




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 DECEMBER 11, 2003

COMMISSIONERS PRESENT: CEZY COLLINS, ACTING CHAIRPERSON 
ARIEL DUARTE, COMMISSIONER

ABSENT: L. CARLOS SANDOVAL, CHAIRMAN

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Judges Conference room 301 and was called to order at 2:05 p.m. by Acting Chair, Cezy Collins.

MOTION #1

ITEM #1 **APPROVED.**

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

ACTION: It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the Civil Service Commission minutes of regularly scheduled meeting of November 4, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**PAGE 2
CIVIL SERVICE MINUTES
DECEMBER 11, 2003**

**MOTION #2
ITEM #2 DELETED.**

Discuss and take appropriate action in reference to Rule 2.34 (3). (Janet McRae, Senior Clerk I, Justice Peace #7)

ACTION: It was moved by Ariel Duarte, and seconded by Cezy Collins to delete the item in reference to Rule 2.34 (3) as requested by Ms. Janet McRae, Senior Clerk I, Justice Peace #7.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #3
ITEM #3 APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "Auto Mechanic III" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to approve the newly created job description of "Auto Mechanic III" for the Parks & Recreation Department as submitted by Sally Gavlik, Parks & Recreation Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of "Projects Specialist" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

PAGE 3
CIVIL SERVICE MINUTES
DECEMBER 11, 2003

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to approve the newly created job description of "Projects Specialist" for the Parks & Recreation Department as submitted by Sally Gavlik, Parks & Recreation Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action to approve the newly created job description of "League Director" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to approve the newly created job description of "League Director" for the Parks & Recreation Department as submitted by Sally Gavlik, Parks & Recreation Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

MOTION #6
ITEM #6 APPROVED.

Discuss and take appropriate action to approve the newly created job description of "Assistant Director of Sportspark" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to approve the newly created job description of "Assistant Director of Sportspark" for the Parks & Recreation Department as submitted by Sally Gavlik, Parks & Recreation Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**PAGE 4
CIVIL SERVICE MINUTES
DECEMBER 11, 2003**

**MOTION #7
ITEM #7 DELETED.**

Accept letter from Gilbert Sanchez, District Clerk to assume responsibility for the selection of all persons who are to be considered for employment within his department as provided for in Chapter 158.010 (a) of the Texas Local Government Code. (Gilbert Sanchez, District Clerk)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to delete item pertaining to letter from Gilbert Sanchez, District Clerk, to assume responsibility for the selection of all persons who are to be considered for employment within his department as provided for in Chapter 158.010 (a) of the Texas Local Government Code.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #8
ITEM #8 APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "Secretary" for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to approve the newly created job description of "Secretary" for the Human Resources Department as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

MOTION #9
ITEM #9 APPROVED.

Discuss and take appropriate action to approve the newly created job description of "Risk Management Coordinator" to replace the existing job description of "Insurance Workers Comp. Coordinator", for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to approve the newly created job description of "Risk Management Coordinator" to replace the existing job description of Insurance Workers Comp. Coordinator, for the Human Resources Department as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

GRIEVANCES

MOTION #10
ITEM #11 TABLED.

(a) Take appropriate action on a grievance filed/dated September 9, 2003, regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to Rule 1.60; 1.91; & 2.13. (Ted Traffansted, Facilities Manager – Daniel Ordonez, Sr. Trial Attorney) (Tabled from 11/04/03)

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to table the grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to Rule 1.60, 1.91, & 2.13 until the next regularly scheduled meeting. (The grievance will be heard on January 6, 2004 at 2:00 p.m.)

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**PAGE 6
CIVIL SERVICE MINUTES
DECEMBER 11, 2003**

**MOTION #11
ITEM #11 TABLED.**

- (b) Take appropriate action on a grievance filed/dated September 9, 2003, regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to Discrimination/Age – Retaliation. (Ted Traffansted, Facilities Manager – Daniel Ordonez, Sr. Trial Attorney) (Tabled from 10/07/03)

ACTION: It was moved by Ariel Duarte and seconded by Cezy Collins to table the grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to Discrimination/Age – Retaliation. (The grievance will be heard on January 6, 2004 at 2:00 p.m.)

VOTE: YES – Collins, Duarte

MOTION CARRIED.

MEETING ADJOURNED

By motion of Ariel Duarte, and seconded by Cezy Collins, the meeting was adjourned at 2:45 p.m.

VOTE: YES – Collins, Duarte

MOTION CARRIED.



CEZY COLLINS, ACTING CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge