

DATE: Oct 28, 2009

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza 10<sup>th</sup> Fl.; El Paso, TX TELEPHONE 915-541-4701

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

Agenda for the Council Meeting of November 3, 2009

Item should read as follows: Re-appointment of James R. Ratcliff to the Building and Standards Commission as requested by Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: Serve as an Alternate member

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

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

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

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: \_\_\_\_\_

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: N/A  
RESIGNED N/A  
REMOVED N/A

DATE OF APPOINTMENT: 11/03/2009

EXPIRATION DATE OF NEW APPOINTEE: 11/03/2011

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

2<sup>nd</sup> TERM: X

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

# James R. Ratcliff

Cell:

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## PROFESSIONAL EXPERIENCE

**TraceAnalysis, Inc., El Paso, Texas 79922**  
*Chemist/Supervisor/Lab Manager*

2002—Present

- Lab manager and supervisor.
- Trained full and part-time employees on shipping and receiving of samples procedures, client relations, and GLP for sample analyses.
- Performed all wet chemistry analyses, as per EPA and Standard Methods for the following methods: TDS, TSS, Oil and Grease (Freon and hexane extraction methods), Hexavalent Chromium, COD, Alkalinity, pH, and BOD.
- Performed anion (Cl, FL, Br, NO<sub>2</sub>, NO<sub>3</sub>, PO<sub>4</sub>, SO<sub>4</sub>) analyses on samples via ion chromatography.
- Provided guidance to customers requesting analytical methods, cost estimates, and sample preparation.
- Performed lab maintenance for analytical equipment, including the ion chromatograph.
- Updated, upgraded, and maintained computer software, data and hardware for computers and devices.

**YMCA—Westside Branch, El Paso, Texas 79912**  
*Gymnastics Instructor*

1999—2002

- Taught children, ages 3 to 14, basic to intermediate gymnastics skills.
- Demonstrated and taught progressive skill training techniques for gymnasts learning beam, floor, and vault routines.

**Burnett Personnel Services, Information Technology Group, Houston, Texas 77042**  
*Technical Support Analyst*

1998—1999

- Collected computer hardware and software inventory and prepared computers for Windows NT 4.0 rollout.
- Provided phone support for customers with technical problems concerning DirecPC hardware and software.

**ViroTex Corporation, Research and Development, The Woodlands, Texas 77381**  
*Consultant*

1997—1997

- Developed, modified, and characterized experimental medicinal polymers, solutions and bioerodable pharmaceutical adhesives.
- Determined pharmaceutical drug release profiles for bioerodable adhesives.
- Trained and tested by ViroTex in the following areas: HPLC analysis, GMP, GLP, and FDA procedures for the development of new drug products.

Riviana Foods, Inc., Technical Services, Houston, Texas 77007  
*Process Development Professional*

1993 - 1997

- Developed new product manufacturing processes and utilized new technologies to enhance rice process efficiency and product quality.
- Optimized all process lines to achieve maximum yield and the highest quality of product.
- Supervised contract workers and hourly employees in an experimental plant environment.
- Created a variety of experimental quick-cooking, value-added rice products.
- Provided guidance for experimental instant rice process line innovations and developments to technical services, marketing, sales, and manufacturing departments.
- Created and updated rice product specifications.
- Consulted marketing, sales and manufacturing departments about specification updates.

*Quality Assurance Technologist*

1990 - 1993

- Inspected all Riviana rice products (i.e. Success, Mahatma, Carolina, Success Water Maid rice blends) and all manufacturing and storage facilities for quality and product protection.
- Monitored product condition of brown and white rice in barges for ship loading.
- Performed physical and chemical quality assessments on rice, vegetable, and seasoning products.
- Evaluated vitamin and pesticide profiles for rice, flour, and enrichment products using Hewlett Packard GC and Varian HPLC.
- Conducted taste panels for rice cakes and new instantized rice products evaluation.

## EDUCATION

Texas A&M University. College Station, Texas  
Master of Science degree in **Food Science and Technology**  
Thesis topic: "Color and Fatty Acid Profiles of Texas Pecans"  
Major Subjects: Food Science, Nutrition, and Biochemistry

Texas A&M University. College Station, Texas  
Bachelor of Science degree in **Scientific Nutrition**  
Major Subjects: Food Science, Nutrition, Biochemistry, Chemistry, and Physiology

## CONTINUING PROFESSIONAL TRAINING

- Received training on basic Cisco routing configuration and networking at El Paso Community College
- Trained for certification in administering and supporting Windows NT 4.0 at C-Trec, Inc.
- Trained by New Horizons, Inc. in internetworking with TCP/IP on Windows NT 4.0.
- "The Dale Carnegie Course"
- "Fundamentals of Liquid Chromatography" course conducted by Varian Instrument Group.
- Fred Pryor seminar: "How to Solve Communication Problems".
- O.S.S. International course on "P.C. Support and Maintenance for DP and MIS Professionals".
- Environmental Sanitation seminar conducted by the Okumura Biological Institute, Inc.
- PittCon short course on the P.C. in the laboratory.