



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: JANUARY 6, 1998
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: TUESDAY, DECEMBER 30, 1997

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly Civil Service Commission meeting of December 2, 1997. (Mary Jo Lee, Personnel Director)

ACTION:

ITEM #2 Discuss and take appropriate action on a request from Susan Esquivel, Communication Network Tech II, Data Processing, to be a recipient for donated Vacation Leave. (Susan Esquivel)

ACTION:

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ITEM #3 Discuss and take appropriate action on the newly created job descriptions submitted by the County Attorney's Office as follows:

- a) Approve the job description of Executive Legal Secretary I-V.

ACTION: _____

- b) Approve the job description of Legal Secretary I-VII.

ACTION: _____

- c) Approve the job description of Bond Forfeiture Coordinator/Investigator.

ACTION: _____

- d) Approve the job description of Executive Assistant.

ACTION: _____

- e) Approve the job description of Legal Collection Assistants I-III.

ACTION: _____

f) Approve the job description of Collection Analyst I-II.

ACTION: _____

g) Approve the job description of Personnel Analyst.

ACTION: _____

h) Approve the job description of Office and Network Systems Administrator.

ACTION: _____

i) Approve the job description of Paralegal I-II.

ACTION: _____

ITEM #4 Discuss and take appropriate action on the revised job description/grade level change of **Inventory Control Clerk** for the County Tax Office. (Victor A. Flores, County Tax Assessor Collector)

ACTION: _____

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 #5 MARIA ELVIA GALVAN, CUSTODIAN, FACILITIES MANAGEMENT
DEPARTMENT (TED TRAFFANSTED, BUILDING MANAGER)

ACTION:

ITEM #6 RAYMOND REYES, CENTRAL SUPPLY CLERK, PURCHASING
DEPARTMENT (PITI VASQUEZ, PURCHASING AGENT)

ACTION:

ITEM #7 MARY ANN KAUTZ, PRINT MAIL EQUIPMENT OPERATOR, PURCHASING
DEPARTMENT (PITI VASQUEZ, PURCHASING AGENT)

ACTION:

ITEM #8 MANUEL D. DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE
(JORGE A. LARIOS, INTERIM ADMINISTRATOR)

ACTION:
