



Chairman
Rafael Adame

Commissioners
Dr. Paula Mitchell
Fernando Parra

EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA
REGULAR MEETING

DATE: TUESDAY, AUGUST 7, 2007
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, AUGUST 2, 2007

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.

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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 re-scheduled meeting of July 10, 2007. (Liza Calderon, Human Resources Director)

ACTION:

REGULAR AGENDA

ITEM #2 Discuss and take appropriate action on current grievances scheduled for the month of July, August, and September as listed in back-up and schedule a special meeting if necessary. **(Postponed from July 10, 2007)** (Rafael Adame, Chairman)

ACTION:

ITEM #3 Discuss and take appropriate action to approve the newly created job description of "**Licensed Trade Technician**" for the Facilities Management Department. (Manuel Lucero, Jr., Interim Facilities Manager)

ACTION:

ITEM #4 Discuss and take appropriate action to approve the revised job description of "**Operations Coordinator**" for the Child Welfare Department. (Rosemary Neill, Director-Family & Community Svcs.)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

- ITEM #5 Discuss a grievance filed/dated February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension**. (Manuel Romero, Sr. Trial Attorney – Bill Arballo, AFSCME Representative) **(Postponed from June 5, 2007)**
- ITEM #6 Discuss a grievance filed/dated April 30, 2007 regarding Virginia E. Schmidt, Collections Specialist, County Clerk's office, pertaining to **Rule 7.09 (a), (c), appealing written reprimand**. (Delia Briones, County Clerk - Manuel Romero, Sr. Trial Attorney) **(Postponed from July 10, 2007)**
- ITEM #7 Discuss a grievance filed/dated May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c)**. (Jack Alayyan, Contract Manager - Ralph Girvin, Sr. Trial Attorney)

OPEN SESSION:

- ITEM #8 Take appropriate action on a grievance filed/dated February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension**. (Manuel Romero, Sr. Trial Attorney – Bill Arballo, AFSCME Representative) **(Postponed from June 5, 2007)**

ACTION: _____

- ITEM #9 Take appropriate action on a grievance filed/dated April 30, 2007 regarding Virginia E. Schmidt, Collections Specialist, County Clerk's office, pertaining to **Rule 7.09 (a), (c), appealing written reprimand**. (Delia Briones, County Clerk - Manuel Romero, Sr. Trial Attorney) **(Postponed from July 10, 2007)**

ACTION: _____

- ITEM #10 Take appropriate action on a grievance filed/dated May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c)**. (Jack Alayyan, Contract Manager - Ralph Girvin, Sr. Trial Attorney)

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ACTION:
