

EL PASO COUNTY
CIVIL SERVICE COMMISSION

MINUTES
APRIL 1, 1991

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

COMMISSIONERS EXCUSED: Lupe Bain

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 4:15 p.m. after a quorum was established.

1. Minutes were approved for March 4, 1991.
2. Appropriate revisions were made and approved to the El Paso County Civil Service Rules and Regulations.
3. After a brief discussion on job descriptions that are on Personnel/Civil Services' manning table, it was approved that the Secretary assigned to the County Judges' Office be assigned to Personnel/Civil Service Department to assist the Insurance Coordinator.
4. Proposed budget for Civil Service/Personnel was tabled for further discussion at next meeting.
5. Liability Insurance for Civil Service Commission members was tabled till all Commission Members are present.
6. Monthly report from the Director of Personnel/Civil Service was tabled till next Special Meeting which will be April 22, 1991.

7. Proposed policy for the transfer of accrued vacation to another employee was endorsed by the Civil Service Commission to be put on Commissioners' Court Agenda.
8. The job description for the position of Senior Clerk, assigned to internal affairs section of the Sheriff's Department to Legal Secretary was endorsed by the Civil Service Commission.
9. EXECUTIVE SESSION - EMPLOYEE GRIEVANCE
 - A Ida Lewis - County Clerks' Office


Ms. Lewis waived the right for closed session. County Clerks' decision, was upheld.
 - B. Adalberto Salazar - Sheriff's Department

Mr. Salazar waived the right for closed session. This grievance was tabled for one month to see if this matter could be resolved within the Dept.
 - C. Enedina H. Gomez - County Clerks' Office

This grievance was tabled upon the request of the employee.
 - D. Emy Briones - Sheriffs' Department

This grievance was tabled upon the request of the Department for one month to see if this matter could be resolved within the Dept.
10. Evaluation for probationary employees, Executive Secretary, Civil Service Commission and Personnel/Civil Service Director was tabled until April 22, 1991.

Meeting adjourned at 5:30 pm.


Joan Lopez, Recording Secretary


Woodrow Bear, Chairman