



Civil Service Commission Appeal

Applicant Name: Esteban Salazar

Current Position and Grade: Associate Code Compliance Officer GS 048

Position and Grade Applying For: Vector Control Senior Specialist GS 055

Exam Plan: 17312-0726

Reason for Disqualification:

HR Policy- Lacks Minimum Qualifications

Minimum Qualifications:

High School Diploma or GED, and three (3) years of experience in code enforcement, field investigation, pest control, or experience in sampling, monitoring, and/or technical analysis of scientific data.

Applicant Qualifications:

Education: Bachelor's degree in Environmental Science

Experience:	Associate Code Compliance Officer	08/2025-Present	11 months
	Substitute Teacher	9/2022-8/2025	2 years 11 months
	Lead Event Production Tech	6/2017-07/2025	8 years 1 month

Comments:

Mr. Salazar has been disqualified for the position of Vector Control Senior Specialist, per **CSC Rule 5, Section 1, 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**

This position requires a High School Diploma or GED, and three (3) years of experience in code enforcement, field investigation, pest control, or experience in sampling, monitoring, and/or technical analysis of scientific data. Mr. Salazar possesses a Bachelor degree in Environmental Science. Per the Equivalency guidelines, Mr. Salazar was awarded 1 year and 6 months of experience for having a higher degree than what the job specification requires. Mr. Salazar also have 11 months of experience from his current position as an Associate Code Compliance Officer. The total amount of experience Mr. Salazar possesses is 2 years and 5 months, meaning he is still missing 7 months of experience to qualify for the position.



Civil Service Commission Appeal

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: Alessandra Martinez

Reviewed By: HR Analyst Supervisor's Name Julia Farmer

HR-HCM Review: HR Manager Name

A handwritten signature in black ink, appearing to be "JF" or similar, written over the text "HR Manager Name".

Date: 07/30/2026

Civil Service Commission Appeal

Recruitment Factsheet

Exam Plan Title: Vector Control Senior Specialist 17312-0726

Recruiting Department: Code Enforcement

Total Applications

Rec'd: 35

of Internal Applicants: 21

of External Applicants: 14

Total # of Applicants Failed

Minimum Qualifications: 18

Lacked Education: 0

Lacked Experience: 15

Lacked Ed & Exp: 1

Other: 2

Total # of qualified to taking

Exam: 35

Total # Failed the
Exam: **18**

of Internal Applicants: 7

of External Applicants: 11

No-Show to Exam: 0

of Internal Applicants: 0

of External Applicants: 0

**Total # of Applicants who
passed the Examination 17**

Qualified City Employees: 12

Qualified External Applicants: 5

Appeal Form

To Whom It May Concern:

I, Esteban Salazar, hereby appeal my disqualification to take the
examination for: Vector Control Senior Specialist [Examination Title]

Date notified of disqualification: 07/20/2026

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?	☒	☐
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	☒	☐
Do you meet the minimum required experience as stated in the job specification for this position?	☒	☐
Did you list your education and/or experience on your application?	☒	☐

Detail your qualifying experience (use additional paper if necessary)

According to the equivalency guidelines, it has both an Associate's and a Bachelor's degree equating to 1 year and 6 months experience. I believe that having a Bachelor's degree equates to more experience. During the last two years of my Bachelor's degree I participated in undergraduate research regarding groundwater sampling and monitoring throughout the Southern Mesilla Valley. These two years of research experience in sampling and monitoring I believe qualify as experience toward the minimum requirement.

C.S.C. Rule 5.1.(b) Conviction of Felony or Misdemeanor

	YES	NO
Is your conviction job related to the position sought?	☐	☐
Will the conviction hinder your ability to perform the duties of this position?	☐	☐

Please detail why your conviction will not affect your job performance. Please submit any supporting documentation regarding this issue.

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: Esteban Salazar	Address: [REDACTED]	City/State/Zip El Paso/Texas [REDACTED]
Telephone: [REDACTED]	Person ID #: [REDACTED]	
Applicant Signature: <u>Esteban Salazar</u>		Date: <u>07/22/26</u>
Stamp Received by CSC		
Please note: In accordance with the <u>Texas Public Information Act</u> , 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 ☒		

EMPLOYMENT APPLICATION

Item #3



CITY OF EL PASO
300 N. Campbell
El Paso, Texas, 79901
915-212-0045
<http://www.elpasotexas.gov>

Salazar, Esteban Milan - Person ID: 50465482
17312-0726 VECTOR CONTROL SENIOR SPECIALIST

Received: 7/11/26, 2:27 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VECTOR CONTROL SENIOR SPECIALIST		EXAM ID#: 17312-0726
NAME: (Last, First, Middle) Salazar, Esteban Milan		SOCIAL SECURITY NUMBER: XXX-XX-
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: ☐ Yes ☐ No	DRIVER'S LICENSE: State: TX Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☐ Yes ☐ No
What is your highest level of education? Bachelor's Degree		

PREFERENCES

ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends

EDUCATION

DATES: From 8/2017 To 5/2021	SCHOOL NAME: University of Texas at El Paso	
LOCATION: (City, State) El Paso, Texas	DID YOU GRADUATE? ☐ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Environmental Science/Biology		UNITS COMPLETED: - Quarter

WORK EXPERIENCE

DATES: From 8/2025 To Present	EMPLOYER: City of El Paso-Code Enforcement	POSITION TITLE: Associate Code Compliance Officer
ADDRESS: (Street, City, State, Zip/Postal Code) El Paso, Texas		
SUPERVISOR: Lizbeth Najera - Code Enforcement Supervisor	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No	
HOURS PER WEEK: 40	SALARY: \$ [REDACTED]	# OF EMPLOYEES SUPERVISED:
DUTIES: Perform routine code compliance duties, including, investigating complaints and enforcing codes and zoning laws. Conduct on-site visits to properties to make sure up to code with city ordinances. Cooperating with residents to maintain and keep El Paso up to date with city ordinances.		
REASON FOR LEAVING: Still in current roll.		
DATES: From 9/2022 To 8/2025	EMPLOYER: Ysleta Independent School District	POSITION TITLE: Substitute Teacher
ADDRESS: (Street, City, State, Zip/Postal Code) 9600 Sims Dr, El Paso, Texas, 79925		COMPANY URL: https://www.yisd.net
PHONE NUMBER: (915) 434-0000	SUPERVISOR: David Arispe - Substitute Coordinator	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED:	
DUTIES: Supervise and lead classroom of 20-30 students on daily lesson plans and activities.		

REASON FOR LEAVING: New job with the city.		
DATES: From 6/2017 To 7/2025	EMPLOYER: Cedar Entertainment and Event Production	POSITION TITLE: Lead Event Production Tech
ADDRESS: (Street, City, State, Zip/Postal Code) El Paso, Texas		
PHONE NUMBER: (915)240-8713	SUPERVISOR: Christopher Ferris - undefined	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 15	# OF EMPLOYEES SUPERVISED:	
DUTIES: Lead production tech leads a small group of 3-4 people in producing lighting and sound for small to large events from 50-300 people. Run a production from start to finish while communicating with patrons on what they want and need. Communicating with workers of other companies and creating a work environment that fits for everyone.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: Microsoft Office - Intermediate - 5 years and 0 months Research, Data Processing, Data Analysis - Intermediate - 5 years and 0 months Spectrophotometry - Beginner - 4 years and 0 months Field Research - Intermediate - 4 years and 0 months Ordinance Analysis - Intermediate - 1 years and 0 months Differentiation - Intermediate - 4 years and 0 months Planning Lessons - Intermediate - 4 years and 0 months Classroom Management - Intermediate - 3 years and 0 months
LANGUAGE(S): English : Speak , Read , Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

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.



City of El Paso
Vector Control Senior Specialist

CLASS CODE	17313 GS 055	SALARY	\$22.99 - \$34.03 Hourly \$1,839.56 - \$2,722.55 Biweekly \$3,985.71 - \$5,898.86 Monthly \$47,828.56 - \$70,786.27 Annually
ESTABLISHED DATE	August 03, 2023	REVISION DATE	February 23, 2025

Minimum Qualifications

Education and Experience: High School Diploma or GED, and three (3) years of experience in code enforcement, field investigation, pest control, or experience in sampling, monitoring, and/or technical analysis of scientific data.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state by time of appointment. Registration as a Code Enforcement Officer with the Texas Department of State Health Services within one (1) year of appointment, and must participate in six (6) hours per calendar year of continuing education courses thereafter. Must obtain a Pesticide Non-commercial Applicator License issued by the Texas Department of Agriculture within eighteen (18) months of appointment. Completion of a Hazardous Materials Instructor Training course that complies with 49 CFR 72 Subpart H, a "Certified Pool-Spa Operator" (CPO), and Texas Engineering Extension Service (TEEX) Code Enforcement Officer II certificate within one (1) year of appointment.

Special Requirements: Some positions may require submitting to a criminal background check to obtain and maintain federally mandated security clearance.

General Purpose

Under general supervision, conduct pest mitigation, field inspections, on-site investigations, and enforcement of vector control related local, state and federal laws and regulations.

Typical Duties

Perform program tasks. Involves: Investigating complaints and enforcing applicable vector control rules per the City's Municipal Ordinance. Respond to nuisance violations by conducting on-site visits and investigations at residential and commercial properties. Ensure safe operation and care of environmental sampling, monitoring, and computerized equipment. Follow standard operating procedure and sampling protocols. Document and log field work and maintain records of equipment calibration, trap collection, and preventative maintenance

activities. Conduct research, compile information, and prepare inspection and other reports. Conduct on-site inspections at regulated entities within the City and other local jurisdictions. Perform related mathematical calculations. Conduct on-site inspections of businesses to ensure compliance with applicable vector control rules. Issue corrective notices, cease and desist orders, or citations for violations. Meet with citizens to provide training and information on ways to prevent, correct, or comply with code ordinances, laws, environmental regulations, and health and safety standards.

Monitor and manage pest populations. Involves: Apply pesticide chemicals to public grounds, facilities, and standing water to control mosquito, tick, flea, roach, and rodent populations. Maintain accurate documentation and tracking of violations and inspections.

Perform housekeeping and basic site maintenance. Involves: Conduct quality assurance reviews and inspections. Troubleshoot malfunctioning or inoperable equipment and advise senior staff to ensure that equipment is adequately repaired. Conduct required calibrations, audits, and reporting in compliance with department policy and Texas Department of Agriculture requirements.

Perform administrative duties as assigned. Involves: Organizing and monitoring stock and supplies inventory. Respond to customer complaints and inquiries. Perform a variety of clerical and para-professional tasks to assist staff. Refer complex queries to staff within the area of expertise. Prepare basic drawings, sketches, diagrams, and maps. Attend classroom training and seminars. Research property ownership. Present training topics, as assigned.

Supervise or serve as a designated lead worker to assigned personnel. Involves: Organizing and coordinating workflow. Instruct, review, guide, and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work and safety standards. Counsel, motivate, and maintain harmony. Interview applicants and recommend hiring, terminations, transfers, disciplinary action, payroll, leave, or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of environmental sampling techniques, monitoring equipment, or instruments for water sampling.
- Application of considerable knowledge of the principles, practices, and methods of investigation and enforcement of federal, state, and City codes, ordinances, and County orders.
- Application of good knowledge of federal, state, and local regulations and professional standards related to test sampling of water and waste products that could impact the health and safety of residents.
- Application of good knowledge of basic geometry and algebra.
- Application of good knowledge of personal and/or network computers, processing and database software applications, sampling and monitoring instruments, geographic information systems (GIS), and calculators.
- Ability to use random sampling equipment, measurement instruments, and computerized field-data collection devices.
- Ability to interpret laws, rules, regulations, and ordinances specific to a variety of health, safety, environmental, or nuisance prevention codes and regulations.

- Ability to interpret oral, written, mathematical, legal, statistical, and regulatory information, manuals, drawings, reports, and specifications.
- Ability to maintain files, record sampling data, and prepare reports.
- Ability to communicate clearly and concisely both orally and in writing and to present information to the public.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, officials, customer departments, contractors, regulatory agencies and the public.

Other Job Characteristics

- Lift and/or carry items up to 30 pounds.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Safe operation of a vehicle through city traffic.

Classification Status

(HR 08/03/2023)., (HR 09/10/23), (HR 09/08/2024), (HR 02/23/25).

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.

Code Compliance Group

Job Code	Current Job Title	Type of Position	Grade	FLSA Status	MQ's	Education Requirement	Experience Requirement	Lead or Supervisory Experience
U7003	Code Enforcement Director	Unclassified	EX 2	Exempt	<u>Education and Experience:</u> Bachelor's Degree in Business, Public Administration, Engineering, or a related field, and eight (8) years of experience in the management or administration of a code enforcement/inspection program, including three (3) years of supervisory experience.	BA	8	3
U7004	Code Compliance Deputy Director	Unclassified	EX 3	Exempt	<u>Education and Experience:</u> Bachelor's Degree in Business, Public Administration, Engineering, or a related field, and six (6) years of experience in the management or administration of a code enforcement program, including four (4) years of supervisory or managerial experience.	BA	6	4
U7000	Code Compliance Administrator	Unclassified	EX 5	Exempt	<u>Education and Experience:</u> A Bachelor's degree in business or public administration,	BA	5	2

Code Compliance Group

U7010	Air Quality Team Leader	Unclassified	PM 126	Exempt	engineering or related discipline, plus five (5) years of management or supervisory level experience in a code enforcement program and two (2) years of supervisory or managerial experience.	BA	2	0	
					<u>Education and Experience:</u> A Bachelor's degree in science, engineering, environmental studies, criminal justice, public health, business administration, or closely related field, plus two (2) years experience in environmental compliance, engineering, or planning activities.				
17300	Code Compliance Manager	Classified	PM 130	Exempt	Education and Experience: A Bachelor's Degree and four (4) years of supervisory or managerial level experience in a code enforcement program, administration, quality control/quality assurance program or case management.Licenses and Certificates: Certifica	BA	4	4	

Code Compliance Group

17305	Code Field Operations Supervisor	Classified	GS 57	Non-Exempt	Education and Experience: A High School diploma or GED and four (4) years of senior level inspector experience in a code enforcement program including two (2) years in a supervisory capacity; Licenses and Certificates: Some positions may require certification	HS/GED	4	2
U7013	Air Quality Lead Specialist	Unclassified	GS 54	Non-Exempt	Education and Experience: An Associate's Degree in Engineering, Public Health, Science, Criminal Justice, or closely related discipline, and two (2) years of experience in code enforcement or field investigations, or in environmental field experience in sampling, monitoring or technical analysis; or 30 hours of college credits in Engineering, Science, Criminal Justice, or closely related discipline, and four (4) years of experience in code enforcement or field investigations, or in environmental field experience in sampling,	Assoc	2	4

Code Compliance Group

					monitoring or technical analysis.				
U7018	Air Quality Senior Specialist	Unclassified	GS 52	Non-Exempt	<u>Education and Experience:</u> A High School diploma or GED, and two (2) years of experience in code enforcement or field investigations, or in environmental field experience in sampling, monitoring, or technical analysis.	HS/GED	2	0	
U7020	Air Quality Specialist	Unclassified	GS 48	Non-Exempt	<u>Education and Experience:</u> A High School diploma or GED, and one (1) year of experience involving public contact, general clerical work, general field or technical work.	HS/GED	1	0	
U7045	Fire Code Compliance Plans Examiner	Unclassified	GS 57	Exempt	<u>Education and Experience:</u> A High School diploma or GED, and four (4) years of code enforcement, or construction code inspection, or plan review experience.	HS/GED	4	0	
17310	Code Compliance Supervisor	Classified	GS 55	Non-Exempt	<u>Education and Experience:</u> A High School diploma or GED, and four (4) years of experience in	HS/GED	4	1	

Code Compliance Group

17313	Vector Control Senior Specialist	Classified	GS 54	Non-Exempt	code compliance inspection and enforcement and one (1) year in a lead or supervisory experience.;Licenses and Certificates::Some positions may require registration	HS/GED	3	0	
17315	Senior Code Compliance Officer	Classified	GS 53	Non-Exempt	Education and Experience: A High School diploma or GED, and three (3) years of code enforcement or field investigative experience. Licenses and Certificates: Some positions will require registration as a Code Enforcement Officer with the Texas Department	HS/GED	3	0	

Code Compliance Group

U7050	Fire Code Compliance Inspector	Unclassified	GS 53	Non-Exempt	Education and Experience:;A High School diploma or GED, and three (3) years of code enforcement experience.;Licenses and Certificates:;Texas Class ; Driver’s License or equivalent from another state. Must be certified as Texas Fire Inspector in comp	HS/GED	3	0
17320	Code Compliance Officer	Classified	GS 51	Non-Exempt	Education and Experience:;A High School diploma or GED, and two (2) years of code enforcement or field investigative experience.;Licenses and Certificates:; Some positions may require registration as a Code Enforcement Officer with the Texas Department o	HS/GED	2	0
17325	Vector Control Specialist	Classified	GS 51	Non-Exempt	<u>Education and Experience:</u> High School Diploma or GED, and one (1) year of experience in code enforcement, field investigation, pest control, or experience in sampling, monitoring, and/or technical analysis of scientific data.	HS	1	0

Code Compliance Group

17330	Associate Code Compliance Officer	Classified	GS 47	Non-Exempt	Education and Experience;;A High School diploma or GED, and one (1) year of experience involving public contact or general clerical work.;Licenses and Certificates;;Some positions may require registration as a Code Enforcement Officer with the Texas Depar	HS/GED	1	0
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Attachment B

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)

Attachment B



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Applications and Appeals Policy

Creation Date: October 18, 2011

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

Prepared By: HR Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS POLICY

I. POLICY

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

II. PROCEDURES

A. Acceptance of Applications

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

B. Review of Applications

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

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

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

C. Disqualification:

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

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

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

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

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

D. False Statement on Application

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

E. Appeals from Disqualification:

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

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

APPROVED BY:

FOR:

TOMAS GONZALEZ, City Manager

DATE:

July 14, 2015