



SEP 09 2014

OFFICE OF THE ATTORNEY GENERAL
EMPLOYEE CLEARANCE CHECKLIST

Employee Name Delia Garza
Division Name Child Support - 702

Social Security Number _____
Separation Separation/Transfer Date 9/5/14
Transfer Name of State Agency _____

Section 1 - Items to be Returned

ITEM	DESCRIPTION	TURNED IN			ITEM	DESCRIPTION	TURNED IN		
		YES	NO	N/A			YES	NO	N/A
1.	Keys to Office/File Cabinets			<input checked="" type="checkbox"/>	8.	Pager / Blackberry			<input checked="" type="checkbox"/>
2.	Keys to Laptop Docking Station	<input checked="" type="checkbox"/>			9.	Telephone Credit Card			<input checked="" type="checkbox"/>
3.	Access Card(s)	<input checked="" type="checkbox"/>			10.	Corporate Credit Card			<input checked="" type="checkbox"/>
4.	Parking Permit			<input checked="" type="checkbox"/>	11.	Travel Advances			<input checked="" type="checkbox"/>
5.	I.D. Card (Agency)	<input checked="" type="checkbox"/>			12.	Issued Equipment (CCEAR)			
6.	I.D. Card (Special)			<input checked="" type="checkbox"/>	13.	Other			
7.	Business Cards	<input checked="" type="checkbox"/>			14.	Other			

15. Please provide the following passwords (if applicable):
Computer Log-in H&Gains Voice mail telecom
Blackberry _____ Westlaw _____ Lexis _____

16. Please explain any items not returned _____

Section 2 - Division Responsibility Prior to Separation or Transfer

17. All electronic access has been revoked (computer ID's, passwords, accounts, hardware, mainframe, etc.) Yes No
18. Educational leave has been deducted from leave balances Yes N/A
19. All leave is accurate and current Yes No
20. Exhaustion of annual leave approved? Yes No (Remaining annual leave will be taxed at a rate of 25% FIT)
21. Address for W-2: _____
22. Phone Number (in case there are payroll issues): _____

PS QAH 9/11

Section 3 - Employee's Responsibility Prior to Separation or Transfer

- 23. You will be contacted by Employees Retirement System concerning your right to continue insurance.
- 24. Contact TexaSaver if you have Deferred Compensation (401(K) or 457).
- 25. Contact the Human Resources Division regarding your TexFlex HealthCare Reimbursement Account.
- 26. Obtain the Sick Leave Pool Form from the Human Resources Division for the donation of sick leave
- 27. Obtain information from the Human Resources Division on your option to withdraw your retirement fund contributions
- 28. Notify the Human Resources Division if you are immediately transferring to another state agency
- 29. Remove all software that has been distributed to you for home use from your home PC/workstation
- 30. Please indicate whether or not you want to allow public access to the following information:

Home Telephone Number/Home Address Yes No
Social Security Number Yes No
Family Member Information Yes No
Emergency Contact Information Yes No

Employee Signature _____ Supervisor Signature _____ Date 9/5/14

USPS-9-23-14
EPS-9-23-14
11RD-009
April 2012

Office of the Attorney General

the Attorney General
Human Resources Division

PERSONNEL ACTION FORM (Please Type)		RN#	Human Resources Liaison Tiffany Peters	Phone Number 512-460-6341
Name (Last, First, Middle) GARZA, DELIA A.		User ID	Social Security Number	Effective Date of Action 09/05/2014
Work Address 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744			Mail Code 702	Work Phone 512-441-6162
Date of Employment 4/1/2012	Last Evaluation Period 9/2/2013	Last Merit/Promotion Date 6/1/2014		Date entered into PS 9/18/2014 Johns
Action Separation/Resignation	Code OLEO	Direct Transfer: State Agency/ Institution of Higher Ed.		
Separation Date 9/5/2014	Last Day Physically Worked 9/5/2014	Leave Without Pay Period to		

FROM:	EMPLOYEE INFORMATION	TO:
CSD/AUSTIN CENTRAL/CS0702	Division/Budget Division Code	
0529-0204	Position Number	
P-E 40.0	FLSA Indicator (HRD Use)	
B23	Weekly Hours	
\$4,761.36/\$57,136.32	Pay Group	
10346	Monthly/Annual Salary	
	Primary PCA/Secondary PCA (Budget Use)	
3512 P	Class Number/EEO Function	
N	Manager/Supervisor Flag	
Assistant Attorney General III	Job Class Title	
702CS7FOOCS	Organization Code (Budget Use)	
Comments: See Attached	40hrs	WIT Account: Yes ___ No ___ Revoke ___ Leave Liaison Position #:

REQUESTING DIVISION		
Supervisor Name/Position Number D. Bray.	Division Chief's Signature 	Date 8-29-14
HUMAN RESOURCES DIVISION		
Posting Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature 	Date 9/11/14
BUDGET DIVISION		
Funds certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature 	Date 9.15.14
DEPUTY ASSISTANT ATTORNEY GENERAL/EXECUTIVE DEPUTY		
Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
FIRST ASSISTANT ATTORNEY GENERAL		
Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date RECEIVED

SEP 12 2014
Form 19-025
September 2003
BUDGET DIVISION

Office of the Attorney General
 Office of the Attorney General
 Human Resources Division

PERSONNEL ACTION FORM
 (Please Type)

RN#	Human Resources Liaison Tiffany Peters	Phone Number 512-460-6341
Name (Last, First, Middle) GARZA, DELIA A.	User ID	Social Security Number
Work Address 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744	Mail Code 702	Effective Date of Action 09/05/2014
Date of Employment 4/1/2012	Last Evaluation Period 9/2/2013	Last Merit/Promotion Date 6/1/2014

Action Separation/Resignation	Code OLEO	Direct Transfer: State Agency/ Institution of Higher Ed.
Separation Date 9/5/2014	Last Day Physically Worked 9/5/2014	Leave Without Pay Period to

FROM:	EMPLOYEE INFORMATION	TO:
CSD/AUSTIN CENTRAL/CS0702	Division/Budget Division Code	
0529-0204	Position Number	
P-E	FLSA Indicator (HRD Use)	
40.0	Weekly Hours	
B23	Pay Group	
\$4,761.36/\$57,136.32	Monthly/Annual Salary	
10346	Primary PCA/Secondary PCA (Budget Use)	
3512 P	Class Number/EEO Function	
N	Manager/Supervisor Flag	
Assistant Attorney General III	Job Class Title	
702CS7FOOCS	Organization Code (Budget Use)	
Comments: See Attached	40hrs	WIT Account: Yes ___ No ___ Revoke ___ Leave Liaison Position #:

REQUESTING DIVISION		
Supervisor Name/Position Number D. Bray/	Division Chief's Signature 	Date 8-29-14
HUMAN RESOURCES DIVISION		
Posting Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature 	Date 9/1/14
BUDGET DIVISION		
Funds certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature 	Date 9.15.14
DEPUTY ASSISTANT ATTORNEY GENERAL/EXECUTIVE DEPUTY		
Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
FIRST ASSISTANT ATTORNEY GENERAL		
Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date

RECEIVED
 SEP 12 2014
 Form 19-025
 September 2003
BUDGET DIVISION

Peters, Tiffany

From: Loyd, Shelly
Sent: Wednesday, August 27, 2014 9:10 AM
To: Peters, Tiffany
Subject: FW: Notice of resignation

ACTION: (posting, separation, merit, etc.)	Resignation
Employee Name:	Delia Garza
Employee SS#:	
Current Sequence	0529-0204
Current Office/Unit #:	Austin 702
Current Position Title:	AAG III
Current Pay Group:	B23
Current Salary:	4668.00
New Office/Unit #:	
New Position Title:	
New Position Sequence #:	
New Pay Group:	
New Salary:	
Employee being replaced:	
User ID of employee's Leave Liaison:	CG / 0378-0375
WIT access for Hiring Purposes:	No
WIT contacts/ Applications:	
Special instructions—if applicable:	
EFFECTIVE DATE:	09/05/2014
Last day physically worked for separation:	09/05/2014

From: Gutierrez, Carmen
Sent: Tuesday, August 26, 2014 10:42 AM
To: Loyd, Shelly
Subject: Notice of resignation

From: Garza, Delia
Sent: Monday, August 25, 2014 4:59 PM
To: Alvarez, Arturo
Subject: Notice of resignation

It is with a heavy heart that I give you notice of my resignation. This is my two weeks notice. My last day will be September 5th. I have truly appreciated my experience with the AG. Thank you for this opportunity.

Please forward this to Lucky.

Delia Garza
Assistant Attorney General
CSD Unit 702
(512) 912-2220

Office of the Attorney General

Name (Last,First,Middle) GARZA, DELIA A	User ID	Social Security Number	Effective Date 09/01/14
Action LEGISLATIVE SALARY INCREASE			

FROM	EMPLOYEE INFORMATION	TO
CHILD SUPPORT 702	Division Budget Org1 Code	CHILD SUPPORT 702
05290204	Position Number	05290204
40	Weekly Hours	40
B23	Pay Group	B23
4,668.00 / 56,016.00	Monthly/Annual Salary	4,761.36 / 57,136.32
10346	PCA	10346
3512	Class Number	3512
AAG III	Job Class Title	AAG III
702C57F00CS	Organization Code	702C57F00CS

HRD COPY

Office of the Attorney General Human Resources Division

PERSONNEL ACTION FORM
(Please Type)

RN#	Human Resources Liaison Tiffany Peters	Phone Number 512-460-6341
Name (Last, First, Middle) GARZA, DELIA A.	User ID	Social Security Number
Work Address 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744	Mail Code 702	Work Phone 512-441-6162
Date of Employment 4/1/2012	Last Evaluation Period 9/2/2013	Last Merit/Promotion Date 5/13/2013

Action Promotion	Code 020	Direct Transfer: State Agency/ Institution of Higher Ed.
Separation Date	Last Day Physically Worked	Leave Without Pay Period to

FROM:	EMPLOYEE INFORMATION	TO:
CSD/AUSTIN CENTRAL/CS0702	Division/Budget Division Code	CSD/AUSTIN CENTRAL/CS0702
0529-0204	Position Number	0529-0204
PE	FLSA Indicator (HRD Use)	PE
40.0	Weekly Hours	40.0
B21	Pay Group	B23
\$4,300.00/\$51,600.00	Monthly/Annual Salary	\$4,668.00/\$56,016.00
10346	Primary PCA/Secondary PCA (Budget Use)	10346
3511 / P	Class Number/EEO Function	3512 / P
N	Manager/Supervisor Flag	N
Assistant Attorney General II	Job Class Title	Assistant Attorney General III
0702CS7FOOCS	Organization Code (Budget Use)	0702CS7FOOCS
Comments: See Attached 8.56%		WIT Account: Yes ___ No ___ Revoke ___ Leave Liaison Position #:

REQUESTING DIVISION		
Supervisor Name/Position Number D. Bray	Division Chief's Signature 	Date 5/7/14
HUMAN RESOURCES DIVISION		
Posting Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature Henry de la Garza	Date MAY 15 2014
BUDGET DIVISION		
Funds certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature Andrea	Date 5-20-14
DEPUTY ASSISTANT ATTORNEY GENERAL/EXECUTIVE DEPUTY		
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature Mara E. Truesen	Date 5/8/14
FIRST ASSISTANT ATTORNEY GENERAL		
Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date

GC 5/14/14 09 5/14/14

RECEIVED

MAY 16 2014

BUDGET DIVISION



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

To: Human Resources Division
From: Arturo Alvarez
Date: May 2, 2014
Subject: Promotion Request

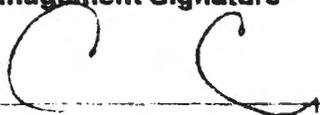
Name of Employee Delia A. Garza	Division Austin Central CSD-Unit 702
-------------------------------------------	------------------------------------------------

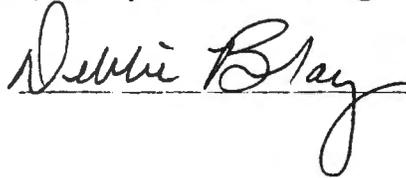
I request a promotion for the above-identified employee.

In accordance with Texas Government Code, § 659.256, I certify that the employee:

- will assume different and higher-level job duties;
- meets the minimum qualifications of the new classification title; and
- has demonstrated the potential to successfully perform his/her new job duties.

I certify that the above information is true and correct to the best of my knowledge.

Management Signature 	Date 5/2/14
--------------------------------------------------------------------------------------------------------------------	-----------------------

Additional Management Signature (if required by division and/or agency policy) 	Date 5/7/14
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INTERNAL JOB DESCRIPTION INFORMATION
OFFICE OF THE ATTORNEY GENERAL

EMPLOYEE'S NAME D. Garza – (0529-0204)	EMPLOYEE'S DIVISION/SECTION Child Support Division – Austin 702		
WORKING TITLE Staff Attorney	STATE CLASSIFICATION TITLE Assistant Attorney General (AAG) III	CN 3512	PAY GROUP B23
FLSA STATUS <input type="checkbox"/> Non-Exempt (eligible) <input type="checkbox"/> Exempt-executive (ineligible) <input type="checkbox"/> Exempt-administrative (ineligible) <input checked="" type="checkbox"/> Exempt-professional (ineligible)			TRAVEL 25%

GENERAL DESCRIPTION

Performs moderately complex attorney work for the Child Support Division. Work involves representing the state's interest in judicial and administrative matters, and providing legal advice, consultation and technical assistance to the Child Support Program and staff. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

JOB FUNCTIONS

(Please note whether a function is Essential (E) or Marginal (M) and the percentage of time the function is performed)

E/M	%	Function Description
E	30	Represents the State of Texas at legal proceedings to locate, establish, enforce, modify or terminate court orders for child support and medical support
E	25	Represents the State of Texas in administrative hearings
E	20	Provides legal advice, consultation and technical assistance to the Child Support Program
E	20	Develops and delivers training
E		Works 8 a.m. – 5 p. m., Monday through Friday
E		Works over 40 hours per week as needed
E		Provides excellent customer service
E		Maintains a valid driver's license
E		Uses personal vehicle for business-related travel
E		Provides excellent customer service
E		Attends work regularly in accordance with agency leave policy
E		Complies with all agency policies and procedures including, but not limited to, applicable security and safety rules, regulations and standards
M	5	Performs related work as assigned

AAG III MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with a Juris Doctor (J.D.) degree
- Licensed as an attorney by the State of Texas
- Two years of full-time legal experience as a licensed attorney
- Member in good standing with the State Bar of Texas
- Knowledge of Family Law and the Texas Family Code
- Skill in legal writing, mediation and negotiation
- Skill in serving as a trial lawyer, preparing sound opinions, conducting investigations and performing legal research
- Skill in using a personal computer for word-processing and data entry/retrieval
- Skill in establishing and maintaining effective working relationships with other employees and the public
- Skill in working under pressure and meeting deadlines
- Ability to work 8 a.m. – 5 p.m., Monday through Friday
- Ability to work over 40 hours as needed
- Ability to obtain and maintain a valid driver's license
- Ability to use personal vehicle for business-related travel
- Ability to provide excellent customer service
- Ability to lift 25 lbs.

PREFERRED QUALIFICATIONS

Two years experience in handling Family Law cases

Jury trial experience

Experience in handling a high volume legal practice

Ability to read, write, and speak English and Spanish

Office of the Attorney General

Name (Last,First,Middle) GARZA, DELIA A	User ID	Social Security Number	Effective Date 09/01/13
Action LEGISLATIVE SALARY INCREASE			

FROM	EMPLOYEE INFORMATION	TO
CHILD SUPPORT 702	Division Budget Org1 Code	CHILD SUPPORT 702
05290204	Position Number	05290204
40	Weekly Hours	40
B21	Pay Group	B21
4,250.00 / 51,000.00	Monthly/Annual Salary	4,300.00 / 51,600.00
10346	PCA	10346
3511	Class Number	3511
AAG II	Job Class Title	AAG II
702CS7F00CS	Organization Code	702CS7F00CS

Office of the Attorney General

Office of the Attorney General
Human Resources Division

100 COPY 2013

PERSONNEL ACTION FORM (Please Type)		RN#	Human Resources Liaison Tiffany Peters	Phone Number 512-460-6341
Name (Last, First, Middle) GARZA, DELIA A.		User ID	Social Security Number	Effective Date of Action 05/13/2013
Work Address 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744			Mail Code 702	Work Phone 512-441-6162
Date of Employment 4/1/2012	Last Evaluation Period 9/2/2012	Last Merit/Promotion Date		Date entered into PS 6/19/13

Action Transfer & Promotion	Code 038/020	Direct Transfer: State Agency/ Institution of Higher Ed.
Separation Date	Last Day Physically Worked	Leave Without Pay Period to

FROM:	EMPLOYEE INFORMATION	TO:
CSD/AUSTIN CENTRAL/CS0702	Division/Budget Division Code	CSD/AUSTIN CENTRAL/CS0702
0379-0316	Position Number	0529-0204
P-E	FLSA Indicator (HRD Use)	P
40.0	Weekly Hours	40.0
B20	Pay Group	B21
\$3,833.34/\$46,000.08	Monthly/Annual Salary	\$4,250.00/\$51,000.00
10346	Primary PCA/Secondary PCA (Budget Use)	10346
3510 / P	Class Number/EEO Function	3511 / P
	Manager/Supervisor Flag	N
Assistant Attorney General I	Job Class Title	Assistant Attorney General II
0702CS7FOOCS	Organization Code (Budget Use)	0702CS7FOOCS
Comments: See Attached 10.87% Replaces: P. Roark Transfer position from 701 to 702		WIT Account: Yes ___ No <u>X</u> Revoke ___ Leave Liaison Position #: 0378-0375

REQUESTING DIVISION		
Supervisor Name/Position Number M. Friesen/	Division Chief's Signature <i>Keith Stecker</i>	Date 4/24/13
HUMAN RESOURCES DIVISION		
Posting Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>Heather Miller</i>	Date 4/29/2013
BUDGET DIVISION		
Funds certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>Joey Wellon</i>	Date 5-1-13
DEPUTY ASSISTANT ATTORNEY GENERAL EXECUTIVE DEPUTY		
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>John G...</i>	Date 7-26-13
FIRST ASSISTANT ATTORNEY GENERAL		
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>Stacy Napier</i>	Date 5-6-13

RECEIVED 5-6-13

APR 30 2013

BUDGET DIVISION



OFFICE *of the* ATTORNEY GENERAL
GREG ABBOTT

APR 29 2013

**Personnel Action
MEMORANDUM**

To: Charles Smith, Deputy Director of Child Support
From: Mara Friesen, Regional Administrator, Region 7
Date: April 23, 2013
Subject: **Promotion: Delia Garza**
SSN:

CURRENT INFORMATION

PROPOSED INFORMATION

Current State Classification Title - AAG I	Proposed State Classification Title - AAG II
Current Pay Group B20	Proposed Pay Group & Percentage Of Increase B21 / to entry level
Current Monthly/Annual Salary \$3,833.34 / \$43,680.00	Proposed Monthly/Annual Salary \$4,250.00 / \$51,000.00
Date of Attached Evaluation 009/2/2012	
	IJD attached for proposed promotion

Please promote Delia Garza into sequence number 0529-0204, replacing P. Roark. I am recommending this promotion based on the additional job duties listed below. As a Assistant Attorney General II, she will be responsible for providing legal counsel and assistance to the office, sign pleadings and make court appearances on cases which are assigned to her. Ms. Garza was selected based upon her Bachelors Degree from the University Texas A&M, College Station, Texas where her major was in Journalism. Ms. Garza attended Gonzaga University School of Law in Spokane, Washington and graduated in 2010 with a Doctoral Degree where she majored in Law. Ms. Garza has an excellent work ethic. She is already familiar with the Attorney General Office's processes, policies and procedures due to her current position as the Assistant Attorney General with our office.

Subject: Promotion for: Delia Garza (continuation)

Mara Friesen 4/23/13
Date
Mara Friesen
Regional Administrator
 Approved () Disapproved

Rolando Ramirez 4/23/13
Date
Rolando Ramirez
Regional Administrator
 Approved () Disapproved

Joel Rogers Date
Assistant Deputy Director for Field Legal Practice
() Approved () Disapproved

Charles Smith 4/24/13
Date
Charles Smith
Deputy Director of Child Support
 Approved () Disapproved

Alicia G. Key 4-26-13
Date
Alicia G. Key
Deputy Attorney General for Child Support
 Approved () Disapproved

Peters, Tiffany

Office of the Attorney General

Human Resources Division

From: Loyd, Shelly
Sent: Tuesday, April 23, 2013 1:48 PM
To: Peters, Tiffany
Subject: Request
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf; AAG I-II 702 0529-0204.doc; Re: request to re-classify/upgrade R7

APR 29 2013

ACTION: (posting, separation, merit, etc.)	Request to promote and upgrade
Employee Name:	Delia Garza
Employee SS#:	
Current Sequence	0529-0204
Current Office/Unit #:	701
Current Position Title:	QAA II
Current Pay Group:	B18
Current Salary:	4544.00
New Office/Unit #:	702
New Position Title:	AAG II
New Position Sequence #:	B21
New Pay Group:	4250
New Salary:	
Employee being replaced:	P. Roark
User ID of employee's Leave Liaison:	CG - 6378-0375
WIT access for Hiring Purposes:	No
WIT contacts/ Applications:	100
Special instructions—if applicable:	Please see attached approval to upgrade position and transfer to office 702 from 701.
EFFECTIVE DATE:	ASAP
Last day physically worked for separation:	

Peters, Tiffany

APR 29 2013

From: Smith, Charles
Sent: Tuesday, April 09, 2013 2:21 PM
To: Blackstone, Kristene; Peters, Tiffany; Friesen, Mara
Cc: Loyd, Shelly
Subject: Re: request to re-classify/upgrade R7

Mara and Kristene,

You are clear to reclassify the RCA to an AAG I-II. Alicia also approved the additional funds allowing the upgrade of the CSO to a RCA.

Charles

From: Blackstone, Kristene
Sent: Thursday, March 28, 2013 01:59 PM
To: Smith, Charles
Subject: request to re-classify/upgrade R7

Charles:

Region 7 has a Quality Assurance Analyst II (RCA) , Sequence No. 0529-0204, with a salary of \$4,544 available and a CSO III, Sequence No. 0388-0246, with a salary of \$2,718 available in it.

They are requesting to convert the RCA to an AAG I-II in salary range of \$3,833.34-\$4,250 and to upgrade the CSO III to an RCA with a salary of \$3,179.

In order to effect these conversions they will need \$167/\$2,004.

Please let me know if you have any questions in considering this request.

Kristene Blackstone
Assistant Deputy Director for Field Services
Child Support Division
Office of the Attorney General
512.460-6101
kristene.blackstone@texasattorneygeneral.gov

INTERNAL JOB DESCRIPTION INFORMATION

OFFICE OF THE ATTORNEY GENERAL

EMPLOYEE'S NAME Replacing 0529-0204		EMPLOYEE'S DIVISION/SECTION Child Support 702	
WORKING TITLE Assistant Attorney General II	STATE CLASSIFICATION TITLE 3511	CN B21	PAY GROUP Assistant Attorney General II
FLSA STATUS			TRAVEL
<input type="checkbox"/> Non-Exempt (eligible) <input type="checkbox"/> Exempt-administrative (ineligible)			<input type="checkbox"/> Exempt-executive (ineligible) <input checked="" type="checkbox"/> Exempt-professional (ineligible)
			25%

GENERAL DESCRIPTION

Performs routine to highly complex (depending on AAG level) attorney work for the Child Support Division. Work involves representing the state's interest in judicial and administrative matters, and providing legal advice, consultation and technical assistance to the Child Support Program and staff. Works under close to general supervision with minimal to moderate latitude for the use of initiative and independent judgment (depending on AAG level)

JOB FUNCTIONS

(Please note whether a function is Essential (E) or Marginal (M) and the percentage of time the function is performed)

E/M	%	Function Description
E	40%	Represents the State of Texas at legal proceedings to establish, enforce and modify court orders for child support and medical support
E	5%	Represents the State of Texas in administrative hearings
E	45%	Provides legal advice, consultation and technical assistance to the Child Support Program
E	5%	Develops and delivers training
E		Attends work regularly in accordance with agency leave policy
E		Complies with all agency policies and procedures including, but not limited to, applicable security and safety rules, regulations and standards
M	5%	Performs related work as assigned

MINIMUM QUALIFICATIONS

Assistant Attorney General (AAG) II:

- Graduation from an accredited law school
- Licensed to practice law in Texas
- One year full-time legal experience as a licensed attorney
- Skill in serving as a trial lawyer, preparing sound opinions, conducting investigations and performing legal research
- Knowledge of Family Law and the Texas Family Code
- Considerable skill in legal writing, mediation and negotiation
- Skill in using a computer for word processing and data entry/retrieval
- Must be able to lift 25 lbs

PREFERRED QUALIFICATIONS

- Two years experience handling Family Law cases
- Jury trial experience
- Experience in handling a high volume legal practice
- Bilingual English/Spanish

APPROVAL SIGNATURES

Supervisor	Date
Division Chief or Designee	Date

PERSONNEL ACTION FORM
(Please Type)

RN# 12-0484	Human Resources Liaison Tiffany Peters	Phone Number 512-460-6341
Name (Last, First, Middle) Garza, Delia A.	User ID	Social Security Number
Work Address 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744	Mail Code 702	Work Phone 512-441-6162
Date of Employment	Last Evaluation Period	Last Merit/Promotion Date
		PS Effective Date (HRD)

DM 2/15

Action NEW HIRE	Code 010	If direct transfer, name of other state agency N
Separation Date	Last Day Physically Worked	Leave Without Pay Period to

FROM:	EMPLOYEE INFORMATION	TO:
	Division/Budget Division Code	CSD/AUSTIN CENTRAL/CS0702
	Position Number	0379-0316
	FLSA Indicator (HRD Use)	P-E
	Weekly Hours DM	40.0
	Pay Group	B20 - B21
	Monthly/Annual Salary	✓ \$3,833.34 - \$4,250 / 46,000.08
	Primary PCA/Secondary PCA (Budget Use)	10346
	Class Number/EEO Function	3510-3511 / P
	Manager/Supervisor Flag	N
	Job Class Title	Assistant Attorney General I -H
	Organization Code (Budget Use)	0702CS7FOOCS

Comments: See Attached IJD in HR - POSTINGS Replaces: H. Monroy
 Maximum Contacts: 100
 Division/Unit has office/cubicle space for this employee Yes No

REQUESTING DIVISION

Supervisor Name/Position Number K. Blackstone/ 2/9/12	Division Chief's Signature <i>[Signature]</i>	Date 2-8-12
-----------------------------------------------------------------	--------------------------------------------------	-----------------------

HUMAN RESOURCES DIVISION

Posting Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>[Signature]</i>	Date 02-10-2012
Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>[Signature]</i>	Date 04-04-2012

BUDGET DIVISION

Funds certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>[Signature]</i>	Date 2/13/12
--------------------------------------------------------------------------------------------	---------------------------------	------------------------

DEPUTY ATTORNEY GENERAL

Action Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature <i>[Signature]</i>	Date 2-13-12
----------------------------------------------------------------------------------------	---------------------------------	------------------------

FIRST ASSISTANT ATTORNEY GENERAL

Action Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
-----------------------------------------------------------------------------	-----------	------

[Handwritten mark]

✓ OAG Temp.

Job Offer Cover Sheet Non-Employee

✓ SP

RN #:	Name:		User ID:
12-0484	Delia Garza		
Social Security:	Date Of Birth:	Valid Driver's License:	Preferred Name:
Position Title:	Division:		
AAG I	Austin 702		
<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time Hrs: 40	Monthly/Annual Salary:		Group: B20
	3,833.34 / \$46,000.08		
Work Number:	Alternate Number:		
NOTES: 3/28 opt v. msj will call back tomorrow with start date			
Are you a return-to-work retiree who has retired with ERS? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, in accordance with ERS requirements and agency policy, your job offer will require further review and additional authorization. Once this process has been completed, we will be back in touch with you.			
Accepted:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Effective Date: April 2, 12	
Direct Transfer:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Agency Name:	
Prior State Service:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason Code: 010 <input checked="" type="checkbox"/> 012 <input type="checkbox"/>	
Manager:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Federal EEO Code: PROF EEO: P FLSA: DE	
Supervisor:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
E&C Specialist Check List			
<input checked="" type="checkbox"/> PeopleSoft: Place Posting on Hold	Application Signed Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<input checked="" type="checkbox"/> Work In Texas: Place Posting on Hold	<input checked="" type="checkbox"/> Request CBC (Except CSD, MFCU, LE) Date CBC was sent out: _____		
<input checked="" type="checkbox"/> Take Posting Off Board/Book (indicate HOLD/Closed/NMA) Initials of E&C member who pulled the posting	<input checked="" type="checkbox"/> CBC conducted - if hit, take to Manager		
<input checked="" type="checkbox"/> Remove extra posting copies from bin	<input checked="" type="checkbox"/> Terrorist Check conducted - if hit, take to Manager		
<input checked="" type="checkbox"/> Update posting report at front desk	<input checked="" type="checkbox"/> Relatives employed with agency Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, take to Manager		
<input checked="" type="checkbox"/> Place a copy of posting on HOLD in the bin (for OAG Website)	<input checked="" type="checkbox"/> Qualification Check		
<input type="checkbox"/> Selective Srv. Verification (men born on or before 1960 or later) # _____	Former Employee File Checked: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> Attorney in Good Standing: N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Archived: Yes <input type="checkbox"/> Destroyed: Yes <input type="checkbox"/>		
<input type="checkbox"/> Obtain Signature on Justification Memo	Return-to-work retiree: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<input type="checkbox"/> Mail New Hire Packet (out of town)	Date of Retirement: _____		
<input checked="" type="checkbox"/> Email Confirmation Division/Unit: _____ Employee: _____	<ul style="list-style-type: none"> Retired on or before 8/31/09, HRD sends to appropriate Executive Deputy Retired on or after 09/01/09, HRD calculates the surcharge fee and sends to Budget 		
<input type="checkbox"/> Hire into PeopleSoft	Surcharge Fee = \$ _____		
<input type="checkbox"/> AAG Survey entered into PeopleSoft	Adjusted Salary (monthly/annual salary): _____		
Job Offer Extended By:	Approved Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Senior Specialist Notes:	Job Offer Packet Reviewed By: [Signature] 3/27/12		
min requirements per accredited college degree; lengths OAG temp clerk as licensed attorney.			

MAR 27 2012



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

TO: Human Resources Division
FROM: Kristene Blackstone, Regional Administrator, Region 7
Rolando Ramirez, Senior Regional Attorney, Region 7
DATE: March 23, 2012
SUBJECT: Recommendation to Hire Attorney for Posting Number 12-0484

I would like to recommend Della Garza for posting number 12-0484 as an Assistant Attorney General AAG I, Group B20, with a monthly salary of \$3,833.34, effective as soon as possible. Della Garza has been licensed in Texas since May 2011 and meets the years of experience required for this level.

- Applications from veterans and former foster children were properly considered by the hiring division and were given the weighted preference to which they are entitled.
- Reference check has been completed by hiring division.
- Criminal background check has been completed by:
 - CID
 - CSD
 - MFCU
 - Other: Allen Cameron, Region 7
- Human Resources has verified whether applicant is a return-to-work ERS retiree.
 - Yes. Date of retirement: N/A

Kristine Blackstone
Kristene Blackstone, Regional Administrator, Region 7

3/23/12
Date

Mara F. Friesen
Mara Friesen, Assistant Deputy Director for Field Legal Practice

3/23/12
Date

Charles Smith
Charles Smith, Deputy Director of Child Support, Field Operations

3/23/12
Date

Rolando Ramirez
Human Resources Division

03 28 2012
Date

Budget Division

Date

Alicia G. Key, Director of Child Support

Date

Donna McGee - 12-0484 JOB OFFER CONFIRMATION - 702

From: Donna McGee
To: Blackstone, Kristene; Loyd, Shelly; Ramirez, Rolando
Date: 3/29/2012 9:00 AM
Subject: 12-0484 JOB OFFER CONFIRMATION - 702
CC: Peters, Tiffany

NAME: Delia Garza

POSTING: 12-0484

POSITION: AAG I

GROUP: B20

MO/SALARY: \$3,833.34

START DATE: 4/2/2012

INTERNAL JOB DESCRIPTION INFORMATION
OFFICE OF THE ATTORNEY GENERAL

EMPLOYEE'S NAME Vacancy – H. Monroy (0379-0316)	EMPLOYEE'S DIVISION/SECTION Child Support Division – Austin 702		
WORKING TITLE Staff Attorney	STATE CLASSIFICATION TITLE Assistant Attorney General I-II	CN 3510-3511	PAY GROUP B20-B21
FLSA STATUS <input type="checkbox"/> Non-Exempt (eligible) <input type="checkbox"/> Exempt-executive (ineligible) <input type="checkbox"/> Exempt-administrative (ineligible) <input checked="" type="checkbox"/> Exempt-professional (ineligible)			TRAVEL 25%

GENERAL DESCRIPTION

Performs routine to highly complex (depending on AAG level) attorney work for the Child Support Division. Work involves representing the state's interest in judicial and administrative matters, and providing legal advice, consultation and technical assistance to the Child Support Program and staff. Works under close to general supervision with minimal to moderate latitude for the use of initiative and independent judgment (depending on AAG level)

JOB FUNCTIONS

(Please note whether a function is Essential (E) or Marginal (M) and the percentage of time the function is performed)

E/M	%	Function Description
E	25	Represents the State of Texas at legal proceedings to establish, enforce and modify court orders for child support and medical support
E	25	Represents the State of Texas in administrative hearings
E	25	Provides legal advice, consultation and technical assistance to the Child Support Program
E	20	Develops and delivers training
E		Attends work regularly in accordance with agency leave policy
E		Complies with all agency policies and procedures including, but not limited to, applicable security and safety rules, regulations and standards
M	5	Performs related work as assigned

MINIMUM QUALIFICATIONS

Assistant Attorney General (AAG) I:

- Graduation from an accredited law school
- Licensed to practice law in Texas
- Skill in serving as a trial lawyer, preparing sound opinions, conducting investigations and performing legal research
- Knowledge of Family Law and the Texas Family Code
- Considerable skill in legal writing, mediation and negotiation
- Skill in using a computer for word processing and data entry/retrieval
- Must be able to lift 25 lbs

Assistant Attorney General (AAG) II - All the above qualifications for an AAG I, PLUS:

- One year full-time legal experience as a licensed attorney

PREFERRED QUALIFICATIONS

- Two years experience handling Family Law cases
- Jury trial experience
- Experience in handling a high volume legal practice
- Bilingual English/Spanish



Office of the Attorney General Job Announcement

DIVISION: Child Support - Austin 702
POSTING NUMBER: 12-0484
JOB TITLE: Assistant Attorney General I-II
MONTHLY SALARY: \$3,833.34-\$4,250.00
POSTING DATE: February 16, 2012
LOCATION: 2101 E. St. Elmo Road, Building 2, Suite 225, Austin, TX 78744

WORKING TITLE: Staff Attorney

DEPENDENT ON QUALIFICATIONS
DURATION: Until Filled

WORK IN TEXAS JOB MATCH: Occupational Category: Legal; Occupation: Lawyers; Industry: Public Administration. A State of Texas application in WorkInTexas must be completed to be considered for employment. Your application for this position may subject you to a criminal background check pursuant to §411.127 of the Government Code.

ESSENTIAL JOB FUNCTIONS

Represents the State of Texas at legal proceedings to establish, enforce and modify court orders for child support and medical support
Represents the State of Texas in administrative hearings
Provides legal advice, consultation and technical assistance to the Child Support Program
Develops and delivers training
Attends work regularly in accordance with agency leave policy
Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards

MARGINAL JOB FUNCTION

Performs related work as assigned

MINIMUM QUALIFICATIONS

Assistant Attorney General (AAG) I:

Graduation from an accredited law school
Licensed to practice law in Texas
Skill in serving as a trial lawyer, preparing sound opinions, conducting investigations and performing legal research
Knowledge of Family Law and the Texas Family Code
Considerable skill in legal writing, mediation and negotiation
Skill in using a computer for word processing and data entry/retrieval
Must be able to lift 25 lbs

Assistant Attorney General (AAG) II - *All the above qualifications for an AAG I, PLUS:*

One year full-time legal experience as a licensed attorney

PREFERRED QUALIFICATIONS

Two years experience handling Family Law cases
Jury trial experience
Experience in handling a high volume legal practice
Bilingual English/Spanish

TRAVEL

25% required

TO APPLY

All applications for employment with the Office of the Attorney General (OAG) must be submitted electronically through www.WorkInTexas.com

PAPER, FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Attorneys: Attorney applicants should list all bar memberships and license numbers in the Occupational License/Certification section of the state application. The Summary of Qualifications section of the WorkInTexas resume is available to provide information on professional activities and associations, authorship of articles/books and participation as a CLE presenter or panelist.

(12-0484/3510-3511)

Benefits of State Employment include: State & national holidays * Paid annual & sick leave * Paid medical insurance (including pre-existing conditions) * Training opportunities * Educational leave programs * Member of the Employees Retirement System Retirement Program * Basic life insurance * Optional: Dental plan, 401(k) & 457 Plans, Accidental death & dismemberment insurance, Deferred Compensation, TexFlex (pre-tax deductions for child-care, medical expenses, etc.)

AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

License No.	Expiration Date	Issued By	License No.
Attorney	May 8, 2011	State Bar of Texas, Austin, TX	24078399

Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

I have a basic level of skill with all common office equipment including computers, calculators, printers, copiers, etc.

Approximately how many words per minute do you type? 30

Sign Language (if required for the position) Yes No Are you a certified interpreter? Yes No

Do you speak a language other than English? (if required for this position) Yes No

If yes, what language(s) do you speak? I speak a little bit of Spanish. How fluently? Fair Good Excellent

Do you write in a language other than English? (if required for this position) Yes No

If yes, which language(s) _____

Have you ever been employed by the State of Texas? Yes No Are you currently employed by the State of Texas? Yes No

If you have been previously employed by the State of Texas, list the agency/agencies: _____

FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes No

If yes, are you currently 25 years of age or younger? Yes No

MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes No If yes, list type of discharge _____

Dates of Service (From/To): _____

Are you a surviving spouse of a veteran who has not remarried? Yes No Are you a surviving orphan of a veteran? Yes No

If yes, complete dates of service for veteran: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE SIGNED

SIGN HERE:

X

[Handwritten Signature]
Signature Applicant

3/1/12
Date

Position Title: Attorney Employer: Delta Garza (self-employed) Mailing Address: 200 Sandra St. City & State/ZIP: Austin, TX 78745 Employer's Telephone No.: AC (512) 819-1166							Immediate Supervisor Name: Self-employed Title: Attorney Supervisor's Telephone No.: AC (512) 819-1166		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date Mo. Day Yr.			Leaving Date Mo. Day Yr.			Current/ Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	Give average # of hours worked per week if part-time:		
05	15	2011	08	01	2011	\$ 2900.00				

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Operated a small private practice working with clients on family, landlord tenant, and probate matters.
 Obtained my real estate license and worked with clients on lease agreements and buying and selling property.

Specific reason for leaving: **Needed stable income.**

Position Title: Training Troubleshooter Employer: Travis County, Elections Division Mailing Address: 5501 Airport Blvd. City & State/ZIP: Austin, TX 78751 Employer's Telephone No.: AC (512) 854-4986							Immediate Supervisor Name: Alexa Buzkampar Title: Training Supervisor Supervisor's Telephone No.: AC (512) 854-3285		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input checked="" type="checkbox"/>	
Starting Date Mo. Day Yr.			Leaving Date Mo. Day Yr.			Current/ Final Salary	Technical <input checked="" type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	Give average # of hours worked per week if part-time:		
04	01	2011	06	15	2011	\$ 1300.00		4	20	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Responsible for training early voting and election day Judges and Clerks on the proper procedure to process voters.
 Participated in inventory and set-up of equipment for voting centers.

Specific reason for leaving: **Temporary position that ended after the election.**

Position Title: Law Clerk Employer: Texas Civil Rights Project Mailing Address: 1405 Montopolis Dr. City & State/ZIP: Austin, TX 78741 Employer's Telephone No.: AC (512) 474-5073						Immediate Supervisor Name: Wayne Krause Title: Legal Director and Attorney Supervisor's Telephone No.: AC (512) 474-5073		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/Final Salary \$ 3000.00	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:			
01	10	2010	11	10	2010				

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Responsible for conducting legal research and drafting legal documents including briefs, pleadings, and client declarations.
 Conducted client interviews and provided legal counseling.
 Investigated potential cases and located and interviewed witnesses and experts.

Specific reason for leaving: Left to study for the bar exam.

Position Title: Law Clerk Employer: Gonzaga University Legal Assistance Mailing Address: 721 N. Cincinnati Street City & State/ZIP: Spokane, WA 99220 Employer's Telephone No.: AC (509) 313-5791						Immediate Supervisor Name: Gail Hammer Title: Advising Attorney Supervisor's Telephone No.: AC (509) 313-5791		Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:			
08	16	2009	12	13	2009	15			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Responsible for interviewing clients and counseling them on legal matters.
 Conducted legal research and created legal documents including motions, briefs, wills, and health directives.

Specific reason for leaving: Was earning semester credit. Semester ended.

Position Title: Law Clerk Employer: Winston & Cashatt Lawyers Mailing Address: 801 W Riverdale Ave # 1900 City & State/ZIP: Spokane, WA 99201 Employer's Telephone No.: AC (509) 838-6131						Immediate Supervisor Name: Beverly Anderson Title: Attorney Supervisor's Telephone No.: AC (509) 838-6131		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/ Final Salary \$ 2000.00	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	Give average # of hours worked per week if part-time: If supervisory, number of employees you supervised:			
05	15	2008	12	15	2008				

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Researched property, land-use, criminal, personal injury, and family law issues.
 Drafted legal documents including memos to attorneys, client opinion letters, deposition summaries, and pleadings.

Specific reason for leaving: Needed to concentrate on large law school course load.

Position Title: Firefighter/EMT Employer: Austin Fire Department Mailing Address: 4201 Ed Bluestein Blvd. City & State/ZIP: Austin, TX 78721 Employer's Telephone No.: AC (512) 974-0100						Immediate Supervisor Name: James Ash Title: Battalion Chief Supervisor's Telephone No.: AC (512) 974-0100		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/ Final Salary \$ 5000.00	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	Give average # of hours worked per week if part-time: If supervisory, number of employees you supervised: 2			
07	15	2001	07	18	2007				

Summary of experience including special training/skills/qualifications you have used in the performance of this job:
 Mitigated and resolved a variety of emergency situations including structure fires, automobile accidents, and medical emergencies.
 Maintained constant contact with the public to provide customer service for the City of Austin.
 Planned, implemented, and facilitated recruiting and public education events.

Specific reason for leaving: Decided to go to law school.

FIND A LAWYER

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Back to Search Results

OVERVIEW CONTACT AND MAP

Ms. Delia Aileen Garza

Bar Card Number: 24076199

Work Address:

Work Phone Number:

Primary Practice Location:

Current Member Status
Eligible To Practice In Texas

Press person icon

LICENSE INFORMATION

Bar Card Number: 24076199

Texas License Date: 05/06/2011

PRACTICE INFORMATION

Firm: None Reported By Attorney

Firm Size: None Reported By Attorney

Occupation: None Reported

Practice Areas: None Reported By Attorney

Services Provided: None Reported By Attorney

Foreign Language Assistance: None Reported By Attorney

LAW SCHOOLS

Law School Graduation Date Degree Earned

Georgetown University

PUBLIC DISCIPLINARY HISTORY

State of Texas*

Sanction Date of Entry Sanction Date Start - End Probation Date Start - End

No public disciplinary history found.

Note: Only Texas disciplinary sanctions within the past 10 years are displayed. For sanction information beyond 10 years, information about a specific disciplinary sanction listed above or to request a copy of a disciplinary judgment, please contact the Office of the Chief Disciplinary Counsel at (714) 999-5555. There is a filing fee for each disciplinary judgment reviewed.

Other States

Sanction State Sanction Date Start - End

None Reported By Attorney

Statutory Profile Last Certified On:

The Texas Attorney Profile provides basic information about Attorneys licensed to practice in Texas. Attorney profile information is provided as a public service by the State Bar of Texas as outlined in Section 501.001 of the Texas Government Code. The information contained herein is provided as a public service, without warranty, for informational purposes only. Neither the State Bar of Texas, nor its Board of Directors, nor any employee thereof, shall be held liable for the accuracy of the data. Much of the information has been provided by the attorneys and is required to be reviewed and updated by the attorney annually. The information listed with an asterisk (*) was provided by the State Bar of Texas. Public discipline disciplinary information will not appear on the profile until a final disposition is required. Access to this site is authorized by profile for each attorney and is subject to the system's security, technical and operational policies. The data is not available to third parties without access.

COURTS OF ADMITTANCE

Federal

None Reported By Attorney

Other Courts

None Reported By Attorney

OTHER STATES LICENSED



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

APR 05 2012

NEW EMPLOYEE INFORMATION

Last Name: <u>Garza</u>	First Name: <u>Delia</u>	Middle Initial: <u>A.</u>	Familiar Name:
Date of hire: <u>4/2/12</u>	*Date of birth:		
Do you authorize the release of your home address to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Do you authorize the release of your social security number to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Do you authorize the release of your family member information to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Do you authorize the release of your home phone number to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Do you authorize the release of your emergency contact's information to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Male	Married	Single
*Data required by Provision of the Civil Rights Act of 1964, as amended, and Executive Order No. 11246			
Social Security N	Phone Number:		
Home Street Address	City		

State of Texas Race - Select One:

White Black/African American Hispanic Asian/Pacific Islander American Indian/Alaskan

U.S. Department of Justice Federal Race and National-Origin Categories - Select Most Accurate:

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races

Military Information:

No Military Service Surviving spouse of veteran (never remarried)

Orphan of a veteran Veteran Date entered: _____ Date of discharge: _____

Honorable discharge? Yes No ty? Yes No

Emergency Contact Information: Name: _____

Relationship: _____

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____

Work Phone Number: cell

Prior State Service - List all prior service with state agencies and institutions of higher education:

Agency Name	Employment Dates
1) <u>N/A</u>	
2)	
3)	

Are you a direct transfer without a break in service from another Texas state agency or institution of higher education? Yes No

Are you a return-to-work State of Texas retiree? Yes No

Were you making a contribution to the Employees Retirement System of Texas? Yes No

If yes, from which agency did you retire? _____ Date of retirement: _____

Employee Signature: [Signature]

Date: 4/2/12

Original: Master Personnel File

HRD-090
09/2011

OFFICE OF THE ATTORNEY GENERAL
CHILD SUPPORT ENFORCEMENT DIVISION
PERFORMANCE EVALUATION

EMPLOYEE NAME: DELIA GARZA

Employee ID:

EMPLOYEE CLASSIFICATION TITLE:
ASSISTANT ATTORNEY GENERAL II

WORKING TITLE: AAG II

DATE OF PERFORMANCE PLAN: March 17, 2014

EVALUATION PERIOD: September 3, 2012 to September 2, 2013

Office of the Attorney General
Human Resources

JUL 16 2014

PERFORMANCE RATING SCALE:

The evaluation is based on observations by the supervisor and general performance of the employee. In addition, matters that come to the attention of the supervisor which are documented, investigated, and found by the supervisor to be true may be in the evaluation process.

The appropriate ratings for the employee performance levels of specific job duties/responsibilities are as follows:

- ES Exceeds Standards:** Results exceeded expectations on a consistent basis. Made significant contributions beyond job responsibilities.
- MS Meets Standards:** Consistently met expectations in key areas. Describes performance of majority of employees. Fully competent valuable employee.
- MM Meets Most Standards:** Met most expectations in key areas. Used as a developmental aspect to address a new or inexperienced employee's performance in learning new areas. Also used to address an employee's performance deficiencies or instances where an employee's job performance has regressed.
- DMS Did Not Meet Standards:** Failed to achieve results expected; deficient in meeting key expectations. Improvement needed to reach competent level.
- N/A Not Applicable:** Incumbent does not perform task related to standard OR factors outside of incumbent's control prevent meaningful measurement.

PERFORMANCE CATEGORIES

Section I. Performance Category – Office Measures			Rating				
State Performance Measures: Disbursements	Goals	% Met					
TANF Disbursements	\$ 1,252,291	107.1%					
Non-TANF Disbursements	\$ 72,031,049	103.6%					
Total Disbursements	\$ 73,283,340	103.7%					
Medical Support Disbursements	\$ 4,780,777	116.3%					
State Performance Measures: Establishment	Goals	% Met					
Paternity Establishment	723	164.7%					
New Obligations	1,187	157.7%					
Federal Performance Measures	Goals	% Met					
PEP-Paternity Establishment Percentage	90%	102.1%					
Cases with Support Orders	83%	85.6%					
Collections on Current Support	68%	61.7%					
Collections on Arrears	72%	62.8%					
Quality Control/Program Effectiveness			Rating				
	Goals	% Met	ES	MS	MM	DMS	N/A
Data Integrity/Order Entry	95%	95.80%					N/A
Case Initiation	95%						N/A
Service Rate	75%	74.00%		MS			
Filings to Disposition	75%	75.75%		MS			
Ensuring a 90% answer rate for incoming calls	90%	91.00%					N/A
Case Closure	95%	100.00%		MS			
Comments:							
<p>Ms. Garza's daily duties as an Assistant Attorney General have a direct impact on Unit 702 office goals and Ms. Garza is very conscious of how her job functions impact the office's goals. Ms. Garza ensures completion of establishment legal actions in a timely manner by getting cases she works obligated and children established. With Ms. Garza's able assistance, Unit 702 exceeded its federal establishment PEP and CCS goals in 2013.</p> <p>Ms. Garza has developed into an effective negotiator, asking for lump sums and appropriate arrearage payments to help with collection on arrears on enforcement cases. Unfortunately, even with Ms. Garza's hard work, Unit 702 was unable to meet its CCS and COA federal enforcement goals in 2013.</p>							

Section II. Performance Category –Employee Measures	Rating				
	ES	MS	MM	DMS	N/A
Customer Service	ES	MS	MM	DMS	N/A
Internal and External	ES				
Leadership and Teamwork		MS			

Comments:

Ms. Garza consistently abides by and complies with all customer service related agency policies including those listed in the AAG Work Plan. Ms. Garza complies with customer service standards and always aims to resolve all customer service issues at first point of contact.

Ms. Garza wears her name badge and identifies herself by name when working with the public (no exceptions have been noted). Ms. Garza ensures that customer contacts are handled courteously, promptly, accurately, and with proper documentation. Overall, Ms. Garza has shown great professionalism when working with difficult situations and difficult customers at court.

Ms. Garza returns all phone calls from the private bar in a timely fashion (no complaints have been noted). Ms. Garza is courteous and professional in her dealings with judges, private bar, and county court staff.

Ms. Garza has been an Assistant Attorney General with the office since April 2012 and the Unit 702 staff think very highly of her. The staff at Unit 702 has stated that they find Ms. Garza very approachable and they feel comfortable going to her for legal guidance on their cases. Ms. Garza treats all attorneys and non-attorneys with great respect and the proper courtesy.

Ms. Garza is always a team player. Ms. Garza never hesitates to volunteer to assist the office in anyway necessary.

Ms. Garza is always looking for ways to expand her abilities, skills, and knowledge as a more seasoned AAG.

Performance Responsibilities	Rating				
	ES	MS	MM	DMS	N/A
Planning and Organizing		MS			
Job Functions		MS			
Legal Duties (AAGs only)	ES				
Employee Accountability	ES				

Comments:

Ms. Garza makes use of all available resources to ensure she works as efficiently and effectively as possible. Ms. Garza assists in making sure that we have all of our case files and docket notes together before each docket she attends. Ms. Garza also ensures that all the paperless case files and supplies make it to those dockets and she regularly has served as the 'Attorney In Charge' of

dockets and has done a superior job.

Ms. Garza works very hard to produce quality, professional orders and uses PELO efficiently. If Ms. Garza is dealing with a financially complicated order, Ms. Garza does not hesitate to seek assistance from appropriate 702 financial staff to ensure that the order she produces does not cause any financial issues.

Ms. Garza complies with agency policy, procedures, and regional practices, including all those listed in her AAG Work Plan (no exceptions have been noted).

Ms. Garza has completed all other mandatory OAG required training.

Ms. Garza strives to stay informed, and keep staff informed, of changes in the law, regulations and rules. Ms. Garza closely monitors the staff in their proposed pleadings and orders for adherence to the law and is available to assist staff in case related matters. Whenever Ms. Garza has any questions or doubts concerning analyzing policy or applying policy to a particular case, she does not hesitate to talk to the Managing Attorney or other experienced AAG's.

Ms. Garza obtains legally enforceable orders. Ms. Garza completes standard form orders, obtains all necessary signatures, and submits those orders to the Court on the same day as the hearing. Ms. Garza ensures that all appropriate nonstandard orders are prepared within 14 business days of the court date and that the reason for their use is documented. Ms. Garza adheres to the expedited process time frames in obtaining orders and documents reasons for resets.

Ms. Garza promotes the use of all appropriate collection remedies including lump sums.

Ms. Garza adheres to CSD appellate policy, practices, and procedures.

Ms. Garza adheres to the Texas Disciplinary Rules of Professional conduct. Ms. Garza is courteous and professional when dealing with government or court officials, Attorney General staff, the public, and the private bar. Ms. Garza represents our agency well in court.

Ms. Garza consistently adheres to Attorney General and Child Support Division policies, procedures, directives and standards.

Ms. Garza attempts to catch all errors in court filings or proposed pleadings to ensure that the quality of her legal documents are legally sound and professional in appearance. She also ensures that all of her orders are professional in appearance and content through her use of PELO. Ms. Garza uses standard agency approved documents unless there is a documented case specific reason for deviations.

Whenever any judicial concerns arise on a docket or while reviewing cases, Ms. Garza promptly communicates those concerns to the Managing Attorney or the 'Attorney In Charge' of the docket. In addition, Ms. Garza consistently attempts to assist in resolving any such concerns by offering possible solutions.

I acknowledge by my signature that I have received the above performance evaluation and my supervisor has discussed it with me. My signature does not imply agreement or disagreement with the contents of the evaluation.

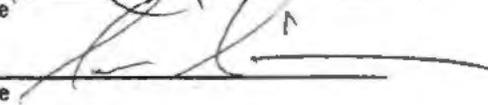
Date 3/21/14

Employee: _____


Date 3/28/14

Managing Attorney: _____
If required by regional practice

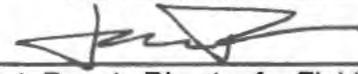
Date _____

Senior Regional Attorney: _____
If required by regional practice


Date _____

Regional Administrator: _____
If required by regional practice

Date 5/23/14


Asst. Deputy Director for Field Legal Practice
AAGs only

Employee Comments:

Management Comments:

JOB STATUS REPORT

TIME : 11/29/2012 17:06
NAME : OAG MAIN FAX
FAX# : 5124770015
TEL# : 5124770015
SER.# : 000002060087

DATE, TIME	11/29 17:06
FAX NO./NAME	4103018
DURATION	00:00:47
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

ATTORNEY SURVEY OF PROFESSIONAL INTERESTS & SKILLS

This form is to be completed by all attorneys during OAG new-hire orientation.

FULL NAME <u>Delia Aileen Garza</u>		SOCIAL SECURITY NO.	
DIVISION <u>CS</u>	SECTION <u>702</u>		
MTH/DAY/YR OF OAG HIRE	<u>4/2/12</u>		
TEXAS BAR NUMBER	<u>24056399</u>	<u>34076379</u>	
MTH/DAY/YR ADMITTED, TEXAS BAR	<u>5/6/11</u>		
ADMITTED TO BAR IN OTHER STATES (Please list state & mth/day/yr admitted)	<u>N/A</u>		
LAW SCHOOL	<u>GOZZESA</u>		
YEAR GRADUATED			<u>5/10</u>

LAW PRACTICE

Please give the year of admission for each court.

TEXAS:

- | | |
|-------------------------|-------------------------------------|
| Northern District _____ | 5th Circuit Court _____ |
| Southern District _____ | U.S. Supreme Court _____ |
| Eastern District _____ | U.S. Circuit Court of Appeals _____ |
| Western District _____ | |

FOREIGN LANGUAGES

- | | |
|-----------------|--------------------|
| Language: _____ | Proficiency: _____ |
| Language: _____ | Proficiency: _____ |
| Language: _____ | Proficiency: _____ |

BOARD OF CERTIFICATIONS

Please check all that apply.

- | | | | |
|--------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Civil Trial | <input type="checkbox"/> Immigration & Nationality | <input type="checkbox"/> Real Estate (Commercial) |
| <input type="checkbox"/> Bankruptcy (Business) | <input type="checkbox"/> Criminal | <input type="checkbox"/> Labor | <input type="checkbox"/> Real Estate (Farm/Ranch) |
| <input type="checkbox"/> Bankruptcy (Commercial) | <input type="checkbox"/> Estate Planning & Probate | <input type="checkbox"/> Oil, Gas, & Mineral | <input type="checkbox"/> Real Estate (Residential) |
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Family | <input type="checkbox"/> Personal Injury Trial | <input type="checkbox"/> Tax Law |
| <input type="checkbox"/> Civil Appellate | | | |

PROFESSIONAL ACCREDITATIONS

Please check all that apply.

- | | |
|-------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Certified Public Accountant | <input type="checkbox"/> Hearings Officer |
| <input type="checkbox"/> Bond Counsel | <input type="checkbox"/> Medicine Degree & Specialization _____ |
| <input type="checkbox"/> Engineer Area & Degree _____ | <input type="checkbox"/> Other (please specify) _____ |

OTHER AREAS OF EXPERTISE

Please check all that apply.

- Administrative Law
- Alternative Dispute Resolution/Mediation
- Bankruptcy
- Contracts
- Civil Procedure
- Criminal Procedure
- Computers/Legal Practice Software
- Ethics
- International Law
- Jury Selection
- Malpractice (please specify area) _____
- Patent Law/Intellectual Property (list area of involvement) _____
- Rules of Evidence
- Other _____

APR 05 2012



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

Employee Acknowledgment

I, Delia Garza, acknowledge that on 4/2/12
Printed Name Date

I received the following:

- A copy of Chapter 556 of the Texas Government Code, entitled "Political Activities by Certain Public Entities and Individuals"
- A copy of Section 572.054 of the Texas Government Code, entitled "Representation by Former Officer or Employee of Regulatory Agency Restricted; Criminal Offense"
- A copy of Section 572.051 of the Texas Government Code, entitled "Standards of Conduct; State Agency Ethics Policy"
- A copy of the Office of the Attorney General's Safety and Health Program
- A copy of the Office of the Attorney General's Controlled Substances and Alcohol Policy
- A copy of Office of the Attorney General's Fraud, Waste, and Abuse Prevention Program
- A copy of the Public Information Coordinator's PowerPoint presentation on the Public Information Act
- A demonstration on how to access the Office of the Attorney General's online Policies and Procedures Manual, including the IT Security Policy and Discrimination and Harassment Policy.

I understand that I am responsible for knowing and complying with the above-cited Texas Government Code statutes and agency policies. I also understand that violation of any provisions of the laws, policies, or procedures referenced above may result in disciplinary action, up to and including termination.

[Signature]
Signature of Employee

4/2/12
Date

APR 05 2012

CHILD SUPPORT FUNDING RESTRICTIONS

For Use By:
Texas Attorney General Child Support Enforcement Employees

By my signature below, I attest to my understanding that my salary is supplemented by Federal Funds and that Federal law restricts the use of these funds to those activities solely undertaken to perform work on the Texas Child Support Enforcement Program, and/or on those activities undertaken solely in support of that program.

I further understand that all equipment, supplies, software, or any other tools acquired for use in the Texas Child Support Enforcement Program and purchased through the Texas Child Support Enforcement Program are to be used solely for the benefit of that program. I understand that adherence to the above is a condition of my employment at the Office of the Attorney General.

Delia Garza

Printed Name

[Signature]

Signature

Date

4/2/12

For Use By:
Texas Attorney General Administrative/Legal Employees

By my signature below, I attest to my understanding that I am employed to work in the administrative and/or legal, non Child Support Enforcement areas of the Office of the Attorney General. I agree to abide by the rules of this Office restricting and limiting the use of Texas Child Support Enforcement employees, equipment, supplies, software, or any other tools acquired for the use in the Texas Child Support Enforcement Program. I understand that these are solely for the use of that program or for those activities undertaken in support of that program, and that they are not for use in any for use in any activities outside of the Texas Child Support Enforcement Program. I understand that adherence to the above is a condition of my employment at the Office of the Attorney General.

Printed Name

Signature

Date