

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE
500 E. SAN ANTONIO - ROOM 303

MINUTES OF AUGUST 09, 1993

COMMISSIONERS PRESENT: LUPE BAIN, ^{LB}CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA
PERSONNEL DIRECTOR

LUPE C. MARTIN, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:10 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF JULY 12, 1993.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES OF JULY 12, 1993. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR AUTHORIZATION TO CHANGE THE TITLE OF A SENIOR CLERK POSITION TO ELECTION DRAFTER.

ACTION: LUPE BAIN MOTIONED TO ACCEPT THE CHANGE FOR ELECTIONS DEPARTMENT FROM SENIOR CLERK TO ELECTION DRAFTER AS A GRADE 6. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST TO AUTHORIZE THE CREATION OF A JOB DESCRIPTION FOR THE POSITION OF CEA-COMMUNICATIONS FOR THE AGRICULTURAL EXTENSION SERVICES DEPARTMENT.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE CREATION OF A JOB DESCRIPTION FOR THE POSITION OF CEA-COMMUNICATIONS FOR THE AGRICULTURAL EXTENSION SERVICES DEPARTMENT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR AUTHORIZATION TO CHANGE THE TITLE OF A MAINTENANCE WELDER TO JOURNEYMAN WELDER FOR THE PARKS & RECREATION DEPARTMENT.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE REQUEST TO CHANGE THE TITLE OF MAINTENANCE WELDER TO JOURNEYMAN WELDER FOR THE PARKS & RECREATION DEPARTMENT. RICHARD YETTER SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #5 ROBERTO RUIZ FLORES, ASCARATE GOLF COURSE, MAINTENANCE WORKER.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE FOR NEXT MEETING OF SEPTEMBER 13, 1993 TO ALLOW THE DEPARTMENT HEAD, MANNY MARTINEZ ADDITIONAL PREPARATION TIME ON THE MATTER. LUPE BAIN SECONDED. RICHARD YETTER OPPOSED. MOTION CARRIED.

ITEM #6 MARIO ESPINOZA, PARKS/RECREATION MAINTENANCE ROCK MASON.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER UNTIL THE NEXT SCHEDULED MEETING AND INSTRUCTED THE SECRETARY TO REQUEST THAT THE COUNTY ATTORNEY, JOSE RODRIGUEZ, AND THE RISK MANAGER, GENE WEIGEL, BE PRESENT AT THE SEPTEMBER 13, 1993 MEETING. IN ADDITION, MR. SAL CANCHOLA, PARKS & RECREATION DIRECTOR, NEEDS TO MAKE AVAILABLE TO THE COMMISSION, THE REPORT THAT WAS DONE ON THE PARKS AND RECREATION DEPARTMENT BY THE RISK MANAGER. INSTRUCTIONS WERE ALSO GIVEN TO MR. SAL CANCHOLA, DEPARTMENT HEAD, TO FILL OUT AND FILE THE EMPLOYEE'S WORKER'S COMPENSATION INJURY REPORT, DATED APRIL 24, 1993 WHICH TO THIS DATE HAS NOT BEEN PROCESSED. ALSO DEPARTMENT HEAD WAS INSTRUCTED TO CORRECT THE EATING FACILITY FOR THE EMPLOYEES AND TO CEASE USING ANY VEHICLE NOT FUNCTIONING CORRECTLY. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS DIRECTOR'S JUNE DEPARTMENTAL REPORT.

ACTION: RICHARD YETTER MOTIONED TO ACCEPT THE DIRECTOR'S JUNE REPORT AND COMPLIMENTED THE CONTENTS OF REPORT. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE COMMISSION'S RELATIONSHIP TO EL PASO COUNTY PERSONNEL DEPARTMENT IN VIEW OF THE SEPARATION THAT OCCURRED ON 12/09/92 AND WHETHER OR NOT THE CIVIL SERVICE COMMISSION'S BUDGET WILL BE CONSOLIDATED OR FUNDED SEPARATELY BY COMMISSIONER'S COURT.

ACTION: RICHARD YETTER MOTIONED THAT NITA CORRAL-NAVA, PERSONNEL DIRECTOR RESUBMIT REVISED BUDGET FOR PERSONNEL AND CIVIL SERVICE. LUPE BAIN MOTIONED TO REQUEST THE 12/09/92 COMMISSIONER'S COURT MEETING TAPE TO DETERMINE SEPARATION OF PERSONNEL AND CIVIL SERVICE COMMISSION AND THAT LUPE C. MARTIN, CIVIL SERVICE RECORDING SECRETARY, LOG TIME SPENT DAILY ON CIVIL SERVICE MATTERS. MARIO MARTINEZ SECONDED. RICHARD YETTER MOTIONED TO RECOGNIZE THAT THE PERSONNEL DIRECTOR WAS SEPARATE FROM THE CIVIL SERVICE COMMISSION BUT WOULD SUPERVISE THE COMMISSION EMPLOYEES. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' ORIENTATION SCHEDULE TO INCLUDE POSITIVE/CONSTRUCTIVE SUPERVISION.

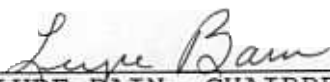
ACTION: MARIO MARTINEZ MOTIONED TO TAKE THE ORIENTATION SCHEDULE AS PRESENTED BY MRS. NITA CORRAL-NAVA, PERSONNEL DIRECTOR TO STUDY SUGGESTED DATES. EACH COMMISSIONER IS TO REPORT BACK BY FRIDAY, AUG. 13, 1993 TO THE PERSONNEL DIRECTOR ON VERIFICATION OF DATES, TIME AND LOCATION OF ORIENTATIONS. LUPE BAIN OFFERED AMENDMENT TO INCLUDE COUNTY COMMISSIONERS IN THE ORIENTATIONS. MARIO MARTINEZ ACCEPTED AMENDMENT. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON COMPENSATORY TIME CIVIL SERVICE RULE 2.74 - 2.78 AND THE CLASSIFICATION OF EXEMPT AND NON-EXEMPT COUNTY EMPLOYEES.

ACTION: RICHARD YETTER MOTIONED TO CORRECT THE WORDING OF EXEMPT AND NON-EXEMPT TERMINOLOGY TO CLASSIFIED & NON-CLASSIFIED THROUGH A REGULATION USING THE WORDS "CLASSIFIED & NON-CLASSIFIED". LUPE BAIN SECONDED. MOTION CARRIED.

Meeting adjourned at 6:25 P.M.

LUPE C. MARTIN, RECORDING SECRETARY



LUPE BAIN, CHAIRPERSON