

MINUTES OF MARCH 11, 2004

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

ABSENT: ARIEL DUARTE, COMMISSIONER
ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

OTHERS PRESENT: TERRI ALMONTE, EMPLOYMENT MANAGER
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:13 p.m. by Chairman, L. Carlos Sandoval.

MOTION #1

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 3, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Commissioner Cezy Collins, and seconded by Chairman L. Carlos Sandoval, to approve the Civil Service Commission minutes of regularly scheduled meeting of February 3, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

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MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action to approve a request from Michelle Rodarte, Supervisor, County Clerk's office, to be a recipient for donated vacation leave. (Michelle Rodarte)

ACTION: **It was moved by Commissioner Cezy Collins, and seconded by Chairman L. Carlos Sandoval, to approve a request from Michelle Rodarte, Supervisor, County Clerk's office, to be a recipient for donated vacation leave.**

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action to approve the revised job description of "Clerk III" for the County Clerk's office. (Waldo Alarcon, County Clerk)

ACTION: **It was moved by Chairman L. Carlos Sandoval, and seconded by Commissioner Cezy Collins, to approve the revised job description of "Clerk III" for the County Clerk's office. (Waldo Alarcon, County Clerk)**

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED.

Discuss and take appropriate action to approve the revised job description of "Veterans Service Manager" for the Veterans Assistance office. (Rosemary Neill, Director/Family & Community Services)

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ACTION: It was moved by Chairman L. Carlos Sandoval, and seconded by Commissioner Cezy Collins, to approve the revised job description of “Veterans Service Manager” for the Veterans Assistance office. (Rosemary Neill, Director/Family & Community Services)

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #5
ITEM #5

APPROVED.

Discuss and take appropriate action to approve the revised job description of “Office Administrative Support Manager”, for the District Clerk’s office. (Gilbert Sanchez, District Clerk’s office)

ACTION: It was moved by Chairman L. Carlos Sandoval, and seconded by Commissioner Cezy Collins, to approve the job description of “Office Administrative Support Manager” for the District Clerk’s office.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 2:23 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

L. CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge