

DATE: April 1919, 2021

TO: City Clerk

FROM: Mayor Oscar Leeser

ADDRESS: 300 N. Campbell, 2<sup>nd</sup> Floor TELEPHONE (915) 212-0021

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

Agenda for the Council Meeting of April 27, 2021

Item should read as follows: Appointment of George Zavala to the City Accessibility Advisory Committee by Mayor Oscar Leeser

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

NAME OF BOARD/COMMITTEE/COMMISSION: City Accessibility Advisory Committee

NOMINATED BY: Oscar Leeser DISTRICT: Mayor

NAME OF APPOINTEE George Zavala  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

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

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

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

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

**DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY?** YES: \_\_\_\_\_ NO: X

**IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:**

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: CITIZENS ADVISORY COMMITTEE FOR THE**

**LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):**

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

NAME OF INCUMBENT: VACANT

EXPIRATION DATE OF INCUMBENT: 4/20/2019

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X  
RESIGNED X  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 4/27/2021

TERM BEGINS ON : 4/27/2021

EXPIRATION DATE OF NEW APPOINTEE: 4/20/2023

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

2<sup>nd</sup> TERM: \_\_\_\_\_

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

## GEORGE ZAVALA

### Work Experience

**Texas office of the Attorney General Child Support Division Child Support Officer II** El Paso, Tx. 06/04/2018 – present

case management of child support cases, establish paternity and set support for the dependent child in accordance with state statute, communicate with customers and properly capture the conversation for possible legal proceedings, run locate on customers that are evading service by the court.

**The Arc of El Paso Outreach Specialist** El Paso, TX 01/01/2017 – 07/31/2017  
Outreach to over 750 employers for the Work at Home program

**Workforce Solutions Borderplex Outreach Specialist** El Paso, TX 09/2013 - 03/2016  
Project Grow Outreach 4,000 people and had 100 participants to complete the program. WIOA Outreach over 14,000 people and then pre-screen the participants for WIOA eligibility and scheduled the participants for an academic test (TABE). The different programs were for Unemployed, Displaced, Youth, and the Lift programs in which the Workforce Solution is responsible for (WIOA), around 400 people finished the program. Maintained a separate worksheet to organize, track, and transfer the information to the Workforce Solution data base.

**U.S. Department of Labor Claims Examiner** Dallas, TX 06/2010 – 06/2012  
The Office of Workers' Compensation Program (OWCP) case management of workmen's compensation claims, adjudicate claims for eligibility, review medical request from providers, and distribute payments to claimants and providers. (Compensation Specialist) – served over 6,000 cases. Ensure proper guidelines were followed during claim phases. Review claims to determine if costs were reasonable. Check applications for completeness and accuracy. Consult policy files to verify information reported in a claim. Consult police and hospital records. Consult with physicians to get expert evaluation. Examine photographs and statements through an assistant. Verified medical documentation to approve requests of medical procedures and equipment. Listen to or watch audio or video surveillance when necessary, through an assistant. Record data and statements in report. Issue payout amounts.

**Business of Texas Enterprises Contract manager** El Paso, TX 10/1997 – 06/2009  
Oversee the daily operations of the dry stand and vending machines, conduct training for employees on health regulations, maintain employee's records, and pay employees and food distributors. Sales amounted to \$30,000 per month. Manage 10 personnel and determine staffing requirements, hire and train new staff, supervise direct reporting staff according to overall company policy, apply strategic planning to determine company, department or unit objectives. Set employee goals and objectives, develop staff to maximize potential, monitor staff performance including performance reviews, delegate work duties to staff to attain objectives, allocate use of available resources, monitor and assist staff with work progress, plan and implement procedures and systems to maximize operating efficiency, establish and maintain controls, co-ordinate financial and budget activities for maximum operational efficiency, review performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and activity levels

## **Education**

University of Texas at El Paso                      Criminal Justice                      El Paso, TX                      1991-2013  
Criminal justice with a concentration in Homeland Security                      80 credit hours

University of North Texas                      Job coach certification                      March 2017

## **Community**

Actively advocating the advancement of the community of people with disabilities.

- Former Chairperson of the City of El Paso Accessibility Advisory Committee – Mayor’s appointee
- Former Chairperson of the City of El Paso Citizens Advisory Committee for the Mass Transit Department – Mayor’s appointee
- City of El Paso Fair Housing Task Force – Mayor’s Appointee
- Member of the Paratransit Passenger Advisory Committee
- Member of the City’s Accessibility & Empowerment Summit planning committee
- Founding member of Celebrating Different Abilities, United advocacy of El Paso and Santa’s Christmas Tree and the CARES (Coalition for Accessible Response and Emergency Services) Coalition
- Served on the Board of Directors for Volar Center for Independent Living and The Arc of El Paso

## **References**

Upon request