



COUNTY OF EL PASO

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

MINUTES OF JANUARY 16, 2007

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN
DR. PAULA MITCHELL, COMMISSIONER
FERNANDO PARRA, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE
RICHARD SANTILLANA, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Judges Conference Room and was called to order at 3:09 p.m. by Ralph Adame, Chairman.

MOTION #1

ITEM #1 APPROVED CONSENT AGENDA ITEM.

It was moved by Commissioner Parra, and seconded by Commissioner Mitchell, to approve the following Consent Agenda items:

MOTION #1

ITEM #2

1. Approval of Minutes of the scheduled meeting of December 5, 2006.
2. Discuss and approve the requests from the employees listed in the back up to be recipients of donated vacation leave.
 - (a) Virginia Schmidt, Collections Clerk, County Clerk
 - (b) Albert Dominguez, Truck Driver I, Road & Bridge
 - (c) Vanessa Rosales, Court Clerk, District Clerk

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

REGULAR AGENDA

MOTION #2

ITEM #3 **APPROVED.**

Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Gilbert Sanchez, District Clerk)

ACTION: It was moved by Commissioner Dr. Paula Mitchell and seconded by Commissioner Fernando Parra, to approve the first four positions (Chief Deputy, Office Manager, Administrative Assistant, and Accounting Manager) to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

MOTION #3

ITEM #3 **APPROVED.**

Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Gilbert Sanchez, District Clerk)

ACTION: It was moved by Commissioner Fernando Parra and seconded by Commissioner Mitchell to approve in adding the Jury Coordinator to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

MOTION #4 APPROVED.

ITEM # 4 Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Delia Briones, County Clerk)

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell, to approve to add the Chief Deputy, Office Manager, Administrative Assistant, Department Supervisor/Department Manager: Criminal/Civil, Vital Statistics, Deeds, Probate, Cashiers, Collection Manager, Records Management Manager (Accountant excluded) to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

MOTION #5 ACCEPTED.

ITEM # 5 Discuss and take appropriate action in adopting the El Paso County Constable, Pct. #4 departmental policies and procedures.
(Peter E. Melendez, Constable, Pct. #4)

ACTION: It was moved by Commissioner Fernando Mitchell and seconded by Commissioner Parra to accept the El Paso County Constable, Pct. #4 departmental policies and procedures.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED

NO ACTION.

ITEM # 6 Discuss and take appropriate action concerning changing the burden of proof in grievance matters in the Civil Service Rules and Regulations.
(Robert Almanzán, Human Resources Director)

ACTION: On this day, the Civil Service Commission took no action towards changing the burden of proof in grievance matters in the Civil Service Rules and Regulations.

MOTION #6 APPROVED.

ITEM # 7 Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Yvonne T. Rodriguez, Probate Judge)

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MOTION #4 APPROVED.

ITEM # 4 Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Delia Briones, County Clerk)

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell, to approve to add the Chief Deputy, Office Manager, Administrative Assistant, Department Supervisor/Department Manager: Criminal/Civil, Vital Statistics, Deeds, Probate, Cashiers, Collection Manager, Records Management Manager (Accountant excluded) to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

MOTION #5 ACCEPTED.

ITEM # 5 Discuss and take appropriate action in adopting the El Paso County Constable, Pct. #4 departmental policies and procedures.
(Peter E. Melendez, Constable, Pct. #4)

ACTION: It was moved by Commissioner Fernando Mitchell and seconded by Commissioner Parra to accept the El Paso County Constable, Pct. #4 departmental policies and procedures.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED

NO ACTION.

ITEM # 6 Discuss and take appropriate action concerning changing the burden of proof in grievance matters in the Civil Service Rules and Regulations.
(Robert Almanzán, Human Resources Director)

ACTION: On this day, the Civil Service Commission took no action towards changing the burden of proof in grievance matters in the Civil Service Rules and Regulations.

MOTION #6 APPROVED.

ITEM # 7 Discuss and take appropriate action in accepting the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules & Regulations Book.
(Yvonne T. Rodriguez, Probate Judge)

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ACTION: It was moved by Commissioner Mitchell and seconded by Commissioner Parra to approve the probate auditor/administrator, probate auditor/administrative assistant, probate investigator (court visitor positions excluded) to be non-covered as stated in Rule 1.09 (B) of the Civil Service Rules and Regulations Book.

VOTE: YES –Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED

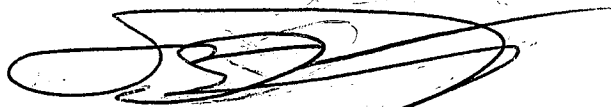
MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 5:47 p.m.

VOTE: YES – Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.



RAFAEL ADAME, CHAIRMAN



RICHARD SANTILLANA, RECORDING SECRETARY