



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF MARCH 5, 1996

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 Room #307 and was called to order at 2:10 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 February 6, 1996. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the minutes of regular meeting of February 6, 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 approval of job description of Forensic Toxicologist for the department of Medical Examiner. (Dr. Juan U. Contin, County Medical Examiner)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the job description of Forensic Toxicologist for the Medical Examiner Department with modifications to read as follows:

QUALIFICATIONS:

MASTER'S DEGREE IN TOXICOLOGY OR PHARMACEUTICAL SCIENCE, AND THREE (3) YEARS WORK EXPERIENCE IN A TOXICOLOGY LABORATORY, OR ANY COMBINATION OF EDUCATION AND WORK EXPERIENCE OF AT LEAST FIVE (5) YEARS IN A TOXICOLOGY LABORATORY, PREFERABLY IN A FORENSIC LABORATORY SETTING.

MOTION CARRIED.

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

Review & approve the job description of the Medical Investigator for the department of Medical Examiner. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the job description of Medical Investigator for the Medical Examiner Department with the following modifications:

(1) SUMMARY:

Investigates deaths occurring within El Paso County as required by law to attempt to determine cause of death. Works independently, interprets and develops application of guidelines.

(2) EFFORT:

Must be able to tolerate the sight of and odor of mangled and/or decomposed bodies. Job duties may require physical labor involving lifting, pushing, pulling, or turning over of deceased etc., only while conducting an investigation of the cause of death. Drives a vehicle to scenes of death. Wears safety belt while driving.

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED.

RALPH CASILLAS, PROGRAMMER I, DATA PROCESSING (JAKE NICHOLSON, EXECUTIVE DIRECTOR, DATA PROCESSING)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro that the grievance filed by Ralph Casillas, Programmer I, be withdrawn as requested by the grievant.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Mario J. Martinez, seconded by Queta G. Fierro, the meeting was adjourned at 3:00 p.m.

MOTION CARRIED.


MARIO J. MARTINEZ, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY