



# Department of Human Resources

**MAYOR**

Renard U. Johnson

**TO:** Kenneth Antuna, Associate Code Compliance Officer

**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 EPPD Code Enforcement, in accordance with C.S.C. Rule 5.1.(A) and City's Application and Appeals Policy

**CITY COUNCIL**

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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

**CITY MANAGER**

Dionne Mack

Your appeal has been placed on the Civil Service Commission Agenda as Item #8 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, 2<sup>nd</sup> 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 Failure to attend the meeting to address the Commission may result in your appeal being deemed withdrawn.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.

**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:** Kenneth A. Antuna 033233  
**Current Position and Grade:** Associate Code Compliance Officer GS 47  
**Position and Grade Applying For:** Senior Code Compliance Officer GS 53  
**Exam Plan:** 17315-1124

**Reason for Disqualification:**  
 Does not meet the minimum qualifications

**Minimum Qualifications:**

A High School diploma, GED, or higher and three (3) years of code enforcement or field investigative experience. Valid Texas Class "C" Driver's License or equivalent from another state by time of appointment. Some positions will require registration as a Code Enforcement Officer with the Texas Department of State Health Services, Certified Code Enforcement Officer with the American Association of Code Enforcement (AACE), a Pesticide Noncommercial Applicator license issued by the Texas Department of Agriculture and Visible Emission Evaluator's License issued by the Texas Commission on Environmental Quality (TCEQ), at time of appointment. Some positions may require a Pool Operator Certification within one year of appointment by completing one of the following courses or equivalent: NRPA, "Aquatic Facility Operator" (A.F.O.); NSPF, "Certified Pool-Spa Inspector" (C.P.I.); YMCA, "Pool Operator on Location" (P.O.O.L.); NSPI, "Professional Pool & Spa Operator" (P.P.S.O.); or ASPSA, "Licensed Aquatic Facility Technician" (L.A.F.T.).

Texas Engineering Extension Service (TEEX) as a Code Enforcement Officer II and Certified Property Maintenance and Housing Inspector with the International Code Council (ICC) within one (1) year of appointment. Texas Class "C" Driver's License or equivalent from another state

**Applicant Qualifications:**

**Education:** High School Diploma

<b>Experience:</b>	Manager - Whataburger	02/2021 – 02/2024	3 years
	Guard – Deployed Services	02/2024 – 07/2024	5 months
	Associate Code Compliance Officer	10/2024 - present	1 month

**Comments:** Kenneth Antuna began employment with EPPD Code Enforcement as an Associate Code Compliance Officer on 10/14/2024. Mr. Antuna indicated on his supplementary work experience form that he does not meet the minimum qualifications for a Senior Code Compliance Officer. Additionally, he did not provide further information for his previous work history to qualify him for the position. Mr. Antuna does not have three (3) years of code enforcement or field investigative experience. *It should be noted that Mr. Antuna checked the Rule 5.1. (b) instead of Rule 5.1. (a) on his appeal form.*

**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:** Rosa Prieto – Sr. HR Analyst

**Reviewed By:** Samantha Soria – Departmental HR Manager *SS*

**HR-HCM Review:** HR Manager Name *Erica Salamanca* Date: 12/18/2024



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# Civil Service Commission Appeal

## Recruitment Factsheet

**Exam Plan Title: Senior Code Compliance Officer 17315-1124**

**Recruiting Department: Police Department**

**Total Applications**

**Rec'd: 35**

# of Internal Applicants: 16

# of External Applicants: 19

**Total # of Applicants Failed**

**Minimum Qualifications: 14**

Lacked Education: 0

Lacked Experience: 13

Lacked Ed & Exp: 0

Other: 1

**Total # of qualified to taking**

**Exam: 21**

Total # Failed the Exam: 0

# of Internal Applicants: 15

# of External Applicants: 6

**# No-Show to Exam: 0**

# of Internal Applicants: 0

# of External Applicants: 0

**Total # of Applicants who passed the Examination**

**21**

Qualified City Employees: 15

Qualified External Applicants: 6



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### Appeal Form

To Whom It May Concern:

I, Kenneth Antuna, hereby appeal my disqualification to take the examination for: Senior Code Compliance Officer [Examination Title]

Date notified of disqualification: November 19, 2024

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) <input type="checkbox"/>	Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input checked="" type="checkbox"/>
Human Resources Policy: Dismissed from Public Service <input type="checkbox"/>	Dismissed from City Employment <input type="checkbox"/>
OTHER <input type="checkbox"/> _____ (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 type="checkbox"/>	<input checked="" 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 strong management experience, having led teams in various roles where i managed employees and ensure everything was completed on time and fast.Im skilled in leadership, scheduling, performance, and evaluations. My experience has build me into the asset i am today. I wish to successfully manage and guide my team to meet many goals and expectations.

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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<b>HR Policy: Dismissed from Public Service</b>	YES	NO
<b>HR Policy: Dismissed from City Employment</b>		

Are the circumstances of your dismissal related to the duties of the position being sought?  YES  NO

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

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**Other** \_\_\_\_\_ (cite specific Rule or HR Policy you are appealing).

Please explain what you are appealing

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Blank separator line

Name: Kenneth Antuna      Address: [REDACTED]      City/State/Zip: El Paso, Tx [REDACTED]  
 Telephone: [REDACTED]      Person ID #: [REDACTED] (Neogov)

Applicant Signature: [Signature]      Date: 11/22/2024

Stamp  
 Received by CSC

**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**

*City of El Paso*

300 N. Campbell, 1<sup>st</sup> Floor, El Paso, TX 79901  
 915-212-0045  
 http://www.elpasotexas.gov

<b>NAME:</b> (Last, First, Middle) Antuna Kenneth Arath	<b>Person ID#</b> [REDACTED]	<b>SS #:</b> (last 4 digits) [REDACTED]
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**Additional experience for the position of :**

Senior Code Complice Officer

**WORK EXPERIENCE**

<b>DATES:</b> From 02/14/2022 To: 02/26/2024	<b>EMPLOYER:</b> Whataburger	<b>PHONE NUMBER:</b> (915) 590-8866
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**ADDRESS:**(Street, City, State, Zip Code)  
 1198 N Yarbrough El Paso, Tx 79925

<b>POSITION TITLE:</b> Manager	<b>SUPERVISOR:</b> Angel Morales
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<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> 2240	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**DUTIES:**  
 Making public contact by taking customers orders and supervising employees making sure they follow all saftey procedures.

**REASON FOR LEAVING:**  
 Better opportunity somewhere else.

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. KA Initials or  check for electronic initials

Signature KA Date 11/22/2024

**Please note: The electronic transmission of this supplement via e-mail will constitute a signature.**



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17315-1124 - Senior Code Compliance Officer

**Contact Information -- Person ID: 50223037**

Name: Kenneth Arath Antuna Address: [REDACTED] US  
 Home Phone: [REDACTED] Alternate Phone:  
 Text Messaging Mobile No: [REDACTED] Email: [REDACTED]  
 Former Last Name: Month and Day of Birth: 01/01

**Personal Information**

Driver's License: Yes, Texas, [REDACTED], [REDACTED]  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? High School

**Preferences**

Are you willing to relocate? Maybe  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day, Evening

**Objective**

**Education**

**High School**  
*Bel Air High School*  
 8/2018 - 6/2022  
 El Paso, Texas  
 Did you graduate: Yes  
 Highest Level Completed: 12  
 Did you receive a GED?  
 Degree Received: High School Diploma

**Work Experience**

**Gaurd**  
 2/2024 - 7/2024  
 Hours worked per week: 40  
 Monthly Salary: \$3,520.00  
 May we contact this employer? Yes  
 Deployed services  
 120501 Gateway Blvd S  
 El Paso, Texas 79934

**Duties**

Observe and report. Maintain all exists and entrances ensuring all personal has a badge or an escort

**Reason for Leaving**

Currently working

**Manager**

2/2021 - 2/2024

Whataburger

Hours worked per week: 40  
 Monthly Salary: \$2,000.00  
 # of Employees Supervised: 12



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1198 N Yarbrough  
El Paso, Texas 79925  
915-590-8866

Name of Supervisor: Angel Morales - Operating Partner  
May we contact this employer? Yes

**Duties**

Making public contact by taking customers orders. Supervising employees make sure they follow all safety procedures.

**Associate code compliance officer**  
10/2024 - /

Hours worked per week: 40  
Monthly Salary: \$2,560.00  
Name of Supervisor: Omar - Esparza  
May we contact this employer? Yes

Code compliance  
7969 San Paulo Dr  
El Paso, Texas 79907

**Duties**

Perform routine and mid-level code compliance activities. Involves: Inspect, investigate, enforce, and document designated environmental, licensing, zoning, and municipal code, laws, and violations

**Certificates and Licenses**

Type: Drivers license

Number: [REDACTED]

Issued by:

Date Issued: 1 /2022    Date Expires: 1 /2030

**Skills**

Office Skills

Typing:

Data Entry:

Languages

Spanish - Speak, Read, Write

**Additional Information**

**References**

City of El Paso has chosen not to collect this information for this job posting.

**Resume**

**Text Resume**

**Attachments**

**Supplemental Questions**

- 1. Q: What best describes your highest level of education?  
A: High School diploma or GED

- 2. Q: How many years of code enforcement or field investigative experience do you have?  
A: None of the above



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**3. Q:** Do you have a valid USA driver's license? If so, what type of driver's license do you have?  
**A:** Texas Class C or equivalent from another state.

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**4. Q:** What level of knowledge do you have on the principles, practices, and methods of investigation and enforcement of federal, state, and City and ordinances?  
**A:** I have good knowledge.

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**5. Q:** Please provide an example of public relations and public speaking principles and practices.  
**A:** Read your crowd and make eye contact, listen to there needs. As a code officer interacting with the public is most and I may maintain a professional demeanor and educate the public on city ordinances.

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**6. Q:** Required supplemental questions and answers are considered an examination component and will generate a score.  
**A:** I understand that my answers to the supplemental questions will generate a score.

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**7. Q:** 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.  
**A:** I understand that I am being tested on a conditional basis pending review of minimum qualifications.

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**8. Q:** Candidates will be evaluated based on the information provided on both the application and the completeness of the responses to the Supplemental Questions. Failure to fully detail all experience and job duties in the application, or copying/pasting directly from the job specification, or responses referring to your résumé will eliminate you from consideration for the position.  
**A:** I acknowledge I have read and understand the above information.



Code Compliance Officer Job Family

Job Code	Current Job Title	Type of Position	Grade	FLSA Status	Education	Experience
17330	Associate Code Compliance Officer/(UF) Code Compliance Officer	Classified	GS 47	Non-Exempt	HS Diploma/ GED	1 year
17320	Code Compliance Officer	Classified	GS 51	Non-Exempt	HS Diploma/ GED	2 years
17315	Senior Code Compliance Officer	Classified	GS 53	Non-Exempt	HS Diploma/ GED	3 years
17310	Code Compliance Supervisor	Classified	GS 55	Non-Exempt	HS Diploma/ GED	4 years and 1 year as supervisor
17305	Code Field Operations Supervisor	Classified	GS 57	Non-Exempt	HS Diploma/ GED	4 years and 2 years as supervisor



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# **Attachment A**



**ITEM #8**



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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)

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

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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)



# **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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**ITEM #8**

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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:

 11/19, 2015



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