



# COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

**COMMISSIONERS:**

LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO J. MARTINEZ

**REGULAR MEETING**

**DATE:** TUESDAY, OCTOBER 12, 1993  
**TIME:** 4:00 P.M.  
**PLACE:** COMMISSIONERS' COURT CHAMBERS  
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE  
**POSTED:** FRIDAY, OCTOBER 8, 1993

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**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of September 13, 1993. (Nita Corral-Nava, Personnel Director)

**ACTION:** \_\_\_\_\_  
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**ITEM #2** Discuss Personnel Director's September departmental report. (Nita Corral-Nava, Personnel Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

**ITEM #3** Discuss and take appropriate action on County Employees' Civil Service Rules orientations and specific issues brought to the attention of the Civil Service Commissioners. (Nita Nava-Corral, Personnel Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE  
SESSION IS NOT WAIVED. PURSUANT TO OPEN  
MEETING LAW NO. 6 SECTION 2 (E) N AND (G)

GRIEVANCE

ITEM #4 LUIS ALVAREZ, TRUCK DRIVER II - COLISEUM  
(Don Bailey, Director of County Coliseum)

ACTION:

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ITEM #5 MARY LOU GALLEGOS, Dir. Conv. Svcing, Tourist/Conv.  
(Tom Caradonio, Executive Director, Greater El Paso  
Civic, Convention and Tourism Center)

ACTION:

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ITEM #6 Discuss and take appropriate action on request for  
approval of new job description for the part time  
position of Administrative Assistant 4-H.  
(Larry A. Brown, County Extension Director)

ACTION:

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ITEM #7 Discuss and take appropriate action on request for  
authorization to change/approval of job descriptions as  
submitted. (Lynn Sanchez, Law Library)

ACTION:

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ITEM #8 Discuss and take appropriate action on submitted office  
procedures as submitted. (Martha Banales, Director,  
Office of Council of Judges)

ACTION:

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ITEM #9 Discuss and take appropriate action on approval procedure for new job position descriptions on additions to the 1993-1994 manning table. (Nita Nava-Corral, Personnel Director)

ACTION: \_\_\_\_\_  
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ITEM #10 Discuss and take appropriate action on pooling of sick leave. (Nita Corral-Nava, Personnel Director)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #11 Discuss and take action on status of report from Civil Service Chair, Lupe Bain, and State Representative, Paul Moreno, on amendment request to the Civil Service Statute granting the Commission subpoena power. (Richard Yetter, Civil Service Commissioner)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #12 Discuss and take appropriate action on the inclusion of the FAMILY AND MEDICAL LEAVE ACT OF 1993 in the Civil Service Rules & Regulations. (Nita Corral-Nava, Personnel Director)

ACTION: \_\_\_\_\_  
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ITEM # 13 Discuss and take appropriate action on 1994 Civil Service Budget. (Richard Yetter, Civil Service Commissioner)

ACTION: \_\_\_\_\_  
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