



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

NEW HIRE

LOCATION.....: CITY
SOCIAL SECURITY NO.:
NAME.....: GARCIA, YOLANDA A. EFFECTIVE: 2005106111
804 TERRCOTTA PL SW
ALBUQUERQUE NM 87121

ORGANIZATION.....: FA3110000 POSITION CODE.....: UNG0AA
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.....: 2005106111 BIRTH DATE.....: 1968101112
EEOC JOB CATEGORY...: 5 SEX.....: F
ETHNIC.....: S
REASON.....: NEW NEW

REMARKS:
UNCLASSIFIED HIRE FROM ADV.# 5658 EMM 06109105.

ENTERED BY.: ERNEST MONTOYA DATE: 2005106109
REVIEWED BY:

HR EMPLOYMENT.....: ERNEST MONTOYA 2005106119
HR PROCESSOR.....: PATRICK PETRACCA 2005106114
***** PERSONNEL ACTION *****

Department of Personnel

*Yolanda Garcia
Dep Ex 2*

COA 00085

EXHIBIT 11a

Personnel Copy



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.

Yolanda A Garcia
804 Terracotta Pl SW
Albuquerque, New Mexico 87121

Phone Number: 839-6859 OR 417-0944

Job Code: UN60AA Title: CITIZEN CONTACT AGENT I
Job Grade: UNCL 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.

Yolanda Garcia
Employee Signature
New Employee Orientation Form March 2002

6/13/05
Date

Patricia M. [Signature]
Prepared by Human Resources Department

Yolanda Garcia
Ex 3



City of Albuquerque

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

RECEIVED
 2005 JUN -6 PM 2:28

Sandra Doyle

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

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

Position Title:	CITIZEN CONTACT AGENT I	Grade:	UNCL	Advertisement:	5658
	Advertised	# of Qualified Applicants		# of Applicant's Interviewed	
Internal:		9		0	
External:	Yes	286		35	
Total:		295		35	

Recommendation:

Name of Selected Applicant: **YOLANDA A GARCIA** *S. A. Garcia* SSN: 585390623

I. New Hire/Rehire:			
Recommendation			
Annual Salary	Hourly Rate	Grade	Step
\$25,480.00	\$12.25	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 4 years 9 months

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

Human Resources

Date

Chief Administrative Officer

Date

James B. Lewis

6/9/05

Yolanda Garcia
 Dep Ex 4