



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: OCTOBER 7, 1997
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, OCTOBER 2, 1997

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly Civil Service Commission meeting of August 5, 1997. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on Sections 1.48 and 1.49 of the Civil Service Rules and Regulations, Reduction in Force, with regard to the re-assignment of employees to positions not covered by the County Civil Service Rules and Regulations. (Sheriff's Department, District Attorney, Juvenile Probation, Auditor's Office, etc.) (Michael C. Crowley, Chairman, Civil Service Commission)

ACTION: _____

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ITEM #3 Approve the job title changes/job descriptions for the Coliseum Department as follows: (Joyce Trujillo, Acting Manager, County Coliseum)

- a) Change job title from Maintenance/Plumber to **"Special Events Manager"** and approve job description.

ACTION: _____

- b) Change job title from Maintenance/Mechanic to **"Shop Foreman/Mechanic/Maintenance Technician"** and approve job description.

ACTION: _____

- c) Change job title from Maintenance/Truck Driver to **"Facility/Events Plumber/Maintenance"** and approve job description.

ACTION: _____

- d) Change job title from Events Coordinator to **"Event/Booking Manager"** and approve job description.

ACTION: _____

ITEM #4 Approve the revised job description of "Risk Manager" for the Personnel Department. (Mary Jo Lee, Personnel Director)

