



EL PASO COUNTY  
CIVIL SERVICE COMMISSION  
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: AUGUST 5, 1997  
TIME: 2:00 P.M.  
PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE  
POSTED: THURSDAY, JULY 31, 1997 (11:00 A.M.)

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OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of special Civil Service Commission Meeting of July 15, 1997. (Mary Jo Lee, Personnel Director)

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

ITEM #2 Discuss and take appropriate action on a request from Ana M. Whited, Adm./Asst Project Asst, to be a recipient for donated Vacation Leave. (Ana M. Whited, Civic Center)

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

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ITEM #3 Discuss and take appropriate action on approval of job description/title change from Switchboard Operator/Billing Coordinator (Grade 4N) to Switchboard Operator/Clerical Assistant (Grade 6N). (Victor Montes, Communications Director)

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

ITEM #4 Discuss and take appropriate action on a request from Michelle Rybak, Senior Clerk, to be a recipient for donated Vacation Leave. (Michelle Rybak, Records Management Department)

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

ITEM #5 Discuss and take appropriate action on a proposal for the reorganization & consolidation of Ascarate Park & Aquatic Facilities with the Ascarate Golf Course to include changes as follows: (Pat Alderton, Director of Ascarate Park)

(CHANGES FOR ASCARATE GOLF COURSE)

a) Change the job title of Cashier (Grade 4NE) to Cashier/Clerks (Park/Golf) (Grade 4NE);

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

b) Change the job title of Greens Supervisor (Grade 4E) to Golf Course Superintendent (Grade 4E);

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

- c) Eliminate one (1) Maintenance Worker position (Grade 4NE) and create the position of **Assistant Golf Course Superintendent (Grade 4NE)**;

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

- d) Change job title of Maintenance Worker (Grade 4NE) to **Utility Worker II (Grade 4NE)**;

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

(CHANGES FOR ASCARATE PARK)

- e) Eliminate one (1) Utility Worker II position (Grade 6 NE) and create a **Facilities Mechanic** position (Grade 6NE);

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

- f) Change the job title of Lake Attendant (Grade 2NE) to **Lake Attendant/Pool Operator (Grade 2NE)**;

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

- g) Change the job title of Utility Worker II (Grade 6NE) positions to **Utility Worker I (Grade 6NE)**;

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

(CHANGES FOR ASCARATE AQUATIC FACILITIES)

- h) Eliminate the title of Electro-Mechanical Maintenance Technician (Grade 6NE and add the position of Facility Pool Operator (Grade 6NE);

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

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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 #6 DARLENE THADEN, DISTRICT CLERK - RANDY ORTEGA, ATTORNEY AT LAW (EDIE RUBALCAVA, DISTRICT CLERK)

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