



Department of Human Resources

MAYOR
Renard U. Johnson

TO: Elisa Gallegos, Recreation Program Supervisor

FROM: Mary Wiggins, Chief Human Resources Officer

DATE: February 4, 2025

MW

SUBJECT: Discussion and Action on Disqualification Appeal to take Examination and/or Removal of Names from Eligible List for the Parks and Recreation 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 #10 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 Failure to attend the meeting to address the Commission may result in your appeal being deemed withdrawn.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: Elisa Gallegos
Current Position and Grade: Recreation Program Supervisor PM122
Position and Grade Applying For: Community Center Supervisor PM125
Exam Plan: 16110-0125

Reason for Disqualification:
 Lacks Minimum Qualifications

Minimum Qualifications:

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

Applicant Qualifications:

Education: Associates of Science

Experience: Recreation Program Supervisor	03/2018 - Present	6 yrs. 8 mos.
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Comments:

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

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

Ms. Gallegos has appealed two times prior for the same reason for the Community Center Supervisor.

1st appeal was on August 1, 2022 and her appeal was denied by the Civil Service Commission on September 8, 2022.

2nd appeal was on February 21, 2024 and her appeal was denied by the Civil Service Commission on March 14, 2024.

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: Rosalva Juarez
Reviewed By: Erica Salamanca

HR-HCM Review: *Erica Salamanca*

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Civil Service Commission Appeal

Recruitment Factsheet

Exam Plan Title: Community Center Supervisor 16110-0125

Recruiting Department: Parks Recreation Administration

Total Applications

Rec'd: 50

of Internal Applicants: 16

of External Applicants: 34

Total # of Applicants Failed

Minimum Qualifications: 36

Lacked Education: 1

Lacked Experience: 31

Lacked Ed & Exp: 3

Other: 1

Total # of qualified to taking

Exam:

Total # Failed the Exam:

of Internal Applicants:

of External Applicants:

No-Show to Exam:

of Internal Applicants:

of External Applicants:

Total # of Applicants who passed the Examination

Qualified City Employees:

Qualified External Applicants:

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CIVIL SERVICE COMMISSION



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Appeal Form

To Whom It May Concern:

I, Elisa Gallegos, hereby appeal my disqualification to take the examination for: Community Center Supervisor [Examination Title]

Date notified of disqualification: 1.23.25

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

Lacks Minimum Qualification – Rule 5.1.(a) Convicted of a felony, or a misdemeanor – Rule 5.1.(b)
 Human Resources Policy: Dismissed from Public Service Dismissed from City Employment
 OTHER (write specific C.S.C. Rule or HR Policy you are appealing)

C.S.C. Rule 5.1.(a) Applicant Does Not Meet Minimum Qualification	YES	NO
Do you meet the educational requirements as stated in the job specification for this position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

I am currently 88% through towards the completion of my bachelor's degree. My current class ends February 10 and after that I will be completing my remaining classes in two, 5 week sessions, with my final classes ending April 21st. I strongly feel that my commitment to finishing, and obtaining, my bachelor's degree is an asset and would like the opportunity to be on the eligible list. I worked to move my original completion date from Sept 2025 to April 2025 because of my goal of having an opportunity →

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	YES	NO
HR Policy: Dismissed from City Employment		
Are the circumstances of your dismissal related to the duties of the position being sought?	<input type="checkbox"/>	<input type="checkbox"/>
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:	Address:	City/State/Zip	
Telephone:	Person ID #:	(Neogov)	Stamp
Applicant Signature:	<u>Erlalga</u>	Date:	<u>1.23.25</u> 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 <input checked="" type="checkbox"/>			



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SUPPLEMENTARY WORK EXPERIENCE

City of El Paso

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

NAME:(Last, First, Middle)

Crallagos, Elisa

Person ID#

SS #: (last 4 digits)

[Redacted]

Additional experience for the position of :

Community Center Supervisor

WORK EXPERIENCE

DATES:

From: Mar 2018 To: Present

EMPLOYER:

City of El Paso

PHONE NUMBER:

915-212-0396

ADDRESS:(Street, City, State, Zip Code)

POSITION TITLE:

Recreation Program Supervisor

SUPERVISOR:

Linda Hammonds

HOURS PER WEEK:

40

SALARY:

\$42,330

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

please see attached paper

REASON FOR LEAVING:

currently employed

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. ES initials or check for electronic initials

Signature

ES

Date

1.23.25

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



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I became a Recreation Program Supervisor in March 2018, and that is the current position that I am in. From March 2018 to March 2020, the centers I was in charge of/supervised, had two staff that I was supervising. My duties at these centers, and at any center I supervise, was to make and manage their schedules, oversee and help create new programming, and manage staff that was needed to help at other locations, when needed. My duties were to manage approximately 40 operating hours/week for those centers. During that time, I also would have special events where I had a core team of 3-5 staff that I would utilize to execute and staff the events. When our centers re-opened after the initial COVID shut down I was assigned to a center where I helped supervise/manage 4 staff with approximately 55 operating hours for the center. I was then assigned to a center where I helped manage/supervise 6 staff with approximately 65 operating hours at that center. For the past two years I have been a part of overseeing our departments largest program, our Mini Sports and Recreation Sports. This program runs year-round and is a part of most of the 18 recreation centers. I am in charge of ordering equipment, supplies, uniforms, and awards for this program as well as creating/updating rules and guidelines for all the sports that are offered in the program. I was a core part of the team that managed/set up for the summer bi-weekly concerts that were held for the city's 150th anniversary.

As a Recreation Program Supervisor, I am responsible for all daily operations any center I am supervising, as well as daily cash handling and basic upkeep/maintenance of the center. I have also been a part of the interview selection and interview process for different positions, which involves going through applications to select potential candidates, setting up interviews, and preparing all necessary paperwork for HR from the calling and interview process.

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EMPLOYMENT APPLICATION	
 <p>CITY OF EL PASO 300 N. Campbell El Paso, Texas 79901 915-212-0045 http://www.elpasotexas.gov</p> <p>Gallegos, Elisa 16110-0125 COMMUNITY CENTER SUPERVISOR</p>	<p>Received: 1/9/25 12:56 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>

PERSONAL INFORMATION		
POSITION TITLE: COMMUNITY CENTER SUPERVISOR	EXAM ID#: 16110-0125	
NAME: (Last, First, Middle) Gallegos, Elisa	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]	
HOME PHONE: [REDACTED]		
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: TX Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Some College		

PREFERENCES	
ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: To have the opportunity to use my skills, knowledge, and experience to better serve different areas of the city and work to improve our recreation centers.	

EDUCATION		
DATES: From: 8/2024 To: Present	SCHOOL NAME: University of Phoenix	
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelor's of Science in Management		UNITS COMPLETED: 7 - Semester
DATES: From: 6/2016 To: 7/2017	SCHOOL NAME: El Paso Community College	
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Associates of Science		UNITS COMPLETED: 4 - Semester
DATES: From: 8/2004 To: 5/2006	SCHOOL NAME: University of Texas at El Paso	
LOCATION: (City, State/Province) El Paso, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: No Degree
MAJOR: Electrical Engineering		
DATES: From: 8/1998 To: 5/2002	SCHOOL NAME: Clint High School	
LOCATION: (City, State/Province) Clint, Texas	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

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



DUTIES:
 Oversee the administration of a major recreation facility. Monitor facility to ensure safe environment for participants. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.
 Plan and implement organized recreational and activities. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Recommend and incorporate changes and improvements.
 Represent the department information and guidance on recreation center programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Meet with departments and outside agencies. Respond to complaints. Resolve problems and recommend appropriate action. Prepare reports and recommendations. Direct the preparation of activity reports. Act as a liaison with community and neighborhood organizations. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.
 Supervise assigned staff. Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants.

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

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

REASON FOR LEAVING:
Promotion

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

DUTIES:
 Monitor participants, set up for various classes, assist/implement different skills camps, assist with programming ideas, promote various city activities.
 Assist in different recreation activities going on in the center. Greeting public, answering phones, providing information regarding various activities. Register participants for classes, mini-sports, parent classes, youth player ID's. Collect money. Keep current monthly attendance and inventory as assigned by supervisor.

REASON FOR LEAVING:
promotion

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

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

REASON FOR LEAVING:
promotion/better job opportunity

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



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

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

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

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES
Nothing Entered For This Section

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

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

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

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

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

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

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

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

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

This application was submitted by Elisa Gallegos on 1/9/25 12:56 PM

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



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City of El Paso
Community Center Supervisor

CLASS CODE	16110 PM 125	SALARY	\$22.64 - \$35.19 Hourly \$1,811.54 - \$2,815.00 Biweekly \$3,925.00 - \$6,099.17 Monthly \$47,100.00 - \$73,190.00 Annually
ESTABLISHED DATE	April 23, 2006	REVISION DATE	September 08, 2024

Minimum Qualifications

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

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

General Purpose

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

Typical Duties

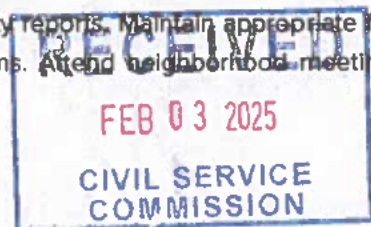
Oversee the administration of a major recreation facility. Involves: Prepare and monitor annual user fee budget. Review expenditures. Monitor facility to ensure safe environment for participants. Ensure room setup is complete. Oversee the preparation of work orders to maintain and repair facility. Determine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

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

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



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

Other duties as assigned.

Knowledge, Skills, and Abilities

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

Other Job Characteristics

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

Classification Status



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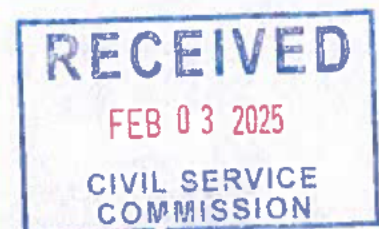
ITEM #10

(Ord. 016352 04/25/06), (HR 10/26/11), (CC 07/29/12), (HR 05/22/22), (HR 09/11/22), (HR 03/12/23), (HR 09/10/23), (HR 10/09/2023), (HR 09/08/2024)

As provided under Civil Service Rule 4, Section 2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



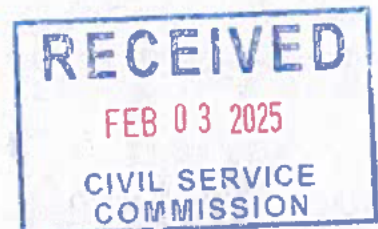
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Attachment A



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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)

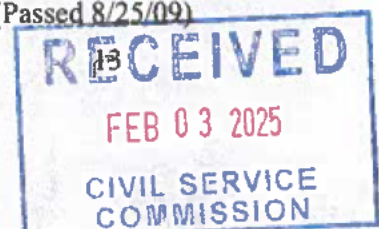
Section 11. Required Licenses or Certificates

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)

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)



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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

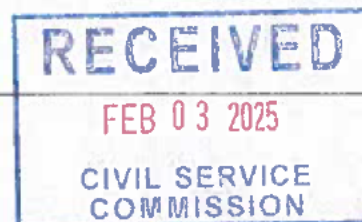
1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from 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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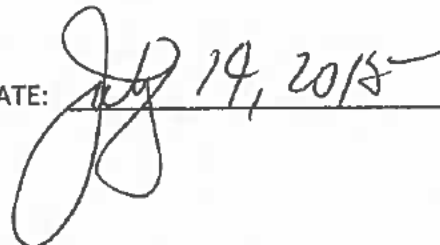


- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
 - e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human 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:


July 19, 2015



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