



Civil Service Commission Appeal

Employee Name: Contreras, Alejandro	Position Applying For: Engineering Lead Technician GS 056	Is Appeal Timely? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Position: Engineering Senior Technician (GS 054)		

Reason for Disqualification: Lacks Minimum Qualifications

Lacks Education ☐

Lacks Experience ☒

Required 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: Associate's Degree in Science

Experience: Engineering Senior Technician
Engineering Technician
Engineering Aide

02/2023 - ongoing
07/2022 - 02/2023
02/2022 - 07/2022

1 yr. 4 mos.
0 yrs. 7 mos.
0 yrs. 5 mos.

Comments:

Mr. Contreras meets the education requirement for this position; however, he does not meet the experience requirements. Mr. Contreras has an Associate's degree in General Science; however he is lacking 20 months of increasingly responsible para-professional engineering experience.

According to the supplementary information Mr. Contreras' submitted, he acquired 2 years and 10 months engineering experience as a General Service Worker at the Landfill. This information was reviewed by his former supervisor and a Subject Matter Expert (SME) at the Landfill and they confirmed that the engineering-related duties he described are not performed by General Service Workers therefore credit was not given to him for this experience.



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: EM

Reviewed by: Erica Salamanca

Date: 07/01/2024



Civil Service Commission Appeal

Recruitment Factsheet

Recruitment Title: Engineering Lead Technician 13815-0524 (GS 56)

Recruiting Department: Streets and Maintenance

Total Applications

Rec'd: 25

of City Applicants: 09

of External Applicants: 16

Total # of Applicants Failed

Minimum Qualifications: 19

Lacked Education: 0

Lacked Experience: 14

Lacked Ed & Exp: 5

Other: 0

Total # of qualified to taking

Exam: 6

Total # Failed the
Exam: 0

of City Applicants: 3

of External Applicants: 3

No-Show to Exam: N/A

of City Applicants: N/A

of External Applicants: N/A

**Total # of Applicants who
passed the Examination 6**

Qualified City Employees: 3

Qualified External Applicants: 3

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Appeal Form

To Whom It May Concern:

I, Alejandro Contreras, hereby appeal my disqualification to take the examination for: Engineering Lead Technician [Examination Title]

Date notified of disqualification: 5/20/24

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)

1. I have an Associates of Science Degree.
 2. I have a year and three months as an Engineering Senior Technician, and with the position I have the lead/supervisory experience required for the Engineering Lead Technician.
 3. Prior to being an Engineering Senior Technician since February of 2023, I was an Engineering Technician for eight months, prior to that i was an Engineering Aide for six months and prior to that I was an General Service worker for two years and ten months assisting the Engineering Lead Technicians with conducting topographical surveys and collecting of ground water samples for analysis. With the experience listed I have the required four years of increasingly responsible para-professional engineering experience.
- I will be submitting the supplementary work experience form detailing my experience.

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 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.		
Other _____ (cite specific Rule or HR Policy you are appealing).		
Please explain what you are appealing		

Name: Alejandro Contreras	Address: 535 S. Mesa Hills Apt. 1012	City/State/Zip El Paso, Tx, 79912
Telephone: (915) 283-9308	Person ID #: 026933 (Neogov)	
Applicant Signature: <u>Alejandro Contreras</u>	Date: <u>5/21/24</u>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Stamp Received by CSC </div>
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"/>		



SUPPLEMENTARY WORK EXPERIENCE

City of El Paso

300 N. Campbell, 1st Floor, El Paso, TX 79901

915-212-0045

<http://www.elpasotexas.gov>

NAME: Contreras, Alejandro

Person ID#
39607930

SS #: (2405)

Additional experience for the position of :
Engineering Lead Technician

WORK EXPERIENCE

DATES:

From: Feb 2023 To: Present

EMPLOYER:

City of El Paso

PHONE NUMBER:

1(915) 212-0000

ADDRESS: 300 N. Campbell St, El Paso, TX, 79901

POSITION TITLE:

Engineering Senior Technician

SUPERVISOR:

Eduardo Ruvalcaba

HOURS PER WEEK:

40

SALARY:

41,573

MAY WE CONTACT THIS EMPLOYER?



Yes



No

DUTIES:

- **Supervise construction crews to ensure proper restoration of city right-of-way**
- **Oversee and coordinate daily inspections conducted by Engineering Technicians. Optimizing productivity to ensure project deadlines are met.**
- Conduct inspections on city right-of-way such as concrete repair, asphalt repair, backfills & CLSM
- Collaborate with engineers, contractors and utilities to ensure project objectives are met within Engineering Plans, City Municipal Code and Design Standards for Construction (DSC)
- Conduct interviews in a professional manner to develop rapport in order to gather comprehensive information to better evaluate candidates
- Utilize Permit and Inspection software (Accela) to review engineering plans and document inspection details and their outcomes, between Compliant and Non-Compliant
- Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions
- Able to identify violations at job sites and shut down construction crews and/or issue citations based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code
- Conduct Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed

REASON FOR LEAVING:

I have not left, it is my current position but I am looking to promote within the City of El Paso.

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. A.C. Initials or ☒ check for electronic initials

Signature Alejandro Contreras

Date 5/21/24

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

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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: Contreras, Alejandro

Person ID#
39607930

SS #: (2405)

Additional experience for the position of :

Engineering Lead Technician

WORK EXPERIENCE

DATES:

From: April 2019 To: Feb 2022

EMPLOYER:

City of El Paso

PHONE NUMBER:

1(915) 212-0000

ADDRESS: 300 N. Campbell St, El Paso, TX, 79901

POSITION TITLE:

General Service Worker

SUPERVISOR:

Manny Perez

HOURS PER WEEK:

40

SALARY:

22,597

MAY WE CONTACT THIS EMPLOYER?



Yes



No

DUTIES:

- Enforce standards of proper waste management to better environmental impact
- Perform maintenance for signs, roads and scales to ensure operation of Landfill
- Direct customers on how to dispose of waste in a safe manner
- Operate small and medium landfill equipment such as bobcat, front-end loader and hydroseed sprayer
- Prepare regulatory reports such as Fuel Reconciliation, Daily Rain Fall, TCEQ and TERP Hourly Machine Usage
- Assisted cashiers with the operation of check-in and check-out lanes for commercial and non-commercial customers
- **Assisting Engineering Lead Technicians conduct topographical field surveys and collect groundwater samples for analysis. Performed maintenance and calibration of equipment used for environmental surveys**

REASON FOR LEAVING: I promoted within the City to an Engineering Aide.

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. A.C. Initials or ☒ check for electronic initials

Signature Alejandro Contreras Date 5/21/24

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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: Contreras, Alejandro

Person ID#
39607930

SS #: (2405)

Additional experience for the position of :

Engineering Lead Technician

WORK EXPERIENCE

DATES:

From: Feb 2022 To: July 2022

EMPLOYER:

City of El Paso

PHONE NUMBER:

1(915) 212-0000

ADDRESS: 300 N. Campbell St, El Paso, TX, 79901

POSITION TITLE:

Engineering Aide

SUPERVISOR:

Jose Gutierrez

HOURS PER WEEK:

40

SALARY:

25,952

MAY WE CONTACT THIS EMPLOYER?



Yes



No

DUTIES:

As an Engineering Aide I conducted Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed. Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions. I am able to identify violations at job sites and shut down construction crews and/or issue citations based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code.

REASON FOR LEAVING: I promoted within the City to an Engineering 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. A.C. Initials or ☒ check for electronic initials

Signature

Alejandro Contreras

Date 5/21/24

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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: Contreras, Alejandro

Person ID#
39607930

SS #: (2405)

Additional experience for the position of :
Engineering Lead Technician

WORK EXPERIENCE

DATES:

From July 2022 To: Feb 2023

EMPLOYER:

City of El Paso

PHONE NUMBER:

1(915) 212-0000

ADDRESS: 300 N. Campbell St, El Paso, TX, 79901

POSITION TITLE:

Engineering Technician

SUPERVISOR:

Eduardo Ruvalcaba

HOURS PER WEEK:

40

SALARY:

33,060

MAY WE CONTACT THIS EMPLOYER?



Yes



No

As an Engineering Technician I supervise construction crews to ensure proper restoration of city right-of-way. Conduct inspections on city right-of-way such as concrete repair, asphalt repair, backfills & CLSM. Collaborate with engineers, contractors and utilities to ensure project objectives are met within Engineering Plans, City Municipal Code and Design Standards for Construction. Utilize Permits and Inspection software (Accela) to review engineering plans and document inspection details and their outcomes, between Compliant and Non-Compliant. Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions. Able to identify violations at job sites and shut down construction crews and/or issue citations based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code. Conduct Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed.

REASON FOR LEAVING: I promoted within the City to an 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. A.C. Initials or ☒ check for electronic initials

Signature Alejandro Contreras

Date 5/21/24

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**CIVIL SERVICE
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13815-0524 - Engineering Lead Technician

Contact Information -- Person ID: 28504439

Name:	Alejandro Contreras	Address:	535 S. Mesa Hills Apt. 1012 El Paso, Texas 79912 US
Home Phone:	915-283-9308	Alternate Phone:	
Text Messaging Mobile No:		Email:	contrerasalex98@gmail.com
Former Last Name:		Month and Day of Birth:	01/11

Personal Information

Driver's License: Yes, Texas , 39607930 , Class C

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

What is your highest level of education? Associate's Degree

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

Objective

Seeking a position within the City of El Paso to gain experience and knowledge to grow my career with the city.

Education**High School**

TransMountain Early College High School
8/2012 - 6/2016
El Paso, Texas

Did you graduate: Yes
Highest Level Completed: 12
Did you receive a GED? No
Degree Received: Other

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**CIVIL SERVICE
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El Paso Community College
9/2012 - 12/2015
El Paso, Texas

Did you graduate: Yes
Major/Minor: General Science
Degree Received: Associate's

Work Experience**Engineering Senior Technician**

2/2023 - Present

City of El Paso
www.elpasotexas.gov
7968 San Paulo Dr.
El Paso, Texas 79907
19152120000

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Eduardo Ruvalcaba - Senior Planner
May we contact this employer? Yes

Duties

- Supervise construction crews to ensure proper restoration of city right-of-way
- Oversee and coordinate daily inspections conducted by Engineering Technicians. Optimizing productivity to ensure project deadlines are met.
- Conduct inspections on city right-of-way such as concrete repair, asphalt repair, backfills & CLSM
- Collaborate with engineers, contractors and utilities to ensure project objectives are met within Engineering Plans, City Municipal Code and Design Standards for Construction (DSC)
- Conduct interviews in a professional manner to develop rapport in order to gather

comprehensive information to better evaluate candidates

- Utilize Permit and Inspection software (Accela) to review engineering plans and document inspection details and their outcomes, between Compliant and Non-Compliant
- Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions
- Able to identify violations at job sites and shut down construction crews and/or issue citations based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code
- Conduct Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed

Reason for Leaving

Currently employed by City of El Paso.

Engineering Technician

7/2022 - 2/2023

City of El Paso
www.elpasotexas.gov
7968 San Paulo Dr.
El Paso, Texas 79907
1(915) 212-0000

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Eduardo Ruvalcaba - Traffic Control Planner

May we contact this employer? Yes

Duties

- Supervise construction crews to ensure proper restoration of city right-of-way
- Conduct inspections on city right-of-way such as concrete repair, asphalt repair, backfills & CLSM
- Collaborate with engineers, contractors and utilities to ensure project objectives are met within Engineering Plans, City Municipal Code and Design Standards for Construction
- Utilize Permits and Inspection software (Accela) to review engineering plans and document inspection details and their outcomes, between Compliant and Non-Compliant
- Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions
- Able to identify violations at job sites and shut down construction crews and/or issue citations based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code
- Conduct Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed

Reason for Leaving

Promoted to Engineering Senior Technician

Engineering Aide

2/2022 - 7/2022

City of El Paso
www.elpasotexas.gov
7968 San Paulo Dr.
El Paso, Texas 79907
1(915) 212-0000

Hours worked per week: 40

Monthly Salary: \$2,032.74

of Employees Supervised: 0

Name of Supervisor: Jose Gutierrez - Traffic Engineer Associate

May we contact this employer? Yes

Duties

- Conduct Engineering Traffic Studies such as Neighborhood Traffic Management Program (NTMP), Feedback Signs, Multiway and Pedestrian throughout the city in order to determine whether the installation of traffic control devices such as speed cushions and speed feedback signs are needed
- Assisted Professional Engineers by providing critical support in the preparation of engineering drawings and schematics to facilitate the implementation of traffic safety solutions
- Able to identify violations at job sites and shut down construction crews and/or issue citations

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based off of the Texas Manual on Uniform Traffic Control Devices or City Municipal Code

Reason for Leaving

Promotion to Engineering Technician.

General Service Worker

4/2019 - 2/2022

City of El Paso
elpasotexas.gov
300 N Campbell St
El Paso, Texas 79901
1(915) 212-0000

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Manny Perez - Landfill
Supervisor

May we contact this employer? Yes

Duties

- Enforce standards of proper waste management to better environmental impact
- Perform maintenance for signs, roads and scales to ensure operation of Landfill
- Direct customers on how to dispose of waste in a safe manner
- Operate small and medium landfill equipment such as bobcat, front-end loader and hydroseed sprayer
- Prepare regulatory reports such as Fuel Reconciliation, Daily Rain Fall, TCEQ and TERP Hourly Machine Usage
- Assisted cashiers with the operation of check-in and check-out lanes for commercial and non-commercial customers
- Assisting Engineering Lead Technicians conduct topographical field surveys and collect groundwater samples for analysis. Performed maintenance and calibration of equipment used for environmental surveys

Reason for Leaving

Promotion to other City Department.

Manual Worker

4/2016 - 5/2017

Mannys Landscaping
El Paso, Texas

Hours worked per week: 9

Monthly Salary: \$0.00

May we contact this employer?

Duties

I would landscape with employer on projects around El Paso.

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Waiter/ Busser

7/2016 - 12/2016

Village Inn
7801 N Mesa St
El Paso, Texas 79932

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

Duties

I was a waiter and a busser at the restaurant.

Volunteer

6/2014 - 8/2014

University Medical Center
<http://www.umcelpaso.org>
4815 Alemada Avenue
El Paso, Texas 79905
915-544-1200

Hours worked per week: 24

Monthly Salary: \$0.00

May we contact this employer? Yes

Duties

Would help nurses and other employees with simple tasks that would need to be done. Also helping patients who were discharged getting out of the building and making sure they found their ride.

Reason for Leaving

School started

Volunteer

6/2013 - 8/2013

Hours worked per week: 15

Monthly Salary: \$0.00

May we contact this employer?

St. Vincent De Paul
2104 N Piedras St
El Pasp, Texas 79930

Duties

I would with reorganization of stores products and with loading and unloading donations.

Reason for Leaving

School was starting the following semester.

Certificates and Licenses

Type: Drivers License

Number: 39607930

Issued by: Department of Public Safety

Date Issued: 3 /2022 Date Expires: 1 /2030

Skills

Office Skills

Typing:

Data Entry:

Additional Information**References**

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

Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By
Alejandro Contreras.docx	Alejandro Contreras.docx	Resume	Job Seeker

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

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13840	Engineering Aide	Classified	GS 46	HS/GED	0
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City of El Paso
Engineering Lead Technician



CLASS CODE	13815 GS 056	SALARY	\$21.05 - \$35.25 Hourly \$1,684.23 - \$2,820.38 Biweekly \$3,649.17 - \$6,110.83 Monthly \$43,790.00 - \$73,330.00 Annually
ESTABLISHED DATE	August 20, 2006	REVISION DATE	September 10, 2023

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)

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.





City of El Paso
Engineering Senior Technician



CLASS CODE	13820 GS 054	SALARY	\$19.35 - \$32.53 Hourly \$1,548.08 - \$2,602.69 Biweekly \$3,354.17 - \$5,639.17 Monthly \$40,250.00 - \$67,670.00 Annually
ESTABLISHED DATE	August 20, 2006	REVISION DATE	September 10, 2023

Minimum Qualifications

Education and Experience: An Associate's Degree in Engineering or Drafting Technology, or a closely related physical science field, plus two (2) years increasingly responsible para-professional engineering experience; or 30 hours of college credits in Engineering, Drafting Technology or a closely related physical science field and (4) four years of construction or engineering related experience.

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

General Purpose

Under direction, perform journey level aspects of providing technical support, including plans and specifications development and review, survey coordination, construction site inspection, or participation in document preparation for outsider review, to assist higher level technicians or engineering professionals within in a specified discipline or department with a variety of projects or programs, and direct project teamwork of lower level technical and clerical personnel, as delegated.

Typical Duties

Develop, draft and review intricate plans and specifications for designated projects of phases of programs such as, water, sewer or storm drain lines, drainage, runoff control, site development or renovation, recreational facilities, equipment installation and repair, street development, subdivision improvement plans, asbestos abatement, underground storage tank removals, hazardous waste, archaeological surveys, and environmental assessments prepared by consultants, contractors, engineers, architects or developers, if assigned. Involves: Research existing structures and designs and gather statistical data. Prepare draft design drawings, sketches and diagrams based on engineering and environmental requirements and develop applications of technical procedures to support engineering projects. Identify required materials and prepare cost analysis. Design systems, site developments, facilities, and equipment installations according to area of assignment. Process work orders, verify work completion according to specifications, prepare request for payment, review and approve invoices for professional services rendered. Coordinate construction design projects with facility design consultants, contractors, engineers, and inspectors regarding facility design. Suggest modifications to plans to bring them into compliance, and coordinate with parties.

As a team member, monitor construction of complex City managed facilities, parks and project plans, design and calculations, and monitor compliance with complex technical codes, ordinances, rules and regulations, if assigned. Involves: Prepare draft design drawings and sketches regarding construction or installation work required. Conduct inspection of construction sites projects during all construction phases to verify conformance to technical code and ordinances, federal and city regulations. Enforce safety rules and regulations. Design renovation plans for asbestos abatement, installation or upgrades of equipment, landscaping, or facilities. Verify accuracy of technical

calculations and designs drawn to scale and in compliance with codes, ordinance and environmental regulations. Represent the department at review committee, development and regulatory meetings. Provide customers and City officials with accurate record of information. Respond to news media and the general public regarding projects and develop general interest presentations.

Assist in preparation of grant applications for funding, if assigned. Involves: Evaluate monetary and project needs, and prepare detailed scope of work statements for grant funding applications. Prepare final review of contractor packages for project bid proposals and evaluate bid specifications. Identify and approve required construction materials and equipment. Prepare cost analysis and closeout reports.

As a team member, conduct and oversee asbestos inspections and abatement, and respond to specified Hazardous Materials (HAZMAT) spills, if assigned. Involves: Perform safety, asbestos, storm water management and HAZMAT inspections and surveys to locate and evaluate safety and environmental issues, asbestos or hazardous containing materials in city owned facilities. Conduct inspections of industrial sites for environmental compliance and conduct storm water sampling. Assure contractor adherence with local state and federal regulations with regard to proper handling and disposal of asbestos containing materials. Enforce environmental regulations, safety rules and regulations. Maintain field-monitoring equipment.

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

Knowledge, Skills, and Abilities

- Application of considerable knowledge of construction and land development.
- Application of considerable knowledge of engineering design, hydraulic and surveying principles, techniques and methods.
- Application of good knowledge of mathematical, statistical and cost analysis.
- Application of good knowledge of sampling techniques, monitoring instruments and sampling equipment applicable to area of assignment.
- Application of good knowledge of federal, state and city codes, rules, regulations, standards, and guidelines enforcement and monitoring applicable to area of assignment.
- Application of good knowledge of equipment installation and use in area of assignment.
- Application of good knowledge of occupational safety and health regulations, working practices and procedures.
- Application of good knowledge of personnel rules and regulations and supervisory techniques.
- Application of good knowledge and use of a personal computer, spreadsheets and database software, surveying instruments, computer aided design drafting (CADD) and geographic information systems (GIS), scientific calculators and sampling equipment applicable to area of assignment.
- Application of good knowledge of public relations practices.



- Safe operation and care of equipment.
- Read and interpret complex documents, regulations, professional standards, survey data, drawings, and specifications.
- Maintain files, record sampling data and prepare technical reports.
- Clear concise, persuasive oral and written communications.
- Establish and maintain effective working relationships with City officials, customers, consultants, coworkers, supervisors, contractors, regulatory agencies and the general public.

Other Job Characteristics

- Exposure to heavy equipment, construction sites, rough terrain and extreme weather conditions.
- Repetitive motion and close detail work while utilizing computer assisted drafting software programs, or examining plans and design specifications.
- Exposure to hazardous materials, chemicals, fumes, air and water borne pathogens, and infectious diseases depending on area of assignment.
- Operation of a motor vehicle through City traffic.
- Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime.
- 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 05/22/22), (HR 09/11/22), (HR 03/12/23), (HR 09/10/23)

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ADA Compliance



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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)

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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)

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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)



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.

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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