



EL PASO COUNTY CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

DATE: MONDAY, MARCH 4, 1991

4:10 pm

TIME: 4:00 P.M.

PLACE: JURY ASSEMBLY ROOM, COUNTY PARKING GARAGE

POSTED: THURSDAY, FEBRUARY 28, 1991
4:30 P.M.

OPEN MEETING: *Quorum*

ITEM 1: Approve minutes of February 4, & 19, 1991.

ACTION: *Approved*

ITEM 2: Discuss status on handbook covers and recommendations to Commissioners' Court

ACTION: *150 Very fuzzy on the part of many CS Com.*

ITEM 3: Review and make appropriate revisions to Rules and Regulations on Nepotism.

ACTION: *Item # 3 B. Sucky*

Standardization of job description

Percentage 100% Electronic

Do you feel Hijia & Stanton feel the same?

Why can Bexar County require this & El Paso County can't?

Required establishment of positions

ITEM 4: Presentation by Donald P. Mallard, EPCEA Treas. regarding occupational titles, description of duties, and testing for job skills.

PROFICIENCY

ACTION: PLUMBING

Each dept. up dated descriptions

Electronic Inst. or Tech - Level 3

Maintenance Tech. Equipment

MAINTENANCE MECHANIC I

ITEM 5: Discuss and take appropriate action on space requirements, furniture, design etc. for the Personnel/Civil Service Dept. in the new Court-house.

ACTION:

3rd floor of allocated - Check about extra furniture

ITEM 6: Discuss and take action regarding Civil Service Commission items placed on Commissioners' Court Agenda dated March 6, 1991

No action

ITEM 7: Monthly Report - Director of Personnel/Civil Service.

39 Wage & Salary Survey 18 have been returned P.C. will be delivered

ITEM 8: EXECUTIVE SESSION - EMPLOYEE GRIEVANCE

A) Linda Lujan, - County Clerk's Office.

ACTION: Tony Rascon / Waldo Marcon #402 Linda Lujan.

B) Adalberto Salazar, - Sheriff's Dept. Detention Officer

ACTION:

Deleted

Caused to get materials for the Sheriff's office with approval of Dept Head about 1000 recommendations

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Jahle

passed

letter removed from her file

may to shall