

MINUTES OF NOVEMBER 2, 2004

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
JOHNNY KILGORE, COMMISSIONER

ABSENT: RAFAEL ADAME, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR
ESTELA SALGADO, CIVIL SERVICE COORD.
ADRIANNA ENRIQUEZ, ADMIN. ASST. I

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:31 p.m. by Chairman, L. Carlos Sandoval.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of October 5, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman Sandoval stated that if there were no changes to the Civil Service Commission minutes of regularly scheduled meeting of October 5, 2004 they would be filed as published.

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MOTION #1

ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve a request for Aracely Gomez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave. (Aracely Gomez)

ACTION: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval to approve a request for Aracely Gomez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #2

ITEM #3 **APPROVED.**

Discuss and take appropriate action to approve a request for Elvia A. Ortiz, Data Entry I, Public Defender's office, to be a recipient for donated vacation leave. (Elvia A. Ortiz)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore to approve a request for Elvia A. Ortiz, Data Entry I, Public Defender's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #3

ITEM #4 **APPROVED.**

Discuss and take appropriate action to approve a request for Cassandra Alvarez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave. (Cassandra Alvarez)

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ACTION: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval, to approve a request for Cassandra Alvarez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #4
ITEM #5 **APPROVED WITH AMEMDMENTS.**

Discuss and take appropriate action to approve the newly created job description of “**Water Systems Operator**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Admin.)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the job description of “**Water Systems Operator**” for the Road & Bridge Department, with the following modification as follows:

FLSA: ~~E~~—**NE** **GRADE:** ~~P-9~~ **G-29**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #5
ITEM #6 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Civil Engineer III**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Admin.)

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ACTION: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval, to approve the job description of “Civil Engineer III” for the Road & Bridge Department, as submitted by Robert Rivera, Public Works/R&B Administrator.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #5
ITEM #7 **APPROVED WITH AMENDMENTS.**

Discuss and take appropriate action to approve the newly created job description of “**Road Construction Inspector**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Admin.)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the job description of “Road Construction Inspector” for the Road & Bridge Department, with the following modifications as follows:

FLSA: ~~E~~ NE

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #6
ITEM #8 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Engineer Tech III**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Admin.)

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ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the job description of “Engineer Tech III” for the Road & Bridge Department, as submitted by Robert Rivera, Public Works/R&B Administrator.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #7
ITEM #9

APPROVED.

Discuss and take appropriate action to approve the newly created job description of “**GIS Manager**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Admin.)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the job description of “GIS Manager” for the Road & Bridge Department, as submitted by Robert Rivera, Public Works/R&B Administrator.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

GRIEVANCES

MOTION #8

ITEM #13

GRIEVANCE WITHDRAWN.

Take appropriate action on a grievance/appeal dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining to **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to withdraw the grievance/appeal dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining to Rule 2.74 (a), (b), (c), (d), and (f). The grievance was settled between the grievant and the District Clerk.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #9

ITEM #14

GRIEVANCE WITHDRAWN.

Take appropriate action on a grievance/appeal dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining to **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to withdraw the grievance/appeal dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining to Rule 2.74 (a), (b), (c), (d), and (f). The grievance was settled between the grievant and the District Clerk.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

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**MOTION #10
ITEM #15 GRIEVANCE POSTPONED.**

Take appropriate action on a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining to **Rule 2.74 (a), (b), & (d)**. (Robert Rivera, Public Works/R&B Adm. – Daniel Ordoñez, Sr. Trial Attorney)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to postpone the grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining to Rule 2.74 (a), (b), & (d). The grievance will be heard December 7, 2004 at 2:00 p.m.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 2:45p.m.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge