

**MINUTES OF DECEMBER 7, 2004**

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

**ABSENT:** RAFAEL ADAME, 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 and was called to order at 2:10 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 November 2, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Chairman L. Carlos Sandoval, and seconded by Commissioner Johnny Kilgore, to approve the Civil Service Commission minutes of regularly scheduled meeting of November 2, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #4**  
ITEM #2 **APPROVED WITH MODIFICATIONS.**

Discuss and take appropriate action to approve the newly created job description of “**Evidence Clerk**” for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

**ACTION:** It was moved by Commissioner Johnny Kilgore, and seconded by Chairman L. Carlos Sandoval, to approve the newly created job description of “**Evidence Clerk**” for the District Clerk’s office with the following modifications to read as follows:

**JOB STANDARDS:**

**Two (2) years experience on working within the judicial system at least 3 months within the county.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #5**  
ITEM #3 **APPROVED WITH CORRECTION & MODIFICATION.**

Discuss and take appropriate action to approve the newly created job description of “**Project Coordinator (Digital Records)**” for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

**ACTION:** It was moved by Commissioner Johnny Kilgore, and seconded by Chairman L. Carlos Sandoval, to approve the newly created job description of “**Project Coordinator**” (Digital Records)” for the District Clerk’s office with correction to the following and modification to the Job Standard section:

**Changing language from Office Manager to Office Adm./Support Manager throughout the entire content of the job description.**

**JOB STANDARDS:**

**Two (2) years of college with course work in Information Systems or equivalent. Two (2) years to three (3) years experience in data processing field supplemented by special training in management applications;**

**PAGE 3  
CIVIL SERVICE MINUTES  
DECEMBER 7, 2004**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #6**

ITEM #4 **APPROVED WITH CORRECTION & MODIFICATION.**

Discuss and take appropriate action to approve the newly created job description of “**Project Coordinator (Records Management)**” for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

**ACTION:** It was moved by Commissioner Johnny Kilgore, and seconded by Chairman L. Carlos Sandoval, to approve the newly created job description of “**Project Coordinator (Records Management)**” for the District Clerk’s office with correction to the following and modification to the Job Standard section:

**Changing language from Office Manager to Office Adm./Support Manager throughout the entire content of the job description.**

**JOB STANDARDS:**

**Two (2) years of college with course work in Information Systems or equivalent. Industry Standard certification on user proficiency with computer equipment and systems. Four (4) years of proven, diversified, responsible office clerical experience or a certified secretarial training certificate.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #7**

ITEM #5 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Clerk II**” for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

**ACTION:** It was moved by Chairman L. Carlos Sandoval, and seconded by Commissioner Johnny Kilgore, to approve the newly created job description of “**Clerk II**” for the District Clerk’s office as submitted by Gilbert Sanchez, District Clerk.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**PAGE 4**  
**CIVIL SERVICE MINUTES**  
**DECEMBER 7, 2004**

**MOTION #8**

ITEM #6      **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Rural Transit Manager**” for the Family & Community Services. (Rosemary Neill, Family & Community Svcs. Director)

**ACTION:**    **It was moved by Commissioner Johnny Kilgore and seconded by Chairman L. Carlos Sandoval, to approve the newly created job description of “Rural Transit Manager” for the Family & Community Services as submitted by Rosemary Neill, Family & Community Services Director.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #9**

ITEM #7      **APPROVED.**

Discuss and take appropriate action for the January 2005 Civil Service Commission meeting. (Robert M. Almanzán, Human Resources Director)

**ACTION:**    **It was moved by Commissioner Johnny Kilgore and seconded by Chairman L. Carlos Sandoval, to reschedule the January 4, 2005 regularly scheduled Civil Service meeting to January 11, 2005.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**GRIEVANCES**

**MOTION #2  
ITEM #10 POSTPONED.**

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

**ACTION:** It was moved by Commissioner Johnny Kilgore and seconded by Chairman L. Carlos Sandoval to postpone a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining to (Suspension) & Rule 2.74 (a), (b), & (d). The grievance will be heard on the January 2005 meeting.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #3  
ITEM #11 POSTPONED.**

Take appropriate action on a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, Rule 2.50 (a), 2.74 (b) and Appendix F: A (3). (Michael Izquierdo – Kitty Schild, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Johnny Kilgore and seconded by Chairman L. Carlos Sandoval, to postpone a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, Rule 2.50 (a), 2.74 (b) and Appendix F: A (3). The grievance will be heard on the January 2005 meeting.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MEETING ADJOURNED**

**PAGE 6  
CIVIL SERVICE MINUTES  
DECEMBER 7, 2004**

**On this day, there being no further business to discuss, the meeting was adjourned at 2:30 p.m.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

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L. CARLOS SANDOVAL, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge