

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE

MINUTES OF NOVEMBER 2, 1993

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA
PERSONNEL DIRECTOR, &
CIVIL SERVICE ADM.

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 OCTOBER 12, 1993.

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

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTION FOR THE PART TIME POSITION OF ADMINISTRATIVE ASSISTANT 4-H BY LARRY BROWN, COUNTY EXTENSION DIRECTOR.

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE NEW JOB DESCRIPTION AS SUBMITTED. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF JOB DESCRIPTIONS AS SUBMITTED BY ROBERT RIVERA, P.E. COUNTY PUBLIC WORKS DIRECTOR, OF JOB CLASSIFICATIONS ON AUTO MECHANIC IV AND CIVIL ENGINEER II.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER FOR DECEMBER 7, 1993 WHEN THE DIRECTOR CAN BE PRESENT TO MAKE A DETAILED PRESENTATION. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF MANNING TABLE CHANGES FOR THE COUNTY TAX OFFICE OF (2) TWO PFT AUTO TITLE CLERK I (GRADE 04) POSITIONS WITH (4) FOUR PPT AUTO TITLE CLERK I POSITIONS, AS SUBMITTED BY JIMMY HICKS, COUNTY TAX OFFICE.

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ACTION: RICHARD YETTER MOTIONED TO MAKE A RECOMMENDATION TO COMMISSIONER'S COURT ON THIS REQUEST FOR A MANNING TABLE CHANGE. MARIO MARTINEZ SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #5 LUIS ALVAREZ, TRUCK DRIVER II - COLISEUM
(DON BAILEY, DIRECTOR OF COUNTY COLISEUM)

ACTION: RICHARD YETTER MOTIONED TO TABLE ON REQUEST OF GRIEVANT'S REPRESENTATIVE UNTIL THE DECEMBER 7, 1993 MEETING. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #6 MARIA DEL CARMEN SIQUEIROS, PROGRAM TECH I - EPCADS
(JORGE L. SALAZAR JR., EXECUTIVE DIRECTOR, EPCADS)

ACTION: RICHARD YETTER MOTIONED TO TABLE THE GRIEVANCE ON REQUEST OF THE DEPARTMENT HEAD & THE GRIEVANT'S REPRESENTATIVE UNTIL THE DECEMBER 7, 1993 MEETING. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF ASCARATE PARK AND AQUATICS FACILITIES.

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE NEW JOB DESCRIPTION WITH GRAMMATICAL CORRECTIONS. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' CIVIL SERVICE RULES ORIENTATIONS AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSIONERS.

ACTION: MARIO MARTINEZ MOTIONED THAT THE MATTER OF SEXUAL HARASSMENT BE BROUGHT TO THE ATTENTION OF THE DISTRICT CLERK, EDIE RUBALCAVA, TO ALLOW FOR THE PROPER APPLICATION OF APPROPRIATE STANDARDS WITHIN SAID DEPARTMENT AND THE FILING OF A RESPONSE REPORT TO THE CIVIL SERVICE COMMISSION. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON SETTING A DATE AND TIME FOR AN ORIENTATION MEETING WITH COMMISSIONERS' COURT ON AMENDING OF CIVIL SERVICE RULES AND REGULATIONS TO INCORPORATE NEW LAWS.

ACTION: THE MEETING DATE IS NOVEMBER 16, 1993 AT 10:30 A.M. IN COUNTY JUDGE ALICIA CHACON'S CONFERENCE ROOM.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTION FOR THE POSITION OF NUTRITION PROJECT MANAGER.

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE NEW JOB DESCRIPTION FOR THE NUTRITION PROJECT MANAGER. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON STATUS OF MEETING BETWEEN LUPE BAIN & AUDITOR OFFICE REGARDING FUNDING OF THE EL PASO COUNTY CIVIL SERVICE COMMISSION.

ACTION: NO ACTION TAKEN. THIS WAS ONLY AN INFORMATION ITEM.

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON OFFICE PROCEDURES SUBMITTED BY DIRECTOR, MARTHA BANALES, OFFICE OF COUNCIL OF JUDGES.

ACTION: RICHARD YETTER MOTIONED TO TABLE THIS MATTER AT REQUEST OF THE DIRECTOR. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #13 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE COMMISSION'S REVIEW AND APPROVAL OF A FORMATTED LETTER NOTIFYING COUNTY DEPARTMENT HEADS TO PROVIDE JOB DESCRIPTION FOR NEW JOBS ADDED TO THE 1993-1994 MANNING TABLE BEFORE ANY POSITION IS FILLED.

ACTION: MARIO MARTINEZ MOTIONED TO UTILIZE THE LETTER SUBMITTED AS PART OF THE MINUTES OF OCTOBER 12, 1993 ITEM #9. RICHARD YETTER SECONDED. MOTION CARRIED.

Meeting Adjourned at 5:15 P.M



ESTELA SALGADO, RECORDING SECRETARY



LUPE BAIN, CIVIL SERVICE CHAIRPERSON