



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

REGULAR MEETING

DATE: JUNE 4, 2002
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: WEDNESDAY, MAY 29, 2002

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of April 2, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve the newly created job description of **Hot Check Office Coordinator** for the County Attorney's Office. (Jo Anne Bernal, First Assistant County Attorney)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Homebound Case Manager** for the Nutrition Department. (Rafael Reyes, Nutrition Director)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Director of Homebound Operations** for the Nutrition Department. (Rafael Reyes, Nutrition Director)

ACTION: _____

ITEM #5 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) (Tabled from 04/02/02)

ACTION: _____

ITEM #6 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) (Tabled from 04/02/02)

ACTION: _____

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EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

ITEM #7 Discuss a grievance filed/dated 04/08/02 regarding Nicolas Alba, Clerk III. (Nicolos Alba, County Clerk's Office) (Hector Enriquez, County Clerk - Ralph Girvin, Senior Trial Attorney)

ACTION: _____

OPEN SESSION:

ITEM #8 Take appropriate action on a grievance filed/dated 04/08/02 regarding Nicolas Alba, Clerk III. (Nicolos Alba, County Clerk's Office) (Hector Enriquez, County Clerk - Ralph Girvin, Senior Trial Attorney)

ACTION: _____
