



May 16, 2011

Michael McDonald
Assistant City Manager, City of Austin
Austin, Texas

Hello Michael,

I am writing you in hopes that I might be considered for a position on the City of Austin's Civil Service Commission.

As a life long citizen of Austin and having been born and raised in East Austin, I feel that I can best serve the citizens of Austin and help the City of Austin by offering my well rounded knowledge of the Austin community and the ability to judge facts in an unbiased manner and without a preconceived or a prejudice agenda.

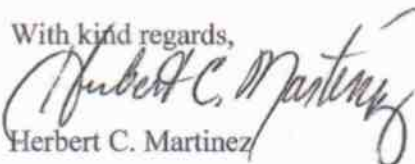
In my career, first as an independent insurance agent, and then additionally as a Real Estate Broker, I have had the opportunity to work with many people and with many different personalities. I feel that I have successfully managed to help those Clients because I was able to see where they were coming from, so to speak. I feel that I am able to project myself to them in such a manner that they feel the trust and can also see that my goal is to help them and to arrive at a comfort level, sufficient enough for all to see and feel my sense in fairness.

My experience of having served on two Grand Jury's, has also given me an opportunity to see what many other people never see. Things go on in Austin that most people would never believe can happen. I also have a vast amount of experience with the Austin Police Dept, having served on the Civil Defense Battalion and the Search and Rescue Team. I am most proud of having gone through the 2nd Class of the Citizen Police Academy.

I truly feel that I can be given facts and circumstances and make a personal decision that makes sense and above all, have it be fair, correct and just.

I hope that you will consider my application in a favorable manner. I look forward to hearing from you.

With kind regards,


Herbert C. Martinez

Herbert C. Martinez, ABR, CRS, NCP, SRS, TRC, CNE, TAHS

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Austin, Tx 78749

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Email: herbmartinez@sbcglobal.net

Born: Austin, Texas

Date of Birth: December 05, 1944

Raised in East Austin, lived at 304 Broadway

Education:

Austin Public School, attended Metz Elementary, Allan Jr. High, Johnston High
Northwest Missouri State University

Employment History:

Current:

2007 to Current- Pres/CEO, Real Estate Executives of Austin, LLC

1978 to 2007 – Real Estate Broker, Realtor, Herb Martinez Properties

Previous:

1991-1999 Vice President, Principal, Bill Russell Insurance Agency, Inc.

1981-1991 Owner, Principal, Martinez Insurance Agency

1968-1981 Agency Owner, Farmers Insurance Group

1966-1968 Texas Department of Public Safety

1965-1966 Davis Hardware

1962-1965 United States Air Force

Licenses Held:

Current:

Real Estate Broker, licensed by Texas Real Estate Commission

Previous:

Property & Casualty Insurance, licensed by Texas Department of Insurance

Life, Accident & Health, licensed by Texas Department of Insurance

Risk Manager, licensed by Texas Department of Insurance

Professional Designations Held:

Current:

ABR, Accredited Buyer Representative

CRS, Certified Residential Specialist

NCP, National Certified Real Estate Professional (NAHREP)

TRC, Trans National Real Estate Certification

SRS, Seller Residential Specialist

CNE, Certified Negotiation Expert

TAHS, Texas Affordable Housing Specialist

Previous:

CIC, Certified Insurance Counselor
CPIA, Certified Professional Insurance Agent

Professional Associations & Organizations

Current:

Association of Realtors, - National, State & Local
Residential Real Estate Buyers Council, - National, State, & Local
Accredited Buyer Representative Association
National Association of Hispanic Real Estate Professionals

Volunteer Service Organizations

Current:

Knights of Columbus, 3rd Degree, Member
Catholic War Veterans, Member
American Legion, Member
South Austin Civic Club, 50th President, Past
One Hundred Club of Austin, Past President
Austin Area Urban League, Board Member
Tejanos in Action, Member, Veteran's Organization

Previous:

President – River City Lions Club, Charter President
Zone Chairman – Lions International
President - Pan American Golf Association
President - River City Golf Association, Founding President
Founder – National Pan American Junior Golf Association
Founder, Football Commissioner, Greater South Austin Junior Football League
Board Member – Big Brothers, Big Sisters of Austin
Board Member - United Way
Secretary & Legislative Chairman – Professional Insurance Agents of Texas

Graduate – City of Austin Citizens Police Academy, 2nd Class, November 1987

Previously Served: The Austin Police Department, Search & Rescue Team

Travis County Grand Jury – Jan – Mar 2004, Foreman of the Jury

Travis County Grand Jury – Oct – Dec 1974, Secretary of the Jury

The Civil Service Commissioners administer Chapter 143 of the Texas Local Government Code. The purpose of this code is to ensure that the city's police officers and firefighters are free from political influence and have permanent tenure as public servants.

They do this by ensuring that procedures effecting the employment of police officers and firefighters are conducted fairly.

The commission, through the Civil Service Director, oversees the departments' promotional process. In short, both the police and fire departments execute promotions based on candidates ranking on promotional examinations. The Civil Service Commission rules on tie break situations and appeals to examination questions. They certify that the process has been conducted in accordance with the law and the agreements between the city and the associations representing the police officers and firefighters.

The commission, through the Civil Service Director, provides the departments names of candidates to fill vacancies based on promotional rankings.

In addition to oversight of the promotional process, the commission may hear appeals from officers and firefighters when disciplinary actions have been taken by the departments. Most officers and firefighters choose to accept the discipline or make an appeal through a third party arbitrator.

In cases where the Police or Fire Chief chooses to bypass an officer or firefighter for promotion, the commission may also hear the bypass appeal from the officer or firefighter. Again most bypasses are heard by a third party arbitrator.

Occasionally the department head will question a police officer or firefighter's fitness to perform their duties. The commission often must appoint physicians to evaluate the officer or firefighter. In cases where there is conflicting doctor opinions between the appointed doctor and the doctor selected by the officer or firefighter, the commission appoints a fit for duty board of physicians to decide the matter.

The commission ensures that all parties involved in a military deployment are treated fairly both in filling the vacancy created by the deployment and also in bringing the deployed individual back into the organization without penalty to their rank.

The commission, through the Civil Service Director, maintains records on officers and firefighters relating to their performance, commendations, and disciplinary actions. These records are available for examinations through public information and open records request.

These activities cover most of the commission's authority with regard to civil service employees. You can access past agendas and meeting minutes at http://www.ci.austin.tx.us/cityclerk/boards_commissions/meetings/30_1.htm.