

Department of Human Resources

MAYOR

Oscar Leeser

TO: Alejandro Contreras, Engineering Senior Technician

FROM: Mary Wiggins, Chief Human Resources Officer

DATE: July 3, 2024

CITY COUNCIL

District 1
Brian Kennedy

District 2
Dr. Josh Acevedo

District 3Cassandra Hernandez

District 4
Joe Molinar

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Isabel Salcido

District 6 Art Fierro

District 7 Henry Rivera

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Chris Canales

INTERIM CITY MANAGER Cary Westin **SUBJECT:** DISCUSSION AND ACTION ON APPEAL OF DISQUALIFICATION TO TAKE EXAMINATION AND/OR REMOVAL OF NAME FROM ELIGIBLE LIST FOR ENGINEERING LEAD TECHNICIAN IN ACCORDANCE WITH CSC RULE 5, SECTION 1.

(A) AND HR APPLICATION POLICY SECTION II, C (A)

Your appeal is placed on the Civil Service Commission Agenda for their meeting to be held on Thursday evening, July 11, 2024. The meeting will be at 6:00 P.M., in the Main Conference Room, 2nd Floor, City Hall (300 N. Campbell). It is requested that you attend the meeting in order 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 abandoned.

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, Administrative Support Specialist, at (915) 212-1242.

Mary Wiggins PHR, SHRM-CP – Chief Human Resources Officer

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