

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE

MINUTES OF OCTOBER 12, 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 4:05 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF SEPTEMBER 13, 1993

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES OF SEPTEMBER 13, 1993. RICHARD YETTER SECONDED . MOTION CARRIED.

ITEM #2 DISCUSS PERSONNEL DIRECTOR'S SEPTEMBER DEPARTMENTAL REPORT. (NITA CORRAL-NAVA, PERSONNEL DIRECTOR)

ACTION: RICHARD YETTER MOTIONED TO ACCEPT THE DEPARTMENTAL REPORT AS PRESENTED. MARIO MARTINEZ SECONDED. MOTION CARRIED.

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 CORRAL-NAVA, PERSONNEL DIRECTOR)

ACTION: A. DISCUSSION ON SCHEDULING OF EL PASO COUNTY EMPLOYEES ORIENTATION SESSIONS by Civil Service Commission on a regular two year basis.

B. FINANCIAL COST of printing and processing material that is mandated by Federal or State Statutes such as the Family Medical Leave Act, the Americans with Disabilities Act, etc., should be the burden of the County GNA account and not individual departmental costs.

- C. SICK LEAVE RULE interpretation of Civil Service Rules 4.01 - 4.07 in response to Martha Banales', Asst. to Adm. Judge & Director, Office of Council of Judges request dated September 21, 1993:

In accordance with Rule 4.05....verification by a licensed physician....may also be required for any short-term illness if sick leave abused is suspected by the individual Department Head. That is a discretionary decision by the Department Head.

- D. SERVICE AWARD PROGRAM Civil Service Rule 6.12 - 6.16 there is not adequate financial support to accomplish this dictum to include staffing within the Personnel Department. Rule 6.17 no longer applies because the Sheriff's Department has its own Civil Service Commission.
- E. CIVIL SERVICE NEPOTISM RULE 2.26 notify Department Head of violation of Civil Service Rule on nepotism within the Communications Department.
- F. APPROVED TIME OFF (WITH PAY) RULE 4.15 approved time off, in reasonable amounts, may be granted for the following reason:
- c. or as authorized by the Department Head or Elected Official.

Place as agenda item to have Auditor discuss leave codes in the time & attendance sheets and the structuring of the County manning table. This item to be placed on, the December agenda.

- G. JOB DESCRIPTIONS and issues will be discussed on the December agenda.
- H. COUNTY COURT ADMINISTRATION DEPARTMENT legal opinion from County Attorney's Office summarized the following:

County Court Administration staff are not explicitly exempt from coverage under the Civil Service Rules and Regulation. The Council of Judges does not have the statutory authority to regulate the terms and conditions of employment for staff in the County Court Administration Department. Additionally, there appears to be no state law that would exempt the employees of the office of County Court Administration, employees are covered by the Civil Service Rules and Regulations.

Ben Castro, County Court Administrator is exempt from coverage by the Civil Service Rules.

- I. SCHEDULE OF CIVIL SERVICE COMMISSIONER ORIENTATIONS to Justice of the Peace County employees by concurrence of entire Civil Service Commission.

GRIEVANCE

ITEM #4 LUIS ALVAREZ, COLISEUM, TRUCK DRIVER II
(DON BAILEY, DIRECTOR OF COUNTY COLISEUM)

ACTION: RICHARD YETTER MOTIONED TO TABLE THE GRIEVANCE AT THE REQUEST OF THE DEPARTMENT FOR THE NEXT CIVIL SERVICE MEETING OF NOVEMBER 2, 1993. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #5 MARY LOU GALLEGOS, TOURIST/CONV. DIR. CONVENTION SVCING.
(TOM CARADONIO, EXECUTIVE DIRECTOR, GREATER EL PASO CIVIC, CONVENTION AND TOURISM CENTER)

ACTION: MARIO MARTINEZ MOTIONED TO REINSTATE EMPLOYEE WITH/PAY AND THAT THE MEMO DATED 09/02/93 BE STRICKEN FROM HER RECORD. LUPE BAIN SECONDED. MOTION CARRIED.

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: LUPE BAIN MOTIONED TO TABLE UNTIL JOB DESCRIPTION IS SUBMITTED. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR AUTHORIZATION TO CHANGE/APPROVAL OF JOB DESCRIPTIONS AS SUBMITTED. (LYNN SANCHEZ, LAW LIBRARY)

ACTION: COMMISSIONER MARTINEZ MADE THE DISCLOSURE THAT BECAUSE OF HIS MEMBERSHIP ON THE BOARD THAT OVERSEES THE LAW LIBRARY, HE NEEDS TO BE EXCUSED FROM HEARING THIS ITEM.

FIRST MOTION: RICHARD YETTER MOTIONED TO AMEND THE JOB DESCRIPTION AND UPGRADE THE CURRENT ASSISTANT LIBRARIAN TO EXEMPT, GRADE (3) THREE CATEGORY TO PROPERLY REFLECT THE DUTIES REQUIRED AND PERFORMED. LUPE BAIN SECONDED. MOTION CARRIED. SECOND MOTION: RICHARD YETTER MOTIONED TO APPROVE JOB DESCRIPTION OF LIBRARY ASSISTANT I & LIBRARY ASSISTANT II. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON SUBMITTED OFFICE PROCEDURES AS SUBMITTED. (MARTHA BANALES, DIRECTOR, OFFICE OF COUNCIL OF JUDGES ADM.)

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THE MATTER IN ORDER TO HAVE A PRESENTATION OF THE FINAL DRAFT OF SAID PROCEDURES ON THE NEXT CIVIL SERVICE COMMISSION MEETING. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL PROCEDURE FOR NEW JOB POSITION DESCRIPTIONS ON ANY ADDITIONS TO THE 1993-1994 MANNING TABLE. (NITA NAVA-CORRAL, PERSONNEL DIRECTOR)

ACTION: MARIO MARTINEZ MOTIONED THAT ALL DEPARTMENT HEADS PROVIDE JOB DESCRIPTIONS FOR NEW JOBS ADDED TO THE 1993-1994 MANNING TABLE BEFORE ANY POSITION IS FILLED. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON POOLING OF SICK LEAVE. (NITA CORRAL-NAVA, PERSONNEL DIRECTOR)

ACTION: MARIO MARTINEZ MOTIONED TO REQUEST AMENDMENT AUTHORITY FROM COMMISSIONERS' COURT ON POOLING OF SICK LEAVE, AMERICANS WITH DISABILITIES ACT, AND FAMILY MEDICAL LEAVE ACT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUS 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: RICHARD YETTER MOTIONED TO TABLE UNTIL JANUARY 1995 WITH SUBMISSION OF A COPY OF THE AMENDMENT REQUEST TO THE CIVIL SERVICE STATUTE GRANTING THE COMMISSION SUBPOENA POWER TO THE PERSONNEL DIRECTOR. MARIO MARTINEZ SECONDED. MOTION CARRIED.

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: PREVIOUSLY DISCUSSED UNDER ITEMS #3 AND #10.


ITEM #13 DISCUSS AND TAKE APPROPRIATE ACTION ON 1994 CIVIL SERVICE BUDGET. (RICHARD YETTER, CIVIL SERVICE COMMISSIONER)

ACTION: RICHARD YETTER MOTIONED TO TABLE UNTIL THE NEXT CIVIL SERVICE MEETING ON NOVEMBER 2, 1993 TO ALLOW COMMISSION CHAIR, LUPE BAIN, TO MEET WITH THE AUDITOR'S OFFICE ON THE STATUS OF THE CIVIL SERVICE BUDGET AND OBTAIN A WRITTEN STATEMENT THAT THE SUBMITTED CIVIL SERVICE BUDGET WAS NOT APPROVED BY COMMISSIONERS' COURT. MARIO MARTINEZ SECONDED. MOTION CARRIED.

Meeting adjourned at 6:40 P.M.



ESTELA SALGADO, RECORDING SECRETARY



LUPE BAIN, CHAIRPERSON