



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

MINUTES OF MAY 2, 1995

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON
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 2:14 P.M. by Richard Yetter, Civil Service Commission.

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

Discuss and take appropriate action on minutes of regular meeting of May 2, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the minutes of regular meeting of May 2, 1995 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

PAGE 2
TUESDAY, MAY 2, 1995
CIVIL SERVICE COMMISSION

MOTION #2

ITEM #2 **APPROVED.**

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

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

MOTION CARRIED.

MOTION #3

ITEM #3 **APPROVED.**

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: It was moved by Queta G. Fierro and seconded by Mario J. Martinez to accept the request made by James S. Hicks, Tax Assessor Collector, to change the job title of Administrative Secretary to Administrative Assistant but, said job will not be removed from coverage of the Civil Service Rules and Regulations. Any increase in pay will have to be approved by the County Commissioners' Court.

MOTION CARRIED.

MOTION #4

ITEM #4 **APPROVED.**

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: It was moved by Queta G. Fierro and seconded by Richard Yetter to accept the grade change from Grade 04N to Grade 05N for the Inventory Control Clerk position assigned to the County Tax Office.

MOTION CARRIED.

PAGE 3
TUESDAY, MAY 2, 1995
CIVIL SERVICE COMMISSION

MOTION #5
ITEM #5 **APPROVED.**

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: It was moved by Queta G. Fierro and seconded by Richard Yetter to delete the Criminal Appeals Clerk from the manning table and approve the new job descriptions of Criminal Appeals Clerk/Record Liaison Officer, and Civil Appeals Clerk.

MOTION CARRIED.

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

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 Richard Yetter and seconded by Queta G. Fierro to approve the County of El Paso First-Aid, Bloodborne Pathogens and Tuberculosis Program as outlined by Gene Weigel, Risk Manager.

MOTION CARRIED.

PAGE 4
TUESDAY, MAY 2, 1995
CIVIL SERVICE COMMISSION

GRIEVANCE

EXECUTIVE SESSION

CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.0074, SUBSECTIONS II AND PURSUANT TO SECTION 551.101. THE COMMISSION RECESSED AT 2:46 P.M.

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 3:55 P.M.

MOTION #7
ITEM #7 DENIED.

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

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter that the grievance filed by Ms. Evelia Ortega, Custodian, Maintenance Department, be denied.

MOTION CARRIED.

MOTION #8
ITEM #8 DENIED.

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

ACTION: It was moved by Richard Yetter seconded by Queta G. Fierro that the grievance filed by Ms. Susana L. Sheppard, Assistant Supervisor, County Tax Office be denied.

MOTION CARRIED.

PAGE 5
TUESDAY, MAY 2, 1995
CIVIL SERVICE COMMISSION

GRIEVANCE

EXECUTIVE SESSION

CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.0074, SUBSECTIONS II AND PURSUANT TO SECTION 551.101. THE COMMISSION RECESSED AT 4:10 P.M.

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 5:16 P.M.

MOTION #9
ITEM #9 **SUSTAINED.**

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 Richard Yetter and seconded by Queta G. Fierro that the grievance filed by Mr. Pedro Rodriguez Jr., Maintenance Mechanic, Civic Center, be sustained due to the fact that the Civic Center department did not follow the El Paso County Civil Service Rules & Regulations with regard to this matter. It was a finding of the Civil Service Commission that Mr. Pedro Rodriguez Jr. be reinstated to his job immediately. The reinstatement however, does not entitle the employee to back pay from the period of time he was out. Commissioner Yetter also advised that this matter be set to rest, and that there be no recrimination, reprisal, and no conversation about this incident in the future.

MOTION CARRIED.

PAGE 6
TUESDAY, MAY 2, 1995
CIVIL SERVICE COMMISSION

PUBLIC COMMENT: N/A

MOTION #10
ITEM #10

Discuss and review the Civil Service Rules and Regulations. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter that the Civil Service Rules and Regulations would be review at a work session to be scheduled on Tuesday, May 16, 1995 at 2:00 p.m.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 5:25 p.m.

MOTION CARRIED.


MARIO J. MARTINEZ, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY