




COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
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MINUTES OF AUGUST 5, 1997

COMMISSIONERS PRESENT:  DANIEL G. MENA, ACTING CHAIRPERSON
LOUIS E. ZUNIGA, COUNTY COMMISSIONER

ABSENT: MICHAEL C. CROWLEY, CHAIRMAN

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 2:35 p.m. by Daniel G. Mena, Acting Chairperson, Civil Service Commission.

MOTION #1
ITEM #1 APPROVED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the minutes of special Civil Service Commission Meeting of July 15, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2
ITEM #2 APPROVED.

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: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request on Pooled Vacation Leave submitted by Ana M. Whited, Adm./Asst. Project Assistant.

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

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: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the job description & title change of Switchboard Operator/Billing Coordinator (Grade 4N) to Switchboard Operator/Clerical Assistant (Grade 6N) submitted by Victor Montes, Communications Director.

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED.

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: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request on Pooled Vacation Leave submitted by Michelle Rybak, Senior Clerk.

MOTION CARRIED

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MOTION #5
ITEM #5 APPROVED.

Discuss and take 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)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to accept the reorganization & consolidation of Ascarate Park & Aquatic Facilities with the Ascarate Golf Course submitted by Pat Alderton, Director of Ascarate Park, to include changes as follows:

MOTION CARRIED.

(CHANGES FOR ASCARATE GOLF COURSE)

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to change the job title of Cashier (Grade 4NE) to Cashier/Clerks (Park/Golf) (Grade 4NE);

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to change the job title of Greens Supervisor (Grade 4E) to Golf Course Superintendent (Grade 4E);

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to eliminate one (1) Maintenance Worker position (Grade 4NE) and create the position of **Assistant Golf Course Superintendent (Grade 4NE)**;

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to change job title of Maintenance Worker (Grade 4NE) to **Utility Worker II (Grade 4NE)**;

MOTION CARRIED.

(Changes For Ascarate Park)

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to eliminate one (1) Utility Worker II position (Grade 6NE) and create a **Facilities Mechanic** position (Grade 6 NE);

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to change the job title of Lake Attendant (Grade 2NE) to **Lake Attendant/Pool Operator (Grade 2NE)**;

MOTION CARRIED;

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

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to change the job title of Utility Worker II (Grade 6NE) positions to **Utility Worker I (Grade 6NE)**;

MOTION CARRIED.

(Changes For Ascarate Aquatics Facilities)

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

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to eliminate the title of Electro-Mechanical Maintenance Technician (Grade 6NE) and add the position of **Facility Pool Operator (Grade 6NE)**;

MOTION CARRIED.

GRIEVANCE

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 #6
ITEM #6 **DISMISSED.**

DARLENE THADEN, DISTRICT CLERK, (EDIE RUBALCAVA, DISTRICT CLERK)

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ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to accept the letter of withdrawal submitted by Randy Ortega, Attorney at Law, pertaining to the grievance filed by his client Darlene Thaden, District Clerk's Office.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Daniel G. Mena seconded by Louis E. Zuniga the meeting was adjourned at 2:55 p.m.



DANIEL G. MENA, ACTING CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY