



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 MARCH 3, 1998

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

OTHERS PRESENT: TERRI ALMONTE, PERSONNEL ANALYST
ESTELA SALGADO, RECORDING SECRETARY

ABSENT: MARY JO LEE, PERSONNEL DIRECTOR

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:07 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 February 3, 1998. (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 February 3, 1998 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED

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MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action on the job title change of Programmer Analyst II to Administrative Office Manager and approve the newly created job description for the Data Processing Department. (Emery Peterson, Executive Director, Data Processing Department)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the job title change of Programmer Analyst II to Administrative Office Manager and approve the newly created job description for the Data Processing Department as submitted by Emery Peterson, Executive Director, Data Processing Department.

MOTION CARRIED

MOTION #3
ITEM #3 DENIED/GRIEVANCE/APPEAL.

Discuss and take appropriate action on a grievance filed by Miroslava Menchaca, on her termination from employment with the County Tax Office. (Miroslava Menchaca, County Tax Office)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to deny the grievance/appeal on previous employee, Miroslava Menchaca, on her termination from employment with the County Tax Office due to the fact that Ms. Menchaca was not a covered employee under the provisions of the Civil Service Rules and Regulations as per Rule 1.15 states.

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 2:30 p.m.

Chairman Michael C. Crowley announced that the meeting would recess into closed session to deliberate at 2:34 p.m.

MEETING RECONVENED

Chairman Michael C. Crowley announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 2:35 p.m.

MOTION #4
ITEM #4 GRIEVANCE DENIED

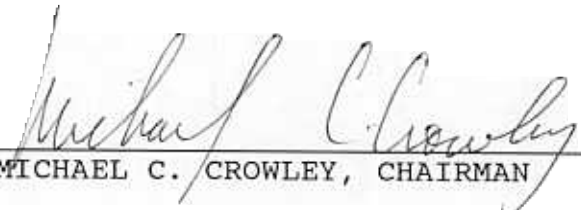
MANUEL D. DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE
(EVANS THOMPSON, ADMINISTRATOR, MEDICAL EXAMINER'S OFFICE)

It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to deny the grievance/appeal filed on January 9, 1998 by Manuel D. Diaz, Investigator, Medical Examiner's Office.

MOTION CARRIED.

MEETING ADJOURNED

By motion Chairman, Michael C. Crowley, the meeting was adjourned
at 2:37 p.m.



MICHAEL C. CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY