



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 FEBRUARY 6, 1996

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *hjm*
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, Civil Service Commission.

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

Discuss and take appropriate action on minutes of regular meeting of January 9, 1996. (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 January 9, 1996 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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

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

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

MOTION CARRIED.

MOTION #3
ITEM #3 **APPROVED.**

Discuss and take appropriate action on the Excessive Absence and/or Tardiness Policy as submitted by departments. (Mary Jo Lee, Personnel Director)

ACTION: It was by moved by Richard Yetter and seconded by Mario J. Martinez to approve the (2) two Excessive Absence and/or Tardiness Policies as submitted by departments County Clerk and Council of Judges.

MOTION CARRIED.

MOTION #8
ITEM #4 **DENIED.**

Discuss and take appropriate action on the request by Ralph Casillas to have eleven (11) Data Processing employees appear before the Commission to offer testimony relevant to his grievance. (Ralph Casillas, Programmer I, Data Processing, Jake Nicholson, Executive Director, Data Processing, Humberto Ornelas, President, E.P.C.E.A)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to deny the request submitted by Mr. Ralph Casillias, Programmer II, to have eleven (11) Data Processing employees appear before the Commission to offer testimony relevant to his grievance.

MOTION CARRIED.

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MOTION #4
ITEM #5 **APPROVED.**

Discuss and take appropriate action on the upgrade of "Clerk" position, Risk Management Department, to Secretary. (Commissioner Charles Hooten)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description of Secretary for the Risk Management Department as submitted by Charles Hooten, County Commissioner, provided that said position be posted as a new position.

MOTION CARRIED.

ITEM #6

Discuss the action taken by Commissioners' Court, regarding the new Civil Service Rules and Regulations. (Richard Yetter, Civil Service Commissioner)

ACTION: The Commission again directed Mr. Eddie Castillo, Assistant County Attorney, to expedite a request to the Attorney General for an opinion as to the status of the inclusion of the County Auditor's staff to the Civil Service Rules and Regulations.

MOTION CARRIED.

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).

MOTION #5
ITEM #7 **DENIED.**

ROBERT LOPEZ, GENERAL OFFICE CLERK, EPCADS (GEORGE SALAZAR, EXECUTIVE DIRECTOR, EPCADS, - TRINI MUNOZ, REPRESENTATIVE)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez that the grievance filed by Mr. Lopez be denied, due to the fact that there is no factual basis for his request. Furthermore, the Commission advised Mr. Lopez that he should check with the Personnel Department to see what job vacancies are posted for which he might qualify.

MOTION CARRIED.

MOTION #6
ITEM #8 **DENIED.**

BEATRICE MARRUFFO, COUNSELOR INTERN, EPCADS, (GEORGE SALAZAR, EXECUTIVE DIRECTOR, EPCADS, - TRINI MUNOZ, REPRESENTATIVE)

ACTION: It was moved by Queta G. Fierro and seconded by Mario J. Martinez that the grievance filed by Beatrice Marruffo, Counselor Intern, be denied. Furthermore, the Commission advised Ms. Marruffo that she should check with the Personnel Department to see what job vacancies are posted for which she might qualify.

MOTION CARRIED.

MOTION #7
ITEM #9 **DISMISSED.**

ALICIA CISNEROS, EVIDENCE CONTROL OFFICER, DISTRICT CLERK (EDIE RUBALCABA, DISTRICT CLERK, - BILL ELLIS, ATTORNEY AT LAW)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez that the grievance filed by Alicia Cisneros, Evidence Control Officer, be dismissed due to lack of prosecution. Furthermore, the time limits for postponement of the grievance was not properly followed by the grievant's representative, Mr. Bill Ellis.

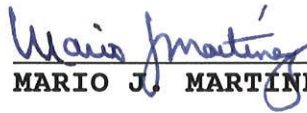
MOTION CARRIED.

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MEETING ADJOURNED

By motion of Queta G. Fierro, seconded by Richard Yetter, the meeting was adjourned at 3:52 p.m.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY