

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

DEPARTMENT: Fleet Services

AGENDA DATE: 12/21/04

CONTACT PERSON/PHONE: Fleet Services, Jeffrey Belles, (915) 621-6822

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Provisional Appointment

BACKGROUND / DISCUSSION:

This request is to fill the Central Maintenance Services Supervisor position on a provisional basis. The position is currently vacant due to the retirement of the incumbent. This position is needed to ensure a smooth transition until a permanent employee is hired.

PRIOR COUNCIL ACTION:

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

No

AMOUNT AND SOURCE OF FUNDING:

Salary and benefits have been budgeted for FY/05.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****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: _____

JOE WARDY
MAYOR

JOYCE WILSON
CITY MANAGER

JEFFREY A. BELLES
DIRECTOR



CITY COUNCIL
SUSAN AUSTIN, DISTRICT 1
ROBERT A. CUSHING, JR., DISTRICT 2
ALEXANDRO LOZANO, DISTRICT 3
JOHN F. COOK, DISTRICT 4
PAUL J. ESCOBAR, DISTRICT 6
VIVIAN ROJAS, DISTRICT 7
ANTHONY W. COBOS, DISTRICT 8

**FLEET SERVICES
DEPARTMENT**

O.K. - DMB
DATE: *DA* 12-13-04

To: Terry Bond, Human Resources Director
From: Jeffrey Belles, Director
Subject: Provisional Appointment
Date: December 2, 2004

JB 12/3/04

RECEIVED

DEC 06 2004
de
HUMAN RESOURCES DEPT.
ADMINISTRATION

I am requesting provisional appointment for Mario V. Garcia to the position of Central Maintenance Services Supervisor (GS 25, job code 336400) for six months. This position is being vacated by the retiring of Mr. Joe Soto effective December 17, 2004.

Mr. Garcia is currently a Maintenance Mechanic II (GS 19, job code 342200) and meets the minimum qualifications for this position.

Funding account #31010326-01101-31001.

Thank you.

DEC 10 '04 PM 2:24

DMB:
Does dept. have funds available?
MC

DMB
[Signature]