



CITY OF ALBUQUERQUE
PERSONNEL ACTION
PROCESS DATE: 06/20/2005

NEW HIRE

LOCATION.....: CITY
SOCIAL SECURITY NO.:
NAME.....: FOSTER, NICOLE L. EFFECTIVE: 2005/06/11
4205 LOGAN RD NW
ALBUQUERQUE NM 87114

ORGANIZATION.....: FA3110000 POSITION CODE.....: UN60AA
TITLE.....: Citizen Contact Agent 1
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.....: 12.2500
HIRE DATE.....: 2005/06/11 BIRTH DATE.....: 1976/07/30
EEOC JOB CATEGORY...: 5 SEX.....: F
ETHNIC.....: S
REASON.....: NEW NEW

REMARKS:
UNCLASSIFIED HIRE FROM ADV.# 5786 EMM 06/09/05.

ENTERED BY.: ERNEST MONTOYA DATE: 2005/06/09
REVIEWED BY:

HR EMPLOYMENT.....: ERNEST MONTOYA 2005/06/19
HR PROCESSOR.....: PATRICK PETRACCA 2005/06/14
***** PERSONNEL ACTION *****

Personnel Copy

Foster Ex 1

Department of Personnel

COA 00079



City of Albuquerque

Human Resources Department

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

June 08, 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.

Nicole L Foster
4205 Logan Rd NW
Albuquerque, New Mexico 87114

Phone Number: 505-401-9472

Job Code: UN60AA Title: CITIZEN CONTACT AGENT I
Job Grade: UN Step:

Pay: Your hourly rate is \$12.25 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: 06/14/2005 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.

Nicole Foster 6.13.05
Employee Signature Date

Pats M. Pata
Prepared by Human Resources Department

New Employee Orientation Form March 2002

Foster
Ex 2



City of Albuquerque

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

RECEIVED PERSONNEL
 2005 JUN -6 PM 1:35

Martin J. Chavez, Mayor
 Date: June 06, 2005
 To: James Lewis, Chief Administrative Officer
 From: Sandy M. Doyle, Director
 Subject: Recommendation for Hire/Promotion

Handwritten signature: Andrew Doyle

Position Title:	CITIZEN CONTACT AGENT I	Grade: UN	Advertisement: 5786
	Advertised	# of Qualified Applicants	# of Applicant's Interviewed
Internal:		9	0
External:	Yes	215	6
Total:		224	6

Recommendation:

Name of Selected Applicant: Nicole L Foster *S. M. Doyle* SSN:

I. New Hire/Rehire:

Recommendation			
Annual Salary	Hourly Rate	Grade	Step
\$25,480.00	\$12.25	UN	

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 6 years 4 months experience.

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

Human Resources

Date

Chief Administrative Officer

Date

Handwritten signature: James Lewis

6/2/05

Handwritten note: Foster Ex 3