

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

DEPARTMENT: Financial Services

AGENDA DATE: 07/25/06

CONTACT PERSON/PHONE: Financial Services, Carmen Arrieta-Candelaria, (915) 541-4011

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Reinstatement Request

BACKGROUND / DISCUSSION:

Employee resigned in good standing and meets all the requirements for reinstatement as per CSC Rules and Regulations.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Commission approval on 7/13/06

*******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: _____

Consent Document 07/25/06

Reinstatement

Guerrero, Jr., Alfonso P. – Buyer
[Carmen Arrieta-Candelaria, Financial Services, (915) 541-4011]

06 JUL 17 PM 1:59
CITY OF EL PASO

5B

REINSTATEMENT BACKGROUND INFORMATION

07/13/06

TO: CIVIL SERVICE COMMISSION
RE: REQUEST FOR REINSTATEMENT
GUERRERO, ALFONSO P., JR. – BUYER

CIVIL SERVICE COMMISSION PROVISION REGARDING REINSTATEMENT:

ARTICLE VI. Section 6.10-10. REINSTATEMENT FOLLOWING RESIGNATION. Any person who has held a classified position and has resigned from the service in good standing and without fault or delinquency will, upon Council approval of a request, be placed on the proper reinstatement list below those on the list because of layoff or job abolishment. Such requests must be made within one year from the date of resignation, except as provided in the Rules. Not more than one reinstatement after resignation may be granted any employee.

Rule 13, Section 7. REINSTATEMENT FOLLOWING RESIGNATION.

c. Upon a determination that a former employee has resigned in good standing, the Council, after receiving a recommendation from the Commission, shall approve the request for the former employee to be placed on a reinstatement list, conditional on the person's passing a medical examination and background investigation, if required by the Commission or Council. Said medical examination must be performed by a physician acceptable to the Council in accordance with the physical specifications established for the position.

d. Those former uniformed employees requesting reinstatement to the Fire, Police, and EMS Departments must take and pass the medical examination and a physical agility test prior to the reinstatement to actual duty. One additional attempt at the physical agility test will be permitted after a period of six months has elapsed for persons failing the agility test on the first attempt. Persons requesting reinstatement to the Police Department will also be required and allowed one opportunity to take a psychological examination prior to reinstatement to actual duty. Persons requesting reinstatement to E.M.S. will also be required and allowed one opportunity to take a medical knowledge and skills test prior to reinstatement to actual duty. (Passed 8/21/84 and amended 8/11/87 & 03/17/92)

Date Reinstatement Request Received: 06/27/06

Date Resignation Effective: 01/05/05

Has individual ever been reinstated after resignation: No

Attachments: Department's Comments
Reinstatement Request

COMMISSIONERS:

Boureslan, Ali
Brannon, Edith
Gezelius, Ken
Graham, Elijah
Mosher, Fran
Reynolds, Thurman
Ruck, Lance E.
Schwartz, Elma
Scott, Valerie



CIVIL SERVICE COMMISSION

#2 Civic Center Plaza - 3rd Fl.
El Paso, TX 79901-1196

Telephone 541-4216
Fax 541-4220

MEMORANDUM

TO: Carmen Arrieta-Candelaria, Chief Financial Officer
Financial Services

FROM: Linda Ball Thomas, Secretary 
Civil Service Commission

SUBJECT: Reinstatement Request
Alfonso P. Guerrero, Jr. - Buyer

DATE: June 28, 2006

May we have your comments regarding the attached request for reinstatement?

In order to place this request on the agenda for the Civil Service Commission meeting of 7/13/06, we need your comments by 7/3/06.

Please call me at 541-4082 if you have any questions. Thank you.

LBT/du
Attachments

Ulloa, Delia M.

From: Arrieta-Candelaria, Carmen
Sent: Friday, June 30, 2006 7:57 AM
To: Ulloa, Delia M.
Cc: Thomas, Linda B.
Subject: RE: Reinstatement Request

Delia,

From our standpoint, we have no issues with Mr. Guerrero. He had received good evaluations in the past from his file. Please keep in mind that we are already in the process of hiring for the only Buyer position we have available and Mr. Guerrero needs to be aware that he will not be qualified in time for this position.

Thank you, Carmen

-----Original Message-----

From: Ulloa, Delia M.
Sent: Thursday, June 29, 2006 9:23 AM
To: Arrieta-Candelaria, Carmen
Cc: Bertolli, Cecilia
Subject: Reinstatement Request

I am attaching a scanned copy of a reinstatement request for Alfonso Guerrero (hard copy to follow). May we have your comments regarding his request I will need your comments no later than July 3rd. Thank you

<< File: Guerrero, Alfonso - Buyer.pdf >>

Delia M. Ulloa - Secretary III
Human Resources Department
(915) 541-4509 Fax: (915) 541-4220
ulloadm@elpasotexas.gov

REINSTATEMENT REQUEST

TO:
Linda Ball Thomas, Secretary
Civil Service Commission
#2 Civic Center Plaza, 3rd Floor
El Paso, Texas 79901

FROM:
Name: ALONSO P. GUERRERO JR.
Address: _____
City/State/Zip: _____
Telephone: _____
Social Security: _____

Honorable Civil Service Commission:

I hereby request that my name be placed on the REINSTATEMENT LIST for the position of
BUYER (your title when you resigned).

I resigned in good standing from the PURCHASING Department on
JAN 15, 2006 (this date must not exceed one year from the date of resignation
per the City Charter Section 6.10 which states as follows: "... Such requests must be made
within one year from the date of resignation, except as provided in the Rules.").

If it has been more than one year since your resignation, you must provide the following
information required by the rule below:

Rule 13.7.f. states: The City Council, upon recommendation of the Commission, may approve a
request for reinstatement after more than one year in cases where professional training or
specialized skill is required, and where the person desiring reinstatement has been engaged
either in study to benefit himself or herself for his or her duties or was in an occupation or position
tending to increase his or her value in the position.

Have you engaged in study, duties, an occupation or position that increased your value
in the position? Yes X No

If you answered "no" to this question you are not eligible for reinstatement. If yes, please
provide detailed information and documentation.

EMPLOYED AS A COMMODITY SPECIALIST WITH YSLETA ISD.