



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA**

REGULAR MEETING

DATE: APRIL 2, 2002
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: TUESDAY, MARCH 26, 2002

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 5, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION:

ITEM #2 Discuss and approve a request from Norma Peru, Legal Secretary, County Attorney's Office to be a recipient for donated vacation leave. (Norma Peru)

ACTION:

PAGE 2

CIVIL SERVICE AGENDA

APRIL 2, 2002

ITEM #3 Discuss and approve a request from Berlinda Paul, Secretary, Agriculture Extension Service to be a recipient for donated vacation leave. (Berlinda Paul)

ACTION:

ITEM #4 Discuss and take appropriate action to amend the Discrimination/Sexual Harassment Policy of the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzán, Human Resources Director)

ACTION:

ITEM #5 Discuss and take appropriate action to amend the El Paso County Substance Abuse Policy for the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzán, Human Resources Director)

ACTION:

ITEM #6 Discuss and take appropriate action to amend Section IV - Rule 2.04 pertaining to Military Reserve Training of the El Paso County Civil Service Rules and Regulations Book as reviewed by the County Attorney's Office. (Robert M. Almanzán, Human Resources Director)

ACTION:

ITEM #7 **Informative Item:**
Parameters on testing requirements on the job description of Clerk II for the County Tax Office has changed from 60-65 wpm to 40-45 wpm. (Robert M. Almanzán, Human Resources Director)