



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Cezy Collins*  
*Ariel Duarte*

### MINUTES OF JUNE 3, 2003

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN  
CEZY COLLINS, COMMISSIONER  
ARIEL DUARTE, COMMISSIONER

OTHERS PRESENT ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:00 p.m. by Chairman, Carlos Sandoval.

**MOTION #1**  
**ITEM #1 APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of May 6, 2003. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the Civil Service Commission minutes of regularly scheduled meeting of May 6, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #2**  
**ITEM #2 APPROVED WITH MODIFICATIONS.**

Discuss and take appropriate action to approve the newly created job description of **Caseworker** for the Public Defender's office. (William Cox, 1<sup>st</sup> Assistant)

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to approve the newly created job description of Caseworker for the Public Defender's office with the following modifications:

**JOB STANDARDS:**

Bilingual in English/Spanish preferred;

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #3**  
**ITEM #3 APPROVED WITH MODIFICATIONS.**

Discuss and take appropriate action to approve the newly created job description of **Case Administrator** to be replaced with the job description of Administrator for the Public Defender's Office. (William Cox, 1<sup>st</sup> Assistant)

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the newly created job description of Case Administrator for the Public Defender's Office with the following modifications:

**JOB STANDARDS:**

1. Bachelors Degree in Business or Public Administration, or five six (6) years comparable experience.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #4**  
**ITEM #4 APPROVED.**

Discuss and take appropriate action to approve the newly created job description of **Strong Families Strong Future Coordinator** for the Family & Community Services Department. (Rosemary Neill, Director)

**ACTION:** It was moved by L. Carlos Sandoval and seconded by Ariel Duarte to approve the newly created job description of **Strong Families Strong Future Coordinator** for the Family & Community Services Department as submitted by Rosemary Neill, Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #5**  
**ITEM #5 APPROVED WITH MODIFICATIONS.**

Discuss and take appropriate action to approve the newly created job description of **Project Specialist** for the Family & Community Services Department. (Rosemary Neill, Director)

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the newly created job description of **Project Specialist** to be replaced with the job description of **Special Project Coordinator** for the Family & Community Services Department with the following modifications:

**JOB STANDARDS:**

Associates Degree required; Bachelor's Degree in Political Science, Sociology or Social Work preferred.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #6**  
**ITEM #6     TABLED FOR JULY.**

Discuss and take appropriate action on procedures of the Civil Service Rules and Regulations Book to review and accept departmental policies pursuant to Section V on Rule 2.37. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to table the procedures of the Civil Service Rules and Regulations Book to review and accept departmental policies pursuant to Section V on Rule 2.37. Furthermore, the commission recommended that Robert M. Almanzán, Human Resources Director and County Attorney's office conduct and review Rule 2.37 and make any proposed changes to be submitted for the July meeting.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**GRIEVANCE**

**MOTION #7**  
**ITEM #8     GRIEVANCE TABLED FOR JULY.**

(b) Take appropriate action on a grievance filed/dated May 23, 2003 regarding LaFonda Hamilton's termination of employment from the District Clerk's office. (Gilbert Sanchez, District Clerk's office)

**ACTION:** It was moved by Cezy Collins and seconded by Ariel Duarte to table the grievance filed/dated May 23, 2003 regarding LaFonda Hamilton's termination of employment from the District Clerk's office as requested by Ms. Hamilton. The grievance will be heard July 1, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**EXECUTIVE SESSION:** On this day Chairman L. Carlos Sandoval announced that the Civil Service Commission would recess into executive session to discuss the following items pursuant to Texas Government Code 551.001 & 551.074 at 2:40 p.m. The Court would reconvene to take official action.

The Civil Service Commission began to deliberate at 3:40 p.m.

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**MEETING RECONVENED**

On this day, the Civil Service Commission reconvened into regular open session following executive session at 3:56 p.m.

**MOTION #8**  
**ITEM #8 GRIEVANCE DENIED.**

- (a) Take appropriate action on a grievance filed/dated March 26, 2003 regarding Juan Ruiz, Heavy Equipment Operator I, Road & Bridge Department. (Robert Rivera, Public Works Director – Maria Salas-Mendoza, Senior Trial Attorney)

**ACTION:** It was moved by Cezy Collins and seconded by Ariel Duarte to deny the grievance filed/dated March 26, 2003 regarding Juan Ruiz, Heavy Equipment Operator I, Road & Bridge Department.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MEETING ADJOURNED**

By motion of Ariel Duarte seconded by Cezy Collins, the meeting was adjourned at 3:59 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge