



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA**

REGULAR MEETING

DATE: JULY 11, 1995
TIME: 2:00
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: JULY 7, 1995

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of June 6, 1995. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on Personnel Departmental Activities for the month of June 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's Office)

ACTION:

ITEM #4 Discuss and take appropriate action on request to re-classify the job title of Beatriz Garcia from Secretary I, to Community Service Aide. (Tony Natera, Executive Director, General Assistance)

ACTION:

ITEM #5 Discuss and take appropriate action on the following items: (1) approve the proposed job description of Executive Secretary at grade 07N for Facilities Management Department (2) approve the creation of Executive Secretary position for Facilities Management Department. (Ted Traffansted, Building Manager, Facilities Management Department)

ACTION:

ITEM #6 Discuss and take appropriate action on the revised job descriptions & title changes as per the attached. (Tom Caradonio, Executive Director, El Paso Convention & Performing Arts Center)

ACTION:

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ITEM #7 Discuss and take action with respect to the appropriate provisions to be included in the county layoff policy. (Humberto Ornelas, President, El Paso Employees Association, - Alvaro Gallegos, Ex-county employee)

ACTION: _____

ITEM #8 Discuss and take appropriate action on the proposed policy and procedures for employee identification badges. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #9 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: _____

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

ACTION:

ITEM #11 DANIEL QUINONEZ, TRUCK DRIVER II, ROAD & BRIDGES
DEPARTMENT, (ROBERT RIVERA, PUBLIC WORKS DIR./RD. ENG. -
ROBERTO BUSTAMANTE, ROAD SUPERINTENDENT, - PEDRO
GONZALEZ, EQUIPMENT OPERATOR II).

ACTION:
