

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE

MINUTES OF DECEMBER 7, 1993

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
 RICHARD YETTER
 MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR
 PERSONNEL & 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 NOVEMBER 2, 1993.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF DECEMBER 7, 1993. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTIONS BY DR. JUAN CONTIN, COUNTY MEDICAL EXAMINER.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE NEW JOB DESCRIPTIONS SUBMITTED BY DR. JUAN CONTIN, COUNTY MEDICAL EXAMINER. RICHARD YETTER SECONDED. MOTION CARRIED. MARIO MARTINEZ MOTIONED TO APPROVE THE CHANGE OF TITLES AND PROPOSAL OF ADDITIONAL DUTIES OF CHIEF INVESTIGATOR TO CHIEF INVESTIGATOR-FORENSIC ADMINISTRATOR, STAFF INVESTIGATOR TO STAFF INVESTIGATOR-DIENER, & SECRETARY TO SECRETARY-MEDICAL TRANSCRIBER. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTIONS BY GENE WEIGEL, RISK MANAGER.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER FOR THE NEXT CIVIL SERVICE MEETING OF JANUARY 4, 1993 FOR A MORE DETAILED EXPLANATION BY THE RISK MANAGER. RICHARD YETTER SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #4 MARIO ESPINOZA, ROCK MASON - ASCARATE PARK

ACTION: RICHARD YETTER MOVED THAT AS PER TESTIMONY HEARD FROM GRIEVANT, THE GRIEVANCE HAS BEEN RESOLVED AND IT WILL BE STRICKEN FROM GRIEVANT'S RECORD. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #5 LUIS ALVAREZ, TRUCK DRIVER II - COLISEUM

ACTION: MARIO MARTINEZ MOVED TO DENY GRIEVANCE AND; UPHOLD DIRECTOR'S DECISION ON PLACEMENT OF THE DESIGNATED EMPLOYEE INTO SAID POSITION WITH THE JOB SPECIFICATIONS ACCORDING TO THE WORDING ON THE JOB PLACEMENT ANNOUNCEMENT. LUPE BAIN SECONDED. RICHARD YETTER ABSTAINED. MOTION CARRIED.

ITEM #6 MARIA DEL CARMEN SIQUEIROS, PROGRAM TECH I - EPCADS

ACTION: MARIO MARTINEZ MOTIONED THAT THE GRIEVANCE BE UPHELD IN THE ABSENCE OF REPRESENTATION FOR EPCADS AND THAT THE EMPLOYEE'S WARNING REPORT BE REMOVED FROM HER RECORD. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #7 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 AND INSTRUCTED THAT THE CONSOLIDATED DATA PROCESSING & PURCHASING DEPARTMENTS BE INVITED TO ATTEND ANOTHER EMPLOYEE ORIENTATION BEFORE THE FULL COMMISSION AT THE JANUARY 4TH MEETING IN WHICH BOTH DEPARTMENTS WILL BE NOTIFIED OF THE SCHEDULED MEETINGS.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL DEPARTMENTAL REPORT FOR THE MONTH OF OCTOBER 1993.

ACTION: RICHARD YETTER MOTIONED TO ACCEPT THE DIRECTOR'S OCTOBER REPORT AS SUBMITTED. MARIO MARTINEZ SECONDED. MOTION CARRIED.

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Meeting adjourned at 5:30 p.m



LUPE BAIN, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY