



COUNTY OF EL PASO

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

MINUTES OF JULY 1, 1997

COMMISSIONERS PRESENT: MICHAEL C. CROWLEY, CHAIRMAN *MC*
LOUIS E. ZUNIGA, COUNTY COMMISSIONER

ABSENT: DANIEL G. MENA, COUNTY COMMISSIONER

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:05 p.m. by Michael C. Crowley, Chairman, Civil Service Commission.

MOTION #1

ITEM #1 APPROVED

Discuss and take appropriate action on minutes of June 3 1997. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the minutes of regularly scheduled Civil Service Meeting of June 3, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2

ITEM #2 APPROVED

Discuss and take appropriate action on a request from Eunice Hortsman, Juvenile Probation Officer, to be a recipient for donated Vacation Leave. (Eunice Hortsman, Juvenile Probation Department)

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ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Eunice Horstman, Juvenile Probation Officer, Juvenile Probation Department.

MOTION CARRIED.

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

Discuss and take appropriate action on approval of the newly created job description of Morgue/Histology Supervisor for the Medical Examiner's Office. (Jorge Larios, Interim/Administrator)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the newly created job description of Morgue/Histology Supervisor for the Medical Examiner's Office submitted by Jorge Larios, Interim/Administrator.

MOTION CARRIED

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

Accept 1996 revisions to the County Equal Employment Opportunity/Affirmative Action Program and sign document to indicated compliance with the program. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the County Equal Employment Opportunity/Affirmative Action Program. Furthermore, the Commissioners agreed to sign the document to indicate compliance with the Program as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

(ADDENDUM)
MOTION #5
ITEM #5 **APPROVED.**

Discuss and take action on a request that a date in the middle of July be set to consider the termination of Eugene Dean from his position as Custodian with Facilities Management Department. (Trini Munoz, Representative)