



City of Albuquerque

Human Resources Department

400 Marquette NW, City Hall, 7th Floor Albuquerque, NM 87103

May 12, 2005

Employment Information Form (P2)

We hope that you will enjoy your work with the City. Below is the information regarding your employment status. Please keep this document and all attachments for future reference.

Annette C Mora
167 Vineyard Rd NW
Albuquerque, New Mexico 87107

Phone Number: 344-0678

Job Code: UN57AA Title: CITIZEN CONTACT AGENT II
Job Grade: UNCL Step:

Pay: Your hourly rate is \$15.93 You will receive a paycheck every other Friday by direct deposit. On payday, you will receive a Statement of Earnings and Deductions which indicates your gross pay and voluntary/mandatory deductions. Save this Statement of Earnings and Deductions for future reference.

- Time & Place to Report to Worksite:
Date: 05/17/2005 Day: Tuesday Time: 08:00 AM
Location: Plaza Del Sol, 6th Floor
Department: Finance & Administrative Services
Supervisor: Michael Padilla
- Employment Status:
Unclassified
- Health/Dental Benefits: Classified / unclassified employees have 30 days from the date of hire to enroll in health, dental or life benefits. Human Resources Staff will provide you with a Health Care Information Booklet that describes enrollment policies and available choices.
Bring this from with you when you enroll in health, dental or life insurance.

I will provide my supervisor with this document upon reporting to my worksite.
I have read and understand the above-listed information.

Annette Mora 5/16/05
Employee Signature Date

Prepared by Human Resources Department

New Employee Orientation Form March 2002



CITY OF ALBUQUERQUE
PERSONNEL ACTION
PROCESS DATE: 05/23/2005

NEW HIRE

LOCATION.....: CITY
SOCIAL SECURITY NO.: 585118180
NAME.....: MORA, ANNETTE C. EFFECTIVE: 2005/05/14
167 VINEYARD RD NW
ALBUQUERQUE NM 87107

ORGANIZATION.....: FA3110000 POSITION CODE.....: UN57AA
TITLE.....: Citizen Contact Agent II
STANDARD HOURS.....: 80.0000 UNION CODE.....: UN
PAYROLL GROUP.....: UNCL PAYROLL UNIT.....: OFA311000
PAYROLL CYCLE.....: B TAX GROUP.....: FICA
GRADE.....: SHIFT(STEP).....: 00
PAY RATE.....: 15.9300
HIRE DATE.....: 2005/05/14 BIRTH DATE.....: 1961/01/05
EEOC JOB CATEGORY...: 2 SEX.....: F
ETHNIC.....: S
REASON.....: NEW NEW

REMARKS:
UNCLASSIFIED HIRE FROM ADV.# 5659 EMM 05/12/05.

ENTERED BY.: ERNEST MONTOYA
REVIEWED BY:

DATE: 2005/05/12

HR EMPLOYMENT.....: ERNEST MONTOYA 2005/05/20
HR QUALITY CONTROL.....: ERNEST MONTOYA 2005/05/23
HR PROCESSOR.....: PATRICK PETRACCA 2005/05/17
***** PERSONNEL ACTION *****

Personnel Copy



City of Albuquerque

P.O. Box 1293 Albuquerque, New Mexico 87103
FINANCE & ADMINISTRATIVE SERVICES

RECEIVED PERSONNEL
 2005 MAY 10 AM 11: 54

James Lewis
Sandy M. Doyle

Martin J. Chavez, Mayor

Date: May 06, 2005
To: James Lewis, Chief Administrative Officer
From: Sandy M. Doyle, Director
Subject: Recommendation for Hire/Promotion

Position Title: CITIZEN CONTACT AGENT II	Grade: UNCL	Advertisement: 5659
	# of Qualified Applicants	# of Applicant's Interviewed
Internal:	11	0
External: Yes	224	15
Total:	235	15

Recommendation:

Name of Selected Applicant: Annette C Mora *SAD 5/10/05* **SSN:**

I. New Hire/Rehire:			
Recommendation			
Annual Salary	Hourly Rate	Grade	Step
\$33,134.40	\$15.93	UNCL	

OR

II. Promotion/Transfer/Other:				
Applicant's Current Job Title	Current Grade	Current Step	Hourly Rate	
N/A	N/A	N/A	N/A	
Recommendation				
Annual Salary	Hourly Rate	Grade	Step	%Increase over current hourly rate
N/A	N/A	N/A	N/A	N/A

Report to Worksite: Day: Monday Time: 08:00 AM **Location:** Plaza Del Sol, 6th Floor
Immediate Supervisor: Michael Padilla **Position Status:** Unclassified

Justification: Applicant has 19 yrs experience. Would like to start applicant on 05/16/05.

A COPY OF THE SELECTED APPLICANT'S RESUME, TRANSCRIPTS, LICENSES, CERTIFICATIONS, AND REGISTRATIONS MUST BE ATTACHED.

Human Resources

Chief Administrative Officer
James B. Lewis

Date
5/12/05