



# 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:** APRIL 11, 1994  
**TIME:** 4:00  
**PLACE:** COMMISSIONERS' COURT CHAMBERS  
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE  
**POSTED:** WEDNESDAY, APRIL 6, 1994

\*\*\*\*\*

**OPEN MEETING:**

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of March 7, 1994. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

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

ITEM #2 Discuss and take appropriate action on Personnel's Departmental report for the month of February, 1994. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

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

ITEM #3 Discuss and take appropriate action on approval of the following job descriptions: Utility Worker I; Utility Worker II; Utility Worker III; Inventory Control Clerk/Secretary; Senior Pool Manager, Pool Manager. (Bill Medrano, Director of Ascarate Park & Aquatics Facilities.)

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

PAGE 2  
CIVIL SERVICE  
APRIL 11, 1994

ITEM #4 Discuss and take appropriate action on proposed County replacement policy. (Gene Weigel, Risk Manager, Eddie Sosa, County Attorney's Office.)

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

ITEM #5 Discuss and take appropriate action on exemption of Department from County Civil Service Rules and Regulations. (Tom Caradonio, Executive Director of Greater El Paso & Tourism Center.)

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

ITEM #6 Discuss and take appropriate action regarding the transferral of all County of El Paso employees assigned to the Civic Center/Tourist & Convention Center departments to the City of El Paso. (Richard Perez, President, Consolidated Data Processing.)

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

ITEM #7 Discuss and take appropriate action on memorandum from Cleat/CWA Local 6100 regarding Civil Service Exemptions. (Lupe Bain, Chairperson.)

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

#### GRIEVANCE

**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)**

ITEM #8 LIDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE (EDIE RUBALCABA, DISTRICT CLERK)

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

ITEM #9 RAUL SAMBRANO, CUSTODIAN SUPERVISOR, FACILITIES MANAGEMENT (CARLOS SAUCEDO, INTERIM DIRECTOR)

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

ITEM #10 Discuss and take appropriate action on procedures for handling complaints against county employees by members of the public. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION:

---

---

ITEM #11 Discuss and take appropriate action on Rules 8.25 & 8.26 as amended by Commissioner's Court. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION:

---

---

ITEM #12 Discuss and take appropriate action on the Driver Information Form included in the **County General Driving Procedures Manual**, submitted by Gene Weigel, Risk Manager. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION:

---

---

ITEM #13 Discuss and take appropriate action on recommended amendments to Civil Service Rule 4.15 regarding the type of leave to be granted for county employees to attend, grievance hearings. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION:

---

---

ITEM #14 Discuss and take appropriate action on Employee Orientations and specific issues brought to the attention of the Civil Service Commissioners. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION:

---

---