



## 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 DECEMBER 2, 1997

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

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

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 p.m. by Michael C. Crowley, Chairperson.

MOTION #1  
ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of November 4, 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 regularly scheduled Civil Service Commission meeting of December 2, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2  
ITEM #2 APPROVED.

Discuss and approve the newly created job description of Deputy Medical Examiner for the Medical Examiner's Office. (Jorge A. Larios, Interim/Administrator)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the newly created job description of Deputy Medical Examiner for the Medical Examiner's Office submitted by Jorge Larios, Interim/Administrator.

MOTION CARRIED

MOTION #3  
ITEM #3 APPROVED.

Discuss and approve the newly created job description of Administrative Assistant 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 Administrative Assistant for the Medical Examiner's Office submitted by Jorge Larios, Interim/Administrator.

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).

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session at 2:10 p.m.

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session to deliberate 3:05 p.m.

MEETING RECONVENED

Chairman Michael C. Crowley announced that the Civil Service Commission would reconvened into regular open session after Executive Session at 3:20 p.m.

MOTION 4  
ITEM #4 GRIEVANCE SUSTAINED.

JOHN C. KELLER, CASHIER CLERK, ASCARATE GOLF COURSE-  
MICHAEL VILLALBA, ATTORNEY AT LAW (PAT ALDERTON, PARKS &  
RECREATION DIRECTOR)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to sustain the grievance filed by John C. Keller, Cashier Clerk, Ascarate Golf Course and that Mr. Keller be reinstated.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Michael C. Crowley and seconded by Daniel G. Mena the meeting was adjourned at 3:22 p.m.

  
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MICHAEL C. CROWLEY, CHAIRMAN

  
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ESTELA SALGADO, RECORDING SECRETARY