade 35581

SENIOR LEAD HUMAN RESOURCES SPECIALIST

procedures. Maintain historical records in area of assignment. Prepare correspondence to applicants, employees and others. Prepare activity reports on selection and testing, human resources information system issues, payroll and other activities as required. ~~Gather~~ Perform research work by gathering data to prepare reports. Compose correspondence for signature of division or department manager. Make recommendations for more efficient delivery of services.

Supervise assigned personnel. Involves: Meet with staff on regular scheduled basis. Prioritize and coordinate unit activities. Instruct, review, guide and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work and safety standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hires, terminations, transfers, disciplinary actions; recommend, payroll, leave, merit pay or other employee status changes.

CITY CLERK DEPT.
08 JUL 18 AM 9:46

ITEM 2E

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
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EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LB*
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: New/Revised Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Marketing and Cultural Tourism Coordinator	15150	PM 124

The creation of the proposed job class was requested by the Museums and Cultural Affairs Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Museums and Cultural Affairs Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

CITY CLERK DEPT.
08 JUL 18 AM 9:46

Attachment (Proposed Job Specification)





JOB SPECIFICATION

Code - 15150
Grade PM 124

MARKETING AND CULTURAL TOURISM COORDINATOR

Knowledge, Skills, and Abilities

- Application of considerable knowledge of public relations, public information, customer services, and media practices and procedures.
- Application of considerable knowledge of, marketing and promotion of arts and cultural tourism programs.
- Application of considerable knowledge of electronic media production of radio and television spots.
- Application of considerable knowledge of long and short term strategic planning methods and procedures.
- Application of good knowledge of administrative, budgetary, personnel management, standard fiscal administration policies, practices and controls related to municipal government operations.
- Application of good knowledge of computer software utilized in graphic layout and design for brochures, flyers, advertising layouts, and promotional items.
- Interpretation of applicable of federal, state and city laws, ordinances, rules and regulations.
- Establish and maintain effective working relationships with co-workers, officials, media representatives, vendors, artists, promoters, agents, volunteers, community organization and the general public.
- Clear, concise, proficient oral and written communication in English and Spanish to develop marketing campaigns, press releases, provide technical specifications, negotiate contracts, disseminate information, prepare and present marketing and promotional programs.
- Maintain records, files and databases.

Other Job Characteristics

- Regular driving through City traffic.
- Frequent meeting and public presentations in an international setting.
- Occasional exposure to adverse weather to work in an outside stage environment.
- Occasional lifting and carrying of objects weighing 25 pounds.
- Proficient verbal and written communication in both English and Spanish required.
- Work extended hours, weekends and holidays.

CITY CLERK DEPT.
08 JUL 18 AM 9:46

Minimum Qualifications

Education and Experience: A Bachelor's degree in marketing, public relations, arts administration, business administration, communications, or related field, and three (3) years of professional marketing, public relations, or promotion of public programs and services, including one (1) year of supervisory experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Approved by: _____
Human Resources Director Date Department Head Date

ITEM 2F

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
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EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: July 1, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specification

JAB

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Open Space, Trails and Parks Coordinator	16065	PM 124

The creation of the proposed job class was requested by Parks and Recreation Department to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Director of Parks and Recreation Department and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:46





JOB SPECIFICATION

Code 16065
Grade PM 124

OPEN SPACE, TRAILS AND PARKS COORDINATOR

Other Job Characteristics

- Occasional driving through City traffic.
- Occasional traversing of trails and rugged, open space terrain.

Minimum Qualifications

Education and Experience: A Bachelor's degree in parks and recreation, public administration, business administration, planning, architecture or urban design and two (2) years of professional administrative experience, including one (1) year open space, trail, park and/or community project implementation experience.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent from another state.

Approved: _____
 Human Resources Director Date Department Head Date

CITY CLERK DEPT.
08 JUL 18 AM 9:46

Effective

Page 2 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

ITEM 26

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
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STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director 
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Senior Animal Services Attendant	22370	GS 45

The creation of the proposed job class was requested by the Health Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Health Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:46





JOB SPECIFICATION

Code 22370
Grade GS 45

SENIOR ANIMAL SERVICES ATTENDANT

Approved by:

Human Resources Director

Date

Department Head

Date

CITY CLERK DEPT.
08 JUL 18 AM 9:46

Effective

Page 2 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

ITEM 2H

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
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BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Senior Animal Services Officer	22340	GS 48

The creation of the proposed job class was requested by the Health Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Health Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (*Proposed* Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:46





JOB SPECIFICATION
SENIOR ANIMAL SERVICES OFFICER

Code 22340
Grade GS 48

- Operate a two-way radio.

Other Job Characteristics

- Frequent exposure to animal bites, scratches and infectious or zoonotic diseases which are threatening to health and life.
- Frequent lifting and carrying up to 50 pounds and greater than 50 pounds with assistance.
- Frequent sitting, standing, reaching, walking, twisting and kneeling.
- Frequent operation of a light duty truck through City traffic.
- Frequent interaction with customers and the public during stressful mental and physical situations.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: A High School diploma or (GED), and two (2) years of animal care and handling experience.

Licenses and Certificates:

- Certification as a Euthanasia Technician
- State of Texas Basic Animal Control Certification by time of application.
- Texas Class "C" Driver's License or equivalent from another state.

CITY CLERK DEPT.
08 JUL 18 AM 9:46

ITEM 2 I

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



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EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *[Signature]*
DATE: June 30, 2008
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Senior Human Resources Specialist	10545	GS 49

The creation of the proposed job class was requested by the Director of Human Resources to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

CITY CLERK DEPT.
08 JUL 18 AM 9:47

Attachment (Proposed Job Specification)





JOB SPECIFICATION

Code 10545
Grade GS 49

SENIOR HUMAN RESOURCES SPECIALIST

Knowledge, Skills, and Abilities

- Application of considerable knowledge of Civil Service rules, regulations, policies and procedures.
- Application of considerable knowledge of general office practices and procedures.
- Application of considerable knowledge of computer hardware, software and peripherals related to human resources management systems.
- Application of good knowledge of the rules and regulations related to release of information from personnel records.
- Application of good knowledge of all appropriate Federal, State, and City ordinances, laws and rules
- Application of good knowledge of supervisory techniques.
- Application of good knowledge of calculating leave accrual, leave time, employee deductions, time and payroll information.
- Clear, concise oral and written communication to prepare correspondence, payroll activity reports and personnel files and records and to provide technical employment related information to employees and supervisors.
- Safe operation and care of motor vehicles or assigned city owned equipment.
- Establish and maintain effective working relationships with coworkers, officials, vendors, contractors, regulatory and enforcement agencies and the public.

Other Job Characteristics

- Occasional exposure to irate individuals.
- Frequent extended keyboarding activity related to data entry, research and retrieval.

Minimum Qualifications

Education and Experience: A High School diploma or GED, plus five (5) years clerical administrative, including three (3) years of paraprofessional human resources experience.

Licenses and Certificates: None.

CITY CLERK DEPT.
08 JUL 18 AM 9:47

Approved by: _____
Human Resources Director Date

Department Director Date

ITEM 2K

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
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STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: June 27, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LBT*
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Senior Service Planner	14255	PM 124

The creation of the proposed job class was requested by Sun Metro to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Mr. Omick of Sun Metro and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

CITY CLERK DEPT.
08 JUL 18 AM 9:47





JOB SPECIFICATION
SENIOR SERVICE PLANNER

Code 14255
Grade PM 124

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of City geography, coach operations, transit planning practices and procedures.
- Application of considerable knowledge of transit operations, and statistical and mathematical concepts applicable to planning and research work.
- Application of considerable knowledge of scheduling functions and their relationship to service planning.
- Application of good knowledge of elasticity formulas and projection methods.
- Application of good knowledge of data gathering and research methods and techniques.
- Application of good knowledge of computer hardware and software pertinent to transit scheduling.
- Application of some knowledge of supervisory techniques.
- Interpretation of oral, written, quantitative or technical information and data dealing with complex variables to identify, analyze and solve problems of considerable difficulty such as efficiently scheduling multiple transit routes.
- Establish and maintain effective working relationships with City officials, managers, employees and the general public.
- Identify problems and recommend appropriate solutions.
- Clear, concise oral and written communication to develop and present reports to management.

Other Job Characteristics

- Sitting for extended periods.
- Occasional driving through City traffic.
- Occasional exposure to outdoor settings.

Minimum Qualifications

Education and Experience: A Bachelor's degree in business or public administration, finance, transportation, urban or regional planning or design or a related field, and two (2) years professional service planning experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

CITY CLERK DEPT
08 JUL 18 AM 9:47

Approved by: _____
Human Resources Director Date Department Head Date



JOB SPECIFICATION

Code 17390

Grade GS 55

TRAFFIC SIGNS AND MARKINGS PLANS EXAMINER

- Interpretation of federal, state, and City laws, rules, regulations, related to traffic markings, traffic signage, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with co-workers, officials, customer departments, contractors, regulatory agencies and the public.
- Application of some knowledge of supervisory techniques.

Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during site inspections.
- Frequent driving through City traffic.
- Subject to call during non working hours and weekends.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years experience in traffic signs and/or markings installation, maintenance and repair

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Texas Extension Service Certification - Installation & Maintenance of Pavement Markings, Installation and Maintenance of Signs within one (1) year of appointment.
- Some positions may require International Municipal Signal Association (IMSA) Certification as a Signs and Marking Specialist Levels I & II

Approved by _____
Human Resources Director Date

Department Head Date

CITY CLERK DEPT.
08 JUL 18 AM 9:47

Effective

Page 2 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
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STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Mayor and Council
FROM: Linda Ball Thomas, PHR- Human Resources Director
THRU: Joyce A. Wilson, City Manager
DATE: July 21, 2008
SUBJECT: Item 3C on July 22, 2008 City Council Agenda

Item 3C contains revision or creation of new job specifications that Human Resources is asking for Council approval. This memo is provided as a more detailed explanation of the need for the job specification listed below:

The **Animal Services Manager, PM 130, Animal Services Officer, GS 48 and Senior Animal Services Attendant GS 45** positions were created to enhance the services provided to the public by the Animal Services Division of the Department of Public Health. Similar positions had existed at one time in the department when it was the Health District but were eliminated. Reviving these positions will allow for a more efficient structure and creates a career ladder for employees. These are vacant positions and will be filled through the competitive process and be funded through attrition.

The **Lead Human Resources Specialist, GS 51** position was created to address a classification issue at the El Paso Water Utilities, EPWU. The current incumbent of the Senior Human Resources Specialist position located at EPWU who has the responsibility to ensuring their payroll is processed will be reclassified into this new position. The **Senior Human Resources Specialist, GS 49** position was maintained and modified to ensure that a career ladder remained in place. However, the revised classification is one grade lower. This is a vacant position and will be filled through the competitive process and be funded through attrition.

The **Open Space, Trails and Parks Coordinator PM 124 and Marketing and Cultural Tourism Coordinator PM 124** positions were created and or revised in the Quality of Life portfolio to implement Council approved initiatives in the Parks and Recreations and Museums and Cultural Affairs Departments. The Open Space Trails and Parks Coordinator position will be responsible for coordination of the implementation of the Open Space Plan. The Marketing and Cultural Tourism Coordinator is a revision of a former executive position. The revision downgraded it from the Executive to the Professional Managerial pay scale. This position will design, implement, execute and evaluate public affairs, marketing, cultural and heritage tourism programs. This position will also be responsible for developing public/private partnerships to assist in funding arts and cultural initiatives. These are vacant positions and will be filled through the competitive process and be funded through attrition.

The **Energy Resources Manager, PM 132** position is a newly created position that is tasked with researching energy issues dealing with electricity and or natural gas and making City management aware of those that will impact the community. The position will also be responsible for developing and administering plans or the acquisition of energy resources. This is a vacant position and will be filled through the competitive process and be funded through attrition.

The **Foreign Trade Zone Coordinator, PM 126** is newly created and encompasses the duties currently being performed by a contract position at the El Paso International Airport. The duties performed by the contract employee are of a continuing nature and it has been determined that the position should be brought into the

PAGE 1 OF 2



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classified Civil Service. This is a vacant position and will be filled through the competitive process and be funded through attrition.

The **Senior Service Planner, PM 124** position is a newly created position that will perform professional transit planning of routes and schedules. The addition of this position will assist Mass Transit in planning routes and schedules that will enhance its ability to deliver efficient services to the public. This is a vacant position and will be filled through the competitive process and be funded through attrition.

The **Traffic Signs and Marking Plans Examiner, GS 55** position was created to review sign and markings plans and contracts for compliance with federal and state regulations and guidelines. It is tasked with working with contractors, consultants, governmental agencies and other City Departments to ensure design layout and specifications are followed. This is a vacant position and will be filled through the competitive process and be funded through attrition.

