

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

**REGULAR MEETING AGENDA
1:00 P.M., TUESDAY, APRIL 3, 2012
COMMISSIONER'S COURTROOM, ROOM 303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Kelly Dickson, Acting Chair

Lee Urias, Commissioner

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

- 1. RESCIND MINUTES OF THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF FEBRUARY 16, 2012 AND APPROVE THE REVISED MINUTES OF THE CIVIL SERVICE SPECIAL MEETING OF FEBRUARY 16, 2012.**
--Betsy C. Keller, Human Resources

- 2. DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF MARCH 13, 2012.**
--Betsy C. Keller, Human Resources

REGULAR AGENDA

3. **NOTIFY THE COMMISSIONERS ON OPEN MEETING ACT AND RELATED ISSUES. (THIS ITEM IS NOTIFICATION ONLY, NO ACTION)**
--Kevin McCary, County Attorney's Office

4. **DISCUSS AND TAKE APPROPRIATE ACTION TO ACCEPT THE DEPARTMENTAL POLICIES FOR THE OFFICE OF CONSTABLE PCT. #1 FOR THE FILING PURPOSES.**
--Robert White, Constable Precinct #1

5. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE POLICIES ON PAY UPON DEMOTION AND PAY UPON VOLUNTARY DEMOTION.**
--Betsy C. Keller, SPHR, Human Resources

6. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF YOUTH COORDINATOR TO YOUTH SERVICES MANAGER FOR MENTAL HEALTH SUPPORT SERVICES DEPARTMENT.**
--Elsie West, Human Resources

7. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF PARENT LIAISON TO ADULT SERVICES MANAGER FOR MENTAL HEALTH SUPPORT SERVICES DEPARTMENT.**
--Elsie West, Human Resources

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

8. **DISCUSS A GRIEVANCE FILED/DATED DECEMBER 22, 2011 REGARDING CHARLES DALY PERTAINING TO FIVE (5) DAY SUSPENSION, RULES 7.09(B) & (D). (POSTPONED FROM MARCH 13, 2012)**
-- (Charles Daly, Client Server/Programmer - Rhonda Cates, Attorney at Law) (Peter Cooper, Chief Technology Officer - Gabriella Edwards, Senior Trial Attorney)

9. **DISCUSS A GRIEVANCE FILED/DATED JANUARY 18, 2012 REGARDING CLAUDIA CHAVEZ PERTAINING TO TERMINATION, RULE 7.09(A).**
--(Claudia Chavez, Collections Specialist) (Delia Briones, County Clerk - Gabriella Edwards, Senior Trial Attorney)

OPEN SESSION

- 10. TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED DECEMBER 22, 2011 REGARDING CHARLES DALY PERTAINING TO FIVE (5) DAY SUSPENSION, RULES 7.09(B) & (D). (POSTPONED FROM MARCH 13, 2012)**
-- (Charles Daly, Client Server/Programmer-Rhonda Cates, Attorney at Law) (Peter Cooper, Chief Technology Officer - Gabriella Edwards, Senior Trial Attorney)

- 11. TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED JANUARY 18, 2012 REGARDING CLAUDIA CHAVEZ PERTAINING TO TERMINATION, RULE 7.09(A).**
-- (Claudia Chavez, Collections Specialist) (Delia Briones, County Clerk - Gabriella Edwards, Senior Trial Attorney)

- 12. ADJOURN**