



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, R.M. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairman
L. Carlos Sandoval

Commissioners
Johnny Kilgore
Ralph Adame

MINUTES OF MAY 2, 2006

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
MONICA L. GALANTE, HR ASSISTANT DIRECTOR
RICARDO SANTILLANA, ADMINISTRATIVE ASSISTANT
HOLLY LYTLER, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners' Courtroom and was called to order at 3:15 p.m. by L. Carlos Sandoval, Chairman.

MOTION #1 APPROVED.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of March 7, 2006, special meeting of March 14, 2006 and regularly scheduled meeting of April 4, 2006. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to approve the minutes March 7, 2006, special meeting of March 14, 2006 and regularly scheduled meeting of April 4, 2006.

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VOTE: YES – Sandoval, Kilgore

ABSENT: Adame

MOTION CARRIED.

MOTION #2 APPROVED.

ITEM #2 Discuss and take appropriate action to approve the newly created job description of “**Communications Technician I**” for the Communications Department. (Victor Montes, Communications Director)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to approve the newly created job description of **Communications Technician I**” for the Communications Department as submitted by Victor Montes, Communications Director.

VOTE: YES – Sandoval, Kilgore

ABSENT: Adame

MOTION CARRIED.

INFORMATIVE ITEM – NO ACTION TAKEN.

ITEM #3 Discuss and take appropriate action on a report from County Attorney’s office pertaining to revisions on the El Paso County Civil Service Rules & Regulations Book. (Robert M. Almanzán, Human Resources Director)

ACTION: No action was taken on revisions to the El Paso County Civil Service Rules & Regulations Book. Holly Lytle, County Attorney’s office, informed the commission that a draft of the Rules & Regulations Book would be submitted to the Commission for the June Civil Service meeting. The rules will also be available on the Intranet/Internet for any suggestions from employees.

GRIEVANCE

EXECUTIVE SESSION: On this day Chairman, L. Carlos Sandoval, announced that the Civil Service Commission would enter into Executive Session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 3:22 p.m. The Court would reconvene to take official action.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following closed session at 3:26 p.m.

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**MOTION #3 GRIEVANCE WITHDRAWN.
ITEM #5**

Take appropriate action on a grievance filed/dated March 15, 2006 regarding Elizabeth Gallegos, Clerk IV, pertaining to a Demotion, 3 days Suspension & Rule 2.74 (a) (Gilbert Sanchez, District Clerk – Maria Salas Mendoza, Sr. Trial

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore to accept the request to withdraw the grievance filed/dated August 17, 2005 by Elizabeth Gallegos, Clerk IV, regarding a Demotion, 3 days Suspension & Rule 2.74 (a) as requested by both the County Attorney's office and the grievant in accordance with the settlement agreement by the County Attorney with Ms. Gallegos.

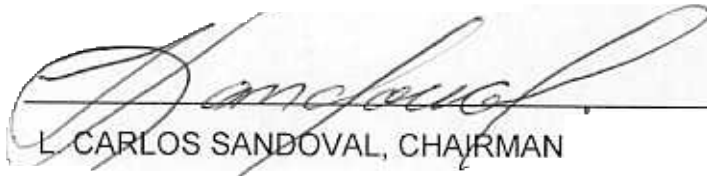
VOTE: YES – Kilgore, Sandoval

ABSENT: Adame

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 3:30 p.m.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge