



Department of Human Resources

MAYOR
Renard U. Johnson

TO: Steven Flores, Engineering Lead Technician
FROM: Mary Wiggins, Chief Human Resources Officer *MW*
DATE: February 4, 2025
SUBJECT: Discussion and Action on Disqualification Appeal to take Examination and/or Removal of Names from Eligible List for the Capital Improvement Department, in accordance with C.S.C. Rule 5.1.(A) and City's Application and Appeals Policy

CITY COUNCIL

District 1
Alejandra Chávez

District 2
Dr. Josh Acevedo

District 3
Deanna M. Rocha

District 4
Cynthia Boyar Trejo

District 5
Ivan Niño

District 6
Art Fierro

District 7
Lily Limón

District 8
Chris Canales

Your appeal has been placed on the Civil Service Commission Agenda as Item #9 for their meeting to be held on **Thursday evening, February 13, 2025**. The meeting will be at **6:00 P.M.**, in the **Main Conference Room, 2nd Floor, City Hall (300 N. Campbell)**. Please attend the meeting to answer any questions the Commission may have regarding this matter. Failure to attend the meeting to address the Commission may result in your appeal being deemed withdrawn.

Please call Claudia Cancellare, Employee Relations Officer, at (915) 212-1498 or Cecy Mungaray, Employee Relations Officer at (915) 212-1430 if you have any questions.

If you have any questions, please call Symone Menchaca at (915) 212-1242.

CITY MANAGER
Dionne Mack

Signature: *Mary Wiggins*

Email: WigginsML@elpasotexas.gov

Mary Wiggins PHR, SHRM-CP – Chief Human Resources Officer
Department of Human Resources | 300 N. Campbell | El Paso, TX 79901
O: (915) 212-0045 | Email: WigginsML@elpasotexas.gov





Civil Service Commission Appeal

Applicant Name: Steven Flores
Current Position and Grade: Engineering Lead Technician GS 50
Position and Grade Applying For: Engineering Specialist GS 60
Exam Plan: 13813-1224

Reason for Disqualification:
 Applicant lacks two years and three months of increasingly responsible para-professional engineering, construction, or engineering project management experience.

Minimum Qualifications:
 Associate's Degree in Engineering, Drafting Technology, Project Management, Construction Management, or a related field, plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience; or 60 college credit hours in Engineering, Drafting Technology, Project Management, Construction Management, or a related field plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience.

Applicant Qualifications:

Education: Associate of Science – Engineering - Electrical Engineering

Experience:	Engineering Lead Technician	08/20/2023 - Present	1yr. 3 mos.
	Engineering Senior Technician	03/05/2023 – 08/19/2023	5 mos.
	Engineering Technician	10/02/2022 – 03/05/2023	5 mos.
	Engineering Aide	03/01/2020 – 11/06/2021	1 yr. 8 mos.

Comments:

This position requires an Associate's Degree in Engineering, Drafting Technology, Project Management, Construction Management, or a related field, plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience; or 60 college credit hours in Engineering, Drafting Technology, Project Management, Construction Management, or a related field plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience.

Mr. Flores holds an Associate of Science Degree in Electrical Engineering and provided applicable experience on his application, which totaled three (3) years and nine (9) months of experience. He also provided four (4) Supplementary Work Experience forms that included experience as a "Laborer" and "Electronics Technician". However, the dates of employment on the Supplementary Work Experience Forms for "Laborer" did not match the dates of employment that were indicated on Mr. Flores' application. In addition, the forms did not reflect increasingly responsible para-professional engineering, construction, or engineering project management experience. Because of this, Mr. Flores lacks two (2) years and three (3) months of increasingly responsible para-professional engineering, construction, or engineering project management experience.





Civil Service Commission Appeal

Under the Civil Service Rules and Regulations, Rule 5 Application and Promotional Process and Lateral Transfer Process, Section 1, Filing of Applications, subsection 1a. "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."

Applicable City Rules and Policies:

Ordinance 8065 – Civil Service Commission Rule 5, Section 1 (a).
Application and Appeals Policy

(Please refer to Attachment A)
(Please refer to Attachment B)

Prepared By: Elizabeth Perez

Reviewed By: Julia Farmer *[Signature]*

HR-HCM Review: *Erica Salamanca* Date: 02/03/2025



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Civil Service Commission Appeal

Recruitment Factsheet

Exam Plan Title: Engineering Specialist 13813-1224

Recruiting Department: Capital Improvement

Total Applications

Rec'd: 4

of Internal Applicants: 4

of External Applicants: 0

Total # of Applicants Failed

Minimum Qualifications: 2

Lacked Education: 0

Lacked Experience: 1

Lacked Ed & Exp: 0

Other: 1

Total # of qualified to taking

Exam: 4

Total # Failed the Exam: 1

of Internal Applicants: 1

of External Applicants: 0

No-Show to Exam: 0

of Internal Applicants: 0

of External Applicants: 0

Total # of Applicants who passed the Examination

1

Qualified City Employees: 1

Qualified External Applicants: 0



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Appeal Form

To Whom It May Concern:

I, Steven S. Flores, hereby appeal my disqualification to take the examination for: Engineering Specialist [Examination Title]

Date notified of disqualification: 1/16/2025

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 checked="" type="checkbox"/>	<input 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)

I have an Associate degree in Electrical Engineering that meet the minimum qualification of the job opening description as well as the six years of experience I have accumulated from different positions and titles. I have two years of construction experience when I worked for ESA in Las Cruces New Mexico as a laborer. I have then been employed with the City of El Paso and gained both engineering experience and supervisory experience as an Engineering Aide, Electronics technician, Engineering Technician, Engineering Senior Technician and now as a Engineering Lead Technician. As an Engineering Aide I was tasked with conducting traffic control studies for the City Traffic Engineer as well as supervised and train new Engineering Aides that were assigned under me. As an Electronics Technician I learned how to read construction blue prints regarding the installation of traffic lights around the city as well as learning how to trouble shoot if there is an issue. I would also be assigned a team that I would coordinate and use critical thinking to solve issues in a timely manner to have the traffic lights up and running. As an Engineering Technician I learned more about horizontal construction and would be task with inspecting the restoration of concrete sidewalks, curbs, gutters and driveways as well as the repair and restoration of asphalt for roads. As an Engineering Senior Technician, I would be task to similar responsibilities as an Engineering Technician but now in a bigger scale with the added bonus of training and supervising the new Engineering Technicians. Currently I am an Engineering Lead Technician where I am task to inspect both horizontal and vertical construction for city projects assigned to the Capital Improvement Department. Projects such as restoration of entire library buildings, police station, fire station and other properties that belong to the City of El Paso.

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.

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HR Policy: Dismissed from Public Service
HR Policy: Dismissed from City Employment

YES

NO

Are the circumstances of your dismissal related to the duties of the position being sought?

Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue.

Other _____ (cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing

Name: Steven S. Flores Address: _____ City/State/Zip El Paso, TX, _____

Telephone: _____ Person ID #: _____ (Neogov)

Stamp

Applicant Signature: Steven S. Flores Date: 1/21/2025

Received by CSC
Recorder

Please note: In accordance with the Texas Public Information Act, information from your application and/or résumé is subject to release to the public.

The electronic transmission of this appeal form via e-mail will constitute a signature:

Check signifies electronic signature



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SUPPLEMENTARY WORK EXPERIENCE		
<p>City of El Paso 300 N. Campbell, 1st Floor, El Paso, TX 79901 915-212-0045 http://www.elpasotexas.gov</p>		
NAME:(Last, First, Middle) Flores, Steven, Samuel	Person ID# [REDACTED]	SS #: (last 4 digits) [REDACTED]
Additional experience for the position of : Engineering Specialist		
WORK EXPERIENCE		
DATES: From: April 2017 To: November 2017	EMPLOYER: ESA Construction	PHONE NUMBER: (575) 652-3441
ADDRESS:(Street, City, State, Zip Code) 645 El Molino Blvd, Las Cruces, NM, 88005		
POSITION TITLE: Laborer	SUPERVISOR: Noe Molina	
HOURS PER WEEK: 40	SALARY: 3200 Monthly	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: As a laborer in ESA I would be task with demolition as well as carpentry such as installing cabinets and table tops. I would also be task with demolition of old tile and placement of new tile and carpet. I would also demo old drywall and would then install new drywall. I would also repair roads and parking lots such as placing new asphalt. I would also learn to read plans lead my own team in different projects.		
REASON FOR LEAVING: Went Back to school.		
Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. <input type="checkbox"/> SSF <input type="checkbox"/> Initials or <input checked="" type="checkbox"/> check for electronic Initials		

Signature Steven S. Flores Date 1/21/2025



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Supplementary Work Experience Form - 1216



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SUPPLEMENTARY WORK EXPERIENCE		
<p>City of El Paso 300 N. Campbell, 1st Floor, El Paso, TX 79901 915-212-0045 http://www.elpasotexas.gov</p>		
NAME: (Last, First, Middle) Flores, Steven, Samuel	Person ID# [REDACTED]	SS #: (last 4 digits) [REDACTED]
Additional experience for the position of : Engineering Specialist		
WORK EXPERIENCE		
DATES: From: April 2018 To: December 2018	EMPLOYER: ESA Construction	PHONE NUMBER: (575) 652-3441
ADDRESS: (Street, City, State, Zip Code) 645 El Molino Blvd, Las Cruces, NM, 88005		
POSITION TITLE: Laborer	SUPERVISOR: Noe Molina	
HOURS PER WEEK: 40	SALARY: 3200 Monthly	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: As a laborer in ESA I would be task with demolition as well as carpentry such as installing cabinets and table tops. I would also be task with demolition of old tile and placement of new tile and carpet. I would also demo old drywall and would then install new drywall. I would also repair roads and parking lots such as placing new asphalt. I would also learn to read plans lead my own team in different projects.		
REASON FOR LEAVING: Went Back to school.		
Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. <input type="checkbox"/> SSF <input type="checkbox"/> Initials or <input checked="" type="checkbox"/> check for electronic Initials		

Signature Steven J. Flores Date 1/21/2025



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SUPPLEMENTARY WORK EXPERIENCE		
<p>City of El Paso 300 N. Campbell, 1st Floor, El Paso, TX 79901 915-212-0045 http://www.elpasotexas.gov</p>		
NAME: (Last, First, Middle) Flores, Steven, Samuel	Person ID# [REDACTED]	SS #: (last 4 digits) [REDACTED]
Additional experience for the position of : Engineering Specialist		
WORK EXPERIENCE		
DATES: From: April 2019 To: November 2019	EMPLOYER: ESA Construction	PHONE NUMBER: (575) 652-3441
ADDRESS: (Street, City, State, Zip Code) 645 El Molino Blvd, Las Cruces, NM, 88005		
POSITION TITLE: Laborer	SUPERVISOR: Noe Molina	
HOURS PER WEEK: 40	SALARY: 3200 Monthly	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: As a laborer in ESA I would be task with demolition as well as carpentry such as installing cabinets and table tops. I would also be task with demolition of old tile and placement of new tile and carpet. I would also demo old drywall and would then install new drywall. I would also repair roads and parking lots such as placing new asphalt. I would also learn to read plans lead my own team in different projects.		
REASON FOR LEAVING: Went Back to school.		
Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. <input type="checkbox"/> SSF <input type="checkbox"/> Initials or <input checked="" type="checkbox"/> check for electronic Initials		

Signature Steven S. Flores Date 1/21/2025



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SUPPLEMENTARY WORK EXPERIENCE		
<p>City of El Paso 300 N. Campbell, 1st Floor, El Paso, TX 79901 915-212-0045 http://www.elpasotexas.gov</p>		
NAME: (Last, First, Middle) Flores, Steven, Samuel	Person ID# [REDACTED]	SS #: (last 4 digits) [REDACTED]
Additional experience for the position of : Engineering Specialist		
WORK EXPERIENCE		
DATES: From: November 2021 To: October 2022	EMPLOYER: City Of El Paso	PHONE NUMBER: (915) 474-4295
ADDRESS: (Street, City, State, Zip Code) 7969 San Paulo Dr., El Paso, TX, 79907		
POSITION TITLE: Electronics Technician	SUPERVISOR: Sergio Flores	
HOURS PER WEEK: 40	SALARY: 2700 Monthly	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: As an Electronics Technician my duties include trouble shooting and conducting maintenance for traffic lights and other associated traffic equipment. This position requires a person to think critically when trouble shooting an issue regarding problems such as traffic lights going out. Which critical thinking and problem solving are great skills for any engineering environment. Typical duties include being called by different departments (ex. EPPD, TxDot, 311) and inform that there is a problem at a certain intersection around the city. Problems include LED bulbs going out were I would replace said bulb while operating heavy machinery. Other duties include having knowledge of repairing electronic devices and troubleshooting different types of software. Other duties include practicing traffic control safety and having knowledge of the Texas MUTCD (Manual on Uniform Traffic Control Devices). I am also task to perform these duties after working hours if I am assigned to be stand by for the week. I would also be assigned a team that I would coordinate and use critical thinking to solve issues in a timely manner to have the traffic lights up and running.		
REASON FOR LEAVING: Was promoted to new position.		



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Note: I understand that this information will not be added to my original online application and will only be used to further evaluate the position indicated on this form. SSF Initials or check for electronic initials

Signature Steven S. Flores Date 1/21/2025

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El Paso Community College

El Paso, Texas

We It Knouton That

Steben Samual Flores

having successfully completed the Course of Study as prescribed by the College and having complied with all the other requirements of the College is hereby awarded the degree of

**Associate of Science
Engineering-Electrical Engineering**

and is entitled to all the rights and privileges appertaining to that degree. In testimony whereof, the Board of Trustees has granted this Diploma bearing the Seal of the College.

Done this eleventh day of December, Two Thousand-twenty.

Chair, Board of Trustees



President of the College



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EMPLOYMENT APPLICATION		
	CITY OF EL PASO 300 N. Campbell El Paso, Texas 79901 915-212-0045 http://www.elpasotexas.gov	Received: 12/12/24 8:00 AM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
	Flores, Steven S. 13813-1224 ENGINEERING SPECIALIST	

PERSONAL INFORMATION		
POSITION TITLE: ENGINEERING SPECIALIST	EXAM ID#: 13813-1224	
NAME: (Last, First, Middle) Flores, Steven S.	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]	
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Some College		

PREFERENCES	
ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Seasonal	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends	

EDUCATION		
DATES: From: 8/2018 To: Present	SCHOOL NAME: University of Texas at El Paso	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State/Province) El Paso , Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UNITS COMPLETED: 1 - Semester
MAJOR: Electrical Engineering		
DATES: From: 6/2016 To: 5/2020	SCHOOL NAME: El Paso Community College	DEGREE RECEIVED: Associate's
LOCATION: (City, State/Province) El Paso , Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 4 - Semester
MAJOR: Electrical Engineering		
DATES: From: 8/2016 To: 5/2018	SCHOOL NAME: Texas Tech University	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State/Province) Lubbock , Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UNITS COMPLETED: 6 - Semester
MAJOR: Electrical Engineering		
DATES: From: 8/2012 To: 5/2016	SCHOOL NAME: Socorro High School	DEGREE RECEIVED: High School Diploma
LOCATION: (City, State/Province) Socorro , Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE		
DATES: From: 9/2023 To: Present	EMPLOYER: City of El Paso	POSITION TITLE: Engineering Lead Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 218 North Campbell St, El Paso, Texas, 79901		
SUPERVISOR: Alfredo Reyes - Chief Construction Inspector		
HOURS PER WEEK: 40	SALARY: \$3,400.00/month	

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DUTIES:
 My duties as an engineering lead technician is to conduct construction inspections for the city Capital Improvement Department. I am tasked with inspecting capital improvement projects such as remediation and/or restoration of city buildings such as police stations, fire station, libraries etc. I make sure the contractor is following city standards and inspect the scope of work such as plumbing, electrical, concrete, rebar, asphalt etc. I make sure contractor is licensed and coordinate weekly progress meetings. I also review pay apps with the contract and project manager that is assigned to the project. I have also been task with training and supervising new inspectors. I conduct pre construction meetings and walkthroughs as well as assist the project manager when they are not available. I am also task with taking photo documentation of each projects progress daily and submit a report on that progress daily.

DATES: From: 3/2023 To: 8/2023	EMPLOYER: City of El Paso	POSITION TITLE: Engineering Senior Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7969 San Paulo Dr, El Paso , Texas, 79907		
SUPERVISOR: Jesus Viramontes - Engineering Lead Technician		
HOURS PER WEEK: 40	SALARY: \$3,200.00/month	

DUTIES:
 My duties as an engineering senior technician is to conduct construction inspections for the city resurfacing department. I am tasked with being inform with the city of El Paso Design Standards for Construction, City of El Paso Ordinance & Texas MUTCD (Manual on Uniform Traffic Control Devices). With this knowledge i am tasked with inspecting contractors work regarding any work being conducted in city right-of-way. Inspections that i would conduct would be Pre-Cons (pre construction) and/or walkthroughs where I would meet the contractor in the field and go over our rules and regulations and what we expect when the work is completed. Another type of inspection would be restorations of city and civilian property. Restoration inspection consisted of asphalt, concrete, backfill and landscape. With restoration inspections we inform the contractor that all damaged city assets must be restored to original or better condition. As a senior technician I am also tasked with supervising all engineering technicians and inspectors such as appointing them to specific projects and assist with any questions/concerns regarding the project at hand. I am also tasked with reviewing daily logs and imputing them in CityWorks. Other responsibilities that I have would be to assist civilians with their service request and find the best solution to assist them with. An example of this would be if a civilian submits a service request that states that a certain intersection was too dangerous due to possible speeding and vehicle collisions. I would be tasked to investigate if there were any vehicle collisions in the area by researching accident reports that have been filed by the El Paso Police Department. I would then conduct the traffic study that would best assist the issue at hand. My decision for what study to conduct would fall on my knowledge of the Texas MUTCD (Manual on Uniform Traffic Control Devices) which we are required to study and were also given traffic control training regarding the Texas MUTCD. Other tasks included drafting work orders that included the installation or removal of traffic signs or traffic control equipment. I would then be taught to assist my colleagues and learn the task and responsibilities of these higher positions. I would learn how to review and issue traffic control permits to contractors as well as build relationships with these contractors and would even go out to the field and inspect the work that was being conducted and insure that each permit was being followed and up to date. I would also assist the Engineering Senior Technician in taking inventory of all equipment that our department has as well as inventory of the city vehicles. Not only would I take inventory of the vehicles but I would also assist if a vehicle needed maintenance and would schedule appointments for said vehicle maintenance with the mechanic shop. Since I would assist in the vehicle's maintenance multiple times I would then develop a relationship with the employees in the mechanic shop and tire shop.

DATES: From: 10/2022 To: 3/2023	EMPLOYER: City Of El Paso	POSITION TITLE: Engineering Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7969 San Paulo Dr., El Paso, Texas, 79907		
PHONE NUMBER: (915) 212-7089	SUPERVISOR: Eduardo Ruvalcaba - Traffic Control Planner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,900.00/month	

DUTIES:
 My duties as an engineering technician is to conduct construction inspections for the city. I am tasked with being inform with the city of El Paso Design Standards for Construction, City of El Paso Ordinance & Texas MUTCD (Manual on Uniform Traffic Control Devices). With this knowledge i am tasked with inspecting contractors work regarding any work being conducted in city right-of-way. Inspections that i would conduct would be Pre-Cons (pre construction) where I would meet the contractor in the field and go over our rules and regulations and what we expect when the work is completed. Another type of inspection would be restorations of city and civilian property. Restoration inspection consisted of asphalt, concrete, backfill and landscape. With restoration inspections we inform the contractor that all damaged city assets must be restored to original or better condition. After conducting these inspections I am then tasked to upload a report to Accela. Other responsibilities that I have would be to assist civilians with their service request and find the best solution to assist them with. An example of this would be if a civilian submits a service request that states that a certain intersection was too dangerous due to possible speeding and vehicle collisions. I would be tasked to investigate if there were any vehicle collisions in the area by researching accident reports that have been filed by the El Paso Police Department. I would then conduct the traffic study that would best assist the issue at hand. My decision for what study to conduct would fall on my knowledge of the Texas MUTCD (Manual on Uniform Traffic Control Devices) which we are required to study and were also given traffic control training regarding the Texas MUTCD. Other tasks included drafting work orders that included the installation or removal of traffic signs or traffic control equipment. I would then be taught to assist my colleagues and learn the task and responsibilities of these higher positions. I would learn how to review and issue traffic control permits to contractors as well as build relationships with these contractors and would even go out to the field and inspect the work that was being conducted and insure that each permit was being followed and up to date. I would also assist the Engineering Senior Technician in taking inventory of all equipment that our department has as well as inventory of the city vehicles. Not only would I take inventory of the vehicles but I would also assist if a vehicle needed maintenance and would schedule appointments for said vehicle maintenance with the mechanic shop. Since I would assist in the vehicle's maintenance multiple times I would then develop a relationship with the employees in the mechanic shop and tire shop.

DATES: From: 11/2021 To: 10/2022	EMPLOYER: City of El Paso	POSITION TITLE: Electronics Technician
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7969 San Paulo Dr., El Paso, Texas, 79907		



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PHONE NUMBER: (915) 474-4295	SUPERVISOR: Sergio - Flores	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,700.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: As an Electronics Technician my duties include trouble shooting and conducting maintenance for traffic lights and other associated traffic equipment. This position requires a person to think critically when trouble shooting an issue regarding problems such as traffic lights going out. Which critical thinking and problem solving are great skills for any engineering environment. Typical duties include being called by different departments (ex. EPPD, TxDot, 311) and inform that there is a problem at a certain intersection around the city. Problems include LED bulbs going out were I would replace said bulb while operating heavy machinery. Other duties include having knowledge of repairing electronic devices and troubleshooting different types of software. Other duties include practicing traffic control safety and having knowledge of the Texas MUTCD (Manual on Uniform Traffic Control Devices). I am also task to perform these duties after working hours if I am assigned to be stand by for the week.		
REASON FOR LEAVING: N/A		
DATES: From: 3/2020 To: 11/2021	EMPLOYER: City of El Paso	POSITION TITLE: Engineering Aide
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 7968 San Paulo Dr., El Paso, Texas, 79907		COMPANY URL: https://www.elpasotexas.gov/streets
PHONE NUMBER: (915) 212-0118	SUPERVISOR: Jiann-Shing Yang - City Traffic Engineer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,033.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: As an Engineering Aide I was tasked to conduct traffic studies that would impact important decisions that the Traffic City Engineer needed to make. Some studies that I would conduct for example was a speed and volume count study. This study was typically conducted in areas around the city where civilians would report vehicles either speeding or disobeying other traffic laws. In order to set up this study I would head out to the field with my partner at the time and we would lay out hoses across the desired area and would nail the hoses to the asphalt of the street. Then the hoses would be connected to a device known as a counter that would track the data of each vehicle that would pass over the hose. Typically this study would take place in a span of 24 hours then we would pick up the equipment and extract the data from the counter and would present the results to the City Traffic Engineer. This is just one of the many different traffic studies that I would conduct as an Engineering Aide. Other responsibilities that I have would be to assist civilians with their service request and find the best solution to assist them with. An example of this would be if a civilian submits a service request that states that a certain intersection was too dangerous due to possible speeding and vehicle collisions. I would be tasked to investigate if there were any vehicle collisions in the area by researching accident reports that have been filed by the El Paso Police Department. I would then conduct the traffic study that would best assist the issue at hand. My decision for what study to conduct would fall on my knowledge of the Texas MUTCD (Manual on Uniform Traffic Control Devices) which we are required to study and were also given traffic control training regarding the Texas MUTCD. Other tasks included drafting work orders that included the installation or removal of traffic signs or traffic control equipment. I would then be taught to assist my colleagues and learn the task and responsibilities of these higher positions. I would learn how to review and issue traffic control permits to contractors as well as build relationships with these contractors and would even go out to the field and inspect the work that was being conducted and insure that each permit was being followed and up to date. I would also assist the Engineering Senior Technician in taking inventory of all equipment that our department has as well as inventory of the city vehicles. Not only would I take inventory of the vehicles but I would also assist if a vehicle needed maintenance and would schedule appointments for said vehicle maintenance with the mechanic shop. Since I would assist in the vehicle's maintenance multiple times I would then develop a relationship with the employees in the mechanic shop and tire shop.		
REASON FOR LEAVING: N/A		
DATES: From: 5/2019 To: 7/2019	EMPLOYER: ESA Company	POSITION TITLE: Laborer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 645 El Molino Blvd, Las Cruces, New Mexico, 88005		COMPANY URL: http://esaconstruction.com/
PHONE NUMBER: (575) 652-3441	SUPERVISOR: Noe Molina - Head Contractor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,200.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Demolition, cleaning, cabinet installation, repairing roads and reading plans.		
REASON FOR LEAVING: Work Ended		
DATES: From: 12/2018 To: 5/2019	EMPLOYER: El Paso Community College	POSITION TITLE: Test Proctor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 9570 Gateway N Blvd, El Paso, Texas, 79924		COMPANY URL: https://www.epcc.edu/Contact/contact-list?dept=Testing%20Services
PHONE NUMBER: (915) 831-5093	SUPERVISOR: Veronica Miramontes	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 19	SALARY: \$780.00/month	# OF EMPLOYEES SUPERVISED: 0

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DUTIES: My duties included customer service and administering and proctoring tests. I would long test in that professors would bring me and I would then administer them to students who had permission to take the test. Not only did I administer and proctor professors test, but also state tests such as the TSI test, ACCUPLACER, ESL, etc. I would also file in paper work and reports. Answer phone calls and keep personal and sensitive information safe. Another duty was being able to set appointments for incoming students and input test scores.		
DATES: From: 5/2018 To: 8/2018	EMPLOYER: ESA Construction	POSITION TITLE: Laborer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 645 El Molino Blvd, Las Cruces, New Mexico, 88005		COMPANY URL: http://esaconstruction.com/
PHONE NUMBER: (575) 652-3441	SUPERVISOR: Noe Molina - Head Contractor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,200.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Demolition, cleaning, cabinet installation, repairing roads and reading plans.		
REASON FOR LEAVING: Went back to school.		
DATES: From: 5/2017 To: 8/2017	EMPLOYER: ESA Construction	POSITION TITLE: Laborer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 645 El Molino Blvd, Las Cruces, New Mexico, 88005		COMPANY URL: http://esaconstruction.com/
PHONE NUMBER: (575) 652-3441	SUPERVISOR: Noe Molina - Head Contractor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$3,200.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Demolition, cleaning, cabinet installation, repairing roads and reading plans.		
REASON FOR LEAVING: Went back to school.		
DATES: From: 5/2016 To: 9/2016	EMPLOYER: City of El Paso Parks and Recreation - Aquatics Department	POSITION TITLE: Pool Attendant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 911 S. Ochoa, El Paso, Texas, 79901		COMPANY URL: http://www.elpasotexas.gov/parks-and-recreation/aquatics
PHONE NUMBER: (915) 541-4594	SUPERVISOR: Stacy Wright - Aquatic Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$480.00/month	
DUTIES: Receive swimming pool fees from patrons. •Prepare daily reports, as required. •Maintain records concerning learn to swim classes and facility rentals. •Clean dressing areas and pool area. •Assist in monitoring pool activities.		
REASON FOR LEAVING: Went back to school.		
DATES: From: 5/2015 To: 9/2015	EMPLOYER: City of El Paso Parks and Recreation - Aquatics Department	POSITION TITLE: Pool Attendant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 911 S. Ochoa, El Paso, Texas, 79901		COMPANY URL: http://www.elpasotexas.gov/parks-and-recreation/aquatics
PHONE NUMBER: (915) 541 - 4594	SUPERVISOR: Stacey Wright - Aquatics Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	SALARY: \$480.00/month	



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DUTIES:

- Receive swimming pool fees from patrons.
- Prepare daily reports, as required.
- Maintain records concerning learn to swim classes and facility rentals.
- Clean dressing areas and pool area.
- Assist in monitoring pool activities.
- Enforce swimming pool safety rules and regulations.
- Receive and respond to in-person and telephone inquiries and requests from the public and City employees.
- Perform pool opening and closing procedures.

REASON FOR LEAVING:

Went back to school.

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS:

Typing:
Data Entry:

OTHER SKILLS:

LANGUAGE(S):

Spanish - Speak Read Write

ADDITIONAL INFORMATION

Honors & Awards

Certificate of Recognition for Outstanding Character and Achievement, and Elected into the National Technical Honor Society at Socorro High School on October 15, 2014

Honors & Awards

Certificate of Membership to the National Honor Society at Socorro High School on October 15, 2014

Honors & Awards

Received recognition in the Socorro NJROTC Most Outstanding Unit in the Nation in 2013

Volunteer Experience

Volunteered in multiple events of Adopt A Highway clean-up.
Volunteered in multiple events of the Diabetes Run/Walk Marathon.
Volunteered in multiple times as a parking-lot attendant.
Receiving and outstanding number of hours.

REFERENCES

Nothing Entered For This Section



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Job Specific Supplemental Questions

1. **What best describes your level of education and experience?**
Associate's Degree in Engineering, Drafting Technology, Project Management or Construction Management.
2. **What best describes your level of experience?**
Six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience.
3. **This recruitment is limited to current City employees working within Capital Improvement Are you currently employed with the Capital Improvement department?**
Yes
4. **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.
5. **Describe your level of knowledge of project management, budgeting, cost estimating, scheduling or forecasting:**
Good knowledge of project management, budgeting, cost estimating, scheduling, or forecasting.
6. **Describe your level of knowledge of engineering aspects such as construction, design plans, specifications, and compliance with pertinent codes and ordinances:**
Good knowledge of construction, design plans, specifications, and compliance with pertinent codes and ordinances.
7. **Describe how you handled a situation with an upset citizen, City official, consultant, or contractor. If you do not have any experience, enter "N/A."**
I would acknowledge the constituent concerns and inform about our standards and practices regarding the situation they're upset about. I will inform them that I will do everything in my control to resolve their issue and make sure the situation will be taken care of.
8. **Required supplemental questions and answers are considered an examination component and will generate a score.**
I understand my answers to the supplemental questions will generate a score.
9. **I understand that I am being tested on a conditional basis pending 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 my minimum qualifications.
10. **Applicants with a foreign degree must have all documents translated and evaluated by an agency of the National Association of Credential Evaluation Services (NACES) prior to submitting them to the Human Resources Department. Have you had your degree translated and evaluated by an agency of NACES?**
N/A - my degree is from an accredited U.S. university or college.
Candidates will be evaluated based on the information provided on the application and the completeness of the responses to the Supplemental Questions. The following will disqualify you from moving forward in the recruitment process. -Failure to fully detail all work experience and job duties. -Failure to fully detail all lead, supervisory and managerial experience and duties if required. -Overlapping dates of work experience. -Copying and pasting directly from the job specification. -Responses referring to your résumé.
11. **I acknowledge I have read and understand the above information.**

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 Steven S. Flores on 12/12/24 8:00 AM



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Engineering Job Family							
Job Code	Current Job Title	Type of Position	Grade	FLSA Status	Education	Experience	Supervisory
13840	Engineering Aide	Classified	GS 46	Non-Exempt	HS/GED	0	0
13830	Engineering Technician	Classified	GS 51	Non-Exempt	Associates or 30 College credits	1 or 2 years	0
13820	Engineering Senior Technician	Classified	GS 54	Non-Exempt	Associates or 30 College credits	2 or 4 years	0
13815	Engineering Lead Technician	Classified	GS 56	Non-Exempt	Associates or 30 College credits	4 or 8 years	0
13813	Engineering Specialist	Classified	GS 60	Non-Exempt	Associates or 60 College credits	6	0
13810	Engineering Associate	Classified	PM 126	Exempt	Bachelors	0	0
13040	Chief Construction Inspector	Classified	PM 128	Exempt	Associates	6	0



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City of El Paso
Engineering Specialist

CLASS CODE	13813 GS 060	SALARY	\$25.50 - \$42.06 Hourly \$2,040.00 - \$3,364.62 Biweekly \$4,420.00 - \$7,290.00 Monthly \$53,040.00 - \$87,480.00 Annually
ESTABLISHED DATE	June 06, 2024	REVISION DATE	September 08, 2024

Minimum Qualifications

Education and Experience: Associate's Degree in Engineering, Drafting Technology, Project Management, Construction Management, or a related field, plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience; or 60 college credit hours in Engineering, Drafting Technology, Project Management, Construction Management, or a related field plus six (6) years of increasingly responsible para-professional engineering, construction, or engineering project management experience.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state by the time of appointment.

General Purpose

Under direction, assists with various projects that may impact various divisions citywide, departments, stakeholders, or residents throughout the projects' implementation and lifecycle.

Typical Duties

Assist with project planning, coordination, inspection, communication, and execution. Involves: Monitor and control start-up project schedule, budget, and scope. Understand a project's scope and create documents for project requirements. Conduct, compile, and summarize research, and provide oral and written reports related to project implementation. Coordinate the schedule of activities related to the project. Engage in both quality assurance and risk management activities to ensure project deliverables are met. Maintain the quality of all project documents and data to ensure the integrity of a project. Assist with developing additional tools and refine processes to help all projects run effectively. Provide technical advice and assistance to City management, field personnel, contractors, etc. Participate in public meetings.

Review or prepare design plans in support of construction, site development, streets, drainage, water or sewer line, or storm drain, and vertical construction engineering projects as related to capital improvement projects according to specifications and in compliance with pertinent codes and ordinances. Involves: Check for adherence to technical procedures and engineering instructions. Verify survey measurements, and existing facility, utility, and structure data. Recommend alternatives regarding technical aspects of plans to meet planning, design, and cost problems encountered. Analyze plans for compliance with applicable ordinances, regulations, and specifications. Assist technicians in overcoming drafting and computational difficulties encountered, gathering inspection data, and resolving disputes.

Coordinate site inspection and surveying projects. Involves: Perform inspections of project construction to verify data and compliance with contract specifications. Measure, observe, and discuss the progress of work and related problems with colleagues, superintendents, and general contractor personnel. Ensuring compliance with professional and technical standards. Monitor work progress and verify that work conforms to the contract. Prepare completion certificate. Issue and track equipment.

Perform special investigations. Involves: Research controversial property line questions. Gather statistical and engineering data, and review sources such as records, files, and drawings. Confer with interested department personnel and other agencies. Develop alternatives and recommend technical corrective actions.

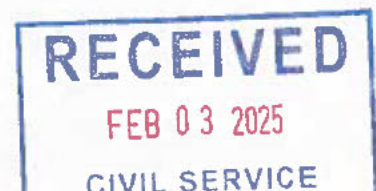
Assist with public works and capital improvement projects and property assessment records management. Involves: Ensure preparation of construction documents includes design data such as drawings, specifications, grading requirements, and legal descriptions of land for the City to acquire rights of way. Track project status. Conduct final reviews of contractor project bid proposals. Make final checks on pay estimates and contractor invoices. Direct information retrieval.

Supervise assigned staff. Involves: Schedule assign, instruct in, guide and check work. Appraise employee performance and review evaluations by subordinates. 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, or other employee status changes. Enforce safety rules and regulations.

Knowledge, Skills, and Abilities



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- Application of considerable knowledge of project management, budgeting, cost estimating, scheduling, forecasting, personnel rules, and regulations.
- Application of good knowledge of computer software programs affecting assigned work and preparing and monitoring schedules, budgets, deliverable status for submittals or requests for information, status presentations, spreadsheets, and other related reports.
- Application of good technical knowledge of the engineering aspects of the construction, design plans, specifications, and compliance with pertinent codes and ordinances.
- Application of good knowledge of site inspection and surveying projects.
- Application of good knowledge of contractor project bid proposals.
- Ability to work in a fast-paced environment, adjusting quickly to changing needs and special circumstances.
- Ability to communicate clearly, tactfully, courteously, and promptly in both oral and written communications.
- Ability to establish and maintain effective working relationships with city officials, contractors, supervisors, coworkers, and the public.

Other Job Characteristics

- Occasional exposure to adverse weather conditions, heavy equipment operations, walking, standing, and climbing on rough terrain and construction sites, and hazardous materials when responding to alleged spills.
- Occasional stooping, bending, lifting, and carrying objects and equipment 30-50 lbs.
- Subject to call back, and working flexible hours, weekends, holidays, and mandatory overtime.
- Operation of a motor vehicle through city traffic.
- Some positions must pass a criminal background check, and obtain and maintain federally mandated security clearance for working at an airport.

Classification Status

(HR 06/06/2024), (HR 09/08/2024)

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.



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Attachment A



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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)

REVISED 1/20/15; 11/15/16; 3/7/17; 9/19/17; 11/28/17

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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)



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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)



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Attachment B



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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.



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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;*



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- 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.



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- 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:  19, 2015



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