

EL PASO COUNTY
CIVIL SERVICE COMMISSION

MINUTES
MARCH 4, 1991

COMMISSIONERS PRESENT: Woodrow W. Bean, Chairman
Lupe Bain
Teresa Da Prado

OTHERS PRESENT: Mary Jo Lee, Director
Personnel/Civil Service
Joan Lopez, Executive Sec.
Civil Service Commission

The meeting was called to order by Chairman Bean at 4:10 p.m. after a quorum was established.

1. Minutes were approved for February 4th and 19th, 1991.
2. Commissioners Court approved handbook covers to the lowest bidder which was Sturgis & Company for \$1.76 each.
3. After a brief discussion on revisions to the Civil Service Rules and Regulations on Nepotism, it was motioned to table due to further input from members of Commissioners Court.
4. A presentation by Donald P. Mallard, EPCEA Treasurer, was presented regarding occupational titles, description of duties, and testing for job skills. He was advised by the Civil Service Commission to get necessary materials together and present them to Department Heads and Sheriff Samaniego for approval.
5. A status report was given by Commissioner Bain on the space allocated for Personnel/Civil Service. Mr. Hillis advised her that our Department has been approved on the third floor with Judge Chacons approval.
6. No action was taken regarding Items on Commissioners' Court Agenda dated March 6, 1991. Requests and implications were unfounded.

7. Director of Civil Service/Personnel gave a monthly report and advised the Commission that 39 Wage & Salary Surveys were mailed and 18 have been returned. A Personal Computer was approved by Commissioners' Court for Executive Secretary to Civil Service Commission and will be delivered. Monthly report was approved.
8. (a) Executive Session was waved by the Grievant, Linda Lujan.

The Grievant was represented by Martin Reyes, Business Agent, Roger Corona, President, and Carlos Carrasco, all of Local 59 AFSCME. Representing the County Clerks Office were Tony Rascon, Office Manager and Waldo Alarcon, Chief Deputy.

After presentations by both parties, the Civil Service Commission found on behalf of the grievant, based on Section 7.13 of the Civil Service Rules and Regulations.

(b) Grievance removed by Civil Service Commission due to lack of presentation.

Meeting adjourned at 6:30 pm.


Joan Lopez, Recording Secretary


Woodrow Bean, Chairman