



County
Clerk's
COPY 7/26/15

Webb County
Administrative Services Department

Risk Management

Human Resources

MEMORANDUM

TO: Hon. County Judge Tano E. Tijerina
Hon. Commissioner Frank Sciaraffa
Hon. Commissioner Rosaura Tijerina
Hon. Commissioner John Galo
Hon. Commissioner Jaime Canales

FROM: Cynthia Mares
Administrative Services Director

DATE: July 22, 2015

RE: INTERVIEWS: CAA EXECUTIVE DIRECTOR

Enclosed please find the applicants for the CAA Executive Director position, which you will interview after your July 27th, Commissioners Court meeting. We have also included some reference materials/suggestions that you may wish to use in conducting said interviews.

If you have any questions on any other "legal" aspects, our County Attorney and/or his assistants will be there to provide guidance.

Should you have additional questions or need further information, please do not hesitate to call me at Ext. 4144. Thank you for your time and attention.

CC: Lalo Uribe, Executive Administrator to County Judge
Leroy Medford, Executive Administrator to C.Court
File

1110 Washington Street, Suite 204 • Laredo, Texas 78040
(956) 523-4143 phone • (956) 523-5012 fax



NOTICE OF VACANCY

WEBB COUNTY COMMUNITY ACTION AGENCY DIRECTOR

The County of Webb has an opening for Community Action Agency Director. The successful candidate will be responsible for the following:

Planning, development and administration of all agency programs, policies, practices, procedures; develops, coordinates and manages budgets and reports for all program areas; ensures that all program guidelines are in compliance with established local, state, federal contracts. In addition, the Director provides coordinated management thru the establishment of program goals and objectives for the agency and programs within, as well as clarification and evaluation of these goals. The Director promotes, facilitates and fosters communication within the CAA Advisory Board, Webb County Commissioners Court, county departments, agencies and community it serves.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. This position is a "safety sensitive" position, and is subject to pre-employment drug and alcohol testing, criminal background checks, and motor vehicle checks. The salary is commensurate with experience.

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m. – 5:00 p.m. Phone: (956) 523-4143.

Application package may also be obtained On-line:

www.webbcountytexas.gov/PurchasingAgent/PublicNoticeRFP/

"RFQ-2015-02" "Webb County Community Action Agency Director"

APPLICATION DEADLINE IS: JUNE 18, 2015

Publication Dates:

May 31st (Sunday), June 3rd (Wednesday), June 7th (Sunday), June 10th (Wednesday).

**Webb County is an Equal Employment Opportunity Employer and complies with the
American with Disabilities Act.**

functions in accordance with applicable laws, statutes and regulations.

8. Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.
9. Responsible for preparing all departmental budgets.
10. Ensures that accurate records are kept and maintained for all program areas.
11. Establishes and makes use of an effective management team.
12. Maintains appropriate balance between administration and programs.
13. Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for staff; maintains open communication channels; delegates work effectively; leads by example.
14. Ensures that job descriptions are developed, and regular performance evaluations are held and documented.
15. Encourages staff development and education.
16. Maintains a climate which attracts and motivates a diverse staff of top quality people.
17. Assures adequate control and accounting of all funds.
18. Works closely with Advisory Board to ensure that agency operates within budget, program guidelines.
19. Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.
21. Serves as an effective spokesperson for the agency; has good, sound, working relationship with Advisory Board and Commissioners Court.
22. Treats all with respect, dignity and creates an atmosphere of mutual respect and trust; fosters leadership in others; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.
23. Works well with Advisory Board and Commissioners Court as a whole.
24. Provides appropriate, adequate, and timely information to the Board and Court.
25. Sees that the Board and Court are kept informed on the condition of the agency and all important factors influencing it.
26. Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
27. Maintains professional demeanor on a consistent basis.

28. Assesses issues and problems; discusses situations based on merits of cases presented; personal loyalties, biases, etc, do not influence agency, program decisions; personal decisions are made on basis of equal opportunity and objective job-related criteria.
29. Adapts well to change, both internally and externally.
30. Represents the agency in community projects.
31. Performs any and all duties as assigned by Commissioners Court.

SUPERVISION RECEIVED: Receives authority, direction and guidance from Commissioners Court and Advisory Board; is accountable for decision-making relative to such authority.

SUPERVISION EXERCISED: Executive Director is responsible for program directors and administrative personnel.

QUALIFICATION STANDARDS: Bachelors Degree required; Masters Degree Preferred.

EXPERIENCE:

At least 5 to 10 years administrative / management experience working with project development, grant writing, budgets, performance-based standards, community programs; leadership projects.

SKILLS AND ABILITIES:

- Good, strong communication skills with some public speaking experience; must demonstrate good oral, written, interpersonal skills.
- Good writing skills.
- Must have good computer working knowledge in MS word, excel, power point and other software programs and applications.
- Must be able to handle multiple tasks
- Must be strongly motivated; self-starter; detailed-minded; organized.
- Must be committed to the County and agency's philosophy and mission.

WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.

Sample
Interview Questions

1. Why do you want to work in this industry?
2. Where do you want to be in five years?
3. Tell me something about yourself I didn't know from reading your resume?
4. Why do you want to work here?
5. What motivates you to do this kind of work?
6. What new skills or ideas do you bring to the job that other candidates are not likely to offer?
7. We have a number of applicants interviewing for this position. Why should we take a look a closer look at you?
8. Compared to others with a similar background in your field, how would you rate yourself?
9. Describe a time when you tackled a tough or unpopular assignment?
10. What would your colleagues tell me about your attention to detail?
11. How do you manage stress in your daily life?
12. What's the most creative or innovative project you have worked on?
13. What interests you most about this job?
14. What interests you least about this job?
15. Tell me about your relationships with your previous bosses?
16. How would your last employer describe your work habits and ethics?
17. Whom did you choose as your references and why?
18. Can we call all your references?

19. Describe a time when you've worked under intense pressure?
20. Describe a leader you admire?
21. How do you measure the success of your work?
22. Tell me about the most difficult problem you've ever dealt with?
23. Tell me about a problem that you failed to anticipate.
24. Tell me about an organization outside of work that's benefited from your participation
25. If hired you today, what would you accomplish first?
26. What is your greatest achievement to date?
27. Why is this job right for you at this time in your career?
28. Do you have a balanced lifestyle?
29. What outside interests compliment your work interests?
30. What do you do to relax?
31. If this were your first annual review with our company, what would I be telling you right now?
32. How have you handled criticism of your work?
33. What aspects of your work are most often criticized?
34. Have you ever been fired?
35. Who's the toughest employer you have ever had and why?
36. Prove to me that your interest in this position is sincere?
37. You have seven minutes to convince me that you are the best candidate for this job.

INTERVIEWER QUESTIONS AND RATING FORM

Candidate Name: _____

1. Experience: _____
2. Skills: _____
3. Reason for leaving current/last job: _____
4. Professional memberships; licenses; awards: _____
5. Reason for applying for this position: _____
6. Professional goals: _____
7. Self-evaluation of strengths: _____
8. Self-evaluation of weaknesses: _____
9. Describe most satisfying/significant work achievement: _____
10. What is important to applicant in accepting a new position: _____
12. Date available for work: _____

INTERVIEWER RATING

Experience for Position:	1	2	3	4	5
Training for Position:	1	2	3	4	5
Attitude of Candidate:	1	2	3	4	5
Maturity of Candidate:	1	2	3	4	5
Professionalism:	1	2	3	4	5
Personality:	1	2	3	4	5
Initiative:	1	2	3	4	5

Statement of Qualifications

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Alfonso I. "Poncho" Casso
7220 Rocio Dr. Apt. C-1
Laredo, Texas 78041
512-743-5927 (Cell)
alfonsocasso@gmail.com

June 17, 2015

Alfonso I. "Poncho" Casso

7220 Rocio Dr. Apt. C-1

Laredo, Texas 78041

512-743-5927 (Cell)

alfonsocasso@gmail.com

I hold a BA from Southern Methodist University (SMU) and an MBA from Texas A&M International University (TAMIU). I served on the Laredo City Council from 1994-1998 and was elected by my colleagues as Mayor Pro Tem in 1996. I'm bilingual and fully understand the complexity of the border region. My collaborative management style and organizational skills in highly complex planning, data and policy analysis, coupled with excellent technological skills qualifies me to offer solutions to the enormous challenges facing the border region. I have developed excellent skills both in writing and the delivery of public presentations, and have demonstrated the ability to articulate and advocate for the needs of the community at the state and national level. My extensive network of statewide contacts and experience at the Texas State Capitol places me in a unique position to get things done on behalf of the citizens of Webb County.

Government Experience:

- **Office of the Texas Secretary of State** - Served as a Border Affairs Coordinator under Secretary of States Geoff Connor, Roger Williams, and Hope Andrade where I worked on a variety of complex issues along the U.S. – Mexico border from Brownsville to El Paso, Texas with all levels of elected and appointed officials from the border communities in Texas, New Mexico, Arizona, and California, the State of Texas and Washington, D.C.
- **Office of the Texas Secretary of State** - Served as a state elections inspector in many counties throughout the state of Texas.
- **Office of the Texas Secretary of State** – Served as a Governor's Representative at the Border Governors Conference where I advised the Texas Secretary of State, the U.S. and Mexico Border Governors, and many elected officials and foreign dignitaries on important cross-border issues affecting Texas-Mexico relations.
- **Office of the Texas Secretary of State** – Assisted the Director of Colonia Initiatives with authoring the Report Relating to the Coordination of Colonia Initiatives and Services to Colonia Residents in compliance with SB 1202 of the 79th Regular Session.
- **Texas Comptroller of Public Accounts** - Served as the manager of the Local Government Assistance Division, and visited a majority of the 254 counties in the state of Texas when I directed a team of analysts that conducted financial management reviews of city and county governments.
- **Texas Comptroller of Public Accounts** - Served as the team leader for the Local Government Empowerment Task Force for the e-Texas Commission, which submitted The Report of the e-Texas Commission to the 77th Legislature, a comprehensive package of proposed reforms to aid Texas as it entered the Internet Age of the 21st Century.

- **Texas Comptroller of Public Accounts** - My team was responsible for preparing fiscal impacts for the Legislative Budget Board on all legislative bills affecting local governments.
- **Texas Comptroller of Public Accounts** – Frequent Speaker at the V.G. Young Institute of County Government, a part of the Texas AgriLife Extension Service and the Texas A&M University System, located in College Station.
- Speaker at the 18th Annual Tax Assessor-Collectors' Continuing Education Seminar.
- Speaker at the 29th Annual Treasurers' Continuing Education Seminar.
- Speaker at the 29th Annual County and District Clerks' Continuing Education Seminar.
- **The Late Honorable Abraham "Chick" Kazen, U.S. Congressman** - Served as a Congressional Intern in Washington D.C.

Private Sector Experience:

- I worked in the private sector for multinational corporations on the U.S. – Mexico border, such as Sony Corporation, and Bausch & Lomb. I also worked for the Laredo Medical Center during the transition to the new hospital. Most recently I was the operations manager for Hachar Media. I'm currently self-employed as a governmental affairs consultant.

Laredo/Webb County Roots:

I was born and raised in Laredo and I'm proud of my deep roots to the founding of Los Dos Laredos. I'm a 7th generation Laredoan and I have a vested interest in Laredo. My 6th great-grandaunt Catarina Uribe married the founder of Laredo, Tomas Sanchez. My family has always given back to Los Dos Laredos through a long history of public service. My great granduncles, Macedonio Guerra served as the mayor of Nuevo Laredo in 1908, 1909, and Matias Guerra served as the Governor of Tamaulipas during the Mexican Revolution.

Letter of Transmittal

My understanding of the responsibilities, operation and overall management of the Webb County Community Action Agency (CAA) Director are as follows:

- The CAA Director is responsible for identifying and mobilizing the resources necessary for the community to transition out poverty.
- The CAA Director is directly responsible to the Commissioners Court who makes public policy and sets the priorities.
- The CAA Advisory Board also provides direction, guidance, and supervision to the CAA Director thru its participation in the development, planning, implementation, and evaluation of programs serving low-income communities in Webb County.
- The CAA Director ensures that all program guidelines are in compliance with established local, state, and federal contracts. And also ensures that the department functions in accordance with applicable state and federal laws and regulations.
- The CAA Director provides the leadership and for management of the budget and promotes efficiencies and accountability in the operation of the Agency.
- The CAA Director implements financial and operational controls to prevent fraud, waste, abuse and mismanagement of federal funds.
- The CAA Director plans, develops, and administers agency programs and provides timely reports related to program areas.
- The CAA Director develops and coordinates the agency strategy and establishes measurable goals and targets.
- The CAA Director demonstrates highly complex planning, data and policy analysis, coupled with excellent technological skills in order to prevent loss of funding sources.
- The CAA Director should serve as an effective spokesperson for the agency at the local, state and federal level.
- Fosters staff development and continuing education.
- Establish and maintain a collaborative relationship with funding agencies such as the Texas Department of Housing and Community Affairs.
- The CAA Director is responsible for assessing and improving our community partnerships by evaluating how effective our Community Services Block Grant (CSBG) Network is using partnerships to achieve outcomes.

Planned Approach

My goals and objectives as it relates to the responsibilities and administration of the Community Action Agency Director are as follows:

- Ensure that the CAA has a clear agenda, with measurable goals and targets. The CAA should be a fundamental framework for county development in order to empower the client towards a foundation of self-sufficiency and ultimately, to transition out of poverty.
- Meet individually with the commissioners and the county judge to obtain their input and ideas.
- Meet with the CAA Advisory Board and establish metrics that measure short and long term success.
- Meet with the current CAA Director to work towards a seamless transition.
- Meet with all CAA staff and review job descriptions and processes.
- Meet with the Texas Department of Housing and Community Affairs in Austin, Texas.
- Review the current budget and the fiscal year-to-date goals.
- Ensure we complete a community needs assessment and a self-assessment, which will drive the strategic plan, and ultimately will drive the community action program plan.
- Make certain that the CAA establishes organizational standards by FY 2016 as required by the Federal Office of Community Services (OCS), designed to ensure that CSBG entities have the capacity to provide high-quality services to low-income families and communities. The OCS released IM-138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act, 42 U.S.C. 9914.
- Work on meeting the requirements for cost allocation contained in Office of Management and Budget A-122 (OMB Circular A-122, now incorporated into the Code of Federal Regulations as 2 CFR Part 230). CAAs must develop and implement effective approaches to cost allocation, in order to substantiate charges to federal, state, and local grants and contracts.
- Implement financial and operational controls to prevent fraud, waste, abuse and mismanagement of federal funds as summarized in IM-112, issued by the Office of Community Services (OCS), which outlines standards to be used in risk assessment and risk mitigation.
- Work to make the CAA website more transparent by publishing funding streams, performance outcomes, including indicators of movement toward self-sufficiency and community revitalization.
- Implement outreach planning and establish a community outreach program that truly assesses the needs of the community.

- Work in partnership with low-income people and the community the CAA serves in a coordinated and comprehensive manner to develop programs and services that will make a critical difference in the lives of participants.
- Leverage resources by collaborating with all community stakeholders, private and nonprofits in order to implement high-impact programs and services. For every \$1 of CSBG, the Texas Network leveraged \$3.89 from state, local, and private sources, including the value of volunteer hours.
- Serve as an advocate at the local, state and federal level. And be the central coordinator of efforts to address poverty and community revitalization by community engagement with key partners such as people with low incomes, faith-based organizations, educational institutions, governmental entities, and business.
- Reduce program duplication by efficiently coordinating resources across nonprofits, faith-based groups and the private sector.
- Implement new strategies in successfully applying for grant funding from federal, state, and local government sources.

Scope of Service

My qualifications in relation to the responsibilities and administration of the Community Action Agency Director are as follows:

The CAA should be the county's crown jewel in doing social good. However, historically the CAA has been an agency chocking on fraud, waste, and abuse. As Gandhi said, "There's enough on this planet for everyone's needs but not for everyone's greed." Poverty creates suffering that is so insidious and so silent that the only thing that has created more suffering is the silence of consent from our past leaders who have appointed incompetent and corrupt individuals to direct the CAA. As a result, it is imperative that commissioners' court appoints an honest and seasoned professional with the experience in managing such a beleaguered agency. With my 20 years of combined experience in local, state and federal government, I'm well matched and suited for the CAA Director position. I have experience working on large budgets when I served on the Laredo City Council and also when I worked for the State of Texas in various capacities in Austin, Texas. My vast network of multi-agency contacts at the Texas State Capitol will benefit the people of Webb County. I lived in Austin for 12 years and served as the Border Affairs Coordinator under Secretary of State Geoff Connor, Roger Williams, and Hope Andrade. My office was located next door to the Texas Department of Housing and Community Affairs (TDHCA) where I worked with many of the TDHCA staff when I served on the Secretary of State's Interagency Work Group on Border Issues. I established professional relationships and lasting friendships with many of the key stakeholders from TDHCA and the various state agencies. My experience working at the state capitol will also benefit Webb County navigate the state bureaucracy and the labyrinth of programs.

Furthermore, my experience will facilitate a seamless transition from the current CAA Director, since I also have knowledge in managing programs at the state level, when I served as the Manager of the Local Government Assistance Division at the Texas Comptrollers Office. At the Comptrollers Office I directed a team of analysts that performed financial management reviews of cities and counties throughout the state of Texas.

And my experience working with the Secretary of State's Director of Colonia Initiatives has provided me with the insight and empathy of the needs of low-income residents in the county. Poverty is not someone else's problem, it's everybody's problem. We live in times of economic uncertainty and as we move through these turbulent times funding opportunities will be in a constant state of flux. We can no longer rely on consistent funding from agencies and sources that have funded CAAs in the past. We will have to explore new strategies as we are challenged to compete for funds in order to provide services and programs for low-income people. Consequently, new blood is needed with a fresh eyes approach to revolutionize and reenergize the CAAs mission of transitioning people out of poverty. Webb County's poverty rate has been steadily increasing and more needs to be done to reduce the current poverty rate of 31.4%.

Business as usual is no longer an option. I will take the CAA to the next level and will galvanize community-wide support for combating poverty. My advocacy skills aptly match the job requirements of this position and more importantly my organizational skills will ensure that the department functions in accordance with applicable state and federal laws and regulations. In addition, my attention to detail will further ensure that all program guidelines are in compliance with established local, state, and federal contracts. As a former city councilman I worked hard to be financially responsible and a good steward of public funds. I will instill efficiency into the CAA and restore confidence with our funding agencies by implementing Information Memorandum-112 issued by the Office of Community Services (OCS), which outlines standards to be used in risk assessment and risk mitigation. A collaborative process forged with our community partners can make a real difference and I look forward to the opportunity in serving the people of Webb County.

Application For Employment

COUNTY OF WEBB

NAME: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: **Community Action Agency Director** Date of Application: **6-17-15**

How did you learn about us?
 Advertisement Friend Walk-In
 Employment Agency Relative Other

Last Name: **Casso** First Name: **Alfonso** Middle Name: **Ignacio**
Address: **7220 Rocio Dr. Apt. C-1** City: **Laredo, Texas** State: Zip Code: **78041**
Telephone Number(s): **512-743-5927** Social Security Number: **449-15-5743**

If you are under 18 years of age, can you provide required proof of your eligibility? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? ASAP

Are you available to work: Full-Time Part-Time Shift Work Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

POSITION: _____

DATE _____

Education

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location		Missouri Military Academy	Southern Methodist University	TAMU
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma Degree		Diploma	BA	MBA
Describe Course of Study			English	International Trade
Describe any special training, apprenticeship skills and extra-curricular activities				
Describe any honors you have received	Outstanding First Year Cadet at Missouri Military Academy.			
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK	Spanish		
READ	Spanish		
WRITE	Spanish		

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer Self-Employed	Dates Employed		Work Performed
	Address	From 3-1-15	To Present	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Reason for leaving			
	Supervisor			Governmental Affairs Consultant
2.	Employer Hachar Media	Dates Employed		Work Performed
	Address 4100 San Bernardo Ave. Suite E-7, Laredo, TX 78041	From 5-22-13	To 2-26-15	
	Telephone Number(s) 956-791-0140	Hourly Rate/Salary		
	Job Title Operations Manager	Starting 15.00/hr	Final 22.00/hr	
	Reason for leaving Other opportunities			
	Supervisor Robert Hachar			Responsible for the operation of the company.
3.	Employer Convergys	Dates Employed		Work Performed
	Address 2451 Monarch Drive Laredo, Texas 78045	From 7-23-12	To 5-22-13	
	Telephone Number(s) 956-728-5500	Hourly Rate/Salary		
	Job Title Customer Service Rep	Starting 9.00/hr	Final 9.00/hr	
	Reason for leaving Other opportunities			
	Supervisor			Respond to incoming calls and processed orders.
4.	Employer UTSD	Dates Employed		Work Performed
	Address 301 Lindenwood Dr. Laredo, Texas 78045	From 2-23-12	To 5-31-12	
	Telephone Number(s) 956-473-6273	Hourly Rate/Salary		
	Job Title Substitute Teacher	Starting 90.00/day	Final 90.00/day	
	Reason for leaving School year ended.			
	Supervisor			Substitute Teacher

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which is based on gender, race, religion, national origin, age, ancestry, disability or other protected status.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

5.	Employer Texas Secretary of State	Dates Employed		Work Performed
		From	To	
	Address 1019 Brazos, 3 rd Floor P.O. Box 12887 Austin, TX 78711	3-1-04	10-30-09	
	Telephone Number(s) 512-463-5770	Hourly Rate/Salary		
		Starting	Final	
	Job Title Border Affairs Coordinator Supervisor Deputy Secretary	30.00/hr	32.00/hr.	
	Reason for leaving Moved back home to Laredo after the death my younger brother.			
6.	Employer Texas Comptroller of Public Accounts	Dates Employed		Work Performed
		From	To	
	Address 111 East 17 th Street, Austin, Texas 78774	11-1-99	6-26-03	
	Telephone Number(s) 512-475-1535	Hourly Rate/Salary		
		Starting	Final	
	Job Title Manager of Local Government Supervisor Lisa Minton	25.00/hr	30.00/hr.	
	Reason for leaving Other opportunities			
7.	Employer Mercy Regional Medical Center	Dates Employed		Work Performed
		From	To	
	Address 1700 East Saunders, Laredo, Texas 78041	11/96	11/99	
	Telephone Number(s) 956-796-5000	Hourly Rate/Salary		
		Starting	Final	
	Job Title Inventory Control Specialist Supervisor Juan Rangel	9.00/hr	12.00/hr	
	Reason for leaving Moved to Austin			
8.	Employer City of Laredo	Dates Employed		Work Performed
		From	To	
	Address 1110 Houston Street, Laredo, Texas 78041	6/94	6/98	
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title Councilmember Supervisor	500.00/mo.	500.00/mo.	
	Reason for leaving Term ended.			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

Do not list membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Etnployment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

9.	Employer Bausch & Lomb	Dates Employed		Work Performed	
		From	To		
	Manufacturing plant was located in Nuevo Laredo.	2/93	3/94		
	Telephone Number(s) N/A	Hourly Rate/Salary			
		Starting	Final		
	Job Title Purchasing Manager	Supervisor Jose Luna	15.00/hr.	15.00/hr.	
	Reason for leaving Other opportunities				
10.	Employer Transport International Pool	Dates Employed		Work Performed	
		From	To		
	Address Route 7, Mines Rd., Laredo, Texas 78042	4/91	2/92		
	Telephone Number(s) 956-724-7098	Hourly Rate/Salary			
		Starting	Final		
	Job Title Branch Manager	Supervisor	15.00/hr.	15.00/hr.	
	Reason for leaving Other opportunities				
11.	Employer Bruni International (U.S. Customs Broker)	Dates Employed		Work Performed	
		From	To		
	Address 8001 San Gabriel, Laredo, Texas 78042	12/88	10/90		
	Telephone Number(s) 956-727-1911	Hourly Rate/Salary			
		Starting	Final		
	Job Title General Manager	Supervisor Ernest Bruni	15.00/hr.	15.00/hr.	
	Reason for leaving Other opportunities.				
12.	Employer Sony Magnetic Products, Inc. of America	Dates Employed		Work Performed	
		From	To		
	Address Del Mar Industrial Park, Rt. 4 Box 278W	12/81	4/87		
	Telephone Number(s) N/A	Hourly Rate/Salary			
		Starting	Final		
	Job Title Materials Manager	Supervisor Jerry Brochin	15.00/hr.	15.00/hr.	
	Reason for leaving Other opportunities.				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

Do not include membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Experience with the preparation of budgets and the management of state programs and people.

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (list):	Other (list):
<input checked="" type="checkbox"/> CRT	<input type="checkbox"/> Fax	_____	_____
<input checked="" type="checkbox"/> PC	<input checked="" type="checkbox"/> Lotus 1-2-3	_____	_____
<input checked="" type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input checked="" type="checkbox"/> Typewriter	<input checked="" type="checkbox"/> WordPerfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Experience with Microsoft Office, which includes excel, word, and powerpoint.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

___ YES ___ NO

References

1. Yvette Sanchez Gonzalez
Education Services Officer
Texas National Army Guard,
2200 West 35th Street, Building 15
Austin, Texas 78703
512-799-7371

2. Luis Saenz
Appointments Director
Office of the Governor,
1100 San Jacinto, Austin, Tx 78701
512-463-1828

Lisa Minton
Director of Research & Analysis
Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78774
512-799-7371 - wrong job

512-463-4671

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "atwill" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Def. A. Pen
Signature of Applicant

6-17-15
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No
Remarks _____

Employed Yes No Date of Employment _____

INTERVIEWER _____ DATE _____

Job Title _____ Hourly Rate/
Salary _____

Department _____

By _____
NAME AND TITLE

DATE _____

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For:

Date _____

NOTES:

Nelda Rodriguez

From: Nelda Rodriguez
nt: Tuesday, June 23, 2015 5:25 PM
To: Adriana Talbot
Cc: Cynthia Mares
Subject: RE: Phone Message

Thank you. I will place this with his application and I will email to acknowledge that message was received.

Appreciate you taking this information from him.
Nelda

From: Adriana Talbot
Sent: Tuesday, June 23, 2015 5:15 PM
To: Nelda Rodriguez
Cc: Cynthia Mares
Subject: FW: Phone Message

Per Ms. Mares,

This was to be forwarded to you. He asked to speak to her then asked for me to take a message for her. Thanks!

From: Adriana Talbot
Sent: Tuesday, June 23, 2015 5:12 PM
To: Cynthia Mares
Cc: Rosie Rodman
Subject: Phone Message

Poncho Casso called said he made a mistake in the references he put on his application.

Incorrect is Lisa Minton. Her correct number is 512-463-9571. He put the same number for his reference (Yvette Sanchez – 512-799-7371) by mistake.

His cell number is 512-743-5927, if you have any questions.

He had a lot of problems with the PDF form, not user friendly at all – he said.

Adriana V. Talbot
Worker's Compensation & Loss Control Specialist
Webb County Administrative Services Dept.
1110 Washington, Suite 204
Laredo, Texas 78040
(956) 523-4139, Phone
(956) 523-5012, Fax
atalbot@webbcountytx.gov

INTERVIEWER QUESTIONS AND RATING FORM

Candidate Name: _____

1. Experience: _____
2. Skills: _____
3. Reason for leaving current/last job: _____
4. Professional memberships; licenses; awards: _____
5. Reason for applying for this position: _____
6. Professional goals: _____
7. Self-evaluation of strengths: _____
8. Self-evaluation of weaknesses: _____
9. Describe most satisfying/significant work achievement: _____
10. What is important to applicant in accepting a new position: _____
12. Date available for work: _____

INTERVIEWER RATING

Experience for Position:	1	2	3	4	5
Training for Position:	1	2	3	4	5
Attitude of Candidate:	1	2	3	4	5
Maturity of Candidate:	1	2	3	4	5
Professionalism:	1	2	3	4	5
Personality:	1	2	3	4	5
Initiative:	1	2	3	4	5

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