



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
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Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF JULY 1, 2003

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

ABSENT: ARIEL DUARTE, COMMISSIONER

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:04 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 June 3, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins, and seconded by L. Carlos Sandoval to approve the Civil Service Commission minutes of regularly scheduled meeting of June 3, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #2
ITEM #2 APPROVED WITH MODIFICATIONS.

Discuss and take appropriate action to approve the job description of **Program Assistance Coordinator** for the General Assistance Department.
(Tony Natera, General Assistance Manager)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to approve the job description of **Program Assistance Coordinator** for the General Assistance Department with the following modifications:

JOB STANDARDS:

Bachelor's Degree in Human Services or a related field. Five (5) Six (6) years of responsible experience in the management and development of community human services at a supervisory level and two (2) years of applicable community service. Experience may be substituted for one (1) year of college. "The County of El Paso may upon its discretion accept an equivalency of 1 ½ years of practical hands on experience in the required field to substitute for 30 college credit hours. (A Bachelor's degree requirement is measured as 120 credit hours)"

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #3 TABLED.

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 Cezy Collins, and seconded by L. Carlos Sandoval 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. The item will be heard at the August meeting.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED.

Discuss and take appropriate action to approve a request from Lupe C. Martin, Clerk III, Human Resources Department, to be a recipient for donated Vacation Leave. (Lupe C. Martin)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve a request from Lupe C. Martin, Clerk III, Human Resources Department, to be a recipient for donated Vacation Leave.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

GRIEVANCE

MOTION #5
ITEM #6 GRIEVANCE TABLED FOR AUGUST.

(a) Take appropriate action on a grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's office. (Waldo Alarcon, County Clerk – Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to table the grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's office. The grievance will be heard August 5, 2003 at 2:00 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #6
ITEM #6 GRIEVANCE TABLED FOR AUGUST.

- (b) Take appropriate action on a grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to table the grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. The grievance will be heard August 5, 2003 at 2:00 p.m.

VOTE: YES – Collins, 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 item pursuant to Texas Government Code 551.001 & 551.074 at 2:35 p.m. The Court would reconvene to take official action.

MOTION #7
ITEM #6 GRIEVANCE OVERTURNED. (MOTION FAILS)

- (c) 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 – Daniel Ordoñez, Senior Trial Attorney)

The Civil Service Commission began to deliberate at 3:48 p.m.

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MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 4:10 p.m.

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to overturn the termination as requested in the grievance filed/dated May 23, 2003 regarding LaFonda Hamilton's termination of employment from the District Clerk's office.

VOTE: YES - Collins

NO - Sandoval

MOTION FAILS.

MEETING ADJOURNED

By motion of L. Carlos Sandoval seconded by Cezy Collins, the meeting was adjourned at 4:13 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge