



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF JANUARY 10, 1995

REGULAR MEETING

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

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
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 2:19 P.M. by Mario J. Martinez, Chairperson.

MOTION #1
ITEM #1 **APPROVED.**

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

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to accept the minutes of regular meeting of December 06, 1994 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2

ITEM #2 **APPROVED.**

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

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the Pool Vacation Leave Request submitted by Laura E. Chavez, Deputy Clerk.

MOTION CARRIED.

MOTION #3

ITEM #3 **APPROVED.**

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: It was moved by Mario J. Martinez and seconded by Richard Yetter to accept the job description of Office Manager, submitted by Clara Hernandez, Public Defender, which will be proposed to replace the Administrative Assistant position currently in the manning table.

MOTION CARRIED.

MOTION #5

ITEM #4 **TABLED.**

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: It was moved by Mario J. Martinez and seconded by Richard Yetter to table this item regarding 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," and that said item be resubmitted by Trini Munoz, AFSCME representative.

MOTION CARRIED.

MOTION #5

ITEM #5 **TABLED.**

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

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table this item regarding the pay disparity in the position of receptionist in all county departments and that said item be resubmitted by Trini Munoz, AFSCME representative.

MOTION CARRIED.

MOTION #5

ITEM #6 **TABLED.**

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

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table this item regarding the request made by Trini Munoz, AFSCME representative, that the Civil Service Commission review the Trace Consultants study on wage, salary, job descriptions, and that said item be resubmitted by Mr. Munoz.

MOTION CARRIED.

MOTION #5

ITEM #7 **TABLED.**

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. (Trini Munoz, AFSCME Local #59)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table the request made by Trini Munoz, AFSCME representative, 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. This item is to be resubmitted by Mr. Munoz.

MOTION CARRIED.

MOTION #5

ITEM #8 **TABLED.**

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

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table the request made by Trini Munoz, AFSCME representative, regarding the establishment of paid maternity leave within all county departments and that said item be resubmitted by Mr. Munoz.

MOTION CARRIED.

MOTION #4

ITEM #9

Discuss and take appropriate action on the status 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: No action was taken on this item.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 2:40 P.M.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY