



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION

800 E. OVERLAND, RM. 223

EL PASO, TEXAS 79901

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*Chairperson
Carol Garcia*

*Commissioners
Lee Urias
Kelly Dickson*

MINUTES OF OCTOBER 4, 2011

COMMISSIONERS PRESENT: CAROL GARCIA, CHAIR *CGarcia*
LEE URIAS, COMMISSIONER
KELLY DICKSON, COMMISSIONER

OTHERS PRESENT: KEVIN MCCARY, COUNTY ATTORNEY'S OFFICE
BETSY C. KELLER, HUMAN RESOURCES
ESTELA SALGADO, HUMAN RESOURCES

ABSENT: CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners' Court room #303 and was called to order at 3:05 p.m. by Estela Salgado, Human Resources.

PUBLIC COMMENT

NONE.

CONSENT AGENDA

MOTION #1 APPROVED.
ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of September 6, 2011. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Carol Garcia, Chair, and seconded by Lee Urias, Commissioner, to approve the minutes of the Civil Service Commission regularly scheduled meeting of September 6, 2011.

VOTE: YES – Garcia, Urias, Dickson NO – None

MOTION CARRIED.

REGULAR AGENDA

MOTION #2 APPROVED.
ITEM #2

Discuss and take appropriate action to approve the updated job description of **Golf Professional**. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the updated job description of Golf Professional, with the following amendments as indicated by Betsy C. Keller, Human Resources Director in the History section:

History: FY: 2007-2008 New Position

07/2011 changes to job description; duties, KSA's, and education. **The grade stays as a P10;** The duties include more responsibilities to include supervision over staff and the oversight of the Golf Course **Grounds**.

Civil Service Approval:

Commissioner's Court Approval:

Deleted: The pay increased due to the changes, from

Deleted: to P11

Deleted: and Pro Shop

VOTE: YES – Garcia, Urias, Dickson NO - None

MOTION CARRIED.

MOTION #3 APPROVED.
ITEM #3

Discuss and take appropriate action to accept the Golf Course Policies. (Rosemary Neill, Family & Community Svcs. Director)

ACTION: It was moved by Lee Urias, Commissioner and seconded by Kelly Dickson, Commissioner, to accept the Golf Course Policies as presented and approved by Commissioners' Court.

VOTE: YES – Urias, Dickson Abstain- Garcia


MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Carol Garcia, Chair, moved to adjourn the meeting at 3:25 p.m. Lee Urias, Commissioner, seconded the motion.

VOTE: YES – Garcia, Urias, Dickson NO - None

MOTION CARRIED.



CAROL GARCIA, CHAIR



ESTELA SALGADO, RECORDING SECRETARY