



## COUNTY OF EL PASO

CHAIRMAN:

MARIO J. MARTINEZ

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

RICHARD YETTER  
QUETA G. FIERRO

### EL PASO COUNTY CIVIL SERVICE COMMISSION

#### MINUTES OF NOVEMBER 01, 1994 REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *MJM*  
RICHARD YETTER  
QUETA G. FIERRO

OTHERS PRESENT: MARY JO LEE, INTERIM DIRECTOR  
ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission was called to order by Richard Yetter, Commission member at 2:17 p.m., Tuesday, November 1, 1994 in the County Commissioners' Chambers, Room 303 of the El Paso County Courthouse.

MOTION #1

ITEM #1: APPROVED.

Discuss and take appropriate action on minutes of regular meeting of October 11, 1994 and minutes of special meeting of October 19, 1994. (Mary Jo Lee, Interim Director)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approved the minutes of regular meeting of October 11, 1994 and minutes of special meeting of October 19, 1994 submitted by Interim Director, Mary Jo Lee.

MOTION CARRIED.

MOTION #2  
ITEM #2 **APPROVED.**

Discuss and take appropriate action on Pooled Vacation Leave Request. (Ana L. Barraza, Legal Secretary, 327th District Court)

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to accept the Pooled Vacation Leave Request submitted by Ana L. Barraza, Legal Secretary, 327th District Court.

MOTION CARRIED.

MOTION #3  
ITEM #3 **APPROVED.**

Discuss and take appropriate action on posting, within the Personnel/Civil Service Department, the Civil Service Agenda containing matters coming before the commission.

**ACTION:** It was moved by Mario J. Martinez and seconded by Richard Yetter that future copies of Civil Service Commission minutes be posted within the Personnel Department.

MOTION CARRIED.

MOTION #4  
ITEM #4 **TABLED.**

Discuss and take appropriate action with respect to Rule 2.75, concerning compensatory time for FLSA Exempt employees, whereby Exempt employees would receive compensatory time at the rate of time and one half for hours worked over 40 in a week. (AFSCME Local 59, Trini Munoz)

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to table this item with respect to Rule 2.75, concerning compensatory time for FLSA Exempt employees, whereby Exempt employees would receive compensatory time at the rate of time and one half for hours worked over 40 in a week, in order that Commissioner Yetter could research the matter.

MOTION CARRIED.

MOTION #5  
ITEM #5 **TABLED.**

Discuss and repeal Rule 4,48, to read accrued sick leave,

4.49 1, 2, 3, 4, 5, and 4.51 to read "accrued sick leave with a limit of 18.48 hours transferred voluntarily by regular employees". (AFSCME Local 59, Trini Munoz)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to table the request in reference to Rule 4.48 submitted by Trini Munoz, Local AFSCME representative.

MOTION CARRIED.

MOTION #6

ITEM #6 APPROVED 6 (a), (b), (c), & (d).

Discuss and take appropriate action on approval of job descriptions for newly created positions as follows:  
(Robert Rivera, Road & Bridges Department)

(a) Eliminate a Precinct Foreman position and create the position of Road Superintendent at Grade 5E;

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description for Road Superintendent at Grade 5E, submitted by Robert Rivera, Road & Bridges Department.

MOTION CARRIED.

(b) Change the title of two Precinct Foremen to Maintenance Foreman at Grade 4E;

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description for Maintenance Foreman at Grade 4E, submitted by Robert Rivera, Road & Bridges Department.

MOTION CARRIED.

(c) Eliminate an Ass't. Precinct Foreman position and create the position of Construction Foreman at Grade 4E;

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description for Construction Foreman at Grade 4E, submitted by Robert Rivera, Road & Bridges Department.

MOTION CARRIED.

(d) Eliminate an Auto Mechanic III position and create the position of Equipment Maintenance Foreman at Grade 4E;

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description for Equipment Maintenance Foreman at Grade 4E, submitted by Robert Rivera, Road & Bridges Department.

MOTION CARRIED.

MOTION #7  
ITEM #7 **APPROVED.**

Discuss and take appropriate action on approval of the following job description: Civil Service Support Clerk, and request for change in job grade designation/job description duties for the Personnel Clerk. (Mary Jo Lee, Interim Personnel Director).

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description of Civil Service Support Clerk, and request for change in job grade designation/job description duties for the Personnel Clerk submitted by Mary Jo Lee, Interim Personnel Director.

MOTION CARRIED.

MOTION #8  
ITEM #8 **APPROVED.**

Discuss and take appropriate action on approval of the revised job description for position of Investigator, with in the County Attorney's office. (Jose Rodriguez, County Attorney)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the job description for position of Investigator, submitted by Jose Rodriguez, County Attorney.

MOTION CARRIED.

#### EXECUTIVE SESSION

CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEES GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.074, PERSONNEL MATTERS. THE COMMISSION RECESS AT 2:54 P.M.

#### MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 5:26 P.M.

GRIEVANCE

MOTION #9

ITEM #9 AMELIA IBANEZ, HOUSEKEEPER, MAINTENANCE DEPARTMENT.  
(Carlos Saucedo, Interim Director, Maintenance  
Department)

**ACTION: FIRST MOTION:**

It was moved by Mario J. Martinez and seconded by Richard Yetter to table this grievance in regards to Rule 7.00 and Rule 7.02 until the December 6, 1994 Civil Service Commission meeting.

MOTION CARRIED.

**SECOND MOTION:**

It was moved by Richard Yetter and seconded by Queta G. Fierro that there be a finding of a violation of Section 8.02 (e), and that the grievance be valid as far as this section of the Civil Service Rules and Regulations, "Improper Working Conditions."

MOTION CARRIED.

**THIRD MOTION:**

It was moved by Richard Yetter and seconded by Queta G. Fierro that Carlos Saucedo, Interim Maintenance Director, is hereby ordered to prepare, with the assistance of the Gene Weigel, Risk Manager, detailed and explicit policies and procedures covering: (1) tools issued to each employee; (2) documentation as to what tools and supplies are issued to each employee; (3) training covering the use of protective equipment and supplies, and; (4) emergency procedures. This project is to be submitted to the Civil Service Commission at their next regularly scheduled meeting.

It was further ordered that all employees are to be kept informed as to the circumstances surrounding any type of incident that occurs in the future and that there should be a follow-up on the specific incident giving rise to this grievance. Information obtained from this investigation is to be reported to the Civil Service Commission at the next regularly scheduled meeting, December 6, 1994.

MOTION CARRIED.

MOTION #10

ITEM #10 EVELIA ORTEGA, HOUSEKEEPER, MAINTENANCE DEPARTMENT.  
(Carlos Saucedo, Interim Director, Maintenance  
Department)

**ACTION: FIRST MOTION:**

It was moved by Mario J. Martinez and seconded by Richard Yetter to table this grievance in regards to Rule 7.00 and Rule 7.02 until the December 6, 1994 Civil Service Commission meeting.

MOTION CARRIED.

**SECOND MOTION:**

It was moved by Richard Yetter and seconded by Queta G. Fierro that there be a finding of a violation of Section 8.02 (e), and that the grievance be valid as far as this section of the Civil Service Rules and Regulations, "Improper Working Conditions."

MOTION CARRIED.

**THIRD MOTION:**

It was moved by Richard Yetter and seconded by Queta G. Fierro that Carlos Saucedo, Interim Maintenance Director is hereby ordered to prepare, with the assistance of the Gene Weigel, Risk Manager detailed and explicit policies and procedures covering: (1) tools issued to each employee; (2) documentation as to what tools and supplies are issued to each employee; (3) training covering the use of protective equipment and supplies, and; (4) emergency procedures. This project is to be submitted to the Civil Service Commission at their next regularly scheduled meeting.

It was further ordered that all employees are to be kept informed as to the circumstances surrounding any type of incident that occurs in the future and that there should be a follow-up on the specific incident giving rise to this grievance. Information obtained from this investigation is to be reported to the Civil Service Commission at the next regularly scheduled meeting, December 6, 1994.

MOTION CARRIED.

MOTION #11  
ITEM #11 **APPROVED.**

DARCEY J. GALINDO, ASSISTANT SUPERVISOR, COUNTY TAX OFFICE AND OTHER TAX OFFICE EMPLOYEES. (JAMES S. HICKS, TAX ASSESSOR, COUNTY TAX OFFICE)

**ACTION:** It was moved by Mario J. Martinez and seconded by Richard Yetter to accept the reports submitted by James S. Hicks, County Tax assessor as follows: (1) Copy of Safety Hazard Report by Tillman Health Center conducted on Friday, August 19, 1994; (2) Report explaining morning and afternoon coffee breaks; (3) Report from Gene Weigel, Risk Manager with suggested changes to potential problems with air quality.

MOTION CARRIED.

MOTION #12 **TABLED.**  
ITEM #12

DANIEL FLORES, MEDICAL EXAMINER INVESTIGATOR, MEDICAL EXAMINER'S OFFICE. (JUAN U. CONTIN, MEDICAL EXAMINER, MEDICAL EXAMINER'S OFFICE)

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to table this grievance as presented. Furthermore, Civil Service Commissioner, Richard Yetter requested that the County Attorney's office provide the Civil Service Commission a letter stating the approval from Mr. Bill Ellis, Attorney at Law on the revised schedule submitted by Dr. Juan Contin, Medical Examiner.

MOTION CARRIED.

MOTION #13 **TABLED.**  
ITEM #13

"E. DEMPSEY GUNACA, GRIEVANCE IN VIOLATION OF RULE # 2.02. (County Personnel Director)."

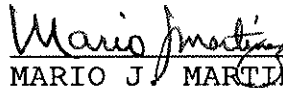
**ACTION:** It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table this grievance until the December 06, 1994 Civil Service Commission meeting, so that the Commission can request a Legal Opinion from the County Attorney's office in reference to Rule 2.02.

MOTION CARRIED.

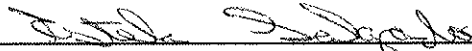
MEETING ADJOURNED

By motion of Queta G. Fierro, seconded by Mario J. Martinez, the meeting was adjourned at 6:24 p.m.

MOTION CARRIED.



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MARIO J. MARTINEZ, CHAIRMAN



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ESTELA SALGADO, RECORDING SECRETARY