



CIVIL SERVICE BOARD

Board Overview

The El Paso County Civil Service System is a systematic method of hiring employees, managing employees and promoting employees based upon competency and performance. The following rules are designed to delineate and clarify the procedures for administering the El Paso County Civil Service System on a day to day basis for those employees who fall under civil service jurisdiction. The El Paso County Civil Service Commission was established on May 14, 1990 under authority of the preceding section.

Duties

Except as provided by Section 158.010, the commission shall adopt, publish, and enforce rules regarding:

- (1) The definition of a county employee;
 - (2) Selection and classification of county employees;
 - (3) Competitive examinations;
 - (4) Promotions, seniority, and tenure;
 - (5) Layoffs and dismissals;
 - (6) Disciplinary actions;
 - (7) Grievance procedures; and
 - (8) Other matters relating to the selection of county employees and the procedural and substantive rights, advancement, benefits, and working conditions of county employees.
- (b) The commission may adopt or use as a guide any civil service law or rule of the United States, this state, or a political subdivision in this state to the extent that the law or rule promotes the purposes of this subchapter and serves the needs of the county.
- (c) The commission may not adopt or enforce a rule requiring a county employee to retire because of age. The commission may adopt a rule requiring a county employee, on reaching an age set by the commission, to submit annually to the commission an affidavit from a physician stating that the employee is physically and mentally capable of continuing employment.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 881, § 2, eff. Sept. 1, 1989.

Seats

The three-member Commission shall be appointed by members of the El Paso County Commissioners Court. They serve as the members of the civil service commission that administers the system. The commissioners court shall designate one of the members as chairman of the commission. The commissioners court shall fill a vacancy on the commission by appointing a person to serve the unexpired part of the term of the member whose position is vacant.

Qualifications

To be eligible for appointment to the commission, a person must: Be at least 25 years old; and have resided in the county for the three years immediately preceding the date on which the person's term will begin. A member of the commissioners court of a county with a population of 1.8 million or more is not prohibited from being appointed to the civil service commission.

Term

Each member of the commission is appointed for a term of two years.

Meeting Time

Regular meetings shall be held on the first Tuesday of each month and shall comply with the Texas Government Code, Chapter 551. ("Texas Open Meetings Act"). Two Commission members must be present to constitute a quorum. Should the first Tuesday of the month fall on a County Holiday, the Civil Service Commission meeting for that month will be held on the second Tuesday of the month. The El Paso County Civil Service Commission may change the day designated for its regular meeting. Special meetings and emergency meetings may be held as permitted by the Texas Open Meetings Act.

Submit Application & Background Investigation to the
El Paso County Human Resources Department at:

800 E. Overland

Room 223

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: humanresources@epcounty.com

Board Liaison:

Human Resources

Estela Salgado

Phone: (915) 546-8123

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