



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

### MEMORANDUM

**TO:** Department Heads/Elected Officials  
**FROM:** Mary Jo Lee, Personnel Director *MJL*  
**SUBJECT:** RESCHEDULED OF CIVIL SERVICE COMMISSION MEETING  
**DATE:** December 23, 1996

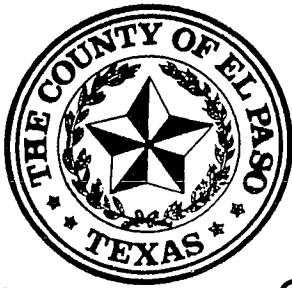
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Please be informed that our regularly scheduled Civil Service Commission meeting of January 7, 1997 has been rescheduled for Tuesday, January 14, 1997.

If you have any questions pertaining to this matter please feel free to call me.

Thank you.

cc: Employees (Agenda Items)  
Assistant County Attorneys  
Employees Representatives  
Civil Service Commissioners



EL PASO COUNTY  
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

COMMISSION MEETING AGENDA

RESCHEDULED MEETING

DATE: JANUARY 14, 1997

TIME: 2:00 P.M.

PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE

POSTED: THURSDAY, JANUARY 9, 1997

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OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of rescheduled meeting of December 17, 1996.

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #2 Discuss Rule 1.25 and make changes allowing the Personnel Department to publish the minimum/maximum salary range when posting. (Trini Munoz)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

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CIVIL SERVICE COMMISSION MEETING  
TUESDAY, January 14, 1997

ITEM #3 Discuss and approve addition to Appendix F  
"Discrimination/Sexual Harassment Policy". (Trini Munoz)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #4 Discuss and approve the addition of the term "maternity  
leave" under the Sick Leave Policy. (Trini Munoz)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #5 Discuss and amend Appendix D "Family Medical Leave"; to  
include "Eligible Events". (Trini Munoz)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #6 Discuss and take appropriate action with respect to Civil  
Service Commission Protection for Adult Probation  
Officers. (Luis Baeza, AFSCME, Local #59)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #7 Discuss and take appropriate action on the following  
items as submitted by Victor A. Flores, County Tax  
Assessor Collector, County Tax Office:

a) To exclude the positions of Chief Deputy,  
Automobile Department Director, Office  
Managers, & Supervisors from Civil  
Service coverage pursuant to Section 1.09  
(b) of the Civil Service Rules &  
Regulations.

b) Clarify as to how many additional  
positions can be made available for  
designation as non-covered positions for  
the County Tax Office.

ACTION: \_\_\_\_\_  
\_\_\_\_\_

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).

ITEM #8 AMELIA IBANEZ, CUSTODIAN, FACILITIES DEPARTMENT - TRINI MUNOZ (TED TRAFFANSTED, FACILITIES MANAGER)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #9 RUTH ESTRADA-SURO, SECRETARY I, JUVENILE PROBATION DEPT. - JOHN T. GARCIA, ATTORNEY AT LAW (ARTHUR PROVENGHI, LEGAL ADVISOR, JUVENILE PROBATION)

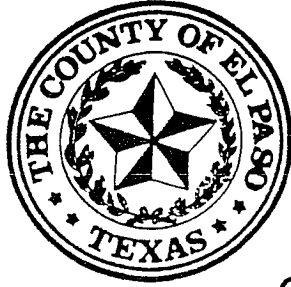
ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #10 MANNY DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE - AFSCME, LOCAL #59 (TIMOTHY BYRNE, ADMINISTRATOR, MEDICAL EXAMINER'S OFFICE)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #11 LETICIA JARVIS, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE - (TIMOTHY BYRNE, ADMINISTRATOR, MEDICAL EXAMINER'S OFFICE)

ACTION: \_\_\_\_\_  
\_\_\_\_\_



EL PASO COUNTY  
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

**EMERGENCY ITEM**

**ADDENDUM TO AGENDA**

**DATE:** TUESDAY, JANUARY 14, 1997

**TIME:** 2:00 P.M.

**PLACE:** COMMISSIONERS' COURT CHAMBERS

**POSTED:** MONDAY, JANUARY 13, 1997

Discuss and take appropriate action on the request from Leticia Jarvis, Investigator, to become a recipient of donated vacation leave. (Leticia Jarvis, Investigator, Medical Examiner Dept.)