

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

MINUTES OF SEPTEMBER 13, 1993

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA
PERSONNEL DIRECTOR

ESTELA SALGADO, 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 AUGUST 09, 1993.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF AUGUST 09, 1993. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS DIRECTOR'S JULY/AUGUST DEPARTMENTAL REPORT

ACTION: RICHARD YETTER MOTIONED TO ACCEPT THE REPORT. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' CIVIL SERVICE RULES ORIENTATION SCHEDULE AND NOTIFICATION TO EMPLOYEES ON CIVIL SERVICE MATTERS.

ACTION: NO ACTION TAKEN, THIS WAS AN INFORMATION ITEM. NITA CORRAL-NAVA/PERSONNEL DIRECTOR DISCUSSED THE COST OF NOTIFICATION THAT WERE MAILED OUT TO EACH COUNTY EMPLOYEE, AND SUGGESTED POSTING INFORMATION ITEMS IN THE GLASS CASINGS UNDER THE CLOCK LOCATED AT THE FRONT ENTRANCE OF THE COUNTY BUILDING.

GRIEVANCE

ITEM #4 RAUL CHAVIRA, DISTRICT CLERK, COURT CLERK

ACTION: RICHARD YETTER MOTIONED TO UPHOLD DECISION OF DEPARTMENT HEAD. MARIO MARTINEZ SECONDED. MOTION CARRIED.

GRIEVANCE

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

ACTION: MARIO MARTINEZ MOTIONED THAT THE POSITION FOR GOLF CAR MECHANIC BE VACATED IMMEDIATELY AND THE POSITION BE REPOSTED AS THE POSITION WAS IMPROPERLY FILLED. RICHARD YETTER SECONDED MOTIONED. MOTION CARRIED.

ITEM #6 MARIO ESPINOZA, PARK/RECREATION, MAINTENANCE ROCK MASON

ACTION: MARIO MARTINEZ MOTIONED THAT THE RISK MANAGER PROVIDE REPORTS TO THE COMMISSION ON DEPARTMENTAL PROCEDURES REGARDING SAFETY OF THE EMPLOYEES. RICHARD YETTER AMENDED THE MOTION TO TABLE FOR TWO MONTHS TO MONITOR THE PROGRESS WITHIN THE DEPARTMENT. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR AUTHORIZATION TO CHANGE THE JOB DESCRIPTIONS AS SUBMITTED BY PITI VASQUEZ, PURCHASING AGENT.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE FOR NEXT MEETING TO ALLOW THE COMMISSION MORE TIME TO LOOK INTO THIS MATTER. RICHARD YETTER SECONDED. LUPE BAIN OPPOSED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON WORKER'S COMPENSATION ISSUES PERTAINING TO EL PASO COUNTY POLICY.

ACTION: MARIO MARTINEZ MOTIONED TO REQUEST REPLY FROM COUNTY ATTORNEY'S OFFICE AND RISK MANAGER ON ACCRUAL OF BENEFITS WHILE EMPLOYEES ARE OUT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON PROCEDURE TO CHANGE A JOB DESCRIPTION.

ACTION: RICHARD YETTER MOTIONED TO ACCEPT THE PROCEDURE TO CHANGE A JOB DESCRIPTION AS OUTLINED ON MEMO DATED 09/07/93 FROM PERSONNEL DIRECTOR, NITA CORRAL-NAVA TO COMMISSIONER CHARLES HOOTEN. LUPE BAIN SECONDED. MOTION CARRIED.

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ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE COMMISSION'S BUDGET FUNDED BY COMMISSIONER'S COURT AND CIVIL SERVICE OFFICE OPERATIONS.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER FOR THE NEXT CIVIL SERVICE COMMISSION MEETING IN ORDER TO REVIEW THE MATTER. RICHARD YETTER SECONDED. MOTION CARRIED.

Meeting adjourned at 7:35 P.M.

ESTELA SALGADO, RECORDING SECRETARY



LUPE BAIN, CHAIRPERSON