



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, R.M. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8128

Chairman
Rafael Adame

Commissioners
Dr. Paula Mitchell
Fernando Parra

MINUTES OF AUGUST 7, 2007

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN
PAULA MITCHELL, COMMISSIONER
FERNANDO PARRA, COMMISSIONER

OTHERS PRESENT: LIZA CALDERON, H.R. DIRECTOR
ESTELA SALGADO, EMPLOYMENT/CS SPECIALIST
HOLLY LYTLER, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:17 p.m. by Ralph Adame, Chairman.

MOTION #5

ITEM #1 APPROVED CONSENT AGENDA ITEMS.

It was moved by Commissioner Parra, and seconded by Chairman Adame, to approve the following Consent Agenda items:

- 1 Approval of Minutes of the re-scheduled meeting of July 10, 2007.**

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REGULAR AGENDA

MOTION #1 APPROVED.

ITEM #2

Discuss and take appropriate action on current grievances scheduled for the month of July, August and September as listed in back-up and schedule a special meeting if necessary. (Rafael Adame, Chairman) (Postponed from July 10, 2007)

ACTION: It was moved by Chairman Adame and seconded by Commissioner Mitchell, to approve proposed "Grievance Policy" as submitted by Ms. Holly Lytle, County Attorney's office, pertaining to procedures for scheduling of future grievances and said policy to be made available online, next to the Civil Service Rules and Regulations book.

VOTE: YES – Adame, Mitchell

ABSENT: Parra

MOTION CARRIED.

MOTION #2 POSTPONED.

ITEM #3

Discuss and take appropriate action to approve the newly created job description of "Licensed Trade Technician" for the Facilities Management Department. (Manuel Lucero, Jr., Interim Facilities Manager)

ACTION: It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone the newly created job description of "Licensed Trade Technician" for the Facilities Management Department for further review by Liza Reyes, Interim Human Resources Director.

VOTE: YES – Adame, Mitchell

ABSENT: Parra

MOTION CARRIED.

MOTION #3 APPROVED.

ITEM #4

Discuss and take appropriate action to approve the revised job description of "Operations Coordinator" for the Child Welfare Department. (Rosemary Neill, Director/Family & Community Svcs.)

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ACTION: It was moved by Commissioner Mitchell and seconded by Chairman Adame, to approve the revised job description of "Operations Coordinator" for the Child Welfare Department as submitted by Rosemary Neill, Director/Family & Community Svcs.

VOTE: YES – Adame, Mitchell

ABSENT: Parra

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074.

On this day, the Civil Service Commission discussed Item 8 in open session, due to postponement of grievance.

****Commissioner Parra walked into the Courtroom at 4:10 p.m.**

****Commissioner Parra left the Courtroom at 5:30 p.m.**

MOTION #4 POSTPONED.

ITEM #8 Take appropriate action on a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension**. (Robert Rivera, Public Works/R&B Director – Manuel Romero, Sr. Trial Attorney – Bill Arballo, AFSCME Representative)

ACTION: It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to One (1) day suspension as requested by Mr. Bill Arballo, grievant's representative. The grievance will be heard September 4, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell, Parra

ABSENT: None

MOTION CARRIED.

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MOTION #6 DENIED.

ITEM #6 Take appropriate action on a grievance filed/dated, April 30, 2007 regarding Virginia E. Schmidt, Collections Specialist, County Clerk's office, pertaining to **Rule 7.09 (a), (c), appealing written reprimand.** (Delia Briones, County Clerk – Manuel Romero, Sr. Trial Attorney) **(Postponed from July 10, 2007)**

ACTION: It was moved by Chairman Adame and seconded by Commissioner Mitchell, to deny a grievance filed/dated, April 30, 2007 regarding Virginia E. Schmidt, Collections Specialist, County Clerk's office, pertaining to Rule 7.09 (a), (c), appealing written reprimand as requested by Manuel Romero, County Attorney's office.

VOTE: YES – Adame, Mitchell

ABSENT: Parra

MOTION CARRIED.

MOTION #7 POSTPONED.

ITEM #8 Take appropriate action on a grievance filed/dated, May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development Department, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c).** (Jack Alayyan, Contract Manager – Ralph Girvin, Sr. Trial Attorney)

ACTION: It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone a grievance filed/dated, May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development Department, pertaining to Termination-Insubordination and Rule 7.09 (a), (b), and (c) as requested by Ralph Girvin, County Attorney's office. The grievance will be heard September 4, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell,

ABSENT: Parra

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 5:55 p.m.

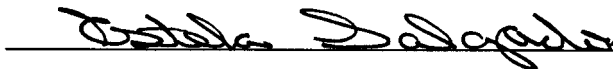
VOTE: YES – Adame, Mitchell

ABSENT: Parra

MOTION CARRIED.



RAFAEL ADAME, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge