



Department of Human Resources

MAYOR
Oscar Leaser

TO: David Sanchez, El Paso Water Dept

FROM: Mary Wiggins, Chief Human Resources Officer *MW*

DATE: December 6, 2024

CITY COUNCIL

District 1
Brian Kennedy

SUBJECT: Discussion and Action on Disqualification Appeal to take Examination and/or Removal of Names from Eligible List for Environmental Services Dept, in accordance with C.S.C. Rule 5.1.(a), and the City's Application Policy.

District 2
Dr. Josh Acevedo

District 3
Cassandra Hernandez

Your appeal has been placed on the Civil Service Commission Agenda as Item #5 for their meeting to be held on **Thursday evening, December 12, 2024**. 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 Failure to attend the meeting to address the Commission may result in your appeal being deemed withdrawn.

District 4
Joe Molinar

District 5
Isabel Salcido

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.

District 6
Art Fierro

District 7
Henry Rivera

If you have any questions, please call Symone Menchaca at (915) 212-1242.

District 8
Chris Canales

CITY MANAGER
Dionne Mack

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: David Sanchez
Current Position and Grade: Engineering Senior Technician GS 054
Position and Grade Applying For: Engineering Lead Technician GS 056
Exam Plan: 13815-1024

Reason for Disqualification:

Applicant is lacking an Associate's Degree in Engineering or Drafting Technology, or a closely related physical science field; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and one (1) year of lead or supervisory experience.

Minimum Qualifications:

An Associate's Degree in Engineering or Drafting Technology, or a closely related physical science field, plus four (4) years increasingly responsible para-professional engineering experience including one (1) year of lead or supervisory experience; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and (8) eight years of construction or engineering related experience including one (1) year of lead or supervisory experience.

Applicant Qualifications:

Education: HSD/GED

| | | |
|----------------------------------|-------------------|-------------|
| Experience: Surveyor Aide | 10/2011 – 12/2014 | 3 yrs 2 mos |
| Carpenter Apprentice | 01/2015 – 03/2016 | 1 yr 2 mos |
| Engineering Aide | 03/2019 – 12/2021 | 2 yrs 9 mos |
| Engineering Technician | 12/2021 – 07/2022 | 0 yrs 7 mos |
| Engineering Senior Technician | 07/2022 – present | 2 yrs 3 mos |

Comments:

Mr. Sanchez does not have an Associate’s degree in Engineering or Drafting Technology, or a closely related physical science field. To qualify for this position, he needs 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and (8) eight years of construction or engineering related experience including one (1) year of lead or supervisory experience.

Mr. Sanchez provided a supplementary work experience form to account for the one year of lead experience in his current position of Engineering Senior Technician and he meets the experience requirements. He does not meet the education requirements. The transcript he provided does not include any college credit hours related to engineering, drafting technology, or a closely related field.

Applicable City Rules and Policies:

Ordinance 8065 – Civil Service Commission Rule 5, Section 1 (a). **(Please refer to Attachment A)**
Application and Appeals Policy **(Please refer to Attachment B)**

Prepared By: Jennifer Fulmer
Reviewed By: Karla Mora



Civil Service Commission Appeal

HR-HCM Review:

Erica Salamanca

Date: 12/02/2024

Civil Service Commission Appeal

Recruitment Factsheet

Exam Plan Title: Engineering Lead Technician 13815-1024

Recruiting Department: Environmental Services

Total Applications

Rec'd/took the Exam: 33

of Internal Applicants: 14

of External Applicants: 19

**Total # of Applicants who
failed the Exam
(supplemental questions): 5**

Lacked Education: 0

Lacked Experience: 4

Lacked Ed & Exp: 1

Other: 0

**Total # of Applicants who
failed the application
review 16**

Lacked Education: 0

Lacked Experience: 11

Lacked Ed. & Exp.: 5

Other: 0

**Total # of Applicants who
passed the application
review 12**

Qualified City Employees 7

Qualified External Applicants: 5

Appeal Form

To Whom It May Concern:

I, David Orlando Sanchez, hereby appeal my disqualification to take the examination for: Engineering Lead Technician [Examination Title]

Date notified of disqualification: 11-13-2024

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 checked="" type="checkbox"/> | Convicted of a felony, or a misdemeanor – Rule 5.1.(b) <input 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 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)
see attached Supplementary Work Experience sheet.

| 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.

| | | |
|---|--------------------------|--------------------------|
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| Please detail the circumstances involving your dismissal from public service. Please provide any supporting documentation regarding this issue. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |
| Other _____ (cite specific Rule or HR Policy you are appealing). | | |
| Please explain what you are appealing <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | |

Name: David Orlando Sanchez Address: [REDACTED] City/State/Zip: El Paso, Texas, 79930
 Telephone: [REDACTED] Person ID #: (Neogov)

Applicant Signature:  Date: 11-13-2024

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

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)

Sanchez, David, Orlando

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :

Engineering Lead Technician

WORK EXPERIENCE

DATES:

From: 3/10/19 To: 12/25/21

EMPLOYER:

EP Water

PHONE NUMBER:

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

1154 Hawkins, El Paso, Texas, 79925

POSITION TITLE:

Engineering Aide

SUPERVISOR:

Hector Angulo

HOURS PER WEEK:

40

SALARY:

\$ 30,000

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

Assisted Engineering Tech in charge. Worked in crews of 2 or more. Worked in different areas of the city depending on which crew I was assigned to. Learned how to locate and mark El Paso Water utilities for 811 locates, contractors, and water utility engineers and employees. Learned to survey with rod and level. Also learned to survey with GPS Trimble equipment.

REASON FOR LEAVING:

" Got promoted to Engineering Tech

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. D.S Initials or check for electronic initials

Signature

Date 11-27-24

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

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)

Sanchez, David, Orlando

Person ID#

SS #: (last 4 digits)

Additional experience for the position of :

Engineering - Lead Technician

WORK EXPERIENCE

DATES:

From: 12/26/21 To: 7/9/22

EMPLOYER:

El Paso Water

PHONE NUMBER:

(915) 820-8692

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

1154 Hawkins, El Paso, Texas

POSITION TITLE:

Engineering Technician

SUPERVISOR:

Hector Angulo

HOURS PER WEEK:

40

SALARY:

\$40,000

MAY WE CONTACT THIS EMPLOYER?

Yes No

DUTIES:

Worked as a crew of 2 or more and eventually began running my own crew. Same job duties as a Engineering Senior Technician. Did survey work for contractors, project managers, engineers, and El Paso Water employees. Used level and rod. Used gps Trimble as well. Located water utilities. Also did paving cut inspections from time to time.

REASON FOR LEAVING:

Promoted to Engineering Senior Technician

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. DS Initials or check for electronic Initials

Signature

Date

11-27-24

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

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) Sanchez, David, Orlando | Person ID# [REDACTED] | SS #: (last 4 digits) [REDACTED] |
|---|---------------------------------|--|

Additional experience for the position of :
Engineering Lead Technician

WORK EXPERIENCE

| | | |
|--|-----------------------------------|------------------------------------|
| DATES: From: 7-10-2022 To: Current | EMPLOYER: El Paso Water | PHONE NUMBER: [REDACTED] |
|--|-----------------------------------|------------------------------------|

ADDRESS:(Street, City, State, Zip Code)
1154 Hawkins, El Paso, Texas, 79925

| | |
|---|---------------------------------------|
| POSITION TITLE: Engineering Senior Technician | SUPERVISOR: Gabriel Ramirez |
|---|---------------------------------------|

| | | |
|------------------------------|----------------------------|---|
| HOURS PER WEEK: 40 | SALARY: \$47,000 | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------------------|----------------------------|---|

DUTIES: Start date as Engineering Senior Technician was July 10, 2022. As a Engineering Senior Technician I supervise one to two technicians on a daily basis. I lead and train my assigned crew on multiple tasks, such a utilizing the necessary tools for the jobs, like our GPS Trimble system to shoot and survey new and existing subdivisions (commercial and residential). I supervise and verify their survey and locates work before turning it in to the proper personnel (contractor and project manager). As crew leader I make sure my assigned techs know how to utilize the work tablet to complete daily job duties. Train them how to use our different softwares such as Conduit, GIS, Korterra (B11), Master Data Base, K-Drive, and our daily vehicle and engineering logs.

REASON FOR LEAVING:
Still 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. D.S. Initials or check for electronic initials

Signature  Date 11-14-2024

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

Record of: David Orlando Sanchez
Issued To: David Sanchez

Course Level: Credit

Current Program

Major : Civil Engineering

| SUBJ NO. | COURSE TITLE | CRED GRD | PTS R | SUBJ NO. | COURSE TITLE | CRED GRD | PTS R | | | | |
|--------------------------------------|--------------------------------|-------------|-----------|-------------------------------|-------------------------------|-------------|-----------|---------------------------------|------|--|--|
| Institution Information continued: | | | | | | | | | | | |
| INSTITUTION CREDIT: | | | | Spring 2016 | | | | | | | |
| | | | | MUSI 1310 | JAZZ TO ROCK (C) | 3.00 F | 0.00 E | | | | |
| | | | | SOCI 1301 | INTRO SOCIOLOGY (C) | 3.00 C | 6.00 | | | | |
| Fall 2009 | | | | Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 6.00 | GPA: 2.00 | | | | |
| CRIJ 1301 | INTRODUCTN CRIMINAL JUSTICE(F) | 3.00 B | 9.00 | Academic Suspension | | | | | | | |
| Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 9.00 | GPA: 3.00 | | | | | | | | |
| Good Standing | | | | Fall 2016 | | | | | | | |
| | | | | GOVT 2305 | AMERICAN GOVT \ POLITICS (C) | 3.00 B | 9.00 I | | | | |
| Spring 2010 | | | | HIST 1302 | HIST OF US SINCE 1877 (C) | 3.00 F | 0.00 E | | | | |
| CRIJ 2328 | POLICE SYSTEMS\PRACTICES (F) | 3.00 C | 6.00 | Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 9.00 | GPA: 3.00 | | | | |
| Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 6.00 | GPA: 2.00 | Academic Suspension | | | | | | | |
| Good Standing | | | | Spring 2021 | | | | | | | |
| | | | | HIST 1302 | UNITED STATES HISTORY II (CF) | 3.00 B | 9.00 I | | | | |
| Fall 2014 | | | | MUSI 1310 | AMERICAN MUSIC (C) | 3.00 B | 9.00 I | | | | |
| MATH 1324 | INTRO MATH BUS & SOC SCI (C) | 3.00 B | 9.00 | Ehrs: 6.00 | GPA-Hrs: 6.00 | QPts: 18.00 | GPA: 3.00 | | | | |
| SPCH 1321 | ORGANIZATION\PROF COMMUN (CF) | 3.00 B | 9.00 | Good Standing | | | | | | | |
| Ehrs: 6.00 | GPA-Hrs: 6.00 | QPts: 18.00 | GPA: 3.00 | | | | | | | | |
| Good Standing | | | | Fall 2021 | | | | | | | |
| | | | | ARTS 1304 | ART HISTORY II (C) | 3.00 C | 6.00 | | | | |
| Spring 2015 | | | | ENGL 1302 | COMPOSITION II (CF) | 3.00 C | 6.00 | | | | |
| ENGL 1301 | EXPOSITORY ENGLISH COMP (C) | 3.00 B | 9.00 | GOVT 2306 | TEXAS GOVERNMENT (CF) | 3.00 B | 9.00 | | | | |
| GOVT 2305 | AMERICAN GOVT \ POLITICS (C) | 3.00 D | 0.00 E | Ehrs: 9.00 | GPA-Hrs: 9.00 | QPts: 21.00 | GPA: 2.33 | | | | |
| HIST 1301 | HIST OF US TO 1865 (C) | 3.00 B | 9.00 | Good Standing | | | | | | | |
| Ehrs: 6.00 | GPA-Hrs: 6.00 | QPts: 18.00 | GPA: 3.00 | | | | | | | | |
| Good Standing | | | | ***** TRANSCRIPT TOTALS ***** | | | | | | | |
| | | | | | | Earned Hrs | GPA Hrs | Points | GPA | | |
| Fall 2015 | | | | TOTAL INSTITUTION | | 42.00 | 42.00 | 111.00 | 2.64 | | |
| EDUC 1300 | MASTER ACADEMIC EXCELLENCE (C) | 3.00 C | 6.00 | TOTAL TRANSFER | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| ENGL 1302 | RESEARCH WRIT \ LIT ANALY (C) | 3.00 W. | 0.00 | OVERALL | | 42.00 | 42.00 | 111.00 | 2.64 | | |
| HIST 1302 | HIST OF US SINCE 1877 (C) | 3.00 F | 0.00 E | | | | | | | | |
| Ehrs: 3.00 | GPA-Hrs: 3.00 | QPts: 6.00 | GPA: 2.00 | | | | | | | | |
| Academic Probation | | | | | | | | | | | |
| ***** CONTINUED ON NEXT COLUMN ***** | | | | | | | | ***** CONTINUED ON PAGE 2 ***** | | | |



Record of: David Orlando Sanchez

Core cont:

Core Curriculum:

| | | | |
|-----|-----------|---|-------------|
| COR | MATH 1324 | B | Fall 2014 |
| COR | SPCH 1321 | B | Fall 2014 |
| COR | ENGL 1301 | B | Spring 2015 |
| COR | HIST 1301 | B | Spring 2015 |
| COR | EDUC 1300 | C | Fall 2015 |
| COR | SOCI 1301 | C | Spring 2016 |
| COR | GOVT 2305 | B | Fall 2016 |
| COR | HIST 1302 | B | Spring 2021 |
| COR | MUSI 1310 | B | Spring 2021 |
| COR | ARTS 1304 | C | Fall 2021 |
| COR | ENGL 1302 | C | Fall 2021 |
| COR | GOVT 2306 | B | Fall 2021 |

CORE CURRICULUM NOT COMPLETE

***** END OF TRANSCRIPT *****



This record is released in accordance with provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Release to a third party without the student's consent is prohibited.

An official signature is white with a teal background. Reject this document if the signature is distorted.

Cassandra M. Lachica-Chavez
 Cassandra M. Lachica-Chavez, Ph.D.
 Executive Director of Admissions and Registrar



13815-1024 - Engineering Lead Technician

Contact Information -- Person ID: [REDACTED]

Name: David O. Sanchez Address: [REDACTED]

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Former Last Name: [REDACTED] Month and Day of Birth: [REDACTED]

Personal Information

Driver's License: Yes, Texas , [REDACTED] , Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

Preferences

Are you willing to relocate? Yes

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

To progress within the city of El Paso in order to learn new skills, gain more experience, and better myself while providing the best customer service and services to the citizens of El Paso County.

Education

College/University Did you graduate: No
El Paso Community College Major/Minor: Civil Engineering
 www.epcc.edu Units Completed: 65 Quarter
 8/2014 - Present Degree Received: Associate's

El Paso, Texas

Work Experience

Senior Engineering Technician Hours worked per week: 40
 3/2019 - Present Monthly Salary: \$0.00
 # of Employees Supervised: 2
 El Paso Water Name of Supervisor: Hector Angulo - Construction
 1154 Hawkins Superintendent
 El Paso , Texas 79930 May we contact this employer? Yes
 9152532051

Duties

Field surveys, locates, collect data and operate survey/electronic equipment. Assist contractors, customers, and other sections. Mark EP Water utilities for 811 locates. Inspections for asphalt, concrete, and pavement cuts/trench repairs. Search for data, designs, and plans on EPW programs. Prepare daily logs and reports. Provide excellent customer service to the public and contractors. Assist work crews with water line repairs, locates of utilities/valves, sewer line repairs, sewer cuts and other necessary work. Create as-builts of new projects and new utility installations. Use GPS Trimble tool to shoot elevations for new utility line installations, stake out water lines and sewer lines for new projects and installations. Shoot elevations with level or GPS for different types of jobs. Open manholes and measure depths/inverts.

General Service Worker

3/2016 - 3/2019

El Paso Environmental Services
Department
7968 San Paulo Dr.
El Paso, Texas 79907

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Rudy Tellez - Supervisor
May we contact this employer? Yes

Duties

Assist driver in maneuvering work vehicle, assist driver with traffic control or when needed for safety, crews of usually 3 or more, work as a team, collect trash and recycle containers from city customer's and empty into work vehicle, complete assigned routes then unload truck at landfill, clean and maintain work truck and work environment, and provide excellent customer service.

Reason for Leaving

Hired as Engineering Aide for El Paso Water Department.

Carpenter apprentice

1/2015 - 3/2016

Diaz Home Builders
2420 Silver Ave.
El Paso, Texas 79930
9152691213

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: John Diaz - Owner
May we contact this employer? Yes

Duties

Assisted with building new and remodeling existing homes. Duties consisted of flooring work, framing, trim/molding, painting, demolition, carpentry work, doors/entryways, drywall/sheet rock replacement, use of a variety of tools and power tools.

Reason for Leaving

New job opportunity with ESD of El Paso.

Delivery Driver

12/2014 - 2/2015

Pizza Hut
2915 N. Mesa St.
El Paso, Texas
9158751326

Hours worked per week: 30
Monthly Salary: \$0.00
Name of Supervisor: Marsha - Store Manager
May we contact this employer? Yes

Duties

Opening and closing the store, cleaning, restocking, washing dishes, driving, delivering, and handling money.

Reason for Leaving

New employment in home remodeling.

Surveyor Aide

10/2011 - 12/2014

JAR Construction Inc.
8000 Escobar Dr.
El Paso, Texas 79907
(915) 591-3389

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Adam Carmona -
Superintendent
May we contact this employer? Yes

Duties

Survey new and existing projects. Research records, survey records, and land titles for information on property boundaries. Use tools to mark and place nails/stakes at work site. Stake out boundaries, right of ways, and utility easements. Review and go over proposed plans and details in order to use GIS system for accurate stake out. Meet with contractors to discuss job

site. Work under project managers and engineers at job site.

Reason for Leaving

Personal reasons and enrolled at EPCC for Civil Engineering.

Certificates and Licenses**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: Required supplemental questions and answers are considered an examination component and will generate a score.

A: I understand my answers to the supplemental questions will generate a score.

2. Q: I understand that I am being tested on a conditional basis pending 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 my minimum qualifications.

| Job Code | Current Job Title | Type of Position | Current Grade | FLSA Status | Education Requirement | Experience Requirement | Lead or Supervisory Experience Requirement |
|----------|--|------------------|---------------|-------------|-------------------------------|------------------------|--|
| | Engineering Support Group | | | | | | |
| 13810 | Engineering Associate | Classified | PM 126 | Exempt | BA | 0 | 0 |
| 13811 | Environmental Team Leader | Classified | PM 126 | Exempt | BA | 2 | |
| U5440 | Contract Compliance Officer | Unclassified | PM 123 | Non-Exempt | BA | 1 | 0 |
| 13813 | Engineering Specialist | Classified | GS 60 | Non-Exempt | AA or 60 College Credit Hours | 6 | 0 |
| 13815 | Engineering Lead Technician | Classified | GS 56 | Non-Exempt | AA or 30 College Credit Hours | 4 or 8 | 1 |
| 13820 | Engineering Senior Technician | Classified | GS 54 | Non-Exempt | AA or 30 College Credit Hours | 2 or 4 | 0 |
| 13823 | Environmental Lead Field Technician | Classified | GS 54 | Non-Exempt | AA or 30 College Credit Hours | 2 or 4 | 0 |
| U5460 | Computer Aided Design Drafting (CADD) Technician | Unclassified | GS 52 | Non-Exempt | AA | 2 | 0 |
| 13825 | Environmental Senior Field Technician | Classified | GS 52 | Non-Exempt | AA or 30 College Credit Hours | 2 or 4 | 0 |
| 13830 | Engineering Technician | Classified | GS 51 | Non-Exempt | AA or 30 College Credit Hours | 1 or 2 | 0 |
| U5480 | Construction Inspector | Unclassified | GS 48 | Non-Exempt | 30 College Credit Hours/HSD | 2 or 4 | 0 |
| 13835 | Environmental Field Technician | Classified | GS 48 | Non-Exempt | AA or 30 College Credit Hours | 0 or 2 | 0 |
| 13840 | Engineering Aide | Classified | GS 46 | Non-Exempt | HS/GED | 0 | 0 |



City of El Paso

Engineering Lead Technician

| | | | |
|-------------------------|-----------------|----------------------|---|
| CLASS CODE | 13815 GS 056 | SALARY | \$21.55 - \$35.75 Hourly \$1,724.23 - \$2,860.38 Biweekly \$3,735.83 - \$6,197.50 Monthly \$44,830.00 - \$74,370.00 Annually |
| ESTABLISHED DATE | August 20, 2006 | REVISION DATE | September 08, 2024 |

Minimum Qualifications

Education and Experience: An Associate's Degree in Engineering or Drafting Technology, or a closely related physical science field, plus four (4) years increasingly responsible para-professional engineering experience including one (1) year of lead or supervisory experience; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and (8) eight years of construction or engineering related experience including one (1) year of lead or supervisory experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state by time of appointment.

General Purpose

Under direction, plan and coordinate work of assigned subordinates or personally perform expert level unusual aspects of providing technical support to assist engineering professionals with a broad range projects or programs, including those of an interdisciplinary or interdepartmental nature.

Typical Duties

Review or prepare the most difficult or unusual design plans in support of construction, site development, streets, drainage, water or sewer line, or storm drain engineering projects according to specifications and in compliance with pertinent codes and ordinances, as assigned. Involves: Check for adherence with technical procedures and engineering instructions. Verify survey measurements, and existing facility, utility, and structure data. Recommend alternatives regarding technical aspects of plans to meet planning, design and cost problems encountered. Analyze plans for compliance with applicable ordinances, regulations and specifications. Assist technicians in overcoming drafting and computational difficulties encountered, gathering inspection data and resolving disputes.

Coordinate and oversee the most complex site inspection and surveying projects, as assigned. Involves: Perform inspections of project construction to verify data and compliance with contract specifications. Measure, observe and discuss progress of work and related problems with colleagues and contractor personnel. Ensuring compliance with professional and technical standards. Monitor work progress and verify that work conforms to developer's contract. Prepare completion certificate. Issue and track equipment.

Perform highly specialized environmental, hazardous materials (HAZMAT), and safety inspections of City owned properties and construction sites, as assigned. Involves: Conduct regular and special inspections of existing and under construction facilities, noting discrepancies and non-compliance problems. Recommend corrective and compliance actions. Estimate costs of corrections, design solution alternatives and compliance plans. Write technical specifications for safety and environmental equipment and modifications, prepare drawings and diagrams

as appropriate. Advise contractors in safety and environmental compliance regulations. Develop and draft specifications and drawings for environmental improvement projects. Prepare reports of inspections and potential problems, alternate methods of work and solutions implemented by responsible engineer. Assist in environmental aspects of landfill linings, measure and monitor methane gas releases and levels. Monitor underground storage tank removal for compliance to standards.

Administer City environmental safety program as assigned. Involves: Develop and write safety and environmental specifications, and implement approved safety recommendations. Prepare, schedule and conduct pertinent remedial and informational training sessions for City employees. Respond to HAZMAT spills and analyze asbestos hazards by gathering information about spills, testing for hazardous substances, determining and recommending evacuation requirements, arranging clean-up actions, and identifying responsible parties.

Perform the most difficult or unusual special investigations, as requested. Involves: Research controversial property line questions. Gather statistical and engineering data, and review sources such as records, files and drawings. Confer with interested department personnel and other agencies. Develop alternatives and recommend technical corrective actions.

Oversee public works projects and property assessment records management, as assigned. Involves: Ensure preparation of construction documents includes design data such as drawings, specifications, grading requirements and legal descriptions of land for City to acquire rights of way. Track project status. Conduct final reviews of contractor project bid proposals. Make final check on pay estimates and contractor invoices. Direct information retrieval.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, and standards of work conduct, attendance and safety. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of engineering design principles, and manual and computer aided design drafting (CADD) techniques and methods.
- Application of comprehensive knowledge of engineering related mathematics, statistics and cost estimation.
- Application of comprehensive knowledge of construction, land development or related engineering technology principles, procedures and techniques.
- Application of comprehensive knowledge of field surveying.
- Application of comprehensive knowledge of Federal, State, and Local environmental protection laws; hazardous chemical and other forms of pollutants.
- Application of comprehensive knowledge of safe work practices and procedures.
- Conceptualize and draft design drawings based on engineering requirements such as compliance plans for facilities, and develop applications of technical procedures in support of engineering projects such as cost effective methods for verifying compliance.
- Simultaneously monitor details of numerous projects.

- Identify variances from plan specifications to resolve problems and minor disputes regarding discrepancies between designs and construction.
- Review and interpret federal and state laws, and enforce codes with firmness, tact and impartiality.
- Collect and analyze data, prepare construction and equipment cost estimates and specifications, technical reports, and allied spreadsheets, charts and graphs pertaining to assigned activities.
- Assist in development of alternate methods of labor, equipment and materials utilization to ensure project, property, facility assets meet regulatory standards.
- Express oneself clearly and concisely, both orally and in writing to communicate safety and environmental concerns and compliance requirements, and to respond to public information requests as authorized.
- Firmly and impartially exercise delegated authority to supervise, motivate, train and evaluate subordinates. Establish and maintain effective working relationships with all levels of management, fellow employees, the public and contractor personnel.

Other Job Characteristics

- Safe operation and care of personal computer or network work station, including CADD, word processing, spreadsheets and database software, surveying and standard drafting instruments and; time and distance measuring devices, and motor vehicle through city traffic.
- Frequent: close visual concentration to draft design drawings with CADD and GIS software.
- Occasional: exposure to adverse weather conditions, heavy equipment operations, walking, standing and climbing on rough terrain and construction sites, and hazardous materials when responding to alleged spills.
- Occasional: stooping, bending, lifting and carrying objects and equipment (up to 30 lbs). Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime.
- Operation of motor vehicle through City traffic.
- Some positions must pass a criminal background check, and obtain and maintain federally mandated security clearance for working at an airport.

Classification Status

(Ord. 016439 08/22/06), (HR 09/03/08), (HR 07/04/10), (CC 07/29/12), (HR 01/15/20), (HR 05/22/22), (HR 09/11/22), (HR 03/12/23), (HR 09/10/23), (HR 09/08/2024)

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. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

Attachment A

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)

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)

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



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.

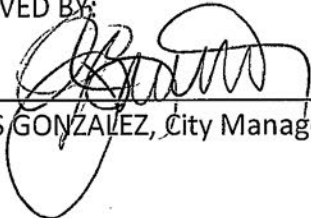
E. Appeals from Disqualification:

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: 