



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

REGULAR MEETING

DATE: MAY 2, 1995
TIME: 2:00
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: APRIL 28, 1995

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of April 4, 1995. (Mary Jo Lee, Personnel Director).

ACTION: _____

ITEM #2 Discuss and take appropriate action on Personnel Departmental Activities for the month of March 1995. (Mary Jo Lee, Personnel)

ACTION: _____

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ITEM #3 Discuss and take appropriate action on removing the Administrative Assistant in the County Tax Office from under Civil Service. (James S. Hicks, Tax Assessor Collector, County Tax Office)

ACTION:

ITEM #4 Discuss and take appropriate action on a grade change from Grade 04N to Grade 05N for the Inventory Control Clerk position assigned to the Tax Office. (James S. Hicks, Tax Assessor, County Tax Office)

ACTION:

ITEM #5 Discuss and take appropriate action on request from the District Clerk: (1) Delete Criminal Appeals Clerk & add Criminal Appeals Clerk & Record Liaison Officer; (2) Approve revised job description for the Civil Appeals Clerk. (Edie Rubalcaba, District Clerk)

ACTION:

ITEM #6 Discuss and take appropriate action on County of El Paso First-Aid, Bloodborne Pathogens and Tuberculosis Program. (Gene Weigel, Risk Manager)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE
SESSION IS NOT WAIVED. PURSUANT TO OPEN
MEETING LAW NO. 6 SECTION 2 (E) AND (G).

ITEM #7 EVELIA ORTEGA, CUSTODIAN, MAINTENANCE DEPARTMENT (CARLOS
SAUCEDO, MAINTENANCE SUPERVISOR, MAINTENANCE DEPARTMENT,
TED TRAFFANSTED, BUILDING MANAGER, MAINTENANCE
DEPARTMENT)

ACTION: _____

ITEM #8 SUSANA L. SHEPPARD, ASSISTANT SUPERVISOR, COUNTY TAX
OFFICE (JAMES S. HICKS, TAX ASSESSOR COLLECTOR, COUNTY
TAX OFFICE)

ACTION: _____

ITEM #9 PEDRO RODRIGUEZ JR., MAINTENANCE MECHANIC, CIVIC CENTER,
(ANTONIO ARREDONDO., ASST. FAC PHYS. PLANT MANGER, CIVIC
CENTER) (ROBERTO E. RODRIGUEZ, PHYSICAL PLANT MANAGER,
CIVIC CENTER) (TOM CARADONIO, EXECUTIVE DIRECTOR, CIVIC
CENTER)

ACTION: _____

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PUBLIC COMMENT: _____

ITEM #10 DISCUSS AND REVIEW THE CIVIL SERVICE RULES AND
REGULATIONS. (MARY JO LEE, DIRECTOR OF PERSONNEL)