

EL PASO COUNTY CIVIL SERVICE COMMISSION  
EL PASO COUNTY BLDG.  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901

MINUTES OF JANUARY 4, 1993

COMMISSIONERS PRESENT:           LUPE BAIN, CHAIRPERSON  
                                          RICHARD YETTER  
                                          MARIO MARTINEZ

OTHERS PRESENT:                   NITA CORRAL-NAVA, DIRECTOR  
                                          PERSONNEL DEPARTMENT

LUPE C. MARTIN, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:15 P.M. by Lupe Bain, Chairperson.

ITEM #1     DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES FOR NOVEMBER 6, NOVEMBER 16, AND DECEMBER 7, 1992.

ACTION:     LUPE BAIN MOTIONED TO APPROVE THE MINUTES FOR NOVEMBER 6, NOVEMBER 16, AND DECEMBER 7, 1992. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2     DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FROM (CJIS) CRIMINAL JUSTICE INFORMATION SYSTEM, DIRECTOR TO CHANGE MANNING TABLE POSITION OF MANAGEMENT ANALYST TO INFORMATION SYSTEMS ANALYST.  
(TONY PETRY)

ACTION:     LUPE BAIN MOTIONED THAT THE REQUEST BE ACCEPTED. RICHARD YETTER MOTIONED TO AMEND TO READ THAT THE (CJIS) BE PERMITTED TO FILL THE INFORMATION SYSTEM ANALYST OPENING PRIOR TO FILLING THE MANAGEMENT ANALYST OPENING AND TO FUND IT WITH THE ADDITIONAL FUNDS THAT DIRECTOR, TONY PETRY HAS INDICATED ARE AVAILABLE. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #3     DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FROM TEXAS AGRICULTURAL EXTENSION SERVICE DIRECTOR TO CHANGES ON EXISTING MANNING TABLE.  
(LARRY A. BROWN)

ACTION:     RICHARD YETTER MOTIONED THAT THE APPLICATION BE GRANTED TO CHANGE THE AGRICULTURAL EXTENSION POSITION TO ADMINISTRATIVE ASSISTANT AND NOT EXPAND THE MANNING TABLE AT ALL, SINCE THE FUNDING IS AVAILABLE AND IN LINE WITH THEIR BUDGET. MARIO MARTINEZ SECONDED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON UPGRADING SALARY ON RECLASSIFIED POSITIONS FOR COUNSELOR IN TRAINING I AND II BY EPCADS EXECUTIVE DIRECTOR.  
(J.L. SALAZAR, JR.)

ACTION: RICHARD YETTER MOTIONED THAT THE REQUEST TO UPGRADE THE SALARY OF RECLASSIFIED POSITIONS BE APPROVED. MARIO MARTINEZ MOTIONED TO AMEND BY MAKING IT EFFECTIVE DECEMBER 14, 1992. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #5 DISCUSS AND TAKE APPROPRIATE ACTION ON POOLED LEAVE REQUEST BY EDWARD F. WYER OF JUVENILE PROBATION DEPARTMENT.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THIS REQUEST, SUBJECT TO THE ADDITIONAL INFORMATION REQUIRED BY RULE 4.46 a 1, 2, AND 3 BE ADDED TO IT SO THE REFERENCES ARE CORRECT.

GRIEVANCE:

ITEM #6 DAVID BUSTAMENTE, PARKS & RECREATION

ACTION: TABLED BY ARMANDO SIERRA, ATTORNEY FOR GRIEVANT, BECAUSE OF ILLNESS ON THE ATTORNEY'S BEHALF. MARIO MARTINEZ MOTIONED FOR DIRECTOR OF PARKS & RECREATION, SAL CANCHOLA BE PRESENT ON NEXT MONTH'S SCHEDULED MEETING.

ITEM #7 DISCUSSION ON ITEM OF INFORMATION FROM PERSONNEL DEPARTMENT REFERENCE LEGAL OPINIONS PROVIDED BY COUNTY ATTORNEY'S OFFICE.

ACTION: NO ACTION.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FROM PERSONNEL DIRECTOR, NITA CORRAL-NAVA TO RESTRUCTURE THE PERSONNEL DEPARTMENT'S MANNING TABLE.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE APPLICATION DRIVE OF PERSONNEL DIRECTOR TO RESTRUCTURE HER DEPARTMENT IN ADDING THE HUMAN RESOURCE CLERK AND THE PERSONNEL CLERK JOB DESCRIPTIONS AS OUTLINED, WITH RESPECTIVE PAY SCALES. IMMEDIATELY. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL DIRECTOR'S REPORT OF OCTOBER, 1992.

ACTION: LUPE BAIN MOTIONED TO TABLE. RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL  
DIRECTOR'S REPORT OF NOVEMBER, 1992.

ACTION: LUPE BAIN MOTIONED TO TABLE. RICHARD YETTER SECONDED.  
MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL  
DIRECTOR'S REPORT OF DECEMBER, 1992.

ACTION: LUPE BAIN MOTIONED TO TABLE. RICHARD YETTER SECONDED.  
MOTION CARRIED.

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON REIMBURSEMENT BY  
PERSONNEL DIRECTOR OF COPY CHARGE FOR THE MONTH OF  
NOVEMBER TO COUNTY PURCHASING DEPARTMENT.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE UNTIL BUDGETARY  
CLARIFICATION BY COMMISSIONERS' COURT AND COUNTY AUDITOR.  
RICHARD YETTER SECONDED. MOTION CARRIED.

MARIO MARTINEZ MOTIONED TO ADJOURN, RICHARD YETTER SECONDED. MOTION  
CARRIED

Meeting adjourned at 5:56 P.M

  
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Lupe C. Martin, Recording Secretary

  
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Lupe Bain, Chairperson