



Chair
Carol Garcia

Commissioners
Kelly Dickson
Lee Urias

EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, SEPTEMBER 6, 2011
TIME: 1:00 P.M.
PLACE: COMMISSIONERS' COURT ROOM #303
POSTED: THURSDAY, SEPTEMBER 1, 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 Recind Item 4 Motion #3 of the August 2, 2011 minutes and approve as follows: Designate the position of **Probate Court Investigator** from non-covered to **covered** status under the provisions of the Civil Service Rules and Regulations system for Probate Court #1 as requested by Judge, Patricia Chew. (Estela Salgado, Human Resources)

ACTION:

ITEM #2 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of August 2, 2011. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #3 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 #4 Discuss and take appropriate action on number of grievances that are posted on each monthly Civil Service Commission meeting and Rule 7.21. (Carol Garcia, Chair) **(Postponed from August 2, 2011)**

ACTION:

ITEM #5 Discuss and take appropriate action on the matter of the Commission's jurisdiction of the grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Ian R. Kaplan, Sr. Trial Attorney)

ACTION:

ITEM #6 Receive Ethics Commission training and forms. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #7 Discuss and take appropriate action to approve the updated job description of the **Juvenile Case Manager** for multiple departments. (Elsie West, Personnel Manager)

ACTION:

ITEM #8 Discuss and take appropriate action to approve the updated job description of the **HR Generalist for Human Resources Department**. (Elsie West, Personnel Manager)

ACTION:

ITEM #9 Discuss and take appropriate action to approve the newly created job description of the **ADA Coordinator for Human Resources Department**. (Elsie West, Personnel Manager)

ACTION:

ITEM #10 Receive Ethics Commission training and forms. (Betsy C. Keller, Human Resources Director)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

- ITEM #11 Discuss a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to **Termination & Rules 7.09 (A & D), 6.09 (A-C)**. (Louis Frank Cress, Business Applications Project Administrator – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief) **(Continued from August 2, 2011)**
- ITEM #12 Discuss a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** (Jorge L. Juarez, Probation Officer) (James Fashing, Executive Director- John Valdez, Sr. Trial Attorney) **(Postponed from August 2, 2011)**
- ITEM #13 Discuss a grievance filed/dated 06/21/11 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D**. (Maria Marisela Ochoa-Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney) **(Postponed from August 2, 2011)**
- ITEM #14 Discuss a grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Dorothy J. Miranda, Accounting Manager) (Victor Flores, Tax Assessor - Collector – Ian R. Kaplan, Sr. Trial Attorney) **(Postponed from August 2, 2011)**

OPEN SESSION

ITEM #15 Take appropriate action on a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to **Termination & Rules 7.09 (A & D), 6.09 (A-C)**. (Louis Frank Cress, Business Applications Project Administrator – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief) **(Continued from August 2, 2011)**

ACTION:

ITEM #16 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** (Jorge L. Juarez, Probation Officer) (James Fashing, Executive Director- John Valdez, Sr. Trial Attorney) **(Postponed from August 2, 2011)**

ACTION:

ITEM #17 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D**. (Maria Marisela Ocha- Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney) **(Postponed from August 2, 2011)**

ACTION:

ITEM #18 Take appropriate action on a grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Dorothy J. Miranda, Accounting Manager) (Victor Flores, Tax Assessor - Collector – Ian R. Kaplan, Sr. Trial Attorney) **(Postponed from August 2, 2011)**

ACTION:
