



## AGENDA FOR THE CIVIL SERVICE COMMISSION

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**March 14, 2024**  
**MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL – 2ND FLOOR**  
**6:00 PM**

Notice is hereby given that a meeting of the Civil Service Commission of the City of El Paso will be conducted on the above date and time.

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>  
Via television on City15,  
YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Civil Service Commission during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

**At the prompt please enter the corresponding Conference ID: 781 555 497#**

If you wish to sign up to speak please contact Stacey Gonzalez at [GonzalezSA@elpasotexas.gov](mailto:GonzalezSA@elpasotexas.gov) or (915) 212-1241, no later than by the start of the meeting.

**A quorum of five Commissioners must be present and participate in the meeting.**

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

### **CONSENT AGENDA**

1. Approval of Minutes:

[24-377](#)

**REGULAR AGENDA**

- 2. Welcome new Commissioners: [24-378](#)
  - Woodrow A. Bare, appointed by Joe Molinar, by Representative District 4
  - Larry John Porras, appointed by Chris Canales, by Representative District 8
  - Homero Lucero, appointed by Henry Rivera, by Representative District 7
  
- 3. Discussion and Action on Election of Civil Service Commission Chair [24-379](#)
  
- 4. Discussion and Action on Election of Civil Service Commission Vice-Chair [24-380](#)
  
- 5. Discussion and Action on Appeals of Disqualification to take Examination and/or Removal of Names from Eligible List in accordance with C.S.C. Rule 5.1 (b) and City's Application Policy: [24-382](#)
  - Eric De La Riva - Fire Suppression Technician
  
- 6. Discussion and Action on Appeals of Disqualification to take Examination and/or Removal of Names from Eligible List in accordance with C.S.C. Rule 5.1 (a) and City's Application Policy: [24-383](#)
  - Elisa Gallegos - Community Center Supervisor

**EXECUTIVE SESSION**

The Civil Service Commission may retire into Executive Session pursuant to Civil Service Commission Rule 1, Section 11(a) and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.). The Commission will return to open session to take any final action.

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.074 PERSONNEL MATTERS

**NOTICE TO THE PUBLIC**

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Stacey Gonzalez at [GonzalezSA@elPASOTexas.gov](mailto:GonzalezSA@elPASOTexas.gov) a minimum of 48 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email [GonzalezSA@elpasotexas.gov](mailto:GonzalezSA@elpasotexas.gov) at least 48 hours in advance of the meeting.

Posted this 7th of March by Stacey Gonzalez.



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-377, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

**Approval of Minutes:**

January 25, 2024 Special Civil Service Commission Meeting

## MINUTES

**FOR A SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION  
TO BE HELD AT 6:00 P.M., THURSDAY EVENING, JANUARY 25, 2024,  
MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL – 2ND FLOOR**

Members of the public are encouraged to participate virtually by calling:

Teleconference phone number: 1-915-213-4096

Toll free number: 1-833-664-9267

Conference ID: 421 502 436

**The following members of the Civil Service Commission will be present via video conference:**

**A quorum of five Commissioners must be present and participate in the meeting.**

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

Members Present: Luis Yanez-Chair  
Leticia Arreola  
Carlos Gonzalez (Late arrival, joined virtually due to emergency)  
Irene Morales (Late arrival)  
Luis Sandoval  
Victor Vazquez, Jr.  
Holly Wright

Members Absent: Hala Abdel-Jaber

Meeting convened at 6:07 p.m. with six commissioners present and Chair Yanez presiding. Chair Yanez asked if there were any changes to the Agenda, CSC Recorder Gonzalez states no changes.

### **CONSENT AGENDA**

1. Approval of Minutes:

December 14, 2023 Civil Service Commission Meeting

**MOTION MADE BY COMMISSIONER WRIGHT AND SECONDED BY COMMISSIONER SANDOVAL TO APPROVE CONSENT AGENDA; MOTION PASSED UNANIMOUSLY.**

**REGULAR AGENDA**

2. Discussion and Action on an Ordinance amending the Civil Service Rules and Regulations, Ordinance 8065, Rule 1, Sections 2 © Secretary to name the Human Resources Director or designee as Secretary; and Rule 1, Sections 9 Commission Recorder to enable the person carrying out the duties of the recorder to enable the person carrying out the duties of the recorder to be a City employee hired in alignment with the City Charter.

**MOTION MADE BY COMMISSIONER WRIGHT AND SECONDED BY COMMISSIONER SANDOVAL TO MOVE TO EXECUTIVE SESSION FOR DISCUSSION OF ITEM 2 CONSULTATION WITH ATTORNEY; MOTION PASSED BY A VOTE OF 3 TO 1.**

AYES: VAZQUEZ, WRIGHT, SANDOVAL

NAYES: ARREOLA

*Executive session convened at 6:13 p.m.*

**MOTION MADE BY COMMISSIONER WRIGHT AND SECONDED BY COMMISSIONER SANDOVAL RECONVENE TO OPEN SESSION; MOTION PASSED UNANIMOUSLY.**

*Reconvened to open session at 6:46 p.m.*

**MOTION MADE BY COMMISSIONER WRIGHT AND SECONDED BY COMMISSIONER SANDOVAL TO REJECT THE PROPOSED CHANGES TO ORDINANCE 8064. MOTION DENIED BY A VOTE OF 4 TO 2.**

Reject: VAZQUEZ, WRIGHT, GONZALEZ, SANDOVAL

Accept: ARREOLA, MORALES

**EXECUTIVE SESSION**

The Civil Service Commission may retire into Executive Session pursuant to Civil Service Commission Rule 1, Section 10 and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.). The Commission will return to open session to take any final action.

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.074 PERSONNEL MATTERS

**MOTION MADE BY COMMISSIONER VAZQUEZ AND SECONDED BY COMMISSIONER WRIGHT TO ADJOURN; MOTION PASSED UNANIMOUSLY.**

**MEETING ADJOURNED AT 7:42 P.M.**

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**Luis Yanez, Chair**

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**C.S.C. Secretary**

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**Date Approved**



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-378, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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**Welcome new Commissioners:**

Woodrow A. Bare, appointed by Joe Molinar, by Representative District 4

Larry John Porras, appointed by Chris Canales, by Representative District 8

Homero Lucero, appointed by Henry Rivera, by Representative District 7



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-379, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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Discussion and Action on Election of Civil Service Commission Chair



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-380, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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Discussion and Action on Election of Civil Service Commission Vice-Chair



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-382, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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Discussion and Action on Appeals of Disqualification to take Examination and/or Removal of Names from Eligible List in accordance with C.S.C. Rule 5.1 (b) and City's Application Policy:

Eric De La Riva - Fire Suppression Technician



# Civil Service Commission Appeal

<b>Employee Name:</b> De La Riva, Eric	<b>Position Applying For:</b> Fire Suppression Technician - FS2	<b>Is Appeal Timely?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Current Position:</b> Firefighter		

**Reason for Disqualification:** Rule 5.1(b) Convicted of a felony, or a misdemeanor within 7 years from date of conviction, end of parole, or release from prison, which is determined to be job related to the position sought.

Lacks Education                       Lacks Experience

**Required Minimum Qualifications:**

Two and one half (2½) years of experience with the El Paso Fire Department in firefighter, fire prevention or fire medical positions that included two and one half (2½) years of state certified structural firefighting. (The time, from the date the individual graduated from the training academy for structural firefighting, will count for purposes of meeting the minimum requirement of two and one half (2½) years of state certified structural firefighting.)

**Applicant Qualifications:**

Education:    Some College

Experience: Firefighter - EPFD

02/2020 – Current

13 yrs 10 mos.

**Comments:**

Mr. De La Riva was convicted of assault causing bodily injury on October 16, 2023.

On October 16, 2023 Mr. De La Riva was placed on community supervision for the period of two years. In accordance with Section C. b. of the Applications and Appeals Policy "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." Once Mr. De La Riva is released from the terms of his community supervision, should he re-apply for a promotion, his application will be evaluated.

# Civil Service Commission Appeal

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**City Rules and Policies:**

Ordinance 8065 – Civil Service Commission Rule 5 Section 1 (b).

**(Please refer to Attachment A)**

Application and Appeals Policy

**(Please refer to Attachment B)**

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Prepared by: JRP

Reviewed by: \_\_\_\_\_

Date: 01/05/2024



# Civil Service Commission Appeal

## Recruitment Factsheet

**Recruitment Title: Fire Suppression Technician FS2**

**Recruiting Department: Fire Human Resources**

**Total Applications**

**Rec'd: 117**

# of City Applicants: 117

# of External Applicants: 0

**Total # of Applicants Failed**

**Minimum Qualifications: 16**

Lacked Education: 0

Lacked Experience: 0

Lacked Ed & Exp: 0

Other: 16

**Total # of qualified to taking**

**Exam: 101**

Total # Failed the  
Exam: 0

# of City Applicants: 0

# of External Applicants: 0

**# No-Show to Exam: 0**

# of City Applicants:

# of External Applicants:

**Total # of Applicants who  
passed the Examination 0**

Qualified City Employees: 0

Qualified External Applicants: 0



<b>HR Policy: Dismissed from Public Service</b>	YES	NO
<b>HR Policy: Dismissed from City Employment</b>		
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.		
<b>Other</b> _____ (cite specific Rule or HR Policy you are appealing).		
Please explain what you are appealing		
<u>My disqualification from taking the next Fire Suppression Technician promotional exam.</u>		

Name: De La Riva, Eric	Address: _____	City/State/Zip: _____
Telephone: (915) _____	Person ID # _____	(Neogov)
Applicant Signature: <u>Eric De La Riva</u>	Date: <u>1/02/2024</u>	Stamp Received by CSC
<p><b>Please note:</b> In accordance with the <u>Texas Public Information Act</u>, information from your application and/or résumé is subject to release to the public.</p> <p>The electronic transmission of this appeal form via e-mail will constitute a signature:</p> <p>Check signifies electronic signature <input type="checkbox"/></p>		



# El Paso Fire Department

**MAYOR**

Oscar Leeser

To: Fire Chief Jonathan P. Killings

**CITY COUNCIL**

From: Firefighter Eric De La Riva

District 1  
Brian Kennedy

Subject: 10/23/23 Incident Report

District 2  
Alexandra Annelo

Date: October 24, 2023

District 3  
Cassandra Hernandez

\*\*\*\*\*

Dear Chief,

District 4  
Joe Molinar

I have been advised by the PSO that I am not being compelled to give a statement. I understand that any statement I make is entirely voluntary and for my own interest. I also understand that any volunteer statement that I make can be used against me in criminal proceedings. Having carefully considered the potential consequences, I have decided to make the following statement(s):

District 5  
Isabel Salcido

District 6  
Art Fierro

District 7  
Henry Rivera

The following statement is in reference to an incident that occurred in December of 2021 which subsequently ended in charges being filed against me for a second-degree felony burglary of habitation.

District 8  
Chris Canales

**INTERIM  
CITY MANAGER**

Cary Westlin

On the evening of Dec. 21, 2021 prior to my departure to the IAFF Firefighter Recovery Center I made my way to my home to gather belongings needed for up to a month's stay at the location mentioned above. Upon arriving to my residence, it was brought to my attention that another male was staying there as well. Unfortunately, I allowed my emotions to get the best of me resulting in a verbal altercation and my slamming of a lit glass candle on the kitchen island



**Jonathan P. Killings – Fire Chief**  
Fire Department | 416 N. Stanton - 2nd Floor | El Paso, TX 79901  
PH: (915) 212-5600 | [www.elpasotexas.gov/fire](http://www.elpasotexas.gov/fire)



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DELIVERING EXCEPTIONAL SERVICES



# El Paso Fire Department

## MAYOR

Oscar Leeser

causing wax to splash on myself, my wife, and her boyfriend. Realizing that the situation was escalating, I gathered my belongings and left my home.

## CITY COUNCIL

### District 1

Brian Kennedy

It wasn't until my return to El Paso almost two months later from the IAFF Recovery Center that I was made aware of a warrant put out for my arrest from the above incident. I immediately made a phone call to the El Paso County Sheriff's office to confirm and seek guidance on how to resolve said issue. I was told that I could go to a bails bond, pay a fee, and make the court date set forth afterwards. I proceeded to do so and in turn, I was never placed in handcuffs, or booked in a cell as you would in a typical arrest instead, I paid a fee walked alone across the street to the county jail and signed some papers and agreed to appear in court. At that point in time, I failed to recognize that, that constituted an arrest which in turn caused my failure to report said arrest. It is now very clearly understood that if there is any doubt of any legal issues it should be brought to the attention of my chain of command immediately.

### District 2

Alexsandra Anello

### District 3

Cassandra Hernandez

### District 4

Joe Molinar

### District 5

Isabel Salcido

### District 6

Art Fierro

### District 7

Henry Rivera

### District 8

Chris Canales

Eric De La Riva

## INTERIM

## CITY MANAGER

Cary Westin



### Jonathan P. Killings – Fire Chief

Fire Department | 416 N. Stanton - 2nd Floor | El Paso, TX 79901

PH: (915) 212-5600 | [www.elpasotexas.gov/fire](http://www.elpasotexas.gov/fire)



ISO Class



DELIVERING EXCEPTIONAL SERVICES



# El Paso Fire Department

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## **MAYOR**

Oscar Leeser

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## **CITY COUNCIL**

### **District 1**

Brian Kennedy

### **District 2**

Alexsandra Anello

### **District 3**

Cassandra Hernandez

### **District 4**

Joe Molinar

### **District 5**

Isabel Salcido

### **District 6**

Art Fierro

### **District 7**

Henry Rivera

### **District 8**

Chris Canales

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## **INTERIM**

## **CITY MANAGER**

Cary Westin



### **Jonathan P. Killings – Fire Chief**

Fire Department | 416 N. Stanton - 2nd Floor | El Paso, TX 79901

PH: (915) 212-5600 | [www.elpasotexas.gov/fire](http://www.elpasotexas.gov/fire)



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DELIVERING EXCEPTIONAL SERVICES

IN THE DISTRICT COURT OF EL PASO COUNTY, TEXAS  
34th JUDICIAL DISTRICT COURT

THE STATE OF TEXAS

CAUSE NO. 20230D00928

VS.

TRN/TRS: 9055423777/A001

ERIC DE LA RIVA

Offense: BURGLARY OF HABITATION

Degree: F2

Probated Offense: lesser ASSAULT CAUSE BODILY INJURY

Degree: MA

- Adjudicated
- Deferred
- Eligible for Judicial Review

**TERMS AND CONDITIONS OF COMMUNITY SUPERVISION**

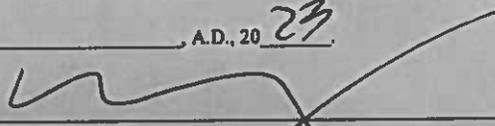
On the 16th day of October, A.D., 2023, you were placed on community supervision for the period of two (2) years on the following terms and conditions as checked below:

- A. Commit no offense against the laws of this state or of any other state or of the United States of America.
- B. Avoid injurious or vicious habits.
- C. Avoid persons or places of disreputable or harmful character, including any person, other than a family member of the defendant, who is an active member of a criminal street gang;
- D. Report to your assigned Supervision Officer as directed by the Judge or Supervision Officer and obey all rules and regulations of the Community Supervision and Corrections Department. Ysleta Office-9521 Socorro Rd, Ste A-4, El Paso, TX 79927 (915) 859-9866
- E. Permit the Supervision Officer to visit you at your home or elsewhere.
- F. Work faithfully at suitable employment to the extent possible.
- G. You shall submit to testing to determine your educational skill level, and if determined to be needed, you shall participate in an educational program or vocational training program as directed by your Supervision Officer.
- H. Remain within a specified place:
  - (1) El Paso County, Texas.
  - (2) \_\_\_\_\_
  - (3) You shall be subject to curfew and be within your place of residence, as previously designated, between the hours of 9:00 p.m. and 6:00 a.m. each and every day, unless suitably employed during those same hours.
- I. Pay the following, in one or several sums, and make restitution in any sum that the court shall determine to the El Paso County Community Supervision and Corrections Department:
  - (1) Supervision Fee of \$60.00 per month.
  - (2) Sex Offender Supervision fee of \$5.00 per month.
  - (3) \$140.00 to DPS for Lab Analysis or to EPPD for Lab Analysis.
  - (4) Restitution : \_\_\_\_\_
  - (5) \$300.00 Transfer Fee each time you transfer to another jurisdiction, a Supervision Fee of \$60.00 per month during any period of time that you are not supervised by another department outside the State of Texas.
  - (6) \$100.00 Intrastate Transfer Fee each time you transfer to another jurisdiction within Texas.
  - (7) El Paso Crime Stoppers Program (not to exceed \$50.00): \$ 2.00
  - (8) Court Appointed Counsel: \$ \_\_\_\_\_
- J. You shall abide by the Bill of Costs as assessed and which are a part of the Judgment in this case.
- K. Support your dependent(s).
- L. Work 100 hours at a community service project(s) in any community based program including a community based project under Article 42A.304; and/or may pay up to \_\_\_\_\_% in lieu of community service hours to an approved food bank, pantry or an organization engaged in performing charitable functions for veterans that is on a list approved by the Council of Judges. *In accordance with Art.*
- M. Attend, participate fully, and successfully complete psychological and/or psychiatric treatment, or any other outpatient or inpatient mental health treatment, at the direction of the Supervision Officer and at your own expense, as follows: \_\_\_\_\_
- N. Submit to a period of detention in the El Paso County Detention Facility for a period of 30 days or any portion thereof at the Court's discretion.
  - (1) Submit to a period of detention of \_\_\_\_\_ days as a condition of probation.
- O. Submit to testing for alcohol or controlled substances;
- P. Alcohol and Drug Education/Treatment Program:
  - (1) Report immediately to a program licensed by the Department of State Health Services, register and pay the required tuition fee, and attend all classes of said programs to which you are assigned by your Supervision Officer.
    - (a) Alcohol Education/Traffic Safety classes (DWI School).
    - (b) Drug Offender Education classes.
    - (c) Educational program for repeat offenders.
    - (d) Drug/Alcohol Counseling.
  - (2) Participate in Treatment Alternative to Incarceration Program (T.A.I.P) as deemed necessary.
  - (3) Submit to a period in The El Paso County West Texas Behavioral Health Residential Treatment Center.
  - (4) Submit to a period of confinement at a Substance Abuse Felony Punishment Facility (SAFPF) as per attached Supplement/Addendum to Community Supervision.
- Q. You shall not operate a motor vehicle unless the vehicle is equipped with a device that uses a deep-lung breath analysis mechanism. You shall be responsible for the cost of obtaining and maintaining such mechanism.

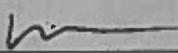
- R. If you return to El Paso County and/or the United States, you will immediately report to the El Paso County Community Supervision and Corrections Department at 800 E. Overland, El Paso, Texas 79901, for further instructions.
- S. You shall not possess or transport any type of firearm, prohibited weapon, or body armor.
- T. You shall participate fully and attend the following treatment program as directed by your Supervision Officer and until successfully completed or otherwise ordered by the Court:
  - (1) Participate in the EPCCSCD Special Programs \_\_\_\_\_ Caseload.
  - (2) You shall participate in the EPCCSCD Intensive Supervision Sex Offender Program.
    - (a) You shall not supervise or participate in any program that includes as participants or recipient persons who are 17 years of age or younger and that regularly provides athletic, civic or cultural activities.
    - (b) You shall not go in, on, or within \_\_\_\_\_ feet of premises where children commonly gather including a school, daycare facility, playground, public or private youth center, public swimming pool, or video arcade.
    - (c) You shall register or verify registration with the Sex Offender registration program.
  - (3) You shall abide by the attached supplement/addendum to these conditions of probation.
  - (4) Provide a DNA sample to the Texas DPS for the purpose of creating your DNA record.
  - (5) Anger Management classes
- U. Avoid all direct and indirect communication with the victim and maintain a minimum distance of \_\_\_\_\_ feet from the victim's residence, place of employment, or daycare or similar facility where a dependent child of the victim may be found.  
No offensive contact w/Melissa De La Riva
- V. \_\_\_\_\_

YOU ARE HEREBY ADVISED THAT UNDER THE LAWS OF THIS STATE, THE COURT HAS THE AUTHORITY AT ANY TIME DURING THE PERIOD OF YOUR COMMUNITY SUPERVISION TO ALTER OR MODIFY THE CONDITIONS OF YOUR COMMUNITY SUPERVISION. ANY VIOLATION OF THE CONDITIONS SET OUT ABOVE WHICH ARE MARKED COULD RESULT IN YOUR IMMEDIATE ARREST AND MAY RESULT IN REVOCATION OF YOUR COMMUNITY SUPERVISION.

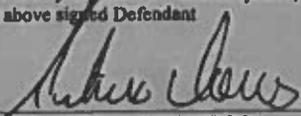
Signed this the 16<sup>th</sup> day of Oct., A.D., 2023

  
 \_\_\_\_\_  
 PRESIDING JUDGE

I, the Defendant in the above styled and numbered cause, acknowledge receipt of these terms and conditions of Community Supervision and understand all terms and conditions and the same has been translated to me in the Spanish language, if necessary, and I fully understand the same.

  
 Defendant \_\_\_\_\_ Date 10-16-2023  
 DOB: \_\_\_\_\_ SSN: XXX-XX-\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: 341 HELTON POMEYAS

ATTEST:  
 On 10/16/2023 the preceding terms and conditions of community supervision were completed, explained and delivered to the above signed Defendant

  
 \_\_\_\_\_  
 Court Liaison Officer, E.P.C.C.S.C.D.

**REGISTER OF ACTIONS**

CASE No. 20230D00938

State of Texas vs ERIC DE LA RIVA

Case Type: **Adult Felony**  
 Date Filed: **02/23/2023**  
 Location: **34th District Court**

**PARTY INFORMATION**Defendant **DE LA RIVA, ERIC**

**Lead Attorneys**  
**PUBLIC DEFENDER**  
*Public Defender*  
 915-546-8185(W)

State **State of Texas****EVENTS & ORDERS OF THE COURT****DISPOSITIONS**

10/16/2023 **Plea** (Judicial Officer: Moody, William E.)  
 1. ASSAULT CAUSES BODILY INJ  
 Guilty

10/16/2023 **Disposition** (Judicial Officer: Moody, William E.)  
 1. ASSAULT CAUSES BODILY INJ  
 Convicted - Lesser Charge

10/16/2023 **Sentenced - Probation/ Community Supervision** (Judicial Officer: Moody, William E.)  
 1. ASSAULT CAUSES BODILY INJ  
 Confinement to Commence 10/16/2023  
 365 Days , El Paso Detention Facility, El Paso Detention Facility  
 Suspended 365 Days  
 CSCD 24 Months with Community Service of 100 Hours  
 Fee Totals:

Fine	\$0.00
Base Criminal Fees	\$267.00
Misdemeanor 1.1.20	
Commitment 1.1.20	\$5.00
Release 1.1.20	\$5.00
Arrest Fee Program 1.1.20	\$35.00
Fee Totals \$	\$312.00

**OTHER EVENTS AND HEARINGS**

02/24/2022 **Certificate of Magistrate**

02/23/2023 **Indictment (OCA)**

03/14/2023 **Order of Court Setting**

03/14/2023 **Discovery and Pre-Trial Order**

04/14/2023 **CANCELED Arraignment (8:00 AM)** (Judicial Officer Moody, William E.)  
*Other*

06/14/2023 **Application for Court Appointed Attorney and Financial Affid**

06/14/2023 **Order Appointing Attorney Index # 3**

06/15/2023 **Pre-Trial Hearing (1:30 PM)** (Judicial Officer Moody, William E.)

06/16/2023 **Request for Notice of Extraneous Offenses or Convictions**

06/16/2023 **Formal Request for Compliance with Art. 39.14 of the Tx. CCP Index # 5**

06/16/2023 **Request for Notice of Discovery & Compliance Art. 2.1397**

06/16/2023 **Request to Disclose Expert Witnesses**

08/17/2023 **28.01 Plea (10:00 AM)** (Judicial Officer Moody, William E.)

10/02/2023 **Request Index # 6**

10/02/2023 **Written Notice of Prospective Witnesses**

10/12/2023 **Docket Call (9:00 AM)** (Judicial Officer Moody, William E.)

10/16/2023 **Jury Trial (9:00 AM)** (Judicial Officer Moody, William E.)

10/16/2023 **Notice of Rights/ Admonishments/ Court's Approval**

10/16/2023 **Trial Courts Certification/ Defendants Right of Appeal**

10/16/2023 **Article 39.14 Disclosure Form**

10/16/2023 **Bill of Cost Index # 7**

10/16/2023 **Terms/ Condition of Community Supervision**

10/16/2023 **Waiver Index # 8**

10/16/2023 **Notice of Judicial Clemency**



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

**EMS CRIMINAL HISTORY  
REPORT FORM**

**MAIL, FAX, OR E-MAIL COMPLETED FORM TO:**

EMS/TRAUMA SYSTEMS- MC 1876 TEXAS DEPT OF  
STATE HEALTH SERVICES  
P. O. BOX 149347  
AUSTIN, TEXAS 78714-9347

**FAX:** 512/821-4510 or 512/834-6713

**E-Mail:** [EMS\\_Complaint@dshs.texas.gov](mailto:EMS_Complaint@dshs.texas.gov)

This form is intended for EMS personnel currently certified/licensed to report an arrest, indictment, conviction, deferred adjudication community supervision, and/or deferred disposition for a criminal offense as required under the *Health and Safety Code Chapter 773*, and *Texas Administrative Code 157.36 and 157.37*. EMS statutes and rules are available to view on our website at <http://www.dshs.state.tx.us/emstraumasystems/>.

You are required to furnish the following additional documentation:

- **EXPLANATION STATEMENT:** Provide a detailed explanation statement describing the nature and circumstances for each criminal offense. (Who, What, Where, Why, When) **Be sure to include your signature and date on the letter.** (See page 4)
- **COURT RECORDS:**
  - Complaint/Information, Indictment
  - Judgment, Order of Deferred Adjudication and/or Pretrial agreement (if available)
  - Conditions of Probation/Parole (if applicable)

The EMS Certificant/Licensee may be required to provide more documentation such as a fingerprint based background check. They are also responsible for keeping the Department of State Health Services apprised of any upcoming court dates and outcomes.

DSHS EMS CRIMINAL HISTORY REPORT FORM  
Page 2

**TYPE OR PRINT IN BLACK INK**

Name of Person/Agency Completing this form:	Eric De La Riva
---	-----------------

EMS Certificant/Licensee Name:	Eric De La Riva
DSHS ID No:	
Date of Birth:	
Email:	
Phone Number:	
Mailing Address: (include city, state and zip)	

**EMPLOYER INFORMATION:**

Provider and/or Agency Name:	El Paso Fire Department
EMS Provider License Number <b>(if applicable)</b> :	
Agency phone number:	915-212-5600

DSHS EMS CRIMINAL HISTORY REPORT FORM  
Page 3

<b>EMS Certificant/Licensee Name:</b>	Eric De La Riva
---------------------------------------	-----------------

**PLEASE PROVIDE INFORMATION REGARDING ANY CRIMINAL OFFENSE(S):**

	<input checked="" type="checkbox"/> Arrest <input type="checkbox"/> Indictment <input type="checkbox"/> Deferred adjudication <input type="checkbox"/> Conviction
Date:	02/23/22
Offense/Charge:	Burglary of Habitation (dropped)
City/County/State:	El Paso, TX 79925

	<input type="checkbox"/> Arrest <input type="checkbox"/> Indictment <input type="checkbox"/> Deferred adjudication <input checked="" type="checkbox"/> Conviction
Date:	10/16/2023
Offense/Charge:	Assault causing bodily injury
City/County/State:	El Paso, TX 79925

	<input type="checkbox"/> Arrest <input type="checkbox"/> Indictment <input type="checkbox"/> Deferred adjudication <input type="checkbox"/> Conviction
Date:	
Offense/Charge:	
City/County/State:	

	<input type="checkbox"/> Arrest <input type="checkbox"/> Indictment <input type="checkbox"/> Deferred adjudication <input type="checkbox"/> Conviction
Date:	
Offense/Charge:	
City/County/State:	

**DID ANY OF THESE ARRESTS OCCUR WHILE ON EMS DUTY?**     YES     NO

**DID ANY OF THESE ARRESTS OCCUR WHILE DRIVING AN EMS VEHICLE?**     YES     NO

<b>EMS Certificant/Licensee Name:</b>	Eric De La Riva
---------------------------------------	-----------------

**EXPLANATION STATEMENT**

The above two arrest and conviction are related to the same incident. however i was unaware of a warrant that was placed on me for the above charges nor was i aware of any charges until i was told by an acquaintance with the police department. When i did find out that i had warrant i immediatly proceeded to turn myself in. not knowing this counted as an arrest i failed to submit the documentation within the 5 business days as requested from DSHS. the second is the conviction for the above charge in which i pleaded to the lower charge of assualt causing bodily injury this conviction was placed on monday 10/16/23.

the circumenstances of the incident are as follows:

on the evening of 12/30/21 I had proceeded to my house in which my wife was staying at the time during a separation to pick up a few belongings. during that visit i was made aware of a friend of mine who was sleeping with my wife. after a verbal altercation, i broke a glass candle on the kitchen island resulting in wax getting on the clothing of myself, my wife, and her boyfriend immediatly after i gathered my belongings and left which led to the above charges.

It was an honest mistake in not thinking that turning myself once i was made aware was the same as being placed in handcuffs and arrested at the time of the incident. in the 16 years certified with the state of texas i have not had any disiplinary issues nor do i ever intend to have another.

Respectfully,  
Eric De La Riva

<b>Signature:</b> 	<b>Date:</b> 10/19/2023
---	-------------------------

Use separate sheets of paper if necessary. Please number, sign, and date each page.

Date Received	<b>Texas Commission on Fire Protection Fire Service Standards &amp; Certification Division</b>	Date Approved
	P.O. Box 2286, Austin, Texas 78768-2286 (512) 936-3838 FAX (512) 936-3808	Approved By
	<b>Notice of Conviction</b>	

A certificate holder, fire department or local government regulated by the commission shall report to the commission, any known conviction, other than minor traffic offense (Class C misdemeanor) under the laws of this state, another state, the United States, or foreign country, within fourteen days of the conviction.

**IMPORTANT: Fingerprint data must be submitted as part of this notification. See instructions regarding how and where to submit fingerprint data.**

FDID No.	Department Name	Dept. Phone Number
GB803	El Paso Fire Department	(915) 212-5600

FIDO Pin No.	Last Name	Suffix	First Name	Middle Name or Initial
9962017	De La Riva		Eric	
Home Address		City	State	Zip Code

Offense Conviction(s)	Sentence(s)	
Assault Cause Bodily Injury	Community Supervision	
Court(s)	Court Location(s)	Cause Number(s)
34th Judicial District Court	El Paso, TX	20230D00928

Mitigating Factors (Include any information to be considered by the Commission regarding action to be taken.) Attach additional sheets if necessary.

The circumstances of the incident above are as follows:

On the evening of 12/30/2021 I had proceeded to my house in which my wife was staying at the time during a separation to pick up a few belongings. During that visit i was made aware of a friend of mine who was sleeping with my wife. After a verbal altercation, i broke a glass candle on the kitchen island resulting in wax getting on the clothing of myself, my wife, and her boyfriend. Immediately after i gathered my belongings and left which in turn led to the above charge.

  
\_\_\_\_\_  
Signature

Firefighter  
\_\_\_\_\_  
Title (If not Individual)

10/19/2023  
\_\_\_\_\_  
Date

TCFP-014	R4
Page 1	
8/10/2020	

Agency Use	

<b>TCFP-014</b>	<b>Notice of Conviction</b>
-----------------	-----------------------------

**Purpose:** This form is to be completed and submitted to the Texas Commission on Fire Protection within **fourteen (14) days** of the date of final conviction, revocation of probation, revocation of parole, or revocation of mandatory supervision for any felony offense or any misdemeanor which are punishable by a fine greater than \$200.00, or imprisonment, or both fine and imprisonment, of any person holding any license or certification issued by this agency.

**\*\*\*\*\*DO NOT SUBMIT INSTRUCTIONS WITH APPLICATION\*\*\*\*\***

**Required Criminal History Checks**

Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.

- Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. **You may begin the process now by simply clicking on this link:**  
<https://uenroll.identogo.com/servicecode/11G69S>
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - If you prefer to schedule over the telephone, you must:
    - a. Have your Service Code ready (**11G69S**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G69S**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
    - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:  
[http://www.dps.texas.gov/administration/crime\\_records/docs/ProveIdForFingerprinting.pdf](http://www.dps.texas.gov/administration/crime_records/docs/ProveIdForFingerprinting.pdf)
    - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
    - **Please note that personal checks and cash are not accepted.**
  3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
  4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
    - Do not throw away the receipt;
    - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G69S> and then click "**Check Status**"

**IMPORTANT NOTE:** Criminal history information based upon submitted fingerprints is only available to the Commission for a limited time. Therefore, submission of your Application for Certification to the Commission should be coordinated with a fingerprint submission.

73330-1223 - Fire Suppression Technician

**Contact Information -- Person ID: 14916585**

**Name:** Eric De La Riva **Address:** 5 US  
**Home Phone:** **Alternate Phone:**  
**Text Messaging Mobile No:** **Email:** elpasotexas.gov  
**Former Last Name:** **Month and Day of Birth:**

**Personal Information**

**Driver's License:** Yes, Texas , 22669189 , Class B  
**What is your highest level of education?** Some College

**Preferences**

**Minimum Compensation:** \$20.31 per hour; \$42,033.94 per year  
**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**

**Education**

**College/University** **Did you graduate:** No  
 El Paso Community College **Major/Minor:** Paramedic  
 8/2011 - 2/2012 **Degree Received:** Other  
 El paso, Texas

**Work Experience**

**Firefighter** **Hours worked per week:** 56  
 2/2009 - Present **Monthly Salary:** \$3,000.00  
**City of El Paso** **# of Employees Supervised:** 1  
 El Paso, Texas 79925 **Name of Supervisor:** Matt Thomas - Battalion Chief  
**May we contact this employer?** Yes

**Duties**

Respond to and mitigate emergency situations, to include fire, medical, hazmat, and any emergency deemed necessary.

**Reason for Leaving**

still employed

**Certificates and Licenses**

**Type:** Fire Fighter Basic  
**Number:**  
**Issued by:** Texas Commision on Fire Protection  
**Date Issued:** 1 /2009 **Date Expires:** 10 /2014

**Type:** EMT - Paramedic  
**Number:** 709070

Issued by: Texas Department of State Health Services

Date Issued: 5 /2012 Date Expires: 5 /2016

Type: National Registry Paramedic

Number: P8066575

Issued by: National Registry of Emergency Medical Technicians

Date Issued: 3 /2012 Date Expires: 3 /2014

Type: Driver Operator

Number:

Issued by:

Date Issued: 12 /2020 Date Expires: 10 /2022

**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
Driver.pdf	Driver.pdf	Other	Job Seeker
Paramedic.pdf	Paramedic.pdf	License	Job Seeker
military NGB23B.pdf	military NGB23B.pdf	Other	Job Seeker
Driver's License	De La Riva, Eric - Class B Driver's License	License	Herlinda Sandoval

Public Safety Series									
Current Job Code	New Proposed Job Code	Job Code	Current Job Title	Type of Position	Current Grade	FLSA Status	Education Requirement	Lead or Supervisory Experience Requirement	Job Family
19010	U7500	U7500	Fire Chief	Unclassified	EX 2	Exempt	Education and Experience: A Bachelor's degree in fire science, business or public administration or a related field, and ten (10) years fire operations experience; including six (6) years of fire management experience. Incumbents in an executive lev	BA	6
73480		73480	Fire Assistant Chief	Uniform	FS 9	Exempt	Education and Experience: Certified fire fighters with the El Paso Fire Department for a minimum of twelve (12) years, holding the rank of FS6 or above. Licenses and Certificates: None.	BA	
73470		73470	Fire Deputy Chief	Uniform	FS 8	Exempt	Education and Experience: A Bachelor's Degree and twelve and one-half (12 $\frac{1}{2}$ ) years of El Paso Fire Department firefighting and fire prevention experience, including either two and one half (2 $\frac{1}{2}$ ) years at the rank of FS 6 or above. Employees hir	BS	2.5
73390		73390	Fire Battalion Chief	Uniform	FS 6	Non-Exempt	Education and Experience: A Bachelor's Degree and ten (10) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2 $\frac{1}{2}$ ) years as a Captain. Employees hired after August 27, 2015, Bach	BS	2.5
73380		73380	Fire Captain	Uniform	FS 5	Non-Exempt	Education and Experience: A two (2) year degree (Associate Degree) or 63 (sixty-three) credit hours that are applicable in a singular Bachelor degree program. Seven and one-half (7 $\frac{1}{2}$ ) years of firefighting and fire prevention experience with the El	AA or 63 College Credit Hours	2.5
73370		73370	Fire Lieutenant	Uniform	FS 4	Non-Exempt	Education and Experience: Five (5) years of firefighting, fire prevention, or fire medical experience with the El Paso Fire Department including five (5) years of state certified structural firefighting, and two and one-half (2 $\frac{1}{2}$ ) years service as a		2.5
76030	73360	73360	Fire Medical Lieutenant	Uniform	FS 4	Non-Exempt	Education and Experience: A combination of five (5) years pre-hospital emergency medical experience in either the City of El Paso Fire Department or Emergency Medical Services Department including two and a half (2 $\frac{1}{2}$ ) years in the rank of Fire Param		2.5
73330		73330	Fire Suppression Technician	Uniform	FS 2	Exempt	Education and Experience: Two and one half (2 $\frac{1}{2}$ ) years of experience with the El Paso Fire Department in firefighter, fire prevention or fire medical positions that included two and one half (2 $\frac{1}{2}$ ) years of state certified structural firefighting. (The time, from the date the individual graduated from the training academy for structural firefighting, will count for		

76040	73320	73320	Fire Paramedic	Uniform	FS 2	Non-Exempt	Education and Experience: A High School diploma or GED, supplemented by successful completion of a training program leading to certification or credentialing as an Emergency Medical Technician (EMT) - Paramedic by the El Paso Emergency Medical Services Sy	HS/GED + EMT	
76070	73310	73310	Fire Medic	Uniform	FS 1	Non-Exempt	Education and Experience: A High School Diploma or G.E.D and six (6) months full time experience assisting or supporting medical practitioners to provide patient care.	HS/GED	
73320	73300	73300	Firefighter	Uniform	FS 1	Non-Exempt	Education and Experience: Graduation from the El Paso Fire Department Training Academy.Licenses and Certificates:Texas Class "B" Driver's License or equivalent from another state (with exemption for heavy firefighting vehicles).Possess at time of appointm	Graduation from ELP Fire Department Training Academy	
19030	73280	73280	Certified Firefighter Trainee	Classified	GS 50	Non-Exempt	Education and Experience: High School Diploma or GED and two (2) years of general work experience or twelve (12) post-secondary semester credit hours in any field of study with a minimum of 2.0 GPA.	12 College Credit Hours or 2 Years of general work experience	
	73275	73275	Certified EMT - Fire Trainee	Classified	GS 49	Non-Exempt	Education and Experience: High School Diploma or GED and two (2) years of general work experience or twelve (12) post-secondary semester credit hours in any field of study with a minimum of 2.0 GPA.	12 College Credit Hours or 2 Years of general work experience	
19040	73270	73270	Firefighter Trainee	Classified	GS 48	Non-Exempt	Education and Experience: High School Diploma or GED and two (2) years of general work experience or twelve (12) post-secondary semester credit hours in any field of study with a minimum of 2.0 GPA.	12 College Credit Hours or 2 Years of general work experience	



CITY OF EL PASO  
Established Date: Nov 18, 2002  
Revision Date: Sep 10, 2023

# Fire Suppression Technician

Class Code:  
73330 FS8 2

## SALARY RANGE

\$26.57 - \$39.25 Hourly  
\$2,125.59 - \$3,140.24 Biweekly  
\$4,605.46 - \$6,803.85 Monthly  
\$55,265.46 - \$81,646.22 Annually

### FLSA:

Non-Exempt

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Two and one half (2½) years of experience with the El Paso Fire Department in firefighter, fire prevention or fire medical positions that included two and one half (2½) years of state certified structural firefighting. (The time, from the date the individual graduated from the training academy for structural firefighting, will count for purposes of meeting the minimum requirement of two and one half (2½) years of state certified structural firefighting.)

**Licenses and Certificates:** Texas Class "B" Driver's License or equivalent from another state (with exemption for heavy firefighting vehicles). Texas Commission on Fire Protection certification as a Driver/Operator-Pumper.

If assigned to Fire Prevention or Fire Investigations, must be certified as Texas Fire Inspector in compliance with Texas Commission on Fire Protection Standards of Education (TCFPSE).

If assigned to Fire Investigations, must be licensed as Texas Peace Officer in compliance with Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), as provided by state statutes, and be certified as Texas Arson Investigator in compliance with TCFPSE prior to assignment.

If assigned to the Communications Division, successfully complete and obtain within six (6) months of assignment, the Emergency Medical Dispatch and Emergency Fire Dispatch courses and International Academy of Emergency Dispatch (IAED) certification; Texas Crime Information Center (TCIC) certification, to include on-line Texas Law Enforcement Telecommunications System (TLETS) certification course; and Priority Dispatch Pro-QA certification. Successfully complete the Basic Telecommunicator Certificate Course, Crisis Communication Telecommunicator Course, and obtain Telecommunicator License from the Texas Commission on Law Enforcement (TCOLE) within one (1) year of appointment. Temporary Telecommunicator License must be obtained within two (2) weeks of assignment and maintained until permanent license is received.

All licenses and certificates must be maintained during course of employment, to include Department and Division requirements for continuing education credits.

Must be personally responsible for maintaining the following licenses or certificates while employed in this job class: Structural Firefighter certification from the Texas Commission on Fire Protection with sponsorship by the El Paso Fire Department and current Texas certification at the Emergency Medical Technician Basic, Intermediate or Paramedic level. Employees appointed prior to January 1985 must maintain and be personally responsible for Texas certification of Emergency Care Attendant or higher level of certification. Must meet applicable Texas State Health and safety code requirements and Texas statute and administrative rules.

## **GENERAL PURPOSE:**

Under general supervision, perform assigned fire suppression services of a technical nature in addition to firefighting and lifesaving activities such as fire prevention inspector, fire investigator, fire equipment operator, training instructor, or medical duties.

## **TYPICAL DUTIES:**

Respond to fire alarm and other emergency calls. Involves: Participate in firefighting and lifesaving activities. Render first aid. Participate and attend all training.

Perform functions of fire prevention inspector as assigned. Involves: Inspect interiors and exteriors of commercial, industrial and other buildings to detect fire hazards, efficiency of fire protective equipment, and adequacy of fire escapes and exits. Inform and discuss conditions of building storage and equipment with owner or manager and make recommendations regarding unsafe conditions. Issue summons for uncorrected fire hazards from previous inspections and enforcing codes. Inspect gasoline distributors, delivery trucks and issue permits in compliance with fire safety regulations. Conduct fire prevention programs at public buildings and commercial businesses for employees, and school fire drills.

Perform functions of fire investigator as assigned. Involves: Investigate and document origins and causes of fires. Collect evidence and photograph fire scenes. Arrest and detain suspects involved in fire related criminal activity. Prepare and deliver court testimony in criminal cases. Participate in juvenile fire setters program as directed. Present public education programs related to arson. Provide support to fire prevention inspectors for Fire Prevention and Texas Insurance Code offenses that require arrest.

Perform functions of fire equipment operator as assigned. Involves: Drive fire engine to scene of fire or other emergencies. Ensure that firefighting equipment and tools are on apparatus and in working condition, and that water pump maintains constant water pressure. Operate aerial ladder controls. Inspect building.

If assigned to Logistics, test, repair and maintain fire extinguishers, self-contained breathing apparatus and resuscitators. Operate hose coupling and testing machine, and replace or repair defective section of high-pressure fire hoses and pipe lines.

Perform functions of training instructor as assigned. Involves: Develop lesson plans. Conduct recruit and advanced academy and fire station sessions pertaining to subjects such as firefighting, medical procedures, hazardous materials, disaster response and defensive driving. Evaluate effectiveness of instructions.

Perform medical duties while assigned to a fire suppression or medical unit locally credentialed as Emergency Medical Technician (EMT)-Basic, EMT-Intermediate, or EMT-

Paramedic. Involves: Perform specialized emergency medical care as instructed or approved by the Medical Director or Medical Control physician while assigned to a fire suppression or medical unit as outlined in current Emergency Medical Services System (EMSS) Protocols, State law, and department policy and procedures.

Perform related work as required. Involves: Keep records and write reports. Take charge of company in absence of superior officer.

Perform functions of a Fire Dispatcher, 911 Call Taker, or Police Dispatcher as assigned. Attend and successfully complete classroom sessions and floor training to gain knowledge, skills and abilities necessary to perform the duties of a Telecommunicator. After successful completion of classroom and training perform function of assignment. Involves: Process emergency and non-emergency telephone calls and dispatch, monitor and coordinate activities of emergency personnel. Dispatch and monitor police, fire and medical communications using a multi-channel radio system and enter information into computer aided dispatch (CAD) system. Provide accurate and understandable directions to citizens, field personnel, and other law enforcement agencies and ask relevant questions to ascertain type of call for service. Monitor a variety of electronic equipment and radio channels. Perform related incidental duties contributing to realization of unit or team objectives as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of considerable knowledge of fire prevention inspection methods and techniques.
- Application of good knowledge of operation, maintenance and repair of fire apparatus and related equipment.
- Application of good knowledge of fire hazards associated with various types of construction and storage of flammable materials and explosives.
- Application of good knowledge of laws and ordinances pertaining to fire prevention and the crime of arson.
- Application of good knowledge of departmental policies, rules and regulations.
- Application of good knowledge of juvenile fire safety programs and practices.
- Application of good knowledge of radio procedures.
- Application of good knowledge of location of fire districts, stations, hydrants, and fire alarm equipment.
- Ability to make quick and accurate decisions in emergencies.
- Ability to determine the origin and cause of fires.
- Ability to identify and solve mechanical problems.
- Ability to follow safety procedures.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to communicate effectively both orally and in writing.

- Ability to skillfully use and care in safe operation and care of firefighting equipment and hand tools.
- Ability to skillfully use and care in safe operation and care of fire department motor vehicles in order to drive through city traffic under normal or emergency conditions.

**OTHER JOB CHARACTERISTICS:**

- Subject to periods of prolonged and arduous work under adverse and hazardous conditions.
- Work other than standard workday or work week hours, which includes being subject to call back during non-working hours and mandatory overtime.
- Perform duties requiring good physical condition.

**CLASSIFICATION STATUS:**

*(Ordinance 15289 11/18/02) (HR 07/22/10), (HR 06/28/11), (HR 02/08/16), (HR 03/21/18), (HR 04/17/19), (HR 05/09/19) (HR 09/01/2020), (HR 09/01/21), (HR 12/16/22),*

*(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.*

# 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)



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy: Applications and Appeals Policy**  
**Creation Date: October 18, 2011**  
**Revision Date: August 5, 2013; May 30, 2015**  
**Prepared By: HR Department**  
**Approved By: City Manager**  
**Legal Review: Elizabeth Ruhmann**

### DESCRIPTION: APPLICATIONS AND APPEALS POLICY

#### I. POLICY

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

#### II. PROCEDURES

##### A. Acceptance of Applications

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

B. Review of Applications

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

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

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

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:
  - a) Lacks Minimum Qualifications: The applicant lacks the minimum qualifications established in the classification for the position:
    - Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for the appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.
  - b) Criminal History: The applicant has a criminal history within the seven (7) years preceding the date the application was submitted, which is determined to be job related to the position sought. For purposes of this subsection, criminal history includes conviction of a felony or misdemeanor. Additionally, the dates of release from prison, probation and/or parole for the relevant convictions will be evaluated and factored into the determination. *All applicants for Public Safety positions may be subject to more stringent criminal history standards deemed to be job related by the respective department or as required by regulatory agencies, or;*

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

D. False Statement on Application

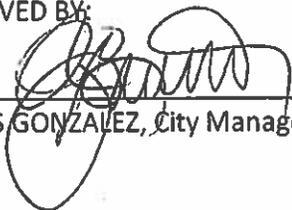
1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
  - a) Exclude the applicant from such examination;
  - b) Remove the applicant's name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

E. Appeals from Disqualification:

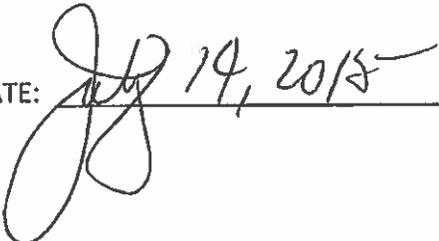
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
  - a) Regular Employee: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be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

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

APPROVED BY:

FOR   
TOMAS GONZALEZ, City Manager

DATE:

  
July 14, 2015

conduct; and, to the extent permitted by the City, it posts a notice to such effect at all places where notices to employees or members are normally posted.

**Section 3.** It is expressly understood and agreed that the refusal or failure of any employee or employees covered by this Agreement to cross or work behind the picket line of any association, union, or other organization or person shall constitute a violation of this Agreement.

**Section 4.** Any employee covered by this Agreement who participates in any action prohibited by this Article may be discharged, suspended, and/or demoted, and/or otherwise disciplined at the option of the City. This Section shall be cumulative of any other rights the City may have by statute, at common law, or in equity against the Association and/or the employees covered by this Agreement.

## **ARTICLE V CITY'S RETAINED PREROGATIVES**

**Section 1.** Except to the extent expressly abridged by this Agreement, the City reserves and retains, solely and exclusively, all of its inherent and/or statutory rights to operate the City government.

**Section 2.** The direction of the City's working forces, including, by way of illustration only and not of enumeration, the right to plan, direct, expand, control, initiate, reduce, transfer, or terminate specific operations, duties, or functions; to hire, assign, transfer, promote, or refrain from any of the foregoing; to discharge, suspend, demote, reprimand, or otherwise discipline employees pursuant to the current City Charter or the Civil Service Rules; to introduce any new or improved methods or facilities; subcontract functions other than actual fire fighting activities and emergency basic and advanced life support, except that in cases of system overload or multiple patient incidents, the Fire Chief or his designee, may request assistance from agencies that the City has a franchise or contract with, for the purpose of providing emergency aid assistance; and to make such rules and regulations as may be necessary or desirable for the operation of the City continues to be vested exclusively in the City.

**Section 3.** The initial probationary period for new employees shall be the time period in which the employee works, to include for purposes of this section all hours taken for holiday leave and a maximum of 36 hours of sick leave, a total of 2912 hours. A probationary employee may be discharged at any time at the discretion of the Chief without appeal to the Commission.

**Section 4.** That the parties agree that the Fire Chief, at his sole discretion, may develop and implement a program for the purpose of recognizing outstanding service and acts of distinct heroism by fire fighters, on or off duty, and the members of the public. Such program shall be a management prerogative and is intended only for the limited purposes established by the Chief and shall not grant or confer any rights to employees under this Agreement, nor shall the implementation of such a program become or constitute a past practice of the City as addressed in Article VI, Section 4. The parties agree that as part of such a program, the Chief, at his sole discretion, may award additional hours of vacation or other leave to top fire fighter recipients of program awards.



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: 24-383, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and Action on Appeals of Disqualification to take Examination and/or Removal of Names from Eligible List in accordance with C.S.C. Rule 5.1 (a) and City's Application Policy:

Elisa Gallegos - Community Center Supervisor



# Civil Service Commission Appeal

<b>Employee Name:</b> Gallegos, Elisa	<b>Position Applying For:</b>	<b>Is Appeal Timely?</b>
<b>Current Position:</b> Recreation Program Supervisor (PM:122)	Community Center Supervisor (PM:125)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Reason for Disqualification:** Lacks Minimum Qualifications  Lacks Education  Lacks Experience

**Required Minimum Qualifications:**

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

**Applicant Qualifications:**

Education: Associates of Science General Studies in Sciences

<u>Experience:</u> Recreation Program Supervisor	03/2018 - Present	5 yrs. 9 mos
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**Comments:**

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

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

Ms. Gallegos previously appealed a disqualification for the same reason for the Community Center Supervisor position on August 1, 2022 and her appeal was denied by the Civil Service Commission on September 8, 2022.



**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: RJ Reviewed by: Crica Salamanca Date: 2/27/2024  
 02/29/2024 Page 1 of 2



# Civil Service Commission Appeal

## Recruitment Factsheet

**Recruitment Title: Community Center Supervisor 16110-0224**

**Recruiting Department: Parks Recreation Administration**

**Total Applications**

**Rec'd: 53**

# of City Applicants: 15

# of External Applicants: 38

**Total # of Applicants Failed**

**Minimum Qualifications: 37**

Lacked Education: 31

Lacked Experience: 28

Lacked Ed & Exp: 27

Other:

**Total # of qualified to taking**

**Exam:**

Total # Failed the Exam:

# of City Applicants:

# of External Applicants:

**# No-Show to Exam:**

# of City Applicants:

# of External Applicants:

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

Qualified City Employees:

Qualified External Applicants:

## Appeal Form

To Whom It May Concern:

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

Date notified of disqualification: 2.21.24

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Can you provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you meet the minimum required experience as stated in the job specification for this position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you list your education and/or experience on your application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail your qualifying experience (use additional paper if necessary)

See attached explanation

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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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### Qualifying experience

I have been a Recreation Program Supervisor for approximately 6 years and in those 6 years I have been at various recreation centers in the city. I have worked at centers which have the community center supervisor position (the position I am applying for) and have been tasked with taking part of the responsibility that they have while assigned there. My current duties are very similar, with many of them the same as, to the duties of a community center supervisor.

### Explanation of why I am appealing

I have worked in Parks & Recreation for approximately 11 years and my career in this department started at the base level. I have held all recreation center positions, up to my current position, Recreation Program Supervisor, and Community Center Supervisor is the next step in the career path. I feel that my experience, and years of service in the current position, has more than adequately prepared me to perform well at the position of Community Center Supervisor. My total years of service is a testament to my interest and wanting to move forward as a career. Working in recreation centers is a unique experience that require many skills, especially because each location is different and requires adaptation in order to best serve the community. I understand that education is important and that is why I have continued to work towards completing my bachelor's degree and am more than 75% complete. My estimated completion date is approximately October 2024. I strongly feel that my experience plays a large part in making me a great candidate for this position, as well as the fact that I have been working towards, and will complete, obtaining my bachelor's degree.

I do feel that the Community Center Supervisor position is one where experience plays a large part of knowing the job and being able to perform the job well. For this position the bachelor's degree that is required is a broad range (A Bachelor's degree in recreation management, physical education or a related field) and I feel that is a reason that experience should be taken more into consideration. Recreation management isn't a degree option that is offered anywhere near El Paso and physical education is very different from recreation management.

EMPLOYMENT APPLICATION		
	<b>CITY OF EL PASO</b> 300 N. Campbell El Paso, Texas 79901 915-212-0045 <a href="http://www.elpasotexas.gov">http://www.elpasotexas.gov</a>  <b>Gallegos, Elisa</b> <b>16110-0224 COMMUNITY CENTER SUPERVISOR</b>	Received: 2/9/24 1:49 PM <b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____

PERSONAL INFORMATION	
<b>POSITION TITLE:</b> COMMUNITY CENTER SUPERVISOR	<b>EXAM ID#:</b> 16110-0224
<b>NAME:</b> (Last, First, Middle) Gallegos, Elisa	<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) 681 Zebu, El Paso, Texas 79927	<b>EMAIL ADDRESS:</b> elisagallegos4@gmail.com
<b>HOME PHONE:</b> (915) 328-1971	
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: TX Number: 18425429
<b>What is your highest level of education?</b> Some College	

PREFERENCES
<b>ARE YOU WILLING TO RELOCATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time
<b>SHIFTS YOU WILL ACCEPT:</b> Day, Evening, Night, Rotating, Weekends, On Call (as needed)
<b>OBJECTIVE:</b> To continue my career in the Parks and Recreation Department and have the opportunity to make a difference in the community

EDUCATION		
<b>DATES:</b> From: 8/2020 To: Present	<b>SCHOOL NAME:</b> Park University	
<b>LOCATION:(City, State/Province)</b> El Paso , Texas	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Interdisciplinary Studies/Business Management & Psychology		<b>UNITS COMPLETED:</b> 7 - Semester
<b>DATES:</b> From: 6/2016 To: 7/2017	<b>SCHOOL NAME:</b> El Paso Community College	
<b>LOCATION:(City, State/Province)</b> El Paso , Texas	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Associate's
<b>MAJOR:</b> Associates of Science		<b>UNITS COMPLETED:</b> 4 - Semester
<b>DATES:</b> From: 8/2004 To: 5/2006	<b>SCHOOL NAME:</b> University of Texas at El Paso	
<b>LOCATION:(City, State/Province)</b> El Paso , Texas	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> No Degree
<b>MAJOR:</b> Electrical Engineering		
<b>DATES:</b> From: 8/1998 To: 5/2002	<b>SCHOOL NAME:</b> Clint High School	
<b>LOCATION:(City, State/Province)</b> Clint , Texas	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> High School Diploma

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

**DUTIES:**

Oversee the administration of a major recreation facility. Monitor facility to ensure safe environment for participants. Oversee the preparation of work orders to maintain and repair facility. Determine appropriate activities for age and interest groups. Attend meetings regarding programming of center. Prepare or review necessary forms for payroll, injury reports, deposits, contracts, status reports and others as appropriate.

Plan and implement organized recreational and activities. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Recommend and incorporate changes and improvements.

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

Supervise assigned staff. Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants.

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

**DUTIES:**

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

**REASON FOR LEAVING:**

Promotion

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

**DUTIES:**

Monitor participants, set up for various classes, assist/implement different skills camps, assist with programming ideas, promote various city activities.

Assist in different recreation activities going on in the center. Greeting public, answering phones, providing information regarding various activities. Register participants for classes, mini-sports, parent classes, youth player ID's. Collect money. Keep current monthly attendance and inventory as assigned by supervisor.

**REASON FOR LEAVING:**

promotion

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

**DUTIES:**

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

**REASON FOR LEAVING:**

promotion/better job opportunity

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

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

CERTIFICATES AND LICENSES	
<b>TYPE:</b> CPR/First Aid/AED	
<b>LICENSE NUMBER:</b>	<b>ISSUING AGENCY:</b> American Red Cross

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

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES
Nothing Entered For This Section

**Job Specific Supplemental Questions**

1. **What is the highest level of education you have completed?**  
Associate's Degree
2. **How many years of experience do you have in recreation supervision?**  
6-8 years
3. **Do you have a valid USA driver's license? If so, what type of driver's license do you have?**  
Texas Class C or equivalent from another state.
4. **Describe your knowledge of recreation and/or aquatic programming, principles, practices and trends.**  
Considerable knowledge of recreation and/or aquatic programming, principles, practices and trends.
5. **Describe your knowledge of recreation facilities management principles and practices.**  
Considerable knowledge of recreation facilities management principles and practices.
6. **Describe your knowledge of planning and implementing recreation and/or aquatic programs.**  
Considerable knowledge of planning and implementing recreation and/or aquatic programs.
7. **Describe your knowledge of supervisory and customer service techniques.**  
Considerable knowledge of supervisory and customer service techniques.
8. **Briefly describe any experience and expertise you have in maintaining effective and positive working relationships with coworkers, officials, contractors, participants and the general public.**  
I have been in a supervisory position for over 5 years and have worked at various recreation centers with different communities and have been successful at starting programs tailored to different needs. I have started recreation leagues, been part of the contracting process for officials, maintain relationships with customers from centers I have worked at. I have cultivated ,and kept, several key networking community partners that benefit many of our recreation centers. I am knowledgeable in other departments and provide information to the general public on what they may need to know. I have been involved in the interview process for new hires, as well as been part of the orientation process for our new hires.
9. **Required supplemental questions and answers are considered an examination component and will generate a score.**  
I understand that my answers to the supplemental questions will generate a score.
10. **I understand that I am being tested on a conditional basis pending a review of minimum qualifications. Note: Only applications that pass the supplemental questions exam will be reviewed.**  
I understand that I am being tested on a conditional basis pending review of minimum qualifications.

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

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

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

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

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

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

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

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

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

This application was submitted by Elisa Gallegos on 2/9/24 1:49 PM

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



CITY OF EL PASO  
 Established Date: Apr 23, 2006  
 Revision Date: Oct 9, 2023

# Community Center Supervisor

Class Code:  
 16110 PM 125

## SALARY RANGE

\$22.14 - \$34.69 Hourly  
 \$1,771.54 - \$2,775.00 Biweekly  
 \$3,838.33 - \$6,012.50 Monthly  
 \$46,060.00 - \$72,150.00 Annually

### FLSA:

Exempt

### MINIMUM QUALIFICATIONS:

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

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

### GENERAL PURPOSE:

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

### TYPICAL DUTIES:

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

Plan and implement organized recreational and/or aquatic activities. Involves: Plan, coordinate and implement activities for recreational, aquatic, educational and informative

programs or events for targeted groups and participants, including preschool and seniors. Schedule activities, fields, gymnasiums, games and events. Program and schedule space availability for various groups and organizations to fully utilize the facility. Create seasonal activities and special events. Coordinate with contractors, officials and vendors. Evaluate activities. Recommend and incorporate changes and improvements.

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

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

Other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

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

- Ability to work independently and make sound decisions.

#### **OTHER JOB CHARACTERISTICS:**

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

#### **CLASSIFICATION STATUS:**

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

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

# 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**

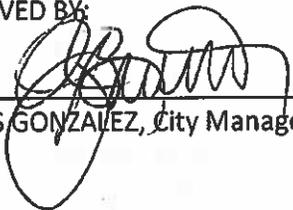
1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
  - a) Exclude the applicant from such examination;
  - b) Remove the applicant's name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

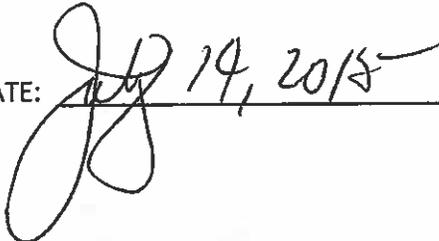
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
  - a) Regular Employee: A regular employee may file a written appeal to the Civil Service Commission. The appeal must be 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:

  
July 14, 2015