



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 JULY 7, 1998

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

ABSENT: LOUIS E. ZUNIGA, COUNTY COMMISSIONER
ESTELA SALGADO, RECORDING SECRETARY

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
TERRI ALMONTE, INTERIM SECRETARY *AK*

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:10 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 June 2, 1998. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the minutes of regularly scheduled Civil Service Commission meeting of June 2, 1998 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED

PAGE 2
CIVIL SERVICE COMMISSION
MINUTES OF/JULY 7, 1998

MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action on a request from Magdalena Pratt, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave. (Magdalena Pratt)

ACTION: It was moved by Daniel G. Mena seconded by Michael C. Crowley to approve the request on Pool Vacation Leave submitted by Magdalena Pratt, Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave.

MOTION CARRIED.

MOTION #4
ITEM #3 APPROVED.

Discuss and take appropriate action on the revised version of Civil Service Rule 1.91 (Sick Leave). Tabled from June 2, 1998 Civil Service Meeting. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the revised version of Civil Service Rule 1.91 (Sick Leave) as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #5
ITEM #4 APPROVED.

Discuss and authorize a change in the County Parks & Recreation Department's manning table as submitted by Pat Alderton, Parks & Recreation Director:

- a) Approve the deletion of a Golf Professional position, Grade 6 Exempt and create (1) temporary full-time "Golf Manager" position;
- b) Approve the newly created job description of "Golf Manager" grade 6 Exempt;

PAGE 3
CIVIL SERVICE COMMISSION
MINUTES OF/JULY 7, 1998

MOTION #5
ITEM #4 APPROVED.

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to authorize a change in the County Parks & Recreation Department's manning table submitted by Pat Alderton, Parks & Recreation Director as follows:

- a) Approve the deletion of a Golf Professional position, Grade 6 Exempt and create (1) temporary full-time Golf Manager position;

MOTION CARRIED

ACTION: b) Approve the newly created job description of "Golf Manager" Grade 6 Exempt.

MOTION CARRIED.

MOTION #3
ITEM #5 MOTION FAILS FOR LACK OF A SECOND.

Discuss and take action on Civil Service System/Employment by Departments (OP-98-060). Tabled from June 2, 1998 Civil Service Commission Meeting. (Mary Jo Lee, Personnel Director - Edie Rubalcaba, District Clerk)

ACTION: It was moved by Michael C. Crowley to approve the request to assume responsibility for the selection of all persons who are to be considered for employment within the District Clerk's Office as per (OP-98-060).

MOTION FAILS FOR LACK OF A SECOND.

MOTION #6
ITEM #6 APPROVED.

Discuss and take appropriate action on the following changes to the Nutrition Department manning table submitted by Rafael Reyes, Nutrition Director:

**PAGE 4
CIVIL SERVICE COMMISSION
MINUTES OF/JULY 7, 1998**

- a) Change job title of Center Director to **"Assistant Program Director"** and approve the newly created job description;
- b) Change job title of Accounting Supervisor to **"Program Accountant"** and approve the newly created job description;
- c) Change job title of Assistant Accounting Supervisor to **"Office Manager"** and approve the newly created job description;

ACTION: It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the following changes to the Nutrition Department manning table submitted by Rafael Reyes, Nutrition Director as follows:

- a) Change job title of Center Director to **"Assistant Program Director"** and approve the newly created job description;

MOTION CARRIED.

- b) Change job title of Accounting Supervisor to **"Program Accountant"** and approve the newly created job description;

MOTION CARRIED.

- c) Change job title of Assistant Accounting Supervisor to **"Office Manager"** and approve the newly created job description;

MOTION CARRIED.

GRIEVANCES

MOTION #7 GRIEVANCE WITHDRAWN.
ITEM #7

DIANA M. RUIZ, SR. ACCOUNTING CLERK, COUNTY TAX OFFICE -
LOUIS ELIAS LOPEZ, ATTORNEY AT LAW (VICTOR FLORES, COUNTY
TAX ASSESSOR/COLLECTOR)

ACTION: It was moved by Michael C. Crowley, and seconded by
Daniel G. Mena to withdraw the grievance filed by Diana
M. Ruiz, Sr. Accounting Clerk as requested by her
attorney, Louis E. Lopez.

MOTION CARRIED

MOTION #8 TABLED.
ITEM #8

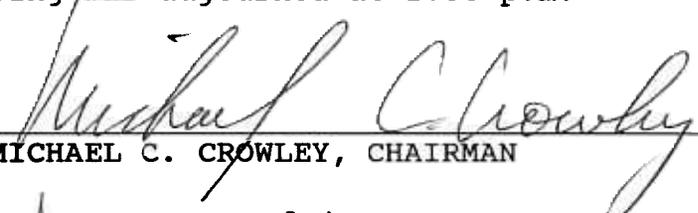
JOSE ZAMORA, UTILITY WORKER I, ASCARATE PARK - LUIS
BAEZA, AFSCME REPRESENTATIVE (PAT ALDERTON, PARKS &
RECREATION DIRECTOR)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C.
Crowley to table the grievance filed by Jose Zamora,
Utility Worker I, Ascarate Park until the August 4, 1998
Civil Service Commission meeting.

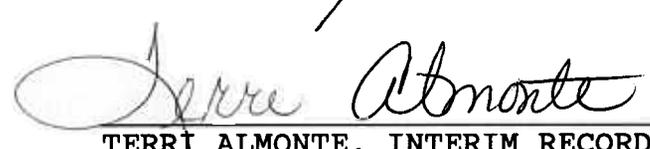
MOTION CARRIED.

MEETING ADJOURNED

By motion of Chairman, Michael C. Crowley, and seconded by Daniel
G. Mena the meeting was adjourned at 2:30 p.m.



MICHAEL C. CROWLEY, CHAIRMAN



TERRY ALMONTE, INTERIM RECORDING SECRETARY