

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

DEPARTMENT: Human Resources

AGENDA DATE: 08/25/09

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 (Attachment "A").

BACKGROUND / DISCUSSION:

The creation of the proposed job classes was requested by the 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 FY2010

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 4/09/09 and 8/13/09

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) JRB

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: _____

8/13/09

RESOLUTION

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 August, 2009.

THE CITY OF EL PASO

John F. Cook
Mayor

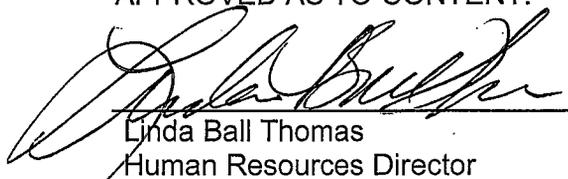
ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John R. Batoon
Assistant City Attorney

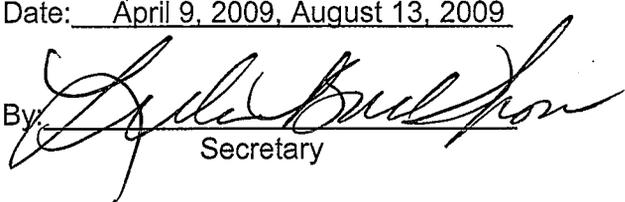
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 9, 2009, August 13, 2009

By: 

Secretary

ATTACHMENT "A"
CLASSIFICATION AND COMPENSATION PLANS
AUGUST 25, 2009

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class History Museum Curator is hereby created as specified in the duties and responsibilities attached hereto. The Code is 15245. The Grade is PM 124. This position will be in the Museums and Cultural Affairs Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$38,454.89 - \$54,913.59

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class History Museum Assistant Curator is hereby created as specified in the duties and responsibilities attached hereto. The Code is 15255. The Grade is PM 122. This position will be in the Museums and Cultural Affairs Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$34,879.72 - \$49,808.24

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class Public Safety Communicator Trainee is hereby created as specified in the duties and responsibilities attached hereto. The Code is 19755. The Grade is GS 50. This position will be in the El Paso Police Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$28,449.87 - \$43,834.42

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SERVICE SOLUTIONS SUCCESS



TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director 
DATE: August 10, 2009
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 History Museum Curator	15245	PM 124

The creation of the proposed job class was requested by the Director of Museums and Cultural Affairs 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 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)

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



CITY OF EL PASO
Established Date:

History Museum Curator

Class Code:
15245 PM 124

SALARY RANGE

\$18.49 - \$26.40 Hourly
\$1,479.03 - \$2,112.06 Biweekly
\$3,204.57 - \$4,576.13 Monthly
\$38,454.89 - \$54,913.59 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A Master's Degree in museum studies, American history or related field, and two (2) years of museum exhibit development or design, or curatorial experience.

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

GENERAL PURPOSE:

Under general supervision, coordinate the identification, preservation, care and storage of museum artifacts and collections; develop museum programs and activities.

TYPICAL DUTIES:

Coordinate the research, preservation, authentication, documentation, storage and exhibition of artifacts. Involves: Research pertinent information to identify, restore and exhibit artifacts; catalog entries and didactic text for exhibitions. Prepare reports on condition of artifacts. Maintain and update information in the curatorial files on artifacts and works as it pertains to museum collections, exhibitions and biographies. Prepare catalogs, brochures and biographical or historical information related to artifacts and exhibits. Develop the concept and design installations for exhibits and displays. Develop new museum programs studying origin, composition, history and current value of artifacts. Evaluate exhibition and program proposals and make recommendations to management. Coordinate the conservation and research of works and artifacts in the permanent collection.

Develop publicity, public and community relations and educational activities. Involves: Participate in publicity and publication of invitations and other printed materials for exhibitions and various curatorial projects. Respond to media inquiries. Represent the museum at educational and social functions and in the community. Meet with education curators to develop public service activities, tours, or to research grants and other external funding sources to assist with costs of exhibitions. Meet with historians, archaeologists, ethnographers and other museums to evaluate work. Interact with museum members, advisory board members and prospective donors.

Participate in administrative duties. Involves: Ensure artifacts are properly handled,

preserved, stored and displayed. Update inventory database. Develop curatorial budget. Research, write, edit and submit grant proposals, journal articles, publicity materials, exhibit brochures and catalogs. Provide designated support for programs, projects or activities. Log activities, prepare and submit recurring or requested activity or status reports. Attend meetings, conventions and civic events to promote museum use and solicit donations. Assist visitors, conduct tours and respond to inquiries.

