



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

MINUTES OF JANUARY 6, 1998

COMMISSIONERS PRESENT: MICHAEL C. CROWLEY, CHAIRMAN *MC*
 DANIEL G. MENA, COUNTY COMMISSIONER
 LOUIS E. ZUNIGA, COUNTY COMMISSIONER

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
 ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:06 p.m. by Michael C. Crowley, Chairperson.

MOTION #1
ITEM #1 APPROVED

Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of December 2, 1997. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the minutes of regularly scheduled Civil Service Commission meeting of December 2, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED

PAGE 2
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998

MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action on a request from Susan Esquivel, Communications Network Tech II, Data Processing, to be a recipient for donated Vacation Leave. (Susan Esquivel)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request on Pool Vacation Leave submitted by Susan Esquivel, Communications Network Tech II.

MOTION CARRIED.

MOTION #7
ITEM #3 APPROVED.

Discuss and approve the newly created job descriptions submitted by the County Attorney's Office as follows:

a) Approve the job description of Executive Legal Secretary I-V.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Executive Legal Secretary I-V, for the County Attorney's Office.

MOTION CARRIED

b) Approve the job description of Legal Secretary I-VII.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Legal Secretary I-VII for the County Attorney's Office.

MOTION CARRIED.

c) Approve the job description of Bond Forfeiture Coordinator/Investigator.

PAGE 3
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Bond Forfeiture Coordinator/Investigator for the County Attorney's Office.

MOTION CARRIED.

d) Approve the job description of Executive Assistant.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Executive Assistant for the County Attorney's Office.

MOTION CARRIED.

e) Approve the job description of Legal Collection Assistants I-III.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Legal Collection Assistants I-III for the County Attorney's Office.

MOTION CARRIED

f) Approve the job description of Collection Analyst I-II.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Collection Analyst I-II for the County Attorney's Office.

MOTION CARRIED

g) Approve the job description of Personnel Analyst.

PAGE 4
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Assistant Office Manager for the County Attorney's Office.

MOTION CARRIED.

h) Approve the job description of Office and Network Systems Administrator.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Office Network Systems Administrator for the County Attorney's Office.

MOTION CARRIED.

i Approve the job description of Paralegal I-III.

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Paralegal I-II for the County Attorney's Office.

MOTION CARRIED.

MOTION #3

ITEM #4 APPROVED.

Discuss and take appropriate action on the revised job description/grade level change of **Inventory Control Clerk** for the County Tax Office. (Victor A. Flores, County Tax Assessor Collector)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the revised job description/grade level change of Inventory Control Clerk for the County Tax Office as submitted by Victor A. Flores, County Tax Assessor Collector.

MOTION CARRIED

GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6 SECTION 2 (E) AND (G).

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session to consider employee grievances pursuant to Texas Government Code Sec. 551.0074, Subsections II and pursuant to Section 551.101. at 2:15 p.m.

Chairman Michael C. Crowley announced that the meeting would recess into closed session to deliberate at 2:30 p.m.

MEETING RECONVENED

Chairman Michael C. Crowley announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 2:45 p.m.

MOTION #4
ITEM #5 GRIEVANCE SUSTAINED.

MARIA EVELIA GALVAN, CUSTODIAN, FACILITIES MANAGEMENT DEPARTMENT (TED TRAFFANSTED, BUILDING MANAGER)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to sustain the grievance filed by Maria Elvia Galvan, Custodian, Facilities Management Department and that the warning report dated November 24, 1997 be expunged from her personnel file.

MOTION CARRIED.

PAGE 6
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998

Daniel G. Mena, Acting Chairman announced that the meeting would recess into Executive Session at 2:46 p.m.

Daniel G. Mena, Acting Chairman announced that the meeting would recess into closed session to deliberate at 3:00 p.m.

MEETING RECONVENED

Acting Chairman, Daniel G. Mena announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 3:06 p.m.

MOTION #5
ITEM #6 GRIEVANCE DENIED.

RAYMOND REYES, CENTRAL SUPPLY CLERK, PURCHASING
DEPARTMENT (PITI VASQUEZ, PURCHASING AGENT)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to deny the grievance filed by Raymond Reyes, Central Supply Clerk, Purchasing Department.

MOTION CARRIED.

Daniel G. Mena, Acting Chairman announced that the meeting would recess into Executive Session at 3:08 p.m.

Daniel G. Mena, Acting Chairman announced that the meeting would recess into closed session to deliberate at 3:25 p.m.

MEETING RECONVENED

Acting Chairman, Daniel G. Mena announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 3:30 p.m.

PAGE 7
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998

MOTION #6
ITEM #7 GRIEVANCE TABLED.

MARY ANN KAUTZ, PRINT MAIL EQUIPMENT OPERATOR, PURCHASING
DEPARTMENT (PITI VASQUEZ, PURCHASING AGENT)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the grievance filed by Mary Ann Kautz, Central Supply Clerk, Purchasing Department. The grievance will be heard on February 3, 1998 at 2:00 p.m.

MOTION CARRIED.

Daniel G. Mena, Acting Chairman announced that the meeting would recess into closed session to deliberate at 4:00 p.m.

MEETING RECONVENED

Acting Chairman, Daniel G. Mena announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 4:05 p.m.

MOTION #8
ITEM #8 GRIEVANCE DENIED.

MANUEL D. DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE
(JORGE A. LARIOS, INTERIM ADMINISTRATOR)

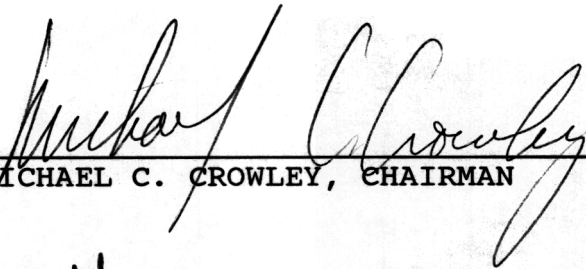
ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to deny the grievance filed/dated December 5, 1997, by Manuel D. Diaz, Investigator, Medical Examiner's Office.

MOTION CARRIED.


MEETING ADJOURNED

By motion of Acting Chairman, Daniel G. Mena the meeting was adjourned at 406 p.m.

PAGE 8
CIVIL SERVICE COMMISSION
MINUTES OF/JANUARY 6, 1998



MICHAEL C. CROWLEY, CHAIRMAN



DANIEL G. MENA, ACTING CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY