



Civil Service Commission Appeal

Employee Name: Gallegos, Elisa	Position Applying For:	Is Appeal Timely?
Current Position: Recreation Program Supervisor (PM:122)	Community Center Supervisor (PM:125)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Reason for Disqualification: Lacks Minimum Qualifications

Lacks Education ☒

Lacks Experience ☐

Required Minimum Qualifications:

A Bachelor's degree in recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Applicant Qualifications:

Education: Associates of Science General Studies in Sciences

Experience: Recreation Program Supervisor

03/2018 - Present

5 yrs. 9 mos

Comments:

The position requires a Bachelor's degree in recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Ms. Gallegos has not completed a Bachelor's degree or higher in recreation management, physical education or a related field. Therefore, she does not meet the minimum educational requirement. She currently holds an Associates of Science General Studies in Sciences.

Ms. Gallegos previously appealed a disqualification for the same reason for the Community Center Supervisor position on August 1, 2022 and her appeal was denied by the Civil Service Commission on September 8, 2022.



City Rules and Policies:

Ordinance 8065 – Civil Service Commission Rule 5, Section 1 (a).

(Please refer to Attachment A)

Application and Appeals Policy

(Please refer to Attachment B)

Prepared by: RJ

Reviewed by: *Erica Salamanca*
02/29/2024

Date: 2/27/2024



Civil Service Commission Appeal

Recruitment Factsheet

Recruitment Title: Community Center Supervisor 16110-0224

Recruiting Department: Parks Recreation Administration

Total Applications

Rec'd: 53

of City Applicants: 15

of External Applicants: 38

Total # of Applicants Failed

Minimum Qualifications: 37

Lacked Education: 31

Lacked Experience: 28

Lacked Ed & Exp: 27

Other:

Total # of qualified to taking
Exam:

Total # Failed the
Exam:

of City Applicants:

of External Applicants:

No-Show to Exam:

of City Applicants:

of External Applicants:

Total # of Applicants who
passed the Examination

Qualified City Employees:

Qualified External Applicants:

Appeal Form

To Whom It May Concern:

I, Elisa Galleps, hereby appeal my disqualification to take the
examination for: Community Center Supervisor (Examination Title)

Date notified of disqualification: 2.21.24

Disqualified Under **CIVIL SERVICE RULE (C.S.C.)** and/or **HUMAN RESOURCES (HR) POLICY**:
 Check all boxes that are applicable.

Lacks Minimum Qualification – Rule 5.1.(a) ☒ Convicted of a felony, or a misdemeanor – Rule 5.1.(b) ☐

Human Resources Policy: Dismissed from Public Service ☐ Dismissed from City Employment ☐

OTHER ☐ (write specific C.S.C. Rule or HR Policy you are appealing)

C.S.C. Rule 5.1.(a) Applicant Does Not Meet Minimum Qualification	YES	NO
Do you meet the educational requirements as stated in the job specification for this position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detail your qualifying experience (use additional paper if necessary)		
<u>See attached explanation</u>		
C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor	YES	NO
Is your conviction job related to the position sought?	<input type="checkbox"/>	<input type="checkbox"/>
Will the conviction hinder your ability to perform the duties of this position?	<input type="checkbox"/>	<input type="checkbox"/>
Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.		


Qualifying experience

I have been a Recreation Program Supervisor for approximately 6 years and in those 6 years I have been at various recreation centers in the city. I have worked at centers which have the community center supervisor position (the position I am applying for) and have been tasked with taking part of the responsibility that they have while assigned there. My current duties are very similar, with many of them the same as, to the duties of a community center supervisor.

Explanation of why I am appealing

I have worked in Parks & Recreation for approximately 11 years and my career in this department started at the base level. I have held all recreation center positions, up to my current position, Recreation Program Supervisor, and Community Center Supervisor is the next step in the career path. I feel that my experience, and years of service in the current position, has more than adequately prepared me to perform well at the position of Community Center Supervisor. My total years of service is a testament to my interest and wanting to move forward as a career. Working in recreation centers is a unique experience that require many skills, especially because each location is different and requires adaptation in order to best serve the community. I understand that education is important and that is why I have continued to work towards completing my bachelor's degree and am more than 75% complete. My estimated completion date is approximately October 2024. I strongly feel that my experience plays a large part in making me a great candidate for this position, as well as the fact that I have been working towards, and will complete, obtaining my bachelor's degree.

I do feel that the Community Center Supervisor position is one where experience plays a large part of knowing the job and being able to perform the job well. For this position the bachelor's degree that is required is a broad range (A Bachelor's degree in recreation management, physical education or a related field) and I feel that is a reason that experience should be taken more into consideration. Recreation management isn't a degree option that is offered anywhere near El Paso and physical education is very different from recreation management.

EMPLOYMENT APPLICATION	
 <p>CITY OF EL PASO 300 N. Campbell El Paso, Texas 79901 915-212-0045 http://www.elpasotexas.gov</p> <p>Gallegos, Elisa 16110-0224 COMMUNITY CENTER SUPERVISOR</p>	<p>Received: 2/9/24 1:49 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>
PERSONAL INFORMATION	
POSITION TITLE: COMMUNITY CENTER SUPERVISOR	EXAM ID#: 16110-0224
NAME: (Last, First, Middle) Gallegos, Elisa	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 681 Zebu, El Paso, Texas 79927	EMAIL ADDRESS: elisagallegos4@gmail.com
HOME PHONE: (915) 328-1971	
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX Number: 18425429
What is your highest level of education? Some College	

PREFERENCES
ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)
OBJECTIVE: To continue my career in the Parks and Recreation Department and have the opportunity to make a difference in the community

EDUCATION		
DATES: From: 8/2020 To: Present	SCHOOL NAME: Park University	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 7 - Semester
MAJOR: Interdisciplinary Studies/Business Management & Psychology		
DATES: From: 6/2016 To: 7/2017	SCHOOL NAME: El Paso Community College	DEGREE RECEIVED: Associate's
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 4 - Semester
MAJOR: Associates of Science		
DATES: From: 8/2004 To: 5/2006	SCHOOL NAME: University of Texas at El Paso	DEGREE RECEIVED: No Degree
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: Electrical Engineering		
DATES: From: 8/1998 To: 5/2002	SCHOOL NAME: Clint High School	DEGREE RECEIVED: High School Diploma
LOCATION: (City, State/Province) Clint, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE		
DATES: From: 3/2018 To: Present	EMPLOYER: City of El Paso	POSITION TITLE: Recreation Program Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		
PHONE NUMBER: 915-212-0580	SUPERVISOR: Lluvia Espinoza - Recreation and Sports Coordinator	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 5	

DUTIES:

Oversee the administration of a major recreation facility. Monitor facility to ensure safe environment for participants. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and activities. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Recommend and incorporate changes and improvements.

Represent the department information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond to complaints. Resolve problems and recommend appropriate action. Prepare reports and recommendations. Direct the preparation of activity reports. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

Supervise assigned staff. Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants.

DATES: From: 5/2015 To: 3/2018	EMPLOYER: City of El Paso	POSITION TITLE: Recreation Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		COMPANY URL: www.elpasotexas.gov
SUPERVISOR: Joe Castro - Community Center Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 4	

DUTIES:

Oversee and monitor daily activities at recreation center. Register and take fees for leisure classes, mini sports, and other center programming. Monitor individual scholarship accounts, monitor correct usage/application of fees. Schedule activities, practices, rentals at recreation center. Oversee mini sports program. Create league schedules, schedule and manage practice times, create teams for mini sports developmental leagues and programs. Monitor equipment use, keep center clean and organized. Work with other staff to ensure smooth daily operations of the center and its programs. Monitor staff to ensure that daily tasks/assignments are being finished. Make sure opening and closing procedures are being done on a daily basis. Answer phone and interact with the public to provide information. Prepare deposits, monitor for overages or shortages, help center director with monthly reports as assigned. Help plan quarterly programming. Work with other departments for special events, or other leagues.

REASON FOR LEAVING:

Promotion

DATES: From: 8/2013 To: 5/2015	EMPLOYER: City of El Paso	POSITION TITLE: Recreation Leader
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		COMPANY URL: www.elpasotexas.gov
SUPERVISOR: Carlos Martinez - Community Center Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		

DUTIES:

Monitor participants, set up for various classes, assist/implement different skills camps, assist with programming ideas, promote various city activities.

Assist in different recreation activities going on in the center. Greeting public, answering phones, providing information regarding various activities. Register participants for classes, mini-sports, parent classes, youth player ID's. Collect money. Keep current monthly attendance and inventory as assigned by supervisor.

REASON FOR LEAVING:

promotion

DATES: From: 3/2013 To: 8/2013	EMPLOYER: City of El Paso	POSITION TITLE: Sports Site Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		
PHONE NUMBER: 915-534-0254	SUPERVISOR: Hiram Samaniego - community Center Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 25		

DUTIES:

Monitoring different sports leagues/games. Assisting in setting up/breaking down gym, softball fields, volleyball courts. Doing proper ID checks for different leagues. Answering phones and directing participants to proper places. Supervising/monitoring games at different places.

REASON FOR LEAVING:

promotion/better job opportunity

DATES: From: 10/2011 To: 8/2012	EMPLOYER: City of El Paso	POSITION TITLE: Youth activity specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 20		

DUTIES: Ran after school program at Marty Robbins with 15-20 children. Organized sports activities, daily activities, indoor/outdoor games. Helped run sports at Club Rec.		
DATES: From: 10/2004 To: 10/2011	EMPLOYER: YWCA	POSITION TITLE: Activity Leader/Aid
ADDRESS: (Street, City, State/Province, Zip/Postal Code) El Paso, Texas, 79907		
PHONE NUMBER: (915) 859-0276	SUPERVISOR: Pat Davila - Afterschool Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$300.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Activity Leader-In charge of planning/implementing weekly lesson plans, supervision of school age children, supervising and working with Activity Aid Summer Camp Activity Leader-planning/implementing lessons for arts&crafts, multi-activity center (science, group games, etc) for approx 80 children, ages 5-12, supervision during field trips, working with various other Leaders and Aids Activity Aid-assisting Activity Leader with lesson plans, interacting with school age children		
REASON FOR LEAVING: better job opportunity		

CERTIFICATES AND LICENSES	
TYPE: CPR/First Aid/AED	
LICENSE NUMBER:	ISSUING AGENCY: American Red Cross

Skills
OFFICE SKILLS: Typing:60 Data Entry:0
OTHER SKILLS:
LANGUAGE(S): Spanish - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES
Nothing Entered For This Section

Job Specific Supplemental Questions

1. **What is the highest level of education you have completed?**
Associate's Degree
 2. **How many years of experience do you have in recreation supervision?**
6-8 years
 3. **Do you have a valid USA driver's license? If so, what type of driver's license do you have?**
Texas Class C or equivalent from another state.
 4. **Describe your knowledge of recreation and/or aquatic programming, principles, practices and trends.**
Considerable knowledge of recreation and/or aquatic programming, principles, practices and trends.
 5. **Describe your knowledge of recreation facilities management principles and practices.**
Considerable knowledge of recreation facilities management principles and practices.
 6. **Describe your knowledge of planning and implementing recreation and/or aquatic programs.**
Considerable knowledge of planning and implementing recreation and/or aquatic programs.
 7. **Describe your knowledge of supervisory and customer service techniques.**
Considerable knowledge of supervisory and customer service techniques.
 8. **Briefly describe any experience and expertise you have in maintaining effective and positive working relationships with coworkers, officials, contractors, participants and the general public.**
I have been in a supervisory position for over 5 years and have worked at various recreation centers with different communities and have been successful at starting programs tailored to different needs. I have started recreation leagues, been part of the contracting process for officials, maintain relationships with customers from centers I have worked at. I have cultivated ,and kept, several key networking community partners that benefit many of our recreation centers. I am knowledgeable in other departments and provide information to the general public on what they may need to know. I have been involved in the interview process for new hires, as well as been part of the orientation process for our new hires.
 9. **Required supplemental questions and answers are considered an examination component and will generate a score.**
I understand that my answers to the supplemental questions will generate a score.
 10. **I understand that I am being tested on a conditional basis pending a review of minimum qualifications. Note: Only applications that pass the supplemental questions exam will be reviewed.**
I understand that I am being tested on a conditional basis pending review of minimum qualifications.
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of El Paso and will not be returned. I understand that the City of El Paso may contact prior employers and other references.

I understand that completion of this Application for Employment does not guarantee that I will be employed by the City of El Paso.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, is grounds for, and may result in, my immediate termination.

Application time limit: I understand that application forms are active for the length of the eligible list which is normally six months unless otherwise stated. All persons must reapply after that period.

Falsification: I understand that falsification of information listed on my application or presented to the City of El Paso can be grounds for serious reprimand or termination.

Employment testing: I understand that all required drug tests, pencil-and-paper tests, physical exams, or electronic or other tests will be used in the employment decision.

Condition of Employment: I understand that I must provide official proof of Education (transcripts, diplomas, certificates), driver's license (if required), within 3 days of being contacted with a job offer.

This application was submitted by Elisa Gallegos on 2/9/24 1:49 PM

Recreation Programs Operations Group Job Family							
Job Code	Current Job Title	Type of Position	Current Grade	FLSA Status	Education	Experience	Lead or Supervisory
U6535	Water Parks Manager	Unclassified	PM 126	Exempt	BA	3	1
16110	Community Center Supervisor	Classified	PM 125	Exempt	BA	2	2
16120	Aquatics Supervisor	Classified	PM 123	Exempt	AA	2	0
16130	Recreation Program Supervisor	Classified	PM 122	Non-Exempt	AA	2	0



CITY OF EL PASO
Established Date: Apr 23, 2006
Revision Date: Oct 9, 2023

Community Center Supervisor

Class Code:
16110 PM 125

SALARY RANGE

\$22.14 - \$34.69 Hourly
\$1,771.54 - \$2,775.00 Biweekly
\$3,838.33 - \$6,012.50 Monthly
\$46,060.00 - \$72,150.00 Annually

FLSA:

Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in recreation management, physical education or a related field, and two (2) years recreation supervision experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state. Aquatic positions require lifeguard certification, Lifeguard Management, and Certified Pool Operator (CPO) certifications within six months of hire.

GENERAL PURPOSE:

Under direction, supervise and participate in planning, organizing and implementing recreational activities at a large recreation site, programs or aquatics clusters for different population groups

TYPICAL DUTIES:

Oversee the administration of a major recreation facility. Involves: Prepare and monitor annual user fee budget. Review expenditures. Monitor facility to ensure safe environment for participants. Ensure room setup is complete. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative

programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

Represent the department and provide technical support, information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond to complaints. Resolve problems and recommend appropriate action. Prepare reports and recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of recreation and/or aquatic programming, principles, practices and trends.
- Application of considerable knowledge of recreation facilities management principles and practices.
- Application of good knowledge of planning and implementing recreation and/or aquatic programs.
- Application of good knowledge of supervisory and customer service techniques.
- Application of some knowledge of basic bookkeeping methods and techniques.
- Basic knowledge of computer hardware, software, and peripherals.
- Assess community recreation needs and develop appropriate recreation programs and activities.
- Optimize facility usage.
- Clear concise oral and written communication to prepare reports and make public presentations.
- Establish and maintain effective and positive working relationships with coworkers, officials, contractors, participants and the general public.
- Ability to lift 25 pounds.
- Ability to bend, kneel, and climb a ladder.

- Ability to work independently and make sound decisions.

OTHER JOB CHARACTERISTICS:

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- Some positions may be exposed to chemicals used for cleaning and pools.
- Some positions are subject to call back and work evening and weekend hours.
- Occasional driving in City traffic.
- Ensure cleanliness of facility at all time

CLASSIFICATION STATUS:

(Ord. 016352 04/25/06), (HR 10/26/11), (CC 07/29/12), (HR 05/22/22), (HR 09/11/22), (HR 03/12/23), (HR 09/10/23), (HR 10/09/2023)

As provided under Civil Service Rule 4, Section 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.

Attachment A

RULE 5

Application and Promotional Process and Lateral Transfer Process

Section 1. Filing of Applications.

Except as otherwise provided for herein, applicants for all positions, must file an application with the Human Resource Department not later than the date specified in the job posting and in the manner prescribed in the job posting.

The Human Resources Director, subject to appeal to the Commission, will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:

- (a) He is found to lack any of the minimum requirements established in the classification for the position and grade for which he applies; or
- (b) He has been convicted of a felony, or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought; or (Amended 8/25/09, 11/2/10)
- (c) He is found by the Commission to have committed any act, either while in the service of the City or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission, would be sufficient to constitute a just cause for discharge from the Civil Service as defined in Article VI, Section 6.13-3 of the Charter.

Section 2. Appeals from Disqualification from Examination.

a. Applicants who are disqualified from taking an examination may appeal to the Civil Service Commission provided they appeal within three (3) working days from the date of the notice. The three (3) working day period begins the date the notice was emailed. Individuals who appeal must file a written rebuttal in a format prescribed by the Human Resources Director. If the applicant fails to update their contact information or respond within the timelines set, no further action will be taken. (Amended 8/21/07, 8/25/09, 9/17/13)

b. Untimely appeals will not be accepted.

c. If the examination is held before the appeal is heard and determined by the Commission, the Human Resources Director may allow the applicant to take the examination conditionally pending the Commission's determination. If a conditional applicant fails to achieve a passing grade on an examination, the appeal shall be administratively dismissed and the appeal will not be forwarded to the Commission and no further action will be taken. (Amended 8/25/09)

Section 3. Frequency and Examination.

Examinations will be given whenever needed to fill a vacancy for which an adequate list does not exist. (Amended 12/11/84, 1/24/89, 8/21/07)

Section 4. Eligibility.

A person is eligible to take promotional examinations after actual service in a regular position for six months and when he fully meets the qualifications for the class as specified in the job description. The six months of actual service will be deemed to have been met if the employee successfully completes the six months of service by the date the first component of the examination is administered, and the employee is recommended for regular status. (Amended 10/21/97, 8/21/07, 8/25/09, 9/17/13)

Section 5. Seniority and Efficiency Points

Seniority points will be awarded to the score of City Employees provided that the minimum passing grade is achieved on the examination or evaluation. City Employees may receive a maximum of five additional points that can be added to their score for seniority points. (Amended 3/6/12, 3/7/17)

Section 6. Special Credit

Ratings for Veterans

A veteran, who has obtained a passing score, shall have his rating on an original entrance examination advanced five points. A veteran is defined as any person who has served on active duty in the Armed Forces of the United States, or any division thereof, including the Coast Guard, for a period of 180 days and presents a DD 214 indicating an honorable discharge from said service. (Amended 8/21/07, 8/25/09)

- a. To qualify for an additional five-point increment based on disability, such disability must be at least 30 percent, certified by the most recent letter from the Veteran's Administration. (Amended 8/21/07)
- b. Nothing in this provision will be construed to authorize or direct the placing of the name of any person on any eligible list who does not meet the physical standards set by the Human Resources Director for the position for which the eligible list has been created.

Section 7. Penalty for Deceit in Examination.

Where deceit in an examination is alleged, and the examinee denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances to exist, the examinee will be permitted to finish the examination, and a full report shall be submitted immediately to the Human Resources Director, who will conduct an appropriate investigation. Should the Director find that the applicant engaged in deceitful conduct in connection with the examination, the applicant will be disqualified. (Amended 8/21/07, 9/17/13)

Section 8. Duration of Eligible Lists.

The Human Resources Director will compile lists of eligible promotional candidates for job classifications and maintain them as necessary and appropriate. Eligible lists other than reinstatement and transfer lists will normally expire 6 months from the date they are certified unless extended by the Human Resources Director.. (Amended 1/24/89, 8/21/07, 9/17/13)

Section 9. Removal from the Promotional List of Persons Permanently Separated from Service.

The names of persons permanently separated from the service on account of resignation, discharge or other cause, will be removed from all promotional applicant lists by the Human Resources Director.

Section 10. Removal from Lower List if Appointed from Higher List.

Regular employees whose names are on promotional eligible lists of different grades or lists with different salary schedules will be removed from the lower grade promotional eligible lists or promotional lists with a lower salary schedule upon promotion to a higher grade position or one with a higher salary schedule. (Passed 3/28/91 and Amended 8/21/07)

Section 11. Required Licenses or Certificates

All employees who are required to have a license or certificate as a condition of employment shall maintain such licenses or certificates in a current status as long as their job specification requires it. Failure to maintain or obtain such license or certificate as required by the employee's job specification shall constitute just cause for disciplinary action as described in Rule 8. (Passed 8/25/09)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07, 8/25/09, 9/17/13)

- a. The position is in the same class and grade as the one from which transfer is made; or
- b. The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94 and 7/31/07)

Section 13. Transfer During Probationary Period.

- a. In order to have a request for a transfer approved, a person must have completed a probationary period in the class to which transfer is being requested, except as provided in paragraph b.
- b. In cases where a position is abolished, a transfer request may be made by either the employee or the City. In such cases, a transfer may be approved while the employee is still serving in a probationary period for the class to which transfer is requested, provided that the balance of the employee's probationary period not yet served be retained by the employee in the new department, and that the rules regarding transfer and the order of certification and all provisions regarding transfers are met. (Passed 1/2/85) (Amended 9/13/05)

Attachment B



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Applications and Appeals Policy

Creation Date: October 18, 2011

Revision Date: August 5, 2013; May 30, 2015

Prepared By: HR Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS POLICY

I. POLICY

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES

A. Acceptance of Applications

1. The Human Resources Director or Designee will establish a filing period to accept applications for a particular position
 - a. All job seekers must complete an application for a particular position through the City's online application system.
 - b. A filing period with a specific closing date may be established for a job posting.
 - c. When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
 - d. When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications

1. Human Resources Director: As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. Hiring Official: When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position:

- Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for the appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) Criminal History: The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, or;*

- c) Dismissed from Public Service: The applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

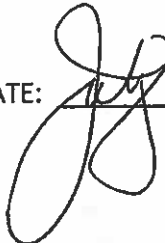
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) Regular Employee: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed to the applicant. Late appeals will not be accepted.
 - b) Original Applicant: With the exception of C.1.(b) above, Criminal History, which applicants may file a written appeal to the Civil Service Commission in the form and manner described, original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) Appeal Form: Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.
- F. **Application Retention and Reuse:** Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.
- G. **Contact Information:** An applicant may update contact information by logging onto their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.
- H. **Non-Disclosure of Examinations:** Examination questions, and answers to test questions that do or may reveal examination questions, are exempt from public disclosure under the Texas Public Information Act (the "Act"). Accordingly, requests for a copy of the examinations and/or such examination answers will be denied pursuant to the relevant provisions of the Act.

APPROVED BY:

FOR 
TOMAS GONZALEZ, City Manager

DATE:

 July 14, 2015