



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

MINUTES OF APRIL 4, 1995

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *Wj 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 2:00 P.M. by Mario J. Martinez, Chairman.

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

Discuss and take appropriate action on minutes of regular meeting of March 7, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the minutes of March 7, 1995 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #6
ITEM #2 **APPROVED.**

Discuss and take appropriate action on Pooled Vacation Leave Request. (Margarita Montes, Clerk, District Attorney's Office)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to grant up to 4 weeks of Pooled Vacation Leave Request made by Margarita Montes, Clerk, District Attorney's Office.

MOTION CARRIED.

MOTION #2
ITEM #3 **TABLED.**

Discuss and take appropriate action on County of El Paso First-Aid, Bloodborne Pathogens and Tuberculosis Program. (Gene Weigel, Risk Manager)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to table the County of El Paso First-Aid, Bloodborne Pathogens and Tuberculosis Program, submitted by Gene Weigel, Risk Manager, until May 2, 1995.

MOTION CARRIED.

MOTION #3
ITEM #4 **TABLED.**

Discuss and take appropriate action on removing the Administrative Secretary in the County Tax Office from under Civil Service. (James Hicks, Tax Assessor Collector, County Tax Office)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table the request made by James Hicks, Tax Assessor Collector, on removing the Administrative Secretary in the County Tax Office from under Civil Service and that Mr. Hicks resubmit the amended item to the Civil Service Commission.

MOTION CARRIED.

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MOTION #4
ITEM #5 APPROVED.

Discuss and take appropriate action to change the position of Inventory Supply Clerk, grade 4N, to that of Inventory Data Control Analyst, at grade level 6N to reflect the change in the duties and responsibilities of this position. (Piti Vasquez, Purchasing Agent, Purchasing Department)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the request submitted by Piti Vasquez, Purchasing Agent, to change the position of Inventory Supply Clerk, grade 4N, to that of Inventory Data Control Analyst, at grade level 6N to reflect the change in the duties and responsibilities of this position.

MOTION CARRIED.

MOTION #5
ITEM #6 TABLED.

Discuss and take appropriate action on proposed Drug Screening Policy. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to table the proposed Drug Screening Policy until further research is done on this matter by Eddie Sosa, First Assistant County Attorney.

MOTION CARRIED.

MOTION #12
ITEM #7

Discuss and review changes to the El Paso County Civil Service Rules and Regulations Book. (Mario J. Martinez, Chairman, Civil Service Commission)

ACTION: After working on the Civil Service Rules & Regulations Book for two hours, it was moved by Richard Yetter and seconded by Queta G. Fierro that no final action would be taken until all rules are reviewed by the Civil Service Commission. Further work sessions to be scheduled.

MOTION CARRIED.

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GRIEVANCES

MOTION #7
ITEM #8 **DISMISSED.**

EUGENE DEAN, CUSTODIAN MAINTENANCE DEPARTMENT, HUGO PONCE, CUSTODIAN, MAINTENANCE DEPARTMENT, CRUZ ALCANTAR, ASSISTANT MAINTENANCE SUPERVISOR, MAINTENANCE DEPARTMENT, (CARLOS SAUCEDO, INTERIM MAINTENANCE DIRECTOR)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to dismiss the grievance submitted by Eugene Dean, Custodian, Maintenance Department.

MOTION CARRIED.

MOTION #8
ITEM #9 **TABLED.**

PEDRO RODRIGUEZ JR., MAINTENANCE MECHANIC, CIVIC CENTER, (ANTONIO ARREDONDO., ASST. FAC PHYS. PLANT MANAGER, CIVIC CENTER) ROBERTO E. RODRIGUEZ, PHYSICAL PLANT MANAGER, CIVIC CENTER) (TOM CARADONIO, EXECUTIVE DIRECTOR, CIVIC CENTER)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table the grievance submitted by Pedro Rodriguez Jr., Maintenance Mechanic, Civic Center until May 2, 1995.

MOTION CARRIED.

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MOTION #9
ITEM #10 **APPROVED.**

Discuss and take appropriate action on revised performance evaluation forms & procedures. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the revised performance evaluation forms & procedures submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #10
ITEM #11 **TABLED.**

Discuss and take appropriate action on creation of Maintenance Mechanic II for Facilities Management Department. (Robert Rivera, P.E. County Road Engineer, Road & Bridges Department)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table the creation of Maintenance Mechanic II for Facilities Management Department submitted by Robert Rivera, P.E. County Road Engineer.

MOTION CARRIED.

MOTION #11
ITEM #12

Discuss and take appropriate action on request of Civil Service Commission's County Budget, for Fiscal Year 1995-1996. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to request the following items for the 1995-96 budget:

- 1) \$10,000 - Legal Services
- 2) \$10,000 - Handbooks
- 3) Increase Part-time staff member to Full-time.

MOTION CARRIED.

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MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 4:25 p.m.

MOTION CARRIED.


MARIO J. MARTINEZ, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY