



EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: JUNE 6, 1995
TIME: 2:00
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: JUNE 1, 1995

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of May 2, 1995. (Mary Jo Lee, Personnel Director)

ACTION: _____

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

ACTION: _____

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ITEM #3 Discuss and take appropriate action on Pooled Vacation Leave Request. (Lucille Zavala, Assistant County Attorney, County Attorney Office)

ACTION:

ITEM #4 Discuss and take appropriate action on approval of the following revised job descriptions: (1) Senior Manager (2) Accountant I (3) Senior Payroll/Personnel Clerk - upgrade title and grade to 7. (Tom Caradonio, Executive Director, El Paso Civic, Convention & Tourism Department)

ACTION:

ITEM #5 Discuss and take appropriate action on setting a work session to continue on the revision of the Civil Service Rules and Regulations. (Mary Jo Lee, Personnel Director)

ACTION:

ITEM #6 Discuss and take appropriate action on the following items: (1) approval of proposed job description for Maintenance Mechanic II for County Facilities Management Department, (2) approve upgrade of the job description for Secretary (Grade 05 N) to Executive Secretary (Grade 07 N). (Ted Traffansted, Building Manager)

ACTION:

GRIEVANCE

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 EUGENE DEAN, CUSTODIAN, MAINTENANCE DEPARTMENT, (CRUZ
ALCANTAR, ASSISTANT MAINTENANCE SUPERVISOR, TED
TRAFFANSTED, BUILDING MANAGER)

ACTION:
