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## HUMAN RESOURCES DEPARTMENT

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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

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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

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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.