Supervise assigned volunteer staff. Involves: Schedule, assign, and review activities. Prioritize and coordinate museum activities. Instruct, guide and check work. Provide input into employee performance evaluations. Provide training and development of staff, docents and volunteers. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring and termination. Act on behalf of museum director as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of research, analysis and interpretation of artifacts and their history.
- Application of good knowledge of museum operational methods, techniques and procedures.
- Application of good knowledge of the proper controlled environment, handling, care and preservation of artifacts and objects.
- Application of good knowledge in the utilization of computer hardware, software and peripherals to develop presentations, graphics, publications, invitations and advertisement for the Museum.
- Application of good knowledge of planning, designing and preparing museum exhibits, educational and promotional events and activities.
- Application of good knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of applicable federal, state, and City laws, rules, regulations, related to acquisition, preservation and handling of objects and artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain of effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to research, analyze, prepare and submit grant proposals, journal articles, publicity articles, budget proposals, respond to media inquiries, prepare marketing and advertisement and other management

level reports, make presentations.

OTHER JOB CHARACTERISTICS:

- Occasional bending, stoop, crouching, climbing and working onadders and lifts, exposure to disagreeable chemicals and fumes, power and hand tools utilized in the design and execution of museum displays or handling and preservation of museum artifacts.
- Occasional lifting, carrying and transporting materials, artifacts and displays weighing up to 50 pounds.
- Frequent public presentations.
- Work extended hours, weekends and holidays on a rotating or as needed basis.

CLASSIFICATION STATUS:

(CC 00/00/00)

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.

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SERVICE SOLUTIONS SUCCESS



TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LBT*
DATE: August 05, 2009
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

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Emma Acosta

District 4
Carl L. Robinson

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Rachel Quintana

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Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

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 History Museum Assistant Curator	15255	PM 122

The creation of the proposed job class was requested by the Director of Museums and Cultural Affairs 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 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 OF EL PASO
Established Date:

History Museum Assistant Curator

Class Code:
15255 PM 122

SALARY RANGE

\$16.77 - \$23.95 Hourly
\$1,341.53 - \$1,915.70 Biweekly
\$2,906.64 - \$4,150.69 Monthly
\$34,879.72 - \$49,808.24 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in museum studies, American history or related field, and two (2) years of museum experience.

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

GENERAL PURPOSE:

Under general supervision, assist in the identification, preservation, care and storage of museum artifacts and collections; assist in museum programs and activities.

TYPICAL DUTIES:

Assist in the research, preservation, authentication, documentation, storage and exhibition of artifacts. Involves: Research pertinent information to identify, restore and exhibit artifacts; catalog entries and didactic text for exhibitions. Prepare reports on condition of artifacts. Maintain and update information in the curatorial files on artifacts and works as it pertains to museum collections, exhibitions and biographies. Prepare catalogs, brochures and biographical or historical information related to artifacts and exhibits. Assist in the conception and design installations for exhibits and displays. Develop new museum programs studying origin, composition, history and current value of artifacts. Evaluate exhibition and program proposals and make recommendations to management. Assist in the coordination of conservation and research of works and artifacts in the permanent collection.

Assist in development of publicity, public and community relations and educational activities. Involves: Participate in publicity and publication of invitations and other printed materials for exhibitions and various curatorial projects. Respond to media inquiries. Represent the museum at educational and social functions and in the community. Meet with education curators to develop public service activities, tours, or to research grants and other external funding sources to assist with costs of exhibitions. Meet with historians, archaeologists, ethnographers and other museums to evaluate work. Interact with museum members, advisory board members and prospective donors.

Participate in administrative duties. Involves: Ensure artifacts are properly handled, preserved, stored and displayed. Update inventory database. Assist in the development of

curatorial budget. Research, write, edit and submit grant proposals, journal articles, publicity materials, exhibit brochures and catalogs. Provide designated support for programs, projects or activities. Log activities, prepare and submit recurring or requested activity or status reports. Attend meetings, conventions and civic events to promote museum use and solicit donations. Assist visitors, conduct tours and respond to inquiries.

Supervise assigned volunteer staff. Involves: Schedule, assign, and review activities. Prioritize and coordinate museum activities. Instruct, guide and check work. Provide input into employee performance evaluations. Provide training and development of staff, docents and volunteers. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring and termination. Act on behalf of museum curator as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of research, analysis and interpretation of artifacts and their history.
- Application of good knowledge of museum operational methods, techniques and procedures.
- Application of good knowledge of the proper controlled environment, handling, care and preservation of artifacts and objects.
- Application of good knowledge in the utilization of computer hardware, software and peripherals to develop presentations, graphics, publications, invitations and advertisement for the Museum.
- Application of some knowledge of planning, designing and preparing museum exhibits, educational and promotional events and activities.
- Application of some knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of applicable federal, state, and City laws, rules, regulations, related to acquisition, preservation and handling of objects and artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain of effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to research, analyze, prepare and submit grant proposals, journal articles, publicity articles, budget proposals, respond to media inquiries, prepare marketing and advertisement and other management level reports, make presentations.

OTHER JOB CHARACTERISTICS:

- Occasional bending, stoop, crouching, climbing and working onadders and lifts, exposure to disagreeable chemicals and fumes, power and hand tools utilized in the design and execution of museum displays or handling and preservation of museum artifacts.
- Occasional lifting, carrying and transporting materials, artifacts and displays weighing up to 50 pounds.
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HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *YBT*
DATE: April 2, 2009
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 GRADE</u>
PROPOSED Public Safety Communicator Trainee	19755 GS 50

The creation of the proposed job class was requested by the Chief of Police 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:

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"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)

Mayor
John F. Cook

City Council

District 1
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Emma Acosta

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Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

SERVICE WITH HONESTY & RESPECT

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JOB SPECIFICATION

PUBLIC SAFETY COMMUNICATOR TRAINEE

Code 19755
Grade GS 50

General Purpose

Under immediate supervision, this classification will serve as a training classification in preparation for processing emergency and non-emergency telephone calls requesting Police, Fire and Medical assistance and dispatch, monitor and coordinate activities of Police, Fire and Medical personnel using a multi-channel radio system, depending on area of assignment.

Typical Duties:

Attend and successfully complete classroom sessions and floor training to gain knowledge, skills and abilities necessary to perform the duties of the Public Safety Communicator classification. Involves: Process emergency and non-emergency telephone calls and dispatch, monitor and coordinate activities of emergency personnel. Dispatch and monitor police, fire and medical communications using a multi-channel radio system and enter information into computer aided dispatch (CAD) system. Provide accurate and understandable directions to citizens, field personnel, and other law enforcement agencies and ask relevant questions to ascertain type of call for service. Monitor a variety of electronic equipment and radio channels. Perform related incidental duties contributing to realization of unit or team objectives as required.

Knowledge, Skills, and Abilities

- Application of some knowledge of basic telephone usage techniques and public relations.
- Application of some knowledge of radio dispatch and fire and medical emergency response procedures.
- Application of some knowledge of City geography, landmarks and streets.
- Application of some knowledge of Federal Communication Commission, departmental and other applicable rules and regulations, other laws, policies, procedures, regulations regarding telecommunications, dispatching and controlling vehicles when responding to routine and emergency field situations.
- Operate radio communications equipment and computers, simultaneously monitor multiple computer screens and perform other dispatch-related tasks.
- Ability to multi-task and remain focused and attentive for extended periods of time.
- Gather and interpret pertinent facts from distressed or irate callers.
- Read and understand, oral, written, or technical information including maps to answer questions and solve practical problems.
- Comprehend and express oneself orally, clearly and concisely, using proper diction, in English and Spanish.
- Provide timely, calm and appropriate responses and instructions in emergency situations based on established procedures.
- Ability to react quickly and calmly, make sound judgements, and work in a courteous manner with co-workers and the public in stressful situations.
- Write routine reports and activity logs, and correspondence.
- Ability to type accurately at a rate of thirty-five (35) words per minute.
- Safe operation and care of telephone communications including the language line and the Telecommunications Device for the Deaf (TDD) system, and related computer equipment.



JOB SPECIFICATION
PUBLIC SAFETY COMMUNICATOR TRAINEE

Code 19755
Grade GS 50

Other Job Characteristics

- As essential personnel, subject to mandatory recall and flexible or extended work hours including weekends, holidays and emergencies.
- Must successfully pass an audiogram, drug screening and stringent background investigation.
- Continuously sit, wearing a headset

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years general work experience, one (1) year of which included public contact.

Licenses and Certificates:

Successfully complete the American Heart Association Cardio-Pulmonary Resuscitation (CPR) Health Provider Course or equivalent and Basic First Aid, or Association of Public-Safety Communication Officials (APCO) Telecommunicator course, Texas Crime Information Center/National Crime Information Center (TCIC/NCIC) certification and APCO Emergency Medical Dispatcher (EMD) course. Certification by the Texas Law Enforcement Telecommunication System/National Law Enforcement System (TLETS/NLETS). Must obtain all licenses and certifications within 6 months of time of appointment.

Texas Commission on Law Enforcement Education and Standards (TCLEOSE) within 1 year of appointment.

All licenses and certificates must be maintained during course of employment, to include Department and Division requirements for continuing education credits.

Promotion: Upon successful completion of the six months training program, the trainee will be promoted to the regular position.

Approved by: _____
Human Resources Director



Police Chief