



Chairperson
Carol Garcia

Commissioners
Kelly Dickson
Lee Urias

EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, JUNE 7, 2011
TIME: 1:00 P.M.
PLACE: JUDGE'S CONFERENCE ROOM #301
POSTED: THURSDAY, JUNE 2, 2011

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

PUBLIC COMMENT:

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

CONSENT AGENDA

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of April 5, 2011. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #2

Discuss and take appropriate action on the requests from employee(s) listed in the back up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director)

ACTION:

REGULAR AGENDA

ITEM #3 Discuss and take appropriate action to approve the revised job description of **Human Resources Manager** for the Human Resources Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Discuss and take appropriate action to approve the revised job description of **Nutrition Center Coordinator** for the Nutrition Program. (Elsie West, Personnel Manager)

ACTION:

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

EXECUTIVE SESSION

ITEM #5 Discuss a grievance filed/dated May 10, 2011 regarding Marisol Canales, County Clerk's office, pertaining to **Termination, Retaliation and Disciplinary action taken without proper cause.** (Marisol Canales, Office Specialist, Intermediate – Delia Briones, County Clerk, – Ian R. Kaplan, Sr. Trial Attorney)

OPEN SESSION

ITEM #6 Take appropriate action on a grievance filed/dated May 10, 2011 regarding Marisol Canales, County Clerk's office, pertaining to **Termination, Retaliation and Disciplinary action taken without proper cause.** (Marisol Canales, Office Specialist, Intermediate – Delia Briones, County Clerk, – Ian R. Kaplan, Sr. Trial Attorney)

ACTION:
