



Chairman
Rafael Adame

Commissioners
Dr. Paula Mitchell
Fernando Parra

EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA
REGULAR MEETING

DATE: TUESDAY, SEPTEMBER 4, 2007
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, AUGUST 30, 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.

**PAGE 2
CIVIL SERVICE AGENDA
SEPTEMBER 4, 2007**

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 regularly scheduled meeting of August 7, 2007. (Liza Calderon, Human Resources Director)

ACTION:

REGULAR AGENDA

ACTION:

ITEM #2 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) **(Postponed from July 10, 2007)**

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

- ITEM #3 Discuss a grievance filed/dated April 30, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office pertaining to **Termination/Dismissal and Rule 7.09**. (Delia Briones, County Clerk - Kitty Schild, Sr. Trial Attorney – Daniel S. Gonzalez, Attorney at Law) **(Postponed from July 10, 2007)**
- ITEM #4 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) **(Postponed from July 10, 2007)**
- ITEM #5 Discuss a grievance filed/dated June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to **Termination & Rule 7.09 (d)**. (Delia Briones, County Clerk – Daniel Ordoñez, Sr. Trial Attorney)
- ITEM #6 Discuss a grievance filed/dated April 30, 2007 regarding Yvonne Caldera, Office Specialist Intermediate, Justice Peace #5, pertaining to **Termination and Rules 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, & 2.55**. (Judge Monica Teran, Justice Peace #5 - Kitty Schild, Sr. Trial Attorney – Jim K. Jopling, Attorney at Law)
- ITEM #7 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)**

**PAGE 4
CIVIL SERVICE AGENDA
SEPTEMBER 4, 2007**

OPEN SESSION:

ITEM #8 Take appropriate action on a grievance filed/dated April 30, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office pertaining to **Termination/Dismissal and Rule 7.09**. (Delia Briones, County Clerk, - Kitty Schild, Sr. Trial Attorney – Daniel S. Gonzalez, Attorney at Law)

ACTION: _____

ITEM #9 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)
(Postponed from July 10, 2007)

ACTION: _____

ITEM #10 Take appropriate action on a grievance filed/dated June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to **Termination & Rule 7.09 (d)**. (Delia Briones, County Clerk – Daniel Ordoñez, Sr. Trial Attorney)

ACTION: _____

ITEM #11 Take appropriate action on a grievance filed/dated April 30, 2007 regarding Yvonne Caldera, Office Specialist Intermediate, Justice Peace #5, pertaining to **Termination and Rules 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, & 2.55**. (Judge Monica Teran, Justice Peace #5 - Kitty Schild, Sr. Trial Attorney – Jim K. Jopling, Attorney at Law)

ACTION: _____

ITEM #12 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: _____