



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

REGULAR MEETING

DATE: APRIL 1, 2003
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: MARCH 26, WEDNESDAY, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of March 4, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action to approve the revised Dress Code and Excessive Absenteeism and/or Tardiness policies for the County Clerk's office. (Waldo Alarcon, County Clerk)

ACTION: _____

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Communications Manager** for the Communications Department to be replaced with the job description of Communications Tech II. (Victor Montes, Communications Director)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Administrative Assistant I** for the Communications Department to be replaced with the job description of Senior Clerk I. (Victor Montes, Communications Director)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve a request from Ana E. Calderón, Training Manager, Human Resources Department to be a recipient for donated vacation leave. (Ana E. Calderón)

ACTION: _____

GRIEVANCES

EXECUTIVE SESION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

ITEM #6

- (a) Discuss a grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. (Gilbert Sanchez, District Clerk's Office - Kitty Schild, County Attorney's Office) **(Tabled from 03/04/03)**
- (b) Discuss a grievance filed/dated March 17, 2003 regarding Miguel Andres Avila's termination of employment from the Council of Judges office. (Guadalupe Rivera, 168th District Court Judge)
- (c) Discuss a grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges. (Michael Izquierdo, Executive Director, Council of Judges - Jo Anne Bernal, 1st Assistant County Attorney) **(Tabled from 03/04/03)**
- (d) Discuss a grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager)

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OPEN SESSION:

ITEM #7

- (a) Take appropriate action on a grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. (Gilbert Sanchez, District Clerk's Office - Kitty Schild, County Attorney's Office) **(Tabled from 03/04/03)**

ACTION: _____

- (b) Take appropriate action on a grievance filed/dated March 17, 2003 regarding Miguel Andres Avila's termination of employment from the Council of Judges office. (Guadalupe Rivera, 168th District Court Judge)

ACTION: _____

- (c) Take appropriate action on a grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges. (Michael Izquierdo, Executive Director, Council of Judges - Jo Anne Bernal, 1st Assistant County Attorney) **(Tabled from 03/04/03)**

ACTION: _____

- (d) Take appropriate action on a grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager)

ACTION: _____
