



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, JANUARY 10, 1995
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: JANUARY 5, 1995

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of December 6, 1994. (Mary Jo Lee, Personnel Director)

ACTION:

ITEM #2 Discuss and take appropriate action on Pooled Vacation Leave Request. (Laura E. Chavez, Deputy Clerk, County Clerk's Office)

ACTION:

ITEM #3 Discuss and take appropriate action on approval of job description of Office Manager which will be proposed to replace the Administrative Assistant position currently in the manning table. (Clara Hernandez, Public Defender)

ACTION:

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ITEM #4 Discuss and take appropriate action on 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: _____

ITEM #5 Discussion, consideration and action regarding the pay disparity in the position of receptionist in all County departments. (AFSCME, Local 59, Trini Munoz)

ACTION: _____

ITEM #6 Request that the Civil Service Commission review the Trace Consultants study on wage, salary and job descriptions. (AFSCME, Local 59, Trini Munoz)

ACTION: _____

ITEM #7 Request that the Civil Service/Commission establish a committee made up of employees, department heads and elected officials, or their respective representatives, to review the Trace study and report back to the commission with recommended changes. (AFSCME, Local 59, Trini Munoz)

ACTION: _____

ITEM #8 Discussion, consideration and action regarding the establishment of paid maternity leave within all county departments. (AFSCME, Local 59, Trini Munoz)

ACTION: _____

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ITEM #9 Discussion and action on the status of the survey of part-time temporary employees. Action requested: Based on the findings in the survey, convert temporary part-time employees to part-time regular status. (Bill Sparks, El Paso County Employees Association)

ACTION: _____

PUBLIC COMMENT:

